Date

**AMBROSIO B. CULTURA, PhD**

University System President

Dear Dr. Cultura:

In pursuit of the university’s internationalization and to strengthen research engagement and involvement, I am pleased to inform your good office that our research paper entitled, *(“title of the paper to be presented”)* has been accepted for presentation at the *(title of the event)*, which will be held on *(official dates of the event)*, at the *(venue)*. The accepted research paper presentation is also among the institutional research commitments of the (College/Campus) for year *(\_\_)*. – Applicable if non-teaching staff is presenting a paper; this can be edited. This is a personal travel/personal engagement.

With this, the undersigned is humbly requesting the granting of *(Official Time with Funding; Official Time; No Funding; or Personal Travel)* and the Authority to Travel Abroad to *(country)*.

For the abovementioned dates, rest certain that I already arranged my responsibilities prior to my departure. This has been made known to my direct supervisors and that I already requested someone/Officer in Charge to take my post while I am gone. Application for Leave of Absence and an Affidavit (for personal travel, duly notarized) have also been filed.

I am hoping for your affirmative response to this request.

Respectfully,

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Requisitioner

Noted:

**RAMIR PHILIP JONES V. SONSONA, DA**

Director for International Affairs, USTP System

Recommending Approval:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Immediate Supervisor/Head of Office

Approved by:

**AMBROSIO B. CULTURA, II, PhD**

University System President