



115TH BOARD OF REGENTS MEETING

BOR RESOLUTION NO. 92

Series of 2024

DELEGATING TO THE UNIVERSITY PRESIDENT THE AUTHORITY OF THE BOARD TO ACT ON REQUESTS FOR AUTHORITY TO TRAVEL ABROAD AS PART OF THE LEARNING AND DEVELOPMENT PROGRAM FOR FACULTY AND STAFF, BUT SUBJECT TO THE CONDITIONS STATED IN THIS RESOLUTION

Whereas, the Governing Board has the authority to delegate its powers and duties to the University President as it may deem appropriate so as to expedite the administration of the affairs of the University;

Whereas, for the Board to give full consideration to policies that are of a substantial and continuing value to the University, it is desirable that the President be delegated explicit authority to manage, and administer the University and establish routine administrative procedures of the University;

Whereas, the University is committed to support the career development of its talents, through continuing program training and development which includes attendance to relevant local and foreign-assisted trainings/scholarships/fellowships, participation to conferences/workshops/meetings/benchmarking aligned to their fields/line of work, sabbatical leave and other learning and development activities as identified in the Learning and Development Plan;

Whereas, it is observed that it takes 44-65 days for an applicant to complete the process requesting for authority to travel abroad, leading to lost opportunity for faculty and staff to engage in trainings abroad or a possible partnership;

Whereas, the university management has deemed it necessary to revise the delegated authority to the University President to include in its coverage the authority to exercise the power to act on request for travel abroad, in compliance with RA 11032 and reduce processing time in acting at the request of faculty and staff;

Whereas, delegation of signature authority in this resolution are based on the expectation that the university president will ensure that all relevant considerations (e.g., CHED IAS, Executive Order No. 77, L&D Plan, other related policies and guidelines) are addressed before exercising the authority delegated;

Whereas, the University President has the further responsibility of presenting to the Board signed travel authority for Confirmation during its regular meeting to keep the Board appropriately advised;

Whereas, the proposal was presented to the University Administrative Council at its meeting on May 23, 2024 and obtained favorable action;

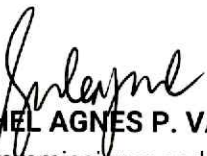
Whereas, after discussion, the Board agreed that it is desirable that such authority be formally delegated to the President:


Now, therefore, on motion, duly seconded, and unanimously approved, be it;

Resolved, as it is hereby resolved, that the Board of Regents of Visayas State University delegates to the University President the authority of the Board to act on requests for authority to travel abroad as part of the learning and development program for faculty and staff, but subject to the conditions stated in this Resolution.

IN WITNESS of our approval thereof, we hereby affix our signatures this 7th day of June 2024 at VSU, Baybay City, Philippines.

VSU BOARD OF REGENTS

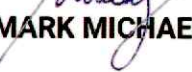

HON. ETHEL AGNES P. VALENZUELA
CHED Commissioner and Chairperson
VSU-Board of Regents



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

HON. ALLAN PETER S. CAYETANO
Chairperson, Senate Committee on Higher,
Technical and Vocational Education
Member, VSU BOR
Represented by:


HON. MARK O. GO
Chair, Committee on Higher & Technical
Education House of Representatives
Member, VSU BOR
Represented by:

HON. BERNADETTE REMALLA-MAYBITUIN



HON. MARK MICHAEL O. UNLU-CAY
(absent)


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. SHAINA MAE F. LACABA
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. APARRI, III
Member, VSU BOR
Tacloban City, Leyte

Title: PROPOSAL TO GRANT DELEGATED AUTHORITY TO THE UNIVERSITY PRESIDENT TO APPROVE AND ISSUE AUTHORITY TO TRAVEL ABROAD FOR FACULTY MEMBERS AND ADMINISTRATIVE STAFF

Rationale:

The Visayas State University steadily embarks on a massive career development initiative for faculty members and administrative staff which aims to further strengthen its human resources strength through a continuing program on training and development. This includes pursuit of relevant local and foreign-assisted trainings/scholarships/fellowships, participation in conferences/ workshops/ meetings and benchmarking, sabbatical leave and other learning and development (L&D) activities. The participants in these programs are selected based on their specialization to enhance their competencies, taking into consideration organizational priorities. As the university continues to become more globally engaged and connected, it is committed to provide opportunities to faculty members and staff to involve in international activities in academics, research and extension and administration, not only for their career advancement but also to empower them to leverage their skills and expertise needed to drive the university's strategic goals and objectives.

The existing Citizen's Charter for the Processing of Request for Attendance to Learning and Development Activities (Degree & Non-Degree Programs) (Figure 1) of the university, outlines the specific procedure and timeline for reviewing and approving requests, ensuring transparency and efficiency. The said process for securing authority to travel abroad involves recommendation and approval from other government office/officials such as the IAS-CHED and BOR Chairperson and Members.

