



**118<sup>th</sup> SPECIAL MEETING OF THE BOARD OF REGENTS**

**RESOLUTION NO. 05**

Series of 2025

**AUTHORIZING THE UNIVERSITY PRESIDENT, DR. PROSE IVY G. YEPES AND DR. HANZEL MEJIA, TO GO ON OFFICIAL BUSINESS TRIP TO KUALA LUMPUR, MALAYSIA TO PARTICIPATE IN THE ASEAN UNIVERSITIES EXHIBITION AND FORUM (AEF2025) ON 23-25 FEBRUARY 2025**

**WHEREAS**, VSU is a CHED Center for Excellence (COE) in Agriculture and a National University in Region VIII, it is mandated to provide leadership in developing highly competitive human resources, relevant scientific knowledge, and innovative technologies to support the sustainable development of the Visayas Region and the country;

**WHEREAS**, Dr. Prose Ivy G. Yepes was identified by the Commission to participate in the ASEAN Universities Exhibition and Forum (AEF2025) on 23-25 February 2025 and as communicated by the CHED IAS, ASEAN University Network-Quality Assurance (AUN-QA) members are specifically invited to participate in this event;

**WHEREAS**, VSU being a member of the AUN-QA is invited to showcase its achievements and excellence and strengthen international partnerships, student mobility and funding opportunities across the ASEAN region;

**WHEREAS**, travel expenses to be incurred for this official business trip shall be borne from the Internationalization funds of the University;

**WHEREAS**, the proposed trip, aligned with the provisions in the Memorandum from the Executive Secretary of the Republic of the Philippines dated January 3, 2018 (Directives applying to Foreign Travels of All Government Officials and Personnel in the Executive Department), CHED Memorandum No. 0001535 dated 24 July 2018 (Guidelines for Securing Authority to Travel Abroad for SUCs) and the EO No. 77 issued on March 15, 2019 (Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel is endorsed to the CHED Chairperson for issuance of Travel Authority;


**WHEREAS**, the proposal was presented to the University Administrative Council on January 24, 2025, and obtained favorable action;

**WHEREAS**, finding the University Administrative Council's recommendation in order, the Governing Board has agreed to authorize the foreign travel of the University President;

**Now, therefore, on motion duly made, seconded, and unanimously carried, be it:**

**RESOLVED**, as it is hereby resolved that the Board of Regents of Visayas State University authorizes the University President, Dr. Prose Ivy G. Yepes DR. PROSE IVY G. YEPES AND DR. HANZEL MEJIA, to go on official business trip to Kuala Lumpur, Malaysia to participate in the Asean Universities Exhibition and Forum (AEF2025) on 23-25 February 2025.

**IN WITNESS** of our approval thereof, we hereby affix our signatures this 28th day of January 2025 at Hotel Lorenza, Tacloban City, Leyte, Philippines.

  
**HON. ETHEL AGNES P. VALENZUELA**  
CHED Commissioner and Chairperson  
VSU-Board of Regents


  
**HON. PROSE IVY G. YEPES**  
VSU President, Vice Chairperson  
VSU-Board of Regents

**HON. BERNADETTE REMALLA-MAYBITUIN**  
Representing Hon. **ALLAN PETER S. CAYETANO**  
Chairperson, Senate Committee on Higher,  
Technical and Vocational Education  
Member, VSU BOR


**HON. CARL NICOLAS C. CARI**  
Representing Hon. **MARK O. GO**  
Chairperson, Committee on Higher & Technical  
Education House of Representatives  
Member, VSU BOR

  
**HON. MEYLENE C. ROSALES**  
Regional Director, National Economic and  
Development Authority Regional Office VIII  
Member, VSU BOR

