



EXCERPT FROM THE APPROVED MINUTES OF THE
112th VSU Board of Regents' Meeting
CHED Central Office, Diliman, Quezon City
27 October 2023

**PROPOSED GUIDELINES ON THE AVAILMENT
OF FINANCIAL SUPPORT FOR ATTENDANCE
TO LEARNING AND DEVELOPMENT ACTIVITY
FOR VSU NON-ACADEMIC EMPLOYEES**

The Board passed

BOR Resolution No. 71, s. 2023

A Resolution Approving the proposed guidelines on the availment of Financial Support for Attendance to Learning and Development Activity for VSU Non-Academic Employees, as presented.

- *see attached BOR approved proposal*

BOARD ACTION : **APPROVED**
Date : 27 October 2023

Certified True and Correct:


GUIRALDO C. FERNANDEZ, JR.
Board & University Secretary

Cc: OVPAF
HRMO
RSPPRO
FMO
Budget Office
Accounting Office

**PROPOSED GUIDELINES ON THE AVAILMENT OF FINANCIAL SUPPORT FOR
ATTENDANCE TO LEARNING AND DEVELOPMENT ACTIVITY FOR
VSU NON-ACADEMIC EMPLOYEES**

The employee development program for administrative staff of the Visayas State University covers learning and development (L&D) programs that include participation to foreign and local scholarship, training, seminars, conferences & workshops and other related human resource development endeavors. Every year, the university allocate an amount to provide financial support to its employees in availing these HRD interventions for their improved efficiency and effectiveness. To ensure that equal opportunity is afforded to all employees of the university, this guideline is proposed to establish guidelines in the availment of financial support for attendance to learning and development activity for non-academic employees.

Guidelines:

1. Only regular and casual non-academic staff are eligible to avail of the financial support but subject to availability of funds.
2. Participation to L&D program should be necessary based on actual needs of the department/office/unit or for the enhancement of competence and specialization of the concerned non-academic staff, taking into consideration organizational priorities. The training must be related to his/her official functions and/or project that the staff is involved and must be absolutely necessary.
3. Only one (1) staff per department/office and per training per year will be allowed whether local or abroad except when the training/seminar-workshop is organized by regulatory agencies like COA, DBM, Civil Service, PASUC, NAP, AACCUP, etc. or when participation/attendance is required to earn CPD points for renewal of professional license of concerned staff.
4. The event/activity and or organizer must be legitimate and not predatory in nature. The VSU Administrative Scholarship Committee (VASC) reserves the right to determine if the event/activity and/or organizer is predatory. Also, it has the right to determine whether the staff is qualified to participate in the said L&D activity.
5. For attendance to local training/seminar/conference, etc, the registration or participation fee in said activity shall not exceed P2,000.00 per day for each participant, if conducted by a private organization. Any excess in registration fee shall be shouldered by the participant. The limitation prescribed in the National Budget Circular No. 563 dated April 22, 2016 does not, however, apply in the case of training, seminar-workshop and the like which are conducted by government entities, and those which are designed to provide skills enhancement in the area of discipline of the participant. Thus, if the seminar/training is intended for the enhancement of technical skills, higher participation cost may be allowed, whether the seminar/training is conducted by a private organizations, a government institution, or a CESB-accredited training institution.
6. The allowable per diem shall cover the duration of the training/conference/seminar, etc. plus one (1) day before and one (1) day after the activity.

7. For travel abroad to attend training/seminars, oral paper presentation and the like, the following will be given as financial support subject to compliance of requirements:
- If the training is not free, maximum financial support is P50,000.00 for Southeast Asia and P100,000.00 for outside Southeast Asia.
 - Visa fee and its processing, if required, for a maximum of three (3) days travel, shall be official in nature.
 - Participation must be subject to CHED-IAS assessment and BOR Approval through UAdCo:
 - Paper for oral presentation should come from his/her thesis/dissertation or project which is registered and approved by the Office of the Vice President for Research, Extension and Innovation.
 - Submission of the following requirements:
 - a) Invitation from the organizer
 - b) Accomplished CHED IAS form 15
 - c) Executive Brief, as required by the BOR
 - d) Certificate of funds availability from Finance Management Office or Budget Office
 - e) Short Training Contract, if the training is 2 months or more
 - f) Re-entry Plan, if the activity is one (1) month or more
 - g) University clearance, if the training/seminar is one (1) month or more
 - h) For learning visits to agencies abroad charged to Staff Development Fund or any University Fund, a recommendation from the direct supervisor stating the role/contribution of concerned staff on the visit
 - Within one (1) month after return to the university from abroad, the concerned administrative staff must submit the following to the Vice President for Administration and Finance through VASC:
 - a) Travel Report which also indicates the best practices observed which can be adopted in the performance of his/her function. A copy of said report should also be attached to their travel liquidation papers.
 - b) Photocopy of Certificate of Participation
8. A Post Evaluation Form to be filled up by the Office/department head /supervisor shall be submitted to the HRMO six (6) months after the date of attendance. Failure to submit the needed Post Evaluation Form will disqualify the staff concerned to attend future training/workshop/conference.
9. Participation to training within six (6) months prior to his/her compulsory retirement shall not be allowed except as otherwise provided by law.

Action by VSU Administrative Scholarship Committee:

Recommended for BOR approval through UAdCo.
VASC Res. no. 74 series of 2023 dated June 15, 2023