Figure 1. Existing Citizen's Charter for the Processing of Request for Attendance to Learning and Development Activities (Degree & Non-Degree Programs)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit recommendation (with complete supporting documents)	Receive and check the completeness of documents. If in order, forward to staff in-charge, otherwise, return to the client to comply deficiency			Receiving Staff
	Process request and schedule and prepare notice of VSFC-AS/VASC meeting or referendum if request is urgent		1 working day	VSFC-AS/VASC Secretary
	Review the recommendation. If in order, recommend for President's approval. If otherwise, return to the requesting party		1 working day	VSFC-AS/VASC
	Process minutes of meeting or action of referendum		3-5 working days	VSFC-AS/VASC Secretary
	Act on recommendation for approval/disapproval		1 working day	Univ. President
Receive excerpt of minutes of meeting/ referendum	Prepare and release excerpt of minutes of meeting/referendum		1 working day	VSFC-AS/VASC Secretary

	For travel abroad: Prepare, submit endorsement, and fill up eform on Foreign Travel of SUCs for IAS-CHED assessment Assess/evaluate request Prepare recommendation with IAS-CHED assessment for BOR approval through UAdCo Review and act on endorsement during UAdCo meeting/referendum Review and act on UAdCo endorsement during BOR-Acad Committee meeting/ referendum Act on BOR-Acad endorsement Prepare and issue BOR resolution to concerned faculty/staff, copy furnish HRMO, concerned office, OP		15 working days (Per CHED Memo dated July 24, 2018 Guidelines for Processing Request for Travel Abroad for SUCs) 1 working day 5-10 working days 15-30 working days	VSFC-AS/VASC Secretary IAS-CHED VSFC-AS/VASC Secretary, VP Acad/Admin, Univ. President UAdCo/ BOR-Univ. Secretary BOR-Acad, Committee/ BOR-Univ. Secretary BOR, BOR-Univ Secretary BOR-Univ Secretary
Receive authority to travel	Issue authority to travel abroad to concerned faculty/ staff		1 working day	Univ. President
Total		None	44-65 working days upon receipt of complete documents	

Note: Above cited number of working days maybe extended only once for the same number of days pursuant to Rule VII, Sec. 3(b) of JMC No. 2019-001 on the IRR of RA 11032.

To sum up, a 44 to 65-day period is the estimate timeline to complete the process on request to travel abroad which is not aligned to Republic Act No. 11032 otherwise known as the “Ease of Doing Business (EODB) and Efficient Government Service Delivery Act of 2018”. Rule IV, Section 1 (Citizen Charter) of the the Implementing Rules and Regulations of the said Act states that “Administrative and criminal liability shall arise only upon failure, without due cause, to render government service within the prescribed processing time of three (3) days for simple transactions, seven (7) days for complex transactions, and twenty (20 working days for highly technical transactions or for applications or requests involving activities which pose danger to public health, public safety, public morals, public policy, xxx”

Moreover, based on previous requests some faculty/staff were unable to proceed with their respective travel abroad due to the delayed approval of their applications to the disadvantage, not only to the faculty/staff concerned, but that of the university itself for the lost opportunity on global engagement and collaboration. Also, an advance planning to travel abroad is not always feasible since most often official invitation and/or acceptance from organizer, a major requirement for the process, is received near the date of the activity.

Coverage:

This proposal shall cover official foreign travels of all VSU personnel (regular, casual and contractual).

Definition of Terms:

Citizen's Charter – is an official document that communicates, in simple terms, the service standards or pledge of an agency/service office of the frontline services provided to its citizens. It describes the step-by-step procedure for availing a particular service, the person responsible for each step, the documents needed to be submitted and the fees to be paid, if any.

IAS CHED - International Affairs Staff-Commission on Higher Education

UADCO - University Administrative Council

VASC - VSU Administrative Scholarship Committee

VSFC- AS - VSU Scholarship and Fellowship Committee for Academic Staff

Objectives:

- To expedite process and reduce processing time in acting requests or applications for approval to travel abroad for VSU faculty and staff in accordance with the provisions of the EODB Act.
- To strengthen internationalization of the university that can lead to a range of benefits that enhance the academic experience, research opportunities, and global reputation of the institution.

Proposal:

With the Republic Act No. 8292 otherwise known as the "Higher Education Modernization Act of 1997" which stipulates the "Powers and Duties of Governing Boards", specifically, Section 4, Item (o), to wit,

(o) to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university or college as it may deem appropriate so as to expedite the administration of the affairs of the university or college;

it is envisioned that all processes and procedures of the university are aligned to the EODB Act. Therefore, it is respectfully proposed for the **VSU Board of Regents (BOR) to delegate authority to the University President to approve request and to issue authority to travel**

abroad for faculty members and administrative staff, provided, that such request has been favorably recommended by VASC/VSFC-AS and UADCO and the activity and organizer had been assessed by CHED IAS to be legitimate and valid. All approved requests on travel abroad that are official in nature, however, shall be confirmed by the BOR.

Effectivity:

The policy shall take effect upon approval of the Board of Regents.

Legal Basis:

- CHED Memo dated July 24, 2018 "Guidelines for Processing Request for Travel Abroad for SUCs"
- Executive Order No. 77 dated March 15, 2019 "Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel"

Section 10. Approval of Foreign Travels

a) Regardless of the length of travels abroad and the number of delegates, official foreign travels and payment of travel expenses shall be approved by the following officials:

*(i) xxx
xxx*

(vi) By the Chair, CHED – for heads of SUCs; and by the latter – for personnel of SUCs.

- Republic Act No. 11032 "An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services, amending for the Purpose Republic Act No. 9485" otherwise known as "The Anti-Red Tape Act of 2007, And for Other Purposes"
- Republic Act No. 8292. "An Act Providing for the Uniform Compositions and Powers of the Governing Boards, The Manner of Appointment and Term of Office of the President of Chartered State Universities and Colleges, and For Other Purposes" otherwise known as the "Higher Education Modernization Act of 1997"