**HON. ANDREW RODOLFO T. ORAIS**  
Regional Executive Director, Department of  
Agriculture-RO8  
Member, VSU BOR

  
**HON. ERNESTO F. BULAYOG**  
Faculty Regent - VSU System Faculty Union of  
Baybay Leyte  
Member, VSU BOR

  
**HON. OSCAR B. POSAS**  
President, VSU Federated Alumni Association  
Member, VSU BOR

  
**HON. RYAN C. ILAIDA**  
Student Regent - VSU Student Council Federation  
Member, VSU BOR

*Private Sector Representatives:*

  
**HON. ALAIN CHARLES J. VELOSO**  
Member, VSU BOR  
Villaba, Leyte

  
**HON. RUPERTO O. APPARRI, III**  
Member, VSU BOR  
Tacloban City, Leyte

**CERTIFIED TRUE COPY**  
  
**HAZEL VILLALOBOS**  
University and Board Secretary  
30 JAN 2025



## EXECUTIVE SUMMARY

### SUBJECT

**REQUEST FOR PERMISSION TO TRAVEL ABROAD FOR DR. PROSE IVY G. YEPES AND DR. HANZEL MEJIA TO PARTICIPATE IN THE ASEAN UNIVERSITIES EXHIBITION AND FORUM (AEF2025) ON 23-25 FEBRUARY 2025, KUALA LUMPUR, MALAYSIA**

### RATIONALE

VSU is a CHED Center for Excellence (COE) in Agriculture and a National University in Region VIII, it is mandated to provide leadership in developing highly competitive human resource, relevant scientific knowledge, and innovative technologies to support the sustainable development of the Visayas Region and the country.

The essence of the proposal is to request for BOR approval on the proposed official foreign business trip of Dr. Prose Ivy G. Yepes. As communicated by the CHED IAS, ASEAN University Network-Quality Assurance (AUN-QA) members are specifically invited to participate in this event. VSU being a member of the AUN-QA is invited to showcase its achievements and excellence and to strengthen international partnerships, student mobility and funding opportunities across the ASEAN region.

The trip's projected expenses amounting to ₱95,760.48 (per participant) shall be sourced out from the Internationalization Funds of the university.

In compliance to the pertinent rules on official travel for SUC Presidents, Dr. Yepes requests for BOR approval and endorsement to the CHED Chairperson for the issuance of travel authority. Hence, this proposal.

### LEGAL BASIS

- Memorandum from the Executive Secretary of the Republic of the Philippines dated January 3, 2018 (Directives applying to Foreign Travels of All Government Officials and Personnel in the Executive Department)
- CHED Memorandum No. 0001535 dated 24 July 2018 (Guidelines for Securing Authority to Travel Abroad for SUCs)
- EO No. 77 issued on March 15, 2019 (Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel)

### DESCRIPTION OF THE PROPOSAL

The proposal seeks approval of the Governing and endorsement to the office of the CHED Chairperson for the issuance of Travel Authority.

### ENDORSEMENT

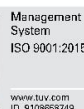
The University Administrative Council (UADCO), during its special meeting on January 24, 2025 favourably endorsed the proposal.

### ATTACHMENT

- Invitation – CHED Regional Memorandum Order No. 06, s2025
- Travel Itinerary
- Designation of an OIC-Office of the President
- Certificate of Funds Availability

#### UNIVERSITY & BOARD SECRETARY

Visayas State University, Visca, Baybay City, Leyte  
Email: [secretary@vsu.edu.ph](mailto:secretary@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 Local 1001





COMMISSION ON HIGHER EDUCATION  
REGIONAL OFFICE VIII



**CHED REGIONAL MEMORANDUM ORDER**  
No. 04, Series of 2025

**FOR** **DR. PROSE IVY G. YEPES**  
University President, Visayas State University

**DR. DENNIS C. DE PAZ**  
University President, Eastern Visayas State University

**SUBJECT** **INVITATION TO PARTICIPATE IN THE ASEAN  
UNIVERSITIES EXHIBITION & FORUM (AEF2025)**

**DATE** **13 JANUARY 2025**

The Commission on Higher Education Regional Office VIII forwards the herein communication from the CHED International Affairs Service (IAS) on the **ASEAN Universities Exhibition and Forum (AEF2025)**, hosted by **Education Malaysia Global Services** in collaboration with **Malaysia's Ministry of Higher Education**, on **23–25 February 2025** in **Kuala Lumpur, Malaysia**.

As communicated by the CHED IAS, ASEAN University Network-Quality Assurance (AUN-QA) members are specifically invited to participate in this prestigious event.

The **AEF2025** aims to:

- Showcase the excellence and achievements of ASEAN universities
- Facilitate knowledge-sharing, networking, and partnership-building among key stakeholders, including university leaders, government officials, and industry representatives
- Explore topics such as international partnerships, student mobility, and funding opportunities across the ASEAN region.

To secure your participation, please complete and submit the attached registration form by **20 January 2025**. Given the limited availability of exhibition booths, early confirmation is encouraged.

For further inquiries or assistance, you may contact the event organizers:

- **Mr. Megat Mohd. Samsul:** +6016-225 2009 / [megat@educationmalaysia.gov.my](mailto:megat@educationmalaysia.gov.my)
- **Dr. Erica Kwan:** +6012-785 3363 / [erica@educationmalaysia.gov.my](mailto:erica@educationmalaysia.gov.my)

For details, please see the attached communication.

For wide dissemination

**MAXIMO C. ALJIBE, Ph.D., DPM, J.D.; CESO III**  
Director IV

CHEDRO VIII RECORDS UNIT

JAN 14 2025

RELEASED



## Evaluation Form for the Necessity of Foreign Travel for State Universities and Colleges

Title of Travel: To participate in the ASEAN Universities Exhibition &amp; Forum (AEF 2025)

Attendee/s &amp; Age: Dr. Prose Ivy G. Yepes, 55 y.o

Date of Last Travel: January 14, 2024

Dr. Hanzel N. Mejia

Date of Last Travel:

INDICATORS	CONSIDERATIONS	REMARKS
<i>Memorandum Circular No. 35, s. 2017 (Office of the President of the Philippines)</i>		
1. The purpose of the trip is strictly within the mandate of the requesting official of employee.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Complied <input type="checkbox"/> Not Complied
2. The trip is expected to bring substantial benefit to the country.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. The trip's projected expenses are not excessive and in accordance with EO 298 "Amending Further Executive Order No. 248 Dated May 29, 1995 as Amended by Executive Order No. 248-A Dated August 14, 1995, Which Prescribes Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel", Section 8 of EO 298 on UNDP Index and Chapter 5 "Travel Expenses" of the "Training Handbook on Government Expenditures" (2011).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied  <b>Total amount of expenses: P 95,760.48</b>
4. Source of funding (in accordance with the ff. issuances: -EO No. 248 dated May 29, 1995, as amended by EO 248-A dated August 14, 1995, and EO 298 dated March 23, 2004, prescribing rules and regulations and new rates of allowances for official local and foreign travels of government personnel" -Memorandum Circular No. 35 s. 2017, Clarifying and Reinforcing Existing Rules and Regulations on Foreign Travel Authorities, Travel Entitlements, and Travel Tax Exemptions, which require the approval of the office of the president)	<b>Source</b> <input type="checkbox"/> Internal <input type="checkbox"/> Project Grant  <b>Provisions</b> <input checked="" type="checkbox"/> Airfare <input checked="" type="checkbox"/> Meals <input checked="" type="checkbox"/> Accommodation <input checked="" type="checkbox"/> Incidental Expenses <input checked="" type="checkbox"/> Pre-departure Expenses <input checked="" type="checkbox"/> Registration/ Participation Fee	<i>Remarks: All expenses will be shouldered by the University.</i>
<i>Evaluation Criteria or Benchmarks (Memorandum from the CHED OIC, March 5, 2018)</i>		
5. Rationale as institutional strategy	<b>Internationalization Dimensions Fulfilled by the Activity:</b>  <b>Internationalization Engagement:</b> <input checked="" type="checkbox"/> Articulated Institutional Commitment <input checked="" type="checkbox"/> International Relations and Reputation <input checked="" type="checkbox"/> International Visibility <input checked="" type="checkbox"/> Cultural Intelligence and Internationalization Awareness/ Diversity <input checked="" type="checkbox"/> International Quality Assurance <input type="checkbox"/> Organizational Strategies and Policy Development	<b>Cite specific relation to institutional strategy:</b> The university's vision to be globally competitive requires faculty members to possess advanced training and education which can be obtained by pursuing advanced degrees at local or international academic institutions and in joining international conferences and gatherings.



