



COMMISSION ON HIGHER EDUCATION  
ASSESSMENT OF NECESSITY AND LEGITIMACY OF FOREIGN TRAVEL FOR SUCS PERSONNEL FORM

**I. To be filled out by SUC IRO:**

Title of Travel: \_\_\_\_\_  
Name of Organizer: \_\_\_\_\_  
Date of Event: \_\_\_\_\_  
Duration of Travel (inclusive of travel time): \_\_\_\_\_ days  
Venue / Country: \_\_\_\_\_  
Mode of Event: ☐ Face to face ☐ Online ☐ Hybrid  
Number of Participant/s: \_\_\_\_\_ Official/s \_\_\_\_\_ Faculty/Staff \_\_\_\_\_ Student/s  
Name of Attendee: \_\_\_\_\_ Designation: \_\_\_\_\_ Age: \_\_\_\_\_ \*Gender: \_\_\_\_\_  
*If with delegation or more than one (1) participant, please use Annex A for List of Participants*

A. Evaluation of the Necessity of Foreign Travel:	Considerations / Remarks
1. The purpose of the trip is strictly within the mandate of the requesting official or employee. [ ] Yes [ ] No	Indicate Mandate of SUC Personnel: <b>(Do not leave blank)</b>  
2. The trip is expected to bring substantial benefit to the country. [ ] Yes [ ] No	Indicate Measurable Return of Investments to be derived from this trip: Programs:  Projects:  Policies:  Partnerships:  Others:  
3. The presence of the official or employee is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended [ ] Yes [ ] No	Indicate Role of Attendee/Justification: <b>(Do not leave blank)</b>  
4. The trip's projected expenses are not excessive and in accordance with the ff. issuances: -EO 298 s. 2004 "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 s. 2004 on UNDP Index -Chapter 5 "Travel Expenses" of the "Training Handbook on Government Expenditures" (2011) " -Title II of EO No. 77 s. 2019 (i.e. pre-departure expenses not exceeding Php3,500, economy class transportation expenses, etc.) -CHED CAO 04 s. 2019  [ ] Yes [ ] No	Estimated total amount of expenses per participant: <b>(Do not leave blank. Indicate N/A if Not Applicable)</b>  
5. 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: [ ] SUC Internal Fund [ ] Funded by Organizer / Grant [ ] Personal Funding of Participant/s (on official time) Others: _____  Provisions: [ ] Airfare [ ] Meals [ ] Accommodation [ ] Incidental Expenses [ ] Pre-departure Expenses [ ] Registration/ Participation Fee

6. Submitted Comprehensive Report for Previous Travel (Do not leave blank)  Link to submitted travel report:_____	<input type="checkbox"/> <b>Complied</b> <input type="checkbox"/> <b>Not Complied</b> <input type="checkbox"/> <b>N/A</b>
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<b>B. Alignment to SUC's Strategic Internationalization Plan (SIP):</b>	
1. SUC has a Board Approved Strategic Internationalization Plan (SIP)	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
2. Explain briefly how participation in this activity aligns with SUC's Strategic Internationalization Plan (SIP) <b>(DO NOT LEAVE BLANK)</b>	
3. Value of the travel or mission	<p><b>(Check that all apply)</b></p> <input type="checkbox"/> Capacitate SUC Personnel <input type="checkbox"/> Support international reputation of PHEI <input type="checkbox"/> Build possible linkage/s and collaboration  International Commitment: <input type="checkbox"/> is a member-institution <input type="checkbox"/> is signatory <input type="checkbox"/> is part of the negotiation or agreements  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 <input type="checkbox"/> Private Entities
4. If engagement implements an existing agreement, please indicate details of the partnership: (Indicate N/A if not applicable)	<b>Title of Agreement:</b>  <b>Parties:</b>  <b>Date Signed:</b>
5. Existing Agreement has been reported to CHED IAS <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	If <b>NO</b> , please submit signed agreement to the IAS Registry of Linkage at <a href="https://forms.gle/nkHybxuWBcFskGdD8">https://forms.gle/nkHybxuWBcFskGdD8</a>
6. Certification by Concerned Department on the Legitimacy of the Event.  Link to signed certification:_____	Remarks:     <a href="https://tinyurl.com/SUCCert">Link of sample SUC Certification to fill and sign by Concerned Department: https://tinyurl.com/SUCCert</a>
7. Attendee/Participant has submitted Re-entry Action Plan (REAP). <b>(Annex D of CHED Administrative Order No. 04 S. 2019)</b>  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  Link to submitted Re-entry Action Plan (REAP):_____	<a href="https://tinyurl.com/REAPSample">Link sample of Re-Entry Action Plan (REAP): https://tinyurl.com/REAPSample</a>

