

OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS



MEMORANDUM NO. OVCAA-ECA 19-434

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 : 03 September 2019

The Office of International Linkages Diliman (OIL Diliman) would like to invite **Faculty Members** from **Arts and Letters Cluster** and **Social Sciences and Law Cluster** 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 and Research, Extension, and Professional Staff on the application processes for Authority to Travel Abroad, Special Detail, and Study Leave. Now on its second run, it focuses on the Faculty Members of the Univeristy.

The seminar will take place at the **National Engineering Center, Seminar Room B** on **11 September 2019 (Wednesday)**. Two (2) sessions will be conducted, a morning session (8:00AM-12:00NN) and an afternoon session (1:00PM-5:00PM), to encourage maximum attendance from each academic unit from the two clusters. The following is the program scheduled for each session:

Morning Session

Cluster	Activity	Facilitator
Arts and Letters Cluster	Registration	
College of Arts and Letter College of Fine Arts College of Human Kinetics College of Mass Communication College of Music	Opeing Remarks	Dr. Angela Escoto Director, HRDO
	Introduction	Ms. Leizel Lectura
	FRIM Application 1. OVPAA FRASDP Funding Request/s 2. Study Leave 3. Special Detail	Ms. Leizel Lectura
	Break	
	Travel Authority 1. Manual	Mr. Wilfredo Delfinado, Jr. Mr. Rusell Ryuji M. Reyes
	Closing Remarks	

Afternoon Session

Cluster	Activity	Facilitator
Social Sciences and Law Cluster	Registration	
Asian Center College of Education Institute of Islamic Studies College of Law College of Social Sciences and Philosophy College of Social Work and Community Development	Opeing Remarks	Dr. Angela Escoto Director, HRDO
	Introduction	Ms. Leizel Lectura
	FRIM Application 1. OVPAA FRASDP Funding Request/s 2. Study Leave 3. Special Detail	Ms. Leizel Lectura
	Break	
	Travel Authority 1. Manual	Mr. Wilfredo Delfinado, Jr. Mr. Rusell Ryuji M. Reyes
	Closing Remarks	

Aside from our staff, representatives from the Human Resources Development Office (HRDO) will also facilitate the event.

Kindly confirm your attendance by answering the following URL: <http://bit.ly/FRIMPS-A>. 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 thirty (30) participants only so slots are on a "first come first serve" basis. Please reserve and confirm your slots on or before **10 September 2019 (Tuesday)**.

For any questions or clarifications regarding the form, please feel free to contact **Mr. Rusell Ryuji M. Reyes** via UP Trunkline at 981-8500 local 2561.

Thank you very much.

cc: *Office of the Chancellor*  
OVCA  
OVCCA  
OVCSA  
OVCRD