

OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS



MEMORANDUM NO. OVCAA-ECA 19-435

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 **Management and Economics 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 **18 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 cluster. The following is the program scheduled for each session:

Morning Session

College	Activity	Facilitator
Asian Institute of Tourism	Registration	
Cesar E.A. Virata School of Business	Opeing Remarks	Dr. Angela Escoto Director, HRDO
	Introduction	Ms. Leizel Lectura
School of Economics	FRIM Application	Ms. Leizel Lectura
School of Labor and Industrial Relations	1. OVPAA FRASDP Funding Request/s	
	2. Study Leave	
	3. Special Detail	
	Break	
	Travel Authority	Mr. Wilfredo Delfinado, Jr.
	1. Manual	Mr. Rusell Ryuji M. Reyes
	Closing Remarks	

## Afternoon Session

College	Activity	Facilitator
National College of Public Administration and Governance	Registration	
	Opeing Remarks	Dr. Angela Escoto Director, HRDO
School of Urban and Regional Planning	Introduction	Ms. Leizel Lectura
	FRIM Application 1. OVPAA FRASDP Funding Request/s	Ms. Leizel Lectura
Technology Management Center	2. Study Leave	
	3. Special Detail	
UPD Extension Program Pampanga and Olongapo	Break	
	Travel Authority	Mr. Wilfredo Delfinado, Jr.
	1. Manual	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-B>. 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 **17 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