



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

PE I.2

I.4. Selection of deserving faculty to be granted scholarships, fellowships, seminars, conferences and/or training grants is done objectively.

Documents attached:

- POLICY FOR SELECTING FACULTY ