

CHED MEMORANDUM ORDER

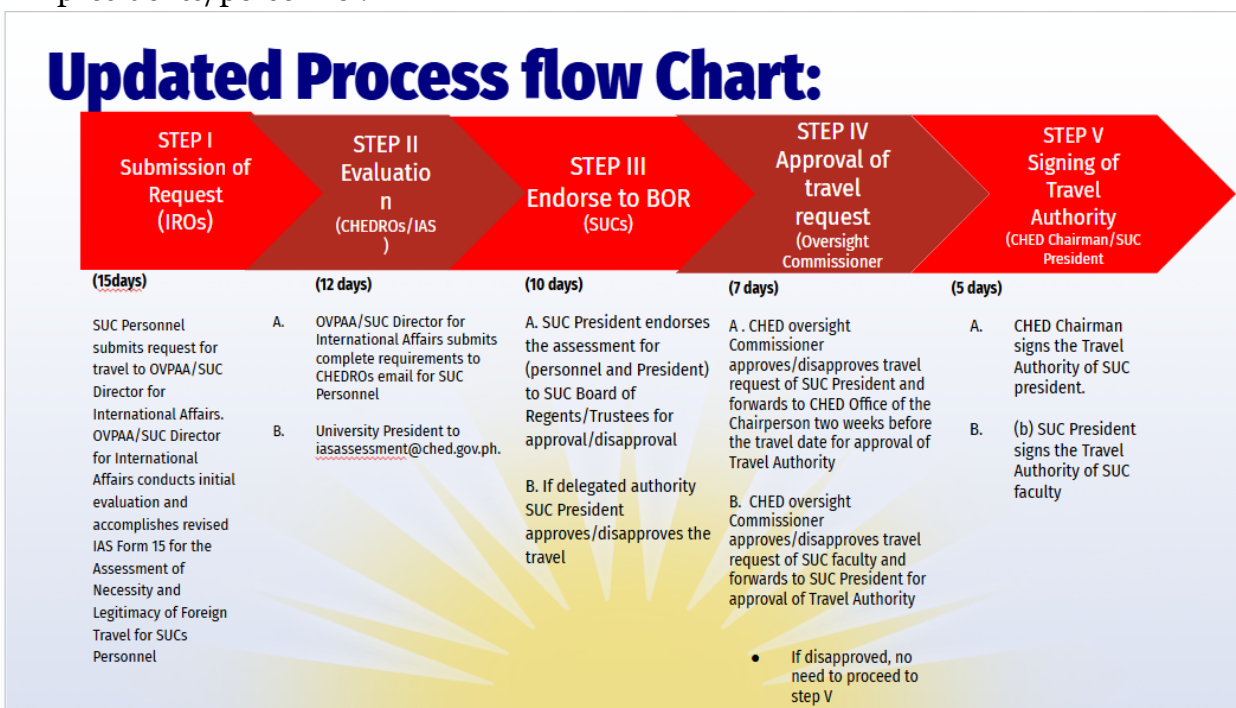
No. _____
Series of 2025

**SUBJECT: UPDATED GUIDELINES FOR SECURING AUTHORITY
TO TRAVEL ABROAD FOR STATE UNIVERSITIES AND
COLLEGES (SUCs)**

Pursuant to Executive Order No. 77 s. 2019 entitled “Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel” and related issuances on local and foreign travels of government officials and personnel the updated guidelines is hereby issued:

1. STATUS OF APPLICATIONS

Hereunder is the revised process flow on the updated procedure and corresponding timelines for securing authority to travel abroad for SUC presidents/personnel.



Applications for travel assessment may be checked at [<https://bit.ly/SUCstogo>](https://bit.ly/SUCstogo)

2. APPLICATION FOR FOREIGN TRAVEL ASSESSMENT

The International Relations Officers (IROs) shall submit the completed Form 15 along with the following required application documents:

- a. Cover letter signed by the SUC President, VPAA, or IRO
- b. Completed IAS Form 15 (Annex B) <<https://bit.ly/IASForm15AnnexB>>
- c. Invitation/Acceptance Letter
- d. Profile or background information of the organizers

The application for foreign travel assessment including the required documents shall be submitted via their official email addresses to the responsible CHED Regional Offices (CHEDROs) using the respective official CHEDRO email addresses listed below.

