

Evaluation Form for the Necessity of Foreign Travel for State Universities and Colleges

Title of Travel:

Attendee/s:

Date of Last Travel:

INDICATORS	CONSIDERATIONS	REMARKS
<i>Memorandum Circular No. 35, s. 2017 (Office of the President of the Philippines)</i>		
1. The purpose of the trip is strictly within the mandate of the requesting official of employee.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied
2. The trip is expected to bring substantial benefit to the country.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The trip's projected expenses are not excessive and in accordance with EO 298 "Amending Further Executive Order No. 248 Dated May 29, 1995 as Amended by Executive Order No. 248-A Dated August 14, 1995, Which Prescribes Rules and Regulations and New Rates of Allowances for Official Local and Foreign Travels of Government Personnel", Section 8 of EO 298 on UNDP Index and Chapter 5 "Travel Expenses" of the "Training Handbook on Government Expenditures" (2011).	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Complied <input type="checkbox"/> Not Complied Total amount of expenses: (per participant)
4. Source of funding (in accordance with the ff. issuances: -EO No. 248 dated May 29, 1995, as amended by EO 248-A dated August 14, 1995, and EO 298 dated March 23, 2004, prescribing rules and regulations and new rates of allowances for official local and foreign travels of government personnel" -Memorandum Circular No. 35 s. 2017, Clarifying and Reinforcing Existing Rules and Regulations on Foreign Travel Authorities, Travel Entitlements, and Travel Tax Exemptions, which require the approval of the office of the president)	Source <input type="checkbox"/> Internal <input type="checkbox"/> Project Grant Provisions <input type="checkbox"/> Airfare <input type="checkbox"/> Meals <input type="checkbox"/> Accommodation <input type="checkbox"/> Incidental Expenses <input type="checkbox"/> Pre-departure Expenses <input type="checkbox"/> Registration/ Participation Fee	
<i>Evaluation Criteria or Benchmarks (Memorandum from the CHED OIC, March 5, 2018)</i>		
5. Rationale as institutional strategy	Internationalization Dimensions Fulfilled by the Activity: Internationalization Engagement: <input type="checkbox"/> Articulated Institutional Commitment <input type="checkbox"/> International Relations and Reputation <input type="checkbox"/> International Visibility <input type="checkbox"/> Cultural Intelligence and Internationalization Awareness/ Diversity <input type="checkbox"/> International Quality Assurance <input type="checkbox"/> Organizational Strategies and Policy Development	Cite specific relation to institutional strategy:

	Learning and Discovery: <input type="checkbox"/> International Experience (Staff) <input type="checkbox"/> International Experience (Students) <input type="checkbox"/> Digital and Global Citizenship <input type="checkbox"/> Internationalized and Industry-based Curriculum <input type="checkbox"/> Non-conventional Instructional Delivery <input type="checkbox"/> Organizational Strategies and Policy Development	
	Innovation, Collaboration and Resource Generation: <input type="checkbox"/> Stakeholder Engagement <input type="checkbox"/> Special Program/ Project <input type="checkbox"/> External Resource Generation	
6. Value of the travel or mission	International Commitment: <input type="checkbox"/> is a member-institution <input type="checkbox"/> is signatory <input type="checkbox"/> is part of the negotiation or agreements Nature of Sponsoring or Inviting Body: <input type="checkbox"/> International Organization <input type="checkbox"/> Academic Institution <input type="checkbox"/> Professional Institution <input type="checkbox"/> Research Institute <input type="checkbox"/> Government Entity Conference/ Training duly accredited by Accrediting Organization/Agency Recognized by Home Government <input type="checkbox"/> Yes <input type="checkbox"/> No Activities/topics to be discussed in the conference/meeting is in consonance with the thrust of SUC <input type="checkbox"/> Yes <input type="checkbox"/> No	Details of the agreement/commitment: Date signed: Parties: Programs covered: Obligations:
7. Potential Partners	Nature of Potential Partners <input type="checkbox"/> International Organizations <input type="checkbox"/> Academic Institutions <input type="checkbox"/> Professional Institutions <input type="checkbox"/> Research Institutes <input type="checkbox"/> Government Entities	Explain value of these partner to HEI's Strategic Plan:
8. Level of participation necessary or mandate of the office of the SUC representative	Level of Participation <input type="checkbox"/> As requested by the inviting body <input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Dean or Director <input type="checkbox"/> Faculty/ Staff <input type="checkbox"/> Student (s) <input type="checkbox"/> Based on the University designation/ mandate Required Number of Participants <input type="checkbox"/> Minimum ___ <input type="checkbox"/> Maximum ___	Submitted Comprehensive Report for Previous Travel: <input type="checkbox"/> Complied <input type="checkbox"/> Not Complied <input type="checkbox"/> Not Applicable Date reported to the Board of previous travel: _____ Action Taken by the Board: a. Policy Recommendation: b. Program Development:
	If with a delegation, enumerate the specific role each member will perform:	

9. Recommendation for future actions/proposed re-entry plan? policy recommendation project output collaboration Others

Specify:

10. Recommendations/Comments:

Recommended

Not recommended

Evaluated By:

(Name)

(Designation)

HEI officer responsible for coordinating, facilitating and leading the implementation of international agreements, commitments and internationalization programs

Recommending Approval:

(Name)

SUC President