


OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 18-199

TO : DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM : 
EVANGELINE C. AMOR, Ph.D. ✓
Vice-Chancellor for Academic Affairs *ccaf*

SUBJECT : Guidelines on the Application for Authority to Travel Abroad of UPD Faculty &
REPS

DATE : 17 September 2018

Please be informed of the guidelines for the application for Authority to Travel Abroad for official travels of UPD Faculty and REPS. Attached are the following documents, for everyone's reference and guidance:

- 1) Flowchart on Application for Authority to Travel Abroad through the University Information System (UIS)
- 2) Flowchart on Manual Application for Authority to Travel Abroad

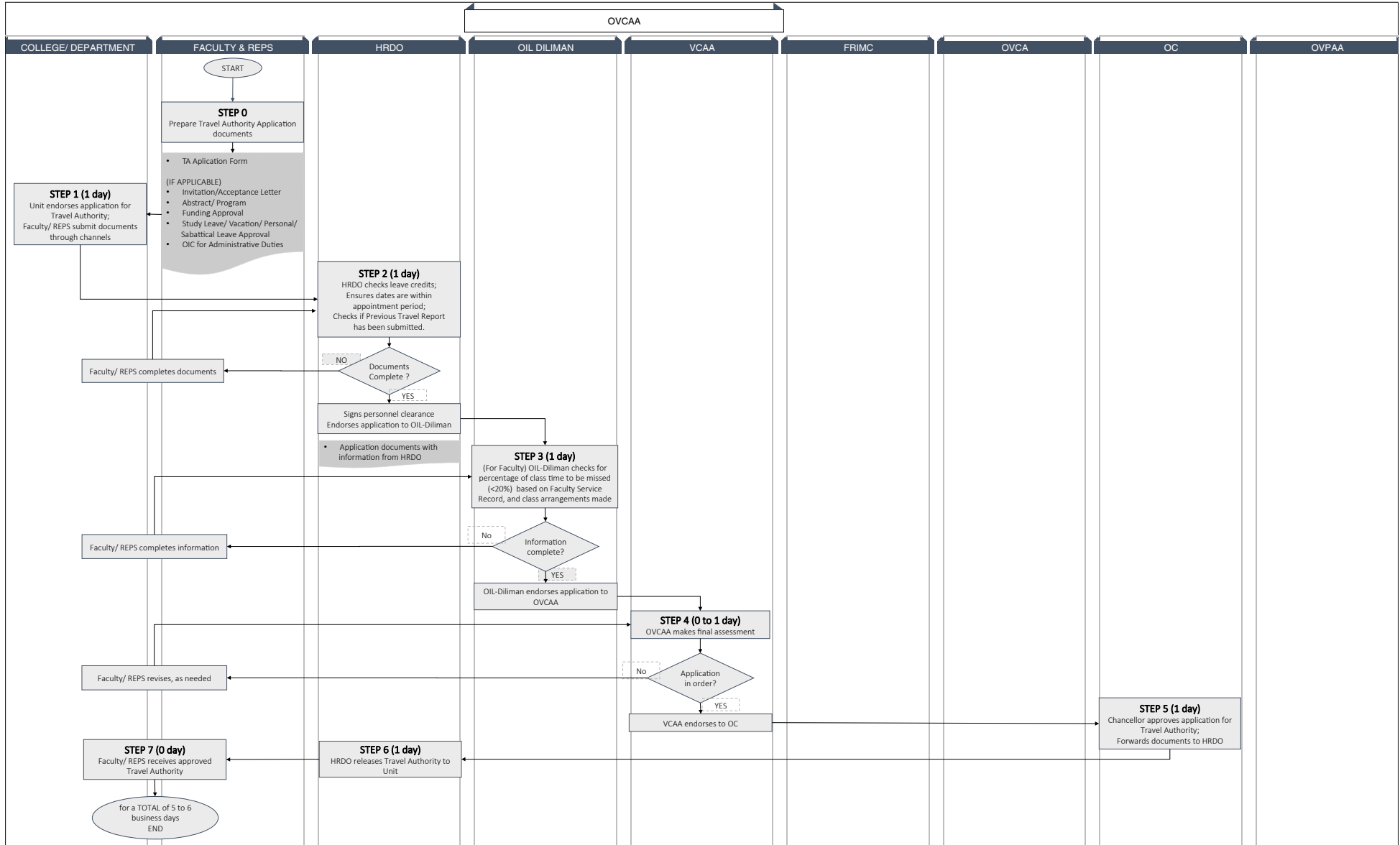
The application guidelines and forms may also be accessed through the OIL Diliman website: <http://international.upd.edu.ph>.

