

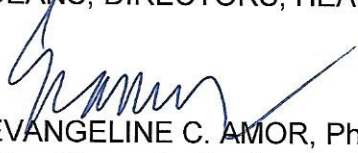

UNIVERSITY OF THE PHILIPPINES
DILIMAN QUEZON CITY

DIRECT LINE: (632) 928-5107
VoIP TRUNKLINE 981-8500 LOCAL: 2583
FAX: (632) 928-5107
E-MAIL: ovcaa@ovcaa.upd.edu.ph

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 19-315

TO : DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

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

SUBJECT : Guidelines on the Application for Study Leave and Special Detail

DATE : 21 February 2019

Please be informed of the guidelines for the application for Study Leave and Special Detail of UPD Faculty and REPS. Attached are the following documents, for everyone's reference and guidance:

- 1) New Application Form for Study Leave/Special Detail for Faculty/REPS
- 2) Application Form for Renewal of Study Leave/Special Detail for Faculty/REPS
- 3) Progress Report Form for Study Leave/Special Detail
- 4) Flowchart on the Application for OVPA-FRASDP, Study Leave and Special Detail
- 5) Faculty and REPS International Mobility Process Seminar 2019 (01 February 2019)
- 6) Inventory of Study Leave Policies

The application guidelines and forms may also be accessed on the OIL Diliman website:
<http://international.upd.edu.ph/?p=2859>.

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

cc: Office of the Chancellor
OVCA
OVCCA
OVCSA
OVCRD
HRDO