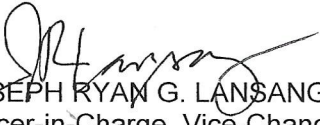


OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS



MEMORANDUM NO. OVCAA-ECA 19-282

TO : DEANS, DIRECTORS AND HEADS OF ACADEMIC UNITS

FROM :  JOSEPH RYAN G. LANSANGAN, Ph.D.  
Officer-in-Charge, Vice-Chancellor for Academic Affairs

SUBJECT : Invitation for Faculty and REPS International Mobility Processes Seminar

DATE : 22 January 2019

The Office of International Linkages Diliman (OIL Diliman) would like to invite **two (2) representatives** from each academic unit to participate in the Faculty and REPS International Mobility Processes Seminar.

The Faculty and REPS International Mobility Processes Seminar aims to orient and guide members of the Faculty, Research, Extension, and Professional Staff, as well as the Administrative Staff on the application processes for Authority to Travel Abroad, Special Detail, and Study Leave.

The seminar will take place at the **National Engineering Center**. Two (2) sessions will be conducted per day, a morning session and an afternoon session, to encourage maximum attendance from each academic unit and to accommodate their schedules and availability. Kindly choose from the schedules below:

DATE	TIME
31 January 2019 (Thursday)	SESSION 1: 08:00 AM – 12:00 NN
	SESSION 2: 01:00 PM – 05:00 PM
01 February 2019 (Friday)	SESSION 3: 08:00 AM – 12:00 NN
	SESSION 4: 01:00 PM – 05:00 PM

Aside from our staff, representative from the Human Resources Development Office (HRDO) and Human Resources Information System (HRIS) will also facilitate the event.

Kindly confirm your attendance by answering the following URL: <http://bit.ly/FRIMPS2019A>. Please note that the form is restricted to users in University of the Philippines and trusted domains so kindly use your UP email (@up.edu.ph) to sign up. Additionally, each session can accommodate forty (40) participants only so slots are on a "first come first serve" basis. Please reserve and confirm your slots on or before **29 January 2019 (Tuesday)**.

For any questions or clarifications regarding the form, please feel free to contact the Office of International Linkages Diliman via UP Trunkline at 981-8500 local 2561.

Thank you very much.

cc: Office of the Chancellor  
OVCA  
OVCCA  
OVCSA  
OVCRD