	<b>Learning and Discovery:</b> <input checked="" type="checkbox"/> International Experience (faculty) <input type="checkbox"/> International Experience (Students) <input checked="" type="checkbox"/> Digital and Global Citizenship <input checked="" type="checkbox"/> Internationalized and Industry-based Curriculum <input checked="" type="checkbox"/> Non-conventional Instructional Delivery <input checked="" type="checkbox"/> Organizational Strategies and Policy Development	Attending a conference abroad will be a great opportunity for our faculty member to obtain experiences and knowledge in their respective fields of specialization. Furthermore, it will lead to the improvement of the curriculum, delivery of our degree programs, and faculty development program
	<b>Innovation, Collaboration and Resource Generation:</b> <input checked="" type="checkbox"/> Stakeholder Engagement <input checked="" type="checkbox"/> Special Program/ Project <input type="checkbox"/> External Resource Generation	Meet possible collaborators and forge linkages
5. Value of the travel or mission	<b>International Commitment:</b> <input type="checkbox"/> is a member-institution <input type="checkbox"/> is signatory <input type="checkbox"/> is part of the negotiation or agreements  <b>Nature of Sponsoring or Inviting Body:</b> <input type="checkbox"/> International Organization <input type="checkbox"/> Academic Institution <input type="checkbox"/> Professional Institution <input type="checkbox"/> Research Institute <input type="checkbox"/> Government Entity Conference/ Training duly accredited by Accrediting Organization/Agency Recognized by Home Government <input type="checkbox"/> Yes <input type="checkbox"/> No Activities/topics to be discussed in the conference/meeting is in consonance with the thrust of SUC	<b>Details of the agreement/commitment:</b> <i>(please see attached Faculty Re-Entry Plan)</i> <b>Date signed:</b> <b>Parties:</b> <b>Programs covered:</b> <b>Obligations:</b>
7.Potential Partners	<b>Nature of Potential Partners</b> <input checked="" type="checkbox"/> International Organizations <input checked="" type="checkbox"/> Academic Institutions <input type="checkbox"/> Professional Institutions <input type="checkbox"/> Research Institutes <input type="checkbox"/> Government Entities	<b>Explain value of these partner to HEI's Strategic Plan:</b> Linkages abroad are part of VSU's 2017-2027 Strategic Plan in going global. This was also highlighted in the proposed new strategic plan under the administration of President Yepes
8. Level of participation necessary or mandate of the office of the SUC representative	<b>Level of Participation</b> <input type="checkbox"/> As requested by the inviting body <input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Dean or Director <input type="checkbox"/> Faculty/ Staff <input type="checkbox"/> Student (s) <input type="checkbox"/> Based on the University designation/ mandate  <b>Required Number of Participants</b> <input type="checkbox"/> Minimum    — <input type="checkbox"/> Maximum    —	<b>Submitted Comprehensive Report for Previous Travel:</b>  <input type="checkbox"/> Complied <input type="checkbox"/> Not Complied  <input type="checkbox"/> Not Applicable  <b>Date reported to the Board of previous travel:</b> <u>November 18, 2024</u>  <b>Action Taken by the Board:</b> a. Policy Recommendation:  b. Program Development:







### RE-ENTRY ACTION PLAN (REAP) FOR NON-DEGREE PROGRAM

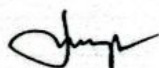

Re-Entry Action Plan is required to be submitted by VSU employee to support their request to attend any non-degree L&D activity to ensure that the learnings from said activities shall be applied by the participants upon their return to work. A REAP will likewise promote commitment by the employees concerned and his/her supervisors in addressing any problem or opportunity being identified in their workplace for improved efficiency and effectiveness.