CHED Regional Office	Official Email
CHED NCR	transnational.ncr@ched.gov.ph
CHED CAR	chedcar@ched.gov.ph
CHED CARAGA	chedcaraga@ched.gov.ph
CHED MIMAROPA	chedro4b@ched.gov.ph
CHED Region I	chedro1@ched.gov.ph
CHED Region II	chedro2@ched.gov.ph
CHED Region III	chedro3@ched.gov.ph
CHED Region IV	chedro4a@ched.gov.ph
CHED Region V	chedro5@ched.gov.ph
CHED Region VI	chedro6@ched.gov.ph
CHED Region VII	chedro7@ched.gov.ph
CHED Region VIII	chedro8@ched.gov.ph
CHED Region IX	chedro9@ched.gov.ph
CHED Region X	chedro10@ched.gov.ph
CHED Region XI	chedro11@ched.gov.ph
CHED Region XII	chedro12@ched.gov.ph

3. ROLE OF THE INTERNATIONAL RELATIONS OFFICE (IRO)

The respective International Relations Officers (IROs) or designated officials responsible for international affairs and internationalization of the concerned SUCs shall accomplish the 2024 revised (International Affairs Service) IAS Form 15. Part I of the Revised Assessment of Necessity and Legitimacy of Foreign Travel for SUCs Personnel. The IRO shall likewise ensure that the requested travel abroad is aligned with SUC's Strategic Internationalization Plan (SIP) and that all requirements under EO 77 S. 2019 and related travel issuances are faithfully complied with.

4. FORM 15 (EVALUATION FORM FOR THE CRITERIA AND NECESSITY OF FOREIGN TRAVEL FOR STATE UNIVERSITIES AND COLLEGES)

The revised IAS Form 15 provides information needed by CHED to evaluate the travel request. Said form was developed for SUCs to indicate all relevant information and to meet the criteria on official travels, in compliance with the provisions of Executive Order 77 Series of 2019, particularly:

- a. It is essential to the effective performance of an official or employee's mandates or functions;
- b. It is required to meet the needs of the department, agency, bureau or office, or there is substantial benefit to be derived by the State;
- c. 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;
- d. The projected expenses are not excessive or involve minimum expenditure. (Section 3 E.O. 77 S. 2019)

5. TOOLKIT ON DETERMINING RED-FLAGGED CONFERENCES AND ORGANISATIONS

To guide IROs in determining the legitimacy of conferences , enclosed herein are the criteria for red-flagged conferences and organizations by looking at the toolkit given by the CHED-IAS link: <https://bit.ly/toolkit_for_SUCs>.

This Toolkit will be constantly updated for the guidance of the higher education sector.

6. FOREIGN TRAVEL REQUESTS INVOLVING SUC PRESIDENTS/OFFICERS-IN-CHARGE

- a. For travel requests involving SUC Presidents/Officers-in-Charge, Form 15 and required documents listed in No. 2 above shall be submitted by the IRO through iasassessment@ched.gov.ph.
- b. Requests of the SUC President must be submitted one month prior to the date of departure.
- c. SUC President in Benchmarking and partnership visit, should submit a confirmation letter from the host university with an official program stipulating a formal meeting between the Presidents of both institutions.
- d. SUCs officials who are part of the President of the Philippines' official travel shall observe the requirements of Memorandum Circular No. 50 S. 2024.
- e. As a way of performance monitoring to measure the impact of the President's and key officials' international travels on the institution's internationalization progress by the Office of the CHED Chairman, report on the subject travel be submitted to the link <https://bit.ly/OnlineTravelMonitoring> within thirty (30) days after the SUCs officials return from travel pursuant to Section XXI of CHED Administrative Order No. 4, s. 2019. SUCs officials may further use the said link to submit updates on the travel mission outputs like joint research projects, increased international student enrollment, reforms on institutional policies/programs/projects or enhanced institutional reputation. By adhering to this practice, university presidents can ensure that international travels yield measurable and meaningful outcomes that justify the use of public funds, while promoting responsible financial stewardship and advancing the global competitiveness of Philippine HEIs. Failure to provide timely information on SUC officials concluded missions and updates thereto may affect the assessment of their succeeding requests for authority to travel.

