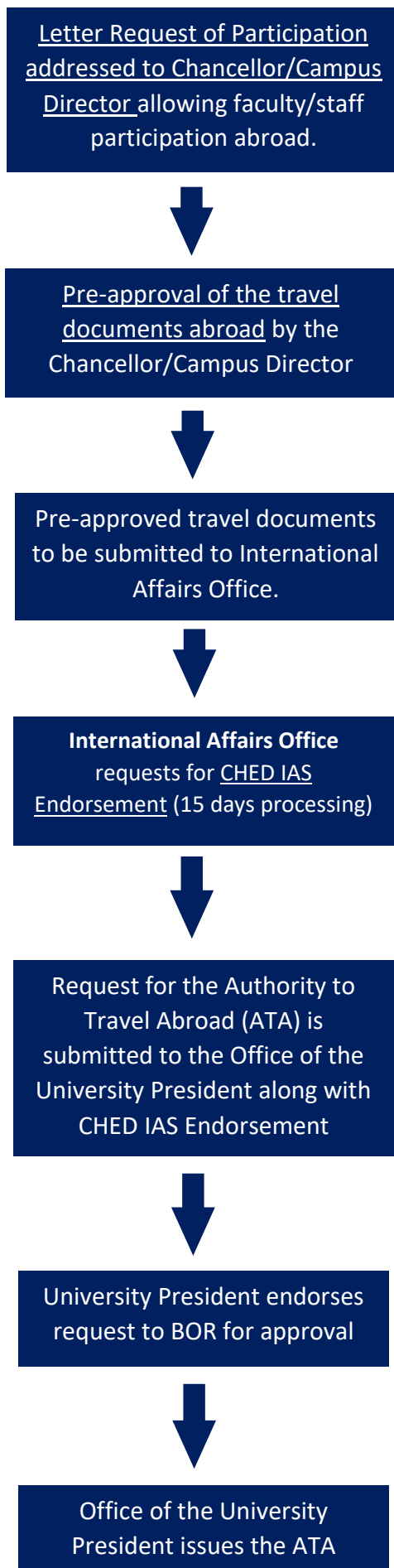


FOREIGN TRAVEL PROCESS FLOW



***For Official travel (with and without funding), within five (5) days upon returning to the Official Station, please submit a Narrative Report (MS Word format) to the Office of the International Affairs thru email, international.affairs@ustp.edu.ph.**

OFFICIAL TIME WITH FUNDING

A. DOCUMENTS FOR TRAVEL REQUEST

Letter Request of Participation addressed to Chancellor/Campus Director	Signatories	
	<u>Teaching Personnel</u>	<u>Non-Teaching Personnel</u>
	Requisitioner: Noted by: - Dept. Chair - HRMU Recommending Approval: - Dean - VCAA Funds Available: - Director, FMS Approved: - Chancellor/Campus Director	Requisitioner: Noted by: - Immediate Head Recommending Approval: - HRMU Funds Available: - Director, FMS Approved: - Chancellor/Campus Director
Travel Documents - Travel Order - Travel Request Form - Itinerary of Travel - Authorization for Payroll Deduction of Unliquidated CA - Acceptance/Notice of Invitation - Other supporting documents *Please note that the approval of <u>foreign travel documents</u> are up to the University President	Evaluated by FMS	Evaluated by FMS
Request Letter for OIC (for designated personnel only)	Evaluated by Dean/VCAA	Evaluated by Immediate Head
Make-up class (for teaching personnel only)	Evaluated by Dean	N/A

B. FOR CHED IAS ENDORSEMENT

Letter Request for Authority to Travel Abroad (ATA) addressed to the University President (2 copies)	Signatories	
	<u>Teaching Personnel</u>	<u>Non-Teaching Personnel</u>
	Requisitioner: Noted by: - Director for International Affairs, USTP System Recommending Approval: - OVPAA - OVPGEQA Approved: - University System President	Requisitioner: Noted by: - Director for International Affairs, USTP System Recommending Approval: - Immediate Head Approved: - University System President
Approved Letter Request of Participation from the Chancellor/ Campus Director		
Travel Documents (pre-approved from the Chancellor/Campus Director)		
CHED IAS Requirements: 1. Recommendation letter address to CHED IAS Director (c/o USTP Director for International Affairs) 2. Duly filled-out CHED IAS Form No. 15 (to be filled-out and countersigned by respective CIAC) 3. Acceptance/Notice of Invitation 4. Profile of the Organizer 5. Background Information of the Event 6. Program 7. For paper presentations: Proof indicating that papers presented will be published in journals that are indexed by Elsevier/Scopus/ASEAN Citation Index (ACI)	- Submit to International Affairs Office (1) hardcopy and softcopy of each file (for reqs number 3-7) - Email: international.affairs@ustp.edu.ph	