For questions or clarification regarding the guidelines, kindly contact the Office of International Linkages Diliman via UP Trunkline local 2561.

cc: Office of the Chancellor
OVCA
OVCCA
OVCSA
OVCRD



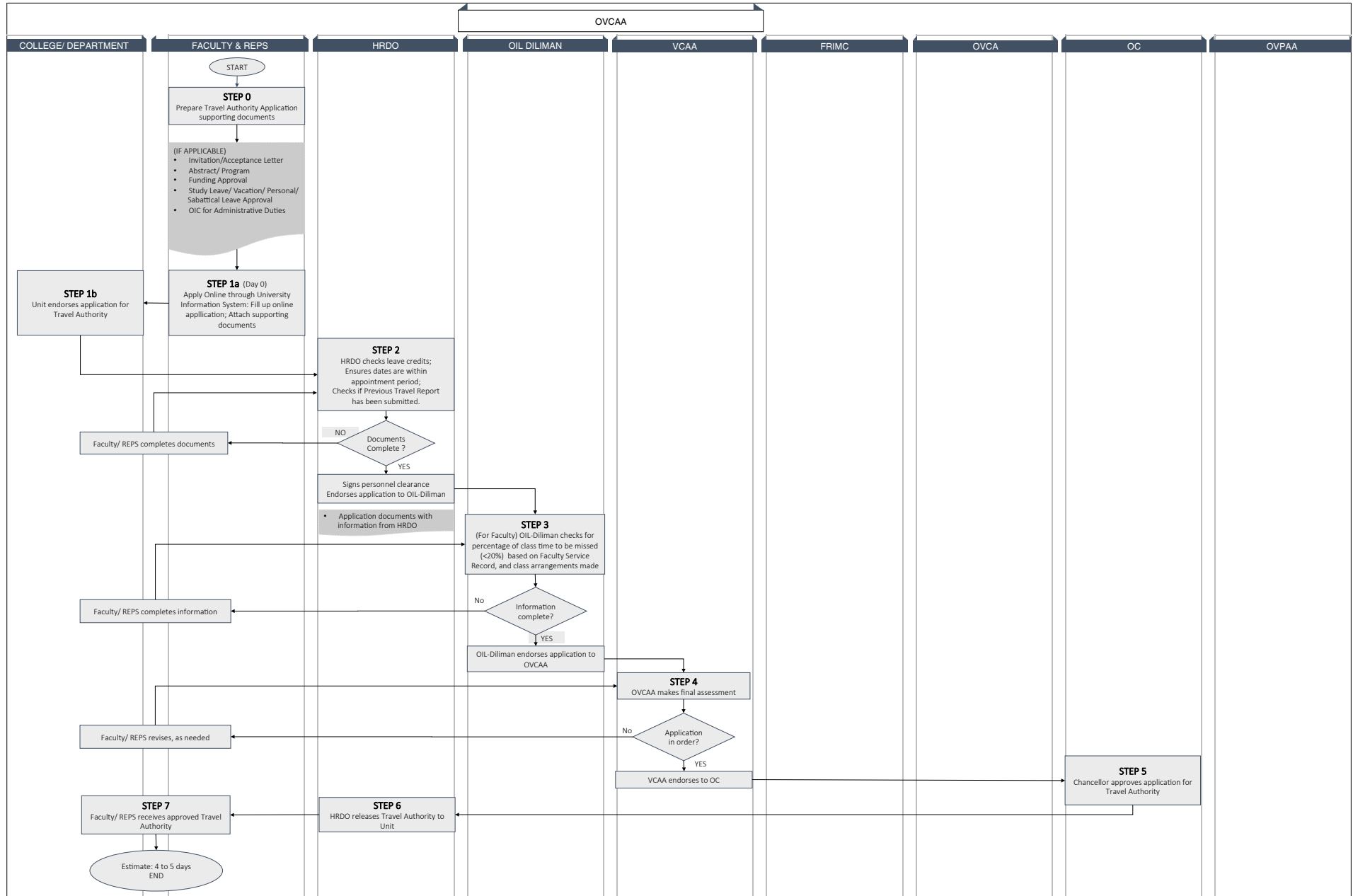
Application for Travel Authority for Outbound Faculty & REPS (Manual Submission)



NOTES:
 1. The Travel Authority is not included in the employee's 201 file, per CS MS 08 S. 2007.
 2. Faculty/ REPS must submit a Previous Travel Report to the Scholarship Section, HRDO within 10 days after arrival in the Philippines (PERR Memo No. 06-51)



Application for Travel Authority for Outbound Faculty & REPS (Online Submission through UIS)



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1. The Travel Authority is not included in the employee's 201 file, per CS MS 08 S. 2007.
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