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



MEMORANDUM NO. OVCAA-ECA 19-446

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 : 27 September 2019

The Office of International Linkages Diliman (OIL Diliman) would like to invite **Faculty Members** and **Administrative Officer/Staffs** from **Science and Technology 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 and the Administrative Officers/Staffs of the Univeristy.

The seminar will take place at the **National Center for Transportation Studies (NCTS), Seminar Room D** on **16 October 2019 (Wednesday) 1:00PM – 5:00PM**. The following is the program scheduled for the session:

Cluster	Activity	Facilitator
Science and Technology Cluster	Registration	
Archeological Studies Program	Opeing Remarks	Dr. Angela Escoto Director, HRDO
	Introduction	Ms. Leizel Lectura
College of Architecture	FRIM Application 1. OVPAAs FRASDP Funding Request/s 2. Study Leave 3. Special Detail	Ms. Leizel Lectura
College of Engineering		
College of Home Economics		
College of Science	Break	
School of Library and Informations Studies (SLIS)	Travel Authority 1. Manual	Mr. Wilfredo Delfinado, Jr. Mr. Rusell Ryuji M. Reyes
	Closing Remarks	
School of Statistics		

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-C>. 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, the session can accommodate thirtyfive (35) participants only so slots are on a "first come first serve" basis. Please reserve and confirm your slots on or before **15 October 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