Date

**AMBROSIO B. CULTURA, PhD**

University System President

Dear Dr. Cultura:

I would like to request your good office the approval of my **official engagemen**t- **paper presentation** (sample only, state your engagement) and the issuance of the Authority to Travel Abroad to \_\_\_\_\_\_\_\_(country) from \_\_\_\_\_\_(date).

For the abovementioned dates, rest assured that I have already arranged my responsibilities prior to my departure. This has been made known to my direct supervisors, and I have already requested someone/Officer in Charge to take my post while I am gone. Included as part of the requirements for travel are the Affidavit and the Approved Leave of Absence. Make-up classes will also be conducted should there be scheduled classes that will be affected.

I am hoping for your affirmative response to this request.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requisitioner

Noted:

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

Department Chair

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

Campus/College International Affairs Director/Coordinator

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

Dean/Academic Head

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

Director for Global Engagement & Mobility, USTP System

Recommending Approval:

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

Chancellor/Campus Director

**LORY LIZA D. BULAY-OG, DEng., PECE**

OIC-Vice President for Global Engagement and Quality Assurance

Approved by:

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

University System President Revised: 06/09/25 per OVPGEQA Memo