




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101
+632 9285107 or +632 9818500 local 2583 | ovcaa.upd@up.edu.ph

MEMORANDUM NO. OVCAA-ECA 19-462

TO : DEANS, DIRECTORS AND HEADS OF ACADEMIC UNITS

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

SUBJECT : Updated Forms and Guidelines on the Application for Study Leave, Special Detail, Progress Report, Authority to Travel Abroad and Official Travel Report

DATE : 18 October 2019

Please be informed of the updated form and guidelines for the application for Study Leave, Special Detail, Progress Report, Authority to Travel Abroad and submission of Official Travel Report of UPD Faculty and REPS. Attached are the following documents for reference and guidance:

- 1) Application Form for Study Leave/Special Detail for Faculty
- 2) Application Form for Study Leave/Special Detail for REPS
- 3) Application Form for Renewal of Study Leave/Special Detail for Faculty
- 4) Application Form for Renewal of Study Leave/Special Detail for REPS
- 5) Study Leave/Special Detail Progress Report Form
- 6) Updated Request for Authority to Travel Abroad Form
- 7) For Official Travel Report, the form is available via online thru our website: <https://international.upd.edu.ph> or access <http://bit.ly/UPDOnlineOTR>. Please note that the online form is restricted to users of University of the Philippines and trusted domains so kindly use your UP email (@up.edu.ph). Transition for manual Travel Report is only available until December 2019. Full implementation of online submission of Official Travel Report will start on 01 January 2020

The application guidelines and forms may also be accessed on the OIL Diliman website: <https://international.upd.edu.ph/forms-and-guidelines/>.

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

cc: Office of the Chancellor
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