To ensure attainment of the objectives of the REAP, immediate supervisor is expected to provide support to the employee concerned upon their return until the re-entry plan shall have been fully implemented. In addition, after six months, employee is required to submit the required post-training evaluation report of the effectiveness of the training and workshop attended by subordinate. Otherwise, any recommendation for the development of the employee concerned shall not be acted upon by the Scholarship Committee.

<b>Name:</b>	
<b>Major University Function/s the employee is involved in:</b>	<p>Please check</p> <p><input type="radio"/> Advanced Education Services</p> <p><input type="radio"/> Higher Education Services</p> <p><input type="radio"/> Research Services</p> <p><input type="radio"/> Extension Services</p> <p><input type="radio"/> Production Services</p> <p><input type="radio"/> General Administrative Support Services</p> <p><input type="radio"/> Governance &amp; Management</p>
<b>Area/s to improve after attendance to this activity:</b>	<p>Please check</p> <p><input type="radio"/> Instruction related</p> <p><input type="radio"/> Employee development</p> <p><input type="radio"/> Administrative Related Services</p> <p><input type="radio"/> Publication/IPR</p> <p><input checked="" type="radio"/> Others: <u>Internationalization Programs</u></p>
<b>Title, date and venue of the L&amp;D activity:</b>	ASEAN Universities Exhibition and Forum (AEF2025) on 23-25 February 2025 in Kuala Lumpur, Malaysia
<b>Title of REAP</b>	AEF 2025
<b>Rationale: Describe the current situation (problem or opportunity) in your department/office that you need to address through your REAP</b>	<ul style="list-style-type: none"><li>• Gain expertise in internationalization in higher education</li><li>• Networking with internationalization officers from other institutions</li><li>• Improvement of internationalization programs</li><li>• Attract more international students</li><li>• Partner with more international institutions</li><li>• Gain insights in the crafting of internationalization plan</li></ul>





REAP Objective (SMART – Specific, measurable, attainable, result-oriented and with time frame)	<ul style="list-style-type: none"> <li>• Improvements in the new internationalization plan of VSU by the end of 2025</li> <li>• Attract more international students to study in VSU by 2026</li> <li>• Achieve more international engagements by 2026</li> </ul>
Start time	March 2025
Expected Output/s	Updated Internationalization plan of VSU, increased enrollment of international students, increased number of partners with signed MoU/MoA
Beneficiary/ies	VSU faculty, staff, students, administrators, and researchers.
Identify Success Indicators or Measures of Success	BOR approved new internationalization plan, increase enrollment of international students coming to VSU, number of activities from signed agreements with international partners
Summary and Recommendations:	AEF 2025 is a chance to showcase the strengths of VSU to attract more international students and partners. It showcases the excellence and achievements of ASEAN universities. The event will also facilitate knowledge-sharing, networking, and partnership-building among key stakeholders, including university leaders, government officials, and industry representatives.
Prepared by: <div style="display: flex; justify-content: space-around; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;">   <u>PROSE IVY G. YEPES, EdD</u>  University President </div> <div style="text-align: center;">   <u>HANZEL N. MEJIA, PhD</u>  Director, IAR </div> </div>	



## ITINERARY OF TRAVEL

No.

NAME:

PROSE IVY G. YEPES, EdD

Position:

President

Official Station:

VSU, Visca, Baybay, Leyte

Residence:

VSU, Visca, Baybay, Leyte

## PURPOSE OF TRAVEL:

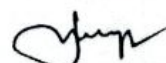
To attend the ASEAN Universities Exhibition & Forum (AEF 2025) at Kuala Lumpur, Malaysia on February 23-25, 2025.