Evaluated by:

**PARSONS N. HAIL**  
 Director, International Affairs Office

Recommending Approval:

**EVARISTO A. ABELLA**  
 President, Central Luzon State University

\* assigned at birth

## II. To be filled out by CHED:

Reference No.:	
<b>A. Completeness of Submitted Documentary Requirements</b>	
<b>Checklist:</b> <input type="checkbox"/> Cover letter signed by SUC President/VPAA/IRO <input type="checkbox"/> Invitation Letter / Acceptance Letter <input type="checkbox"/> Profile of the Organizer <input type="checkbox"/> Duly accomplished IAS Form 15 (revised 2024)	Remarks: <i>Complete / Incomplete</i>
<b>B. Evaluation of Legitimacy</b>	
<b>Nature of Travel / Activity to be Attended:</b> <input type="checkbox"/> International Conference - Paper and Oral Presentation <input type="checkbox"/> Meeting <input type="checkbox"/> MOA/MOU Signing <input type="checkbox"/> Scholarship, Training, or Study Abroad <input type="checkbox"/> Student Exchange / Mobility Program <input type="checkbox"/> Faculty Exchange / Mobility Program <input type="checkbox"/> Others: _____	Remarks: <i>Legitimate / Questionable</i>
<b>Nature of Organizer /Sponsoring /Inviting Body:</b> <input type="checkbox"/> International Organization <input type="checkbox"/> Academic Institution Recognized/Accredited by: <input type="checkbox"/> Ministry of Education (MOE) <input type="checkbox"/> Authorized Accrediting Body <input type="checkbox"/> Professional Organization / Association <input type="checkbox"/> Government Entity <input type="checkbox"/> Private Entity <input type="checkbox"/> Others: _____	Remarks: <i>Legitimate / Questionable</i>
<b>Event / Activity is sanctioned/endorsed by CHED:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
<b>Event / Activity is aligned with SUC's SIP:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Remarks:
<b>Other Factors:</b> <input type="checkbox"/> Red flags were observed about the organizer and international conference  <input type="checkbox"/> Event is organized by a local association/organizer held abroad  <input type="checkbox"/> Role of delegation members are unclear  <input type="checkbox"/> Participation to the activity is not within the personnel's mandate  <input type="checkbox"/> Personnel not eligible to travel due to age per CSC rule Section 18 (d) of General Provisions Fiscal Year 2024  <input type="checkbox"/> Alignment to SIP is unclear  <input type="checkbox"/> Travel is covered by Sec. 19 of EO No. 77 S. 2019 on Prohibition against Junkets of Government Officials and Employees  <input type="checkbox"/> Sponsoring body is a private entity (Sec. 20 of EO No. 77 S. 2019)  <input type="checkbox"/> Failure to comply with submission of comprehensive report for previous travel  <input type="checkbox"/> Failure to comply with submission of REAP (Sec 8 of CAO 04. S. 2019)	Remarks:
<b>C. CHED INTERNATIONAL AFFAIRS SERVICE EVALUATION RESULT / RECOMMENDATION</b>	
<input type="checkbox"/> Recommended for Board Approval	Remarks:
<input type="checkbox"/> Not Recommended	

Approved by: (FOR SUC PERSONNEL)

DR. LORA L. YUSI  
Director IV  
CHED REGIONAL OFFICE III

Approved by: (FOR UNIVERSITY PRESIDENT)

ATTY. LILY FREIDA M. MILLA, CESO III  
OIC-Deputy Executive Director IV  
Director, International Affairs Service