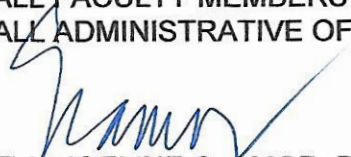



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**OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS**

MEMORANDUM NO. OVCAA-ECA 18-120

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL FACULTY MEMBERS
ALL ADMINISTRATIVE OFFICERS

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

SUBJECT : Reminders on the Mandatory Use of the UIS for Filing and Approving of Requests for Travel Authority Abroad and Permission to Engage in Limited Practice of Profession

DATE : 4 April 2018

This is to remind everyone on the mandatory use of the University Information System (UIS) for filing and approving requests for Travel Authority Abroad and Permission to Engage in Limited Practice of Profession.

For reference, please refer to Memorandum No. NGY 18-09 dated 11 January 2018, Memorandum Order No. MLT 16-165 dated 24 June 2016 and Memorandum No. PAEP 14-57 dated 30 September 2014.

Thank you for your cooperation.

cc: OC
HRDO
OIL Diliman
OAT Diliman