DATE 2024	PLACES TO BE VISITED	TIME OF DEPARTURE	TIME OF ARRIVAL	Transportation/ Per diem	TOTAL
2/22/25	VSU-Tacloban City	3:00 AM	5:00 AM	VSU Vehicle	
	Tacloban-NAIA	6:45 AM	8:05 AM	Plane RT	12,000.00
	NAIA-Kuala Lumpur	10:50 AM	2:40 PM	Plane RT	25,000.00
				<b>Per diem</b>	<b>12,497.24</b>
2/23-25/ 2025	ASEAN Universities Exhibition and Forum				
	$\$237 \text{ (based on DSA-ICSC)} \times 58.59 \text{ (USD exchange rate to Php as of Dec. 23, 2025)}$ $237 \times 58.59 = 13,885.83 \times 3 \text{ days} = 41,657.49$				
				<b>Per diem</b>	<b>41,657.49</b>
2/26/25	Kula Lumpur-NAIA	8:30 AM	12:20 PM	Plane	
	NAIA-Tacloban	1:55 PM	7:25 PM	Plane	
	Tacloban-VSU	7:40 PM	9:30 PM	VSU Vehicle	
				<b>Per diem</b>	<b>4,605.75</b>
	X-X-X-X-X-X-X-X-X				
<b>Total</b>					<b>95,760.48</b>

I CERTIFY that (1) I have reviewed the itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable, and (4) the expenses claimed are proper.


\_\_\_\_\_  
Supervisor

Prepared by: (Official/Employee)


**PROSE IVY G. YEPES, EdD**

University President

Approved: (Head of Agency)


**PROSE IVY G. YEPES, EdD**

University President



## ITINERARY OF TRAVEL

No.

NAME:

HANZEL N. MEJIA, PhD

Position:

Director, Internal Affairs and Relations

Official Station:

VSU, Visca, Baybay, Leyte

Residence:

VSU, Visca, Baybay, Leyte

## PURPOSE OF TRAVEL:

To attend the ASEAN Universities Exhibition & Forum (AEF 2025) at Kuala Lumpur, Malaysia on February 23-25, 2025.

DATE 2024	PLACES TO BE VISITED	TIME OF DEPARTURE	TIME OF ARRIVAL	Transportation/ Per diem	TOTAL
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	Tacloban-VSU	7:40 PM	9:30 PM	VSU Vehicle	
				<i>Per diem</i>	4,605.75
	X-X-X-X-X-X-X-X				
Total					95,760.48

I CERTIFY that (1) I have reviewed the itinerary, (2) the travel is necessary to the service, (3) the period covered is reasonable, and (4) the expenses claimed are proper.

\_\_\_\_\_  
Supervisor

Prepared by (Official/Employee)

  
HANZEL N. MEJIA, PhD

IAR Director

Approved: (Head of Agency)

  
PROSE IVY G. YEPES, EdD

University President

## DAILY SUBSITENCE ALLOWANCE

United Nations

X MALAYSIA

Post Adjustment	Daily Subsistence Allowance	Hardship Classification	Danger Pay	Non-family Duty Stations	
Area			OSA in US\$	Room as % of OSA	Survey Date
Kota Kinabalu (Sabah)			201	64%	1 March 2024
Kuala Lumpur (including Cyberjaya and Putrajaya)			237	62%	1 March 2024
Kuching			222	60%	1 March 2024
Elsewhere			186	63%	1 March 2024