7. REPORTS ON TRAVEL ABROAD.

International Relations Officers (IROs) must ensure that participants submit a travel report month after the scheduled travel instead of the scheduled quarter meeting as the same would be too long and to also align with the existing rules and regulations of the Commission on Audit (COA), take into account that there might be another invitation/official travel before the scheduled trip.

8. TRAVEL JUNKETS ARE PROHIBITED

All forms of travel junkets are strictly prohibited as stipulated in Section 19 of EO 77 S. 2019. As such, the specific roles and responsibilities of all participants must be clearly defined in accordance with government guidelines to ensure smooth coordination and compliance with Executive Order 77 S. 2019.

9. TRIPS PARTIALLY OR FULLY SPONSORED BY PRIVATE CORPORATIONS OR PRIVATE INDIVIDUALS WITH PENDING REQUESTS WITH SUCs ARE PROHIBITED.

At all times Section 20 of E.O. 77 s. 2019 must be strictly observed which requires all foreign trips partially or fully sponsored by private corporations or private individuals shall be fully disclosed. Furthermore, no official or personal travel of government officials and employees shall be funded directly or indirectly, fully or partially by the private individuals, including suppliers or contractors, with pending request/s or application/s or future dealings with any branch, department, bureau or office of the National Government of local government units concerned. This prohibition applies to invitations to travel purportedly to undertake study or assessment of the proponents' capabilities as such contractors/ suppliers. (Section 20, EO 77, S. 2019)

10. EXEMPTIONS TO TRAVEL CLEARANCE

The following travel shall be exempted from securing CHED travel assessment:

- a. CHED funded projects.
- b. IAS endorsed activities/events.
- c. Funded by recognized local and international sponsoring agencies or institutions (i.e.USAID, DOST, DTI, DA, DOLE, etc). However, the accountability for the said travel shall be with the sponsoring agency.
- d. Paper presentations provided that SUCs have internal policy on quality control for papers presented internationally (i.e. in house review, part of university R&D agenda, GAA funded research).
- e. Participation in trainings, workshops, conferences as an offshoot of MOU/MOA registered in the Registry of Linkages of Philippine Higher Education Institutions <<https://bit.ly/RegistryofLinkages>>.
- f. Foreign travel as a follow-through action or implementation of the areas of collaboration specified in the MOA/MOU with a partner-agency or institution, which has been previously cleared/endorsed by CHEDROs/IAS.Provided that previous travels are promptly reported in the

Office of the CHED Chairman's monitoring link
<https://bit.ly/OnlineTravelMonitoring>.

- g. Personal Travels of SUC Personnel. At no instance will the personnel represent themselves in official capacity when on personal leave. However, the Office of the University President must provide a certification confirming that an Officer-in-Charge will be designated during the period of personal travel, ensuring the continuity of operations within the Office of the University President.

Travel requests for more than two officials/personnel are required to submit to CHED-IAS/CHEDROs, Form 15 and other documents to ensure that E.O. 77 s. 2019 is observed.

11. TRANSITORY PROVISIONS

From the signing of this CMO, CHED-IAS shall oversee a seamless transition in the transfer of functions to the CHEDROs on the processing of application for travel of SUCs officials and personnel other than the President/OIC. This includes conducting orientation sessions and capacitating the designated international focal persons on the processes outlined herein. These activities shall be completed within three (3) months from the date of signing. Thereafter the full transfer of functions to the CHEDROs shall be implemented.

12. REPEALING CLAUSE

All provisions in previous CHED issuances inconsistent or in conflict with this CMO are hereby deemed repealed.

13. SEPARABILITY CLAUSE

If any part or provision in this CMO is declared invalid the remaining clauses/provisions not affected thereby shall remain valid and enforceable.

14. EFFECTIVITY

This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or newspaper of general circulation, and after filing required copies thereof with the Office of National Administrative Registrar (ONAR) at the U.P. Law Center, U.P. Diliman, Quezon City and shall remain in force and effect until revoked or amended.

Signed this _____ day of _____ 2025 in Quezon City, Philippines.

For the Commission:

J. PROSPERO E. DE VERA III, DPA
Chairman