



Office for Internationalization

Telephone No.: (+63 32) 254 1452 loc. 113
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GUIDELINES AND PROCEDURES IN SECURING AUTHORITY TO TRAVEL ABROAD

Securing Authority to Travel Abroad (on Official Business)

In accordance with the issuances on foreign travels for official business, and pursuant to the CHED Memorandum dated 24 July 2018 titled "Guidelines for Securing Authority to Travel Abroad for State Universities and Colleges (SUCs)" as well as CNU Memorandum Order No. 4, s.2023 and Memorandum Circular No. 40, s.2024, the IAS Form No. 15 (Evaluation Form for the Necessity of Travel for SUCs) is given to SUC personnel who may request for assessment of legitimacy of international conference/meetings to be attended outside the country.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. IAS Form No.15: Evaluation Form for the Necessity of Travel for SUCs	Office for Internationalization
2. Invitation Letter/Acceptance Letter	Organizer
3. Profile of Organizer	Event/Conference website cross referenced with trustworthy sources
4. Background Information on International Event/Conference/Meeting	Event/Conference website cross referenced with trustworthy sources
5. For paper presentations: Proof that papers presented in the conference will be published in journals indexed by Elsevier/Scopus/ASEAN Citation Index (ACI)	Screenshot of Elsevier/Scopus/ASEAN Citation Index (ACI) websites
6. Re-entry Action Plan	Office for Internationalization
7. Request Letter addressed to IAS Director	Office for Internationalization
8. CHED IAS Assessment	Office for Internationalization
9. BOR Resolution 9.1 Other documents required by the Board of Regents <ul style="list-style-type: none"> o Detailed Itinerary of Travel o Certification of Availability of Funds o Abstract (if applicable) o Legal Unit Endorsement 	Office of the Board and University Secretary; Accounting Office; Legal Unit
10. Annex C/D: Memorandum-A/F-TA	Office of the University President <i>(upon passage of BOR Resolution)</i>



Certification Date: 24 January 2024
 Recertification due date: 24 January 2027
 For verification of the certificate please access www.gcl-intl.com (Certification check and type the registration number)



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Procedure:

1. The Assigned IZN Staff provides the IAS Form No. 15 alongside a checklist of supporting documents to the SUC personnel.
2. Upon completion of the IAS Form No. 15 and supporting documents, the Director for Internationalization will evaluate the form and signs it as her recommending approval, and forwards it to the Office of the University President for the University President's approval.
3. The Office for Internationalization submits the approved IAS Form No. 15, supporting documents, and a cover letter to the CHED IAS Assessment through email.
4. Upon receipt of the IAS Assessment, the Assigned IZN Staff transmits the Foreign Travel of State Universities and Colleges for IAS Assessment Form to the requesting personnel for him/her to fill out.
5. Upon completion of the evaluation by IAS Assessment and receipt of certificate, the Office for Internationalization shares the IAS certification and supporting documents to the Office of the University President and Office of the Board Secretary for their endorsement to the Administrative Council and the Board of Regents.
6. The SUC personnel will comply with other documents required by the Board of Regents
7. Upon passage of the BOR Resolution, the University President signs the Travel Authority.

Process Flow of Securing Authority to Travel Abroad (on Official Business)