OFFICIAL TIME WITHOUT FUNDING

A. DOCUMENTS FOR TRAVEL REQUEST

Letter Request of Participation addressed to Chancellor/Campus Director	Signatories	
	<u>Teaching Personnel</u>	<u>Non-Teaching Personnel</u>
	Requisitioner: Noted by: - Dept. Chair - HRMU Recommending Approval: - Dean - VCAA Approved: - Chancellor/Campus Director	Requisitioner: Noted by: - Immediate Head Recommending Approval: - HRMU Approved: - Chancellor/Campus Director
Travel Documents (Remarks: Official Time Only) - Travel Order - Travel Request Form - Acceptance/Notice of Invitation *Please note that the approval of <u>foreign travel documents</u> are up to the University President	Requisitioner: Recommending Approval: - Dean - VCAA - Chancellor/Campus Director Approved: - University System President	Requisitioner: Recommending Approval: - Immediate Head - HRMU - Chancellor/Campus Director Approved: - University System President
Request Letter for OIC (for designated personnel only)	Evaluated by Dean/VCAA	Evaluated by Immediate Head
Make-up class (for teaching personnel only)	Evaluated by Dean	N/A

B. FOR CHED IAS ENDORSEMENT

Letter Request for Authority to Travel Abroad (ATA) addressed to the University President (2 copies)	Signatories	
	<u>Teaching Personnel</u>	<u>Non-Teaching Personnel</u>
	Requisitioner: Noted by: - Director for International Affairs, USTP System Recommending Approval: - OVPAA - OVPGEQA Approved: - University System President	Requisitioner: Noted by: - Director for International Affairs, USTP System Recommending Approval: - Immediate Head Approved: - University System President
Approved Letter Request of Participation from the Chancellor/ Campus Director		
Travel Documents (pre-approved from the Chancellor/Campus Director)		
CHED IAS Requirements: 1. Recommendation letter address to CHED IAS Director (c/o USTP Director for International Affairs) 2. Duly filled-out CHED IAS Form No. 15 (to be filled-out and countersigned by respective CIAC) 3. Acceptance/Notice of Invitation 4. Profile of the Organizer 5. Background Information of the Event 6. Program 7. For paper presentations: Proof indicating that papers presented will be published in journals that are indexed by Elsevier/Scopus/ASEAN Citation Index (ACI)	- Submit to International Affairs Office (1) hardcopy and softcopy of each file (for reqs number 3-7) - Email: international.affairs@ustp.edu.ph	

PERSONAL TRAVEL

DOCUMENTS FOR TRAVEL REQUEST

Letter Request for Personal Travel/Engagement and Authority to Travel Abroad (ATA) addressed to the University President	Signatories	
	Teaching Personnel	Non-Teaching Personnel
<p>*Please note that the requisitioner must not, in any way, represent USTP during the duration of the travel</p> <p>*No need for CHED IAS Endorsement</p>	<p>Requisitioner:</p> <p>Noted by:</p> <ul style="list-style-type: none"> - Dept. Chair - HRMU <p>Recommending Approval:</p> <ul style="list-style-type: none"> - Dean - VCAA - Chancellor/Campus Director <p>*These documents should course through the IA Office, to be countersigned by Director.</p> <p>Approved:</p> <ul style="list-style-type: none"> - University System President 	<p>Requisitioner:</p> <p>Noted by:</p> <ul style="list-style-type: none"> - Immediate Head <p>Recommending Approval:</p> <ul style="list-style-type: none"> - HRMU - Chancellor/Campus Director <p>*These documents should course through the IA Office, to be countersigned by Director.</p> <p>Approved:</p> <ul style="list-style-type: none"> - University System President
Affidavit (non-representation of USTP; personal capacity; duly notarized)	Evaluated by HRMU	Evaluated by HRMU
Approved Leave of Absence	Evaluated by HRMU	Evaluated by HRMU
Request Letter for OIC (for designated personnel only)	Evaluated by Dean/VCAA	Evaluated by Immediate Head
Make-up class (for teaching personnel only)	Evaluated by Dean	N/A

Prepared by:

International Affairs Office
USTP System

*For details and particulars, you may contact us at (088) 856-1738 loc 1311 or email us at: international.affairs@ustp.edu.ph

** For paper presentations abroad, please have your documents checked by your respective CIAC before submitting them to the International Affairs Office.

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