Efficiency of  $\gamma$ -irradiation: 2025 per Cal. unit

## 25 ICSC Inter-regional Workshop on UN Compensation System

La

e held in Algeria on 26 – 30 January 2025

ers Algina

stration is closed

## USD to PHP as of Jan. 23, 2025

1 United States Dollar equals

58.59 Philippine peso

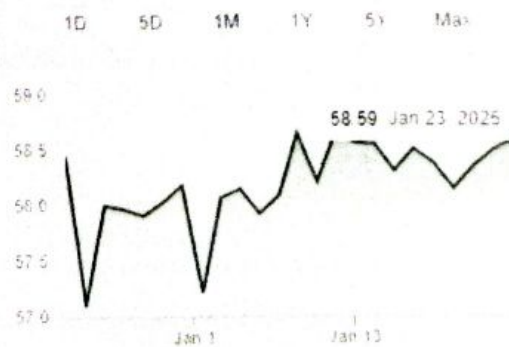
Jan 23 4:39 AM UTC Disclaimer

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United States Dollar ▼

58.59

Philippine peso ▼



[More about USD/PHP](#) →

### Feedback





**VISAYAS**  
STATE UNIVERSITY



DEPARTMENT OF  
**CIVIL ENGINEERING**

**RECOMMENDATION TO ATTEND A NON-DEGREE L&D ACTIVITY**

Date: January 22, 2025

Name of Faculty Recommended: Dr. Hanzel N. Mejia

Position/Rank: Instructor I ☒ Permanent ☐ Temporary ☐ Substitute

Designated Position: Director, International Affairs and Relations Office

College: Engineering and Technology

Department/Research Center/Institute: Civil Engineering

Degree and Specialization: Civil Engineering-Transportation Engineering

Subjects/Courses Taught: CEng 141n (Z606 and Z617)

Title of Conference/Seminar/Symposium: ASEAN Universities Exhibition and Forum (AEF2025)

Organizer/Host/Sponsor: Education Malaysia Global Services and Malaysian Ministry of Higher Education

Date and Venue: 23-25 February 2025/ Kuala Lumpur, Malaysia

Justification for recommending the faculty (*focus on relevance to present work*):

To create opportunities for the development of partnerships with external organizations

To initiate the development of linkages with international institutions

To develop strategic alliances and management of institutional partnerships

To ensure the presence of VSU at international educational meetings and forums

Date of Last Attendance to Training/Conference/Seminar: September 17-20, 2024

Financial Support Requested: ☒ Registration Fee of USD 200 ☐ Educational Tour/Official Time/  
☒ Per Diem ☐ Approved Leave of Absence/  
☒ Transportation ☐ Authority to Travel Only

Please attach tentative Itinerary of Travel

Purpose of Attendance: ☐ Present paper  
☐ Attend only to learn, no paper to present  
☐ Attend to learn and earn CPD points, no paper to present  
☒ Attend training  
☐ Invited as keynote/plenary speaker/resource person  
☐ Others (specify) \_\_\_\_\_

***If presenting a paper:***

Title of Paper: \_\_\_\_\_

Author (s): \_\_\_\_\_

**DEPARTMENT OF CIVIL ENGINEERING**  
Visayas State University, PQXV+2W Baybay City,  
Leyte, PHILIPPINES  
Email: [civilengineering@vsu.edu.ph](mailto:civilengineering@vsu.edu.ph)  
Website: [www.vsu.edu.ph](http://www.vsu.edu.ph)  
Phone: +63 53 565 0600 local 1020

Page 1 of 3  
**FM-HRM-14**  
V01 02-08-2024  
No. CET.CE-RT-  
W24-01





**VISAYAS**  
STATE UNIVERSITY

OFFICE OF THE  
**PRESIDENT**

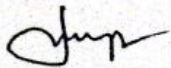


Management  
System  
ISO 9001:2015  
www.tuv.com  
ID: 5106659749

**Memorandum No. 181**  
**Series of 2025**

**TO: Dr. Rotacio S. Gravoso**

**RE: Designation as Officer-In-Charge, Visayas State University**

  
**FROM: DR. PROSE IVY G. YEPES**  
**University President**

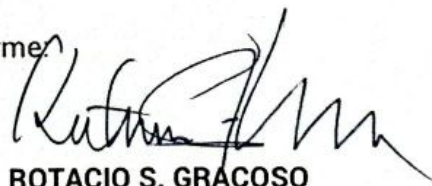
**DATE: January 22, 2025**

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In view of my official travel to Kuala Lumpur, Malaysia, you are hereby designated as Officer-in-Charge of the Visayas State University on **February 22-26, 2025** or until my return.

As OIC, you are authorized to discharge the functions of the Office of the President in addition to your official duties and responsibilities.

Conformer



**ROTACIO S. GRACOSO**

Vice President for Academic Affairs

**cc: All Vice Presidents**  
**Records**  
**File**

**OFFICE OF THE PRESIDENT**

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