



Office for Internationalization

Email: international.linkages@cnu.edu.ph | Website: www.cnu.edu.ph

GUIDELINES AND PROCEDURES IN SECURING AUTHORITY TO TRAVEL ABROAD (on Official Business)

Securing Authority to Travel Abroad (on Official Business)

Pursuant to the CHED Memorandum Order No. 3 s.2025 entitled, "Updated 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 15 (Assessment of Necessity and Legitimacy of Foreign Travel for SUCs Personnel Form) is given to SUC personnel who may request for assessment of legitimacy of international events/conferences/meetings to be attended outside the country.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. IAS Form 15: Assessment of Necessity and Legitimacy of Foreign Travel for SUCs Personnel Form	Office for Internationalization
2. Invitation Letter/Acceptance Letter	Event/Conference organizer
3. Profile of Organizer	Event/Conference organizer/ website
4. Background Information on International Event/Conference/Meeting	Event/Conference organizer/ website
5. Re-entry Action Plan	Office for Internationalization; SUC Personnel
6. Cover Letter addressed to IAS Director	Office for Internationalization
7. CHED IAS / CHEDRO VII Assessment	Office for Internationalization
8. BOR Resolution 8.1 Other documents required by the Board of Regents <ul style="list-style-type: none">o CSW Framework & VP/Dean Endorsemento Itinerary of Travelo Certification of Availability of Fundso Abstract (if applicable)o Legal Unit Endorsement	Office of the Board and University Secretary; Office for Internationalization; Dean's Office, Accounting Office; Legal Unit; SUC Personnel
9. Memorandum-A/F-TA	Office of the University President (<i>upon passage of BOR Resolution</i>)





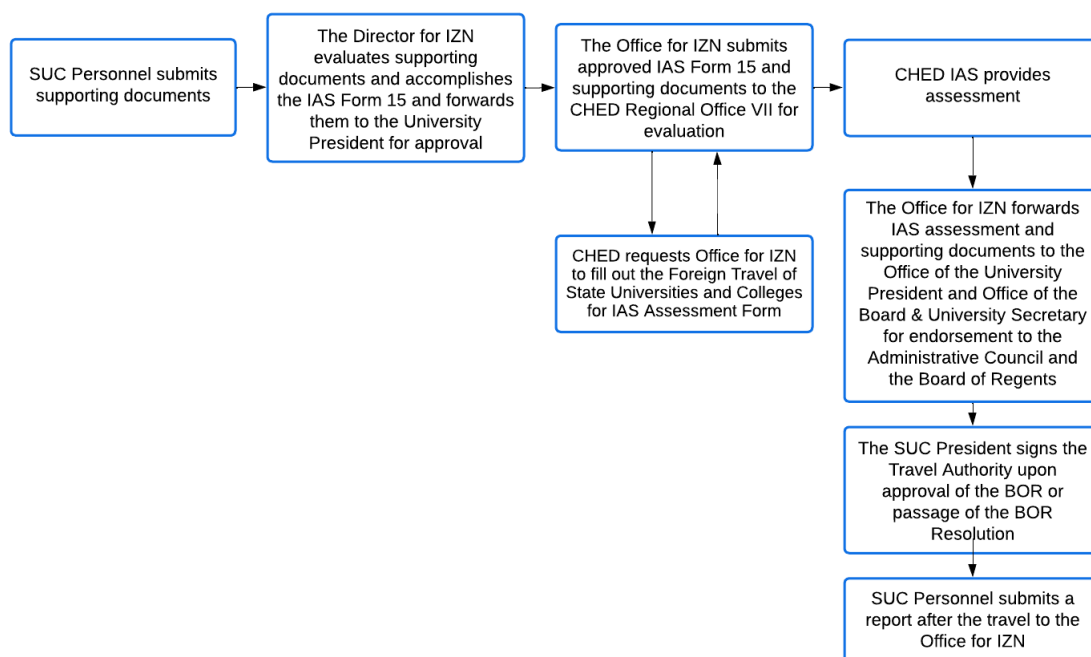
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Procedures

1. The Assigned IZN Staff presents the IAS Form 15 alongside a checklist of supporting documents to the SUC personnel. The SUC personnel must make the submission one month prior to the date of departure.
2. The Director for Internationalization will evaluate the supporting documents and accomplish the IAS Form 15, and forwards them to the Office of the University President for the University President's recommending approval.
3. The Office for Internationalization submits the approved IAS Form 15, supporting documents, and a cover letter for the foreign travel assessment to the CHED Regional Office VII.
4. The SUC personnel will comply with other documents required by the Board of Regents.
5. Upon receipt of the IAS Assessment, the Office for Internationalization shares the same and the supporting documents to the Office of the University President and Office of the Board & University Secretary for endorsement to the Administrative Council and the Board of Regents (BOR).
6. Upon approval of the Board of Regents or passage of the BOR Resolution, the University President signs the Travel Authority.
7. SUC personnel are required to submit their travel report to the Office for Internationalization within one week after return from official travel, as the office will submit the document to CHED International Affairs Service (IAS). Failure to comply may result in the IAS being unable to process future requests.

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





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Procedures Involving University President / Officer-in-Charge

1. The Office for Internationalization submits the approved IAS Form 15, supporting documents, and a cover letter for the foreign travel assessment directly to the CHED International Affairs Service (IAS). The application must be submitted three (3) months prior to the date of departure.
2. Upon receipt of the IAS Assessment, the Office for Internationalization shares the same and the supporting documents to the Office of the University President and Office of the Board & University Secretary for endorsement to the Administrative Council and the Board of Regents (BOR).
3. Upon approval of travel by the BOR, the CHED Oversight Commissioner forwards the request to the Office of the CHED Chairman two (2) weeks before the travel date for approval.
4. The travel authority will be issued upon approval of travel by the CHED Chairman.
5. For benchmarking and partnership visits, the University President must secure a confirmation letter from the host university with an official program stipulating a formal meeting between the presidents of both institutions.
6. For participation in the President of the Philippines' official trips, the requirements per Memorandum Circular No. 50 s2024 shall be observed.
7. The travel report must be submitted to the Office for Internationalization within thirty (30) days after return from official travel, as the office will submit the document to CHED IAS and the Office of the CHED Chairman.

Exemptions to CHED IAS Travel Clearance

Per CMO No. 3 s.2025, the following travel shall be exempted from securing CHED travel assessment:

- a. CHED-funded projects
- b. IAS-endorsed activities/events
- c. Travels funded by recognized local and international sponsoring agencies or institutions (i.e. USAID, DOST, DTI, DA, DOLE, etc.). However, the accountability for the said travel shall be with the sponsoring agency.
- d. Paper presentations provided that SUCs have internal policy on quality control for papers presented internationally (i.e. in-house review, part of university R&D agenda, GAA funded research).
- e. Participation in trainings, workshops, conferences, as an offshoot of MOU/MOA registered in the Registry of Linkages of Philippine Higher Education Institutions.
- f. Foreign travel as a follow-through action or implementation of the areas of collaboration specified in the MOA/MOU with a partner-agency or institution, which has been previously cleared/endorsed by CHEDROs/IAS, provided that previous travels are promptly reported in the Office of the CHED Chairman's monitoring.





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- g. Personal Travels of SUC Personnel. At no instance will the personnel represent themselves in official capacity when on personal leave. However, the Office of the University President must provide a certification confirming that an Officer-in-Charge will be designated during the period of personal travel, ensuring the continuity of operations within the Office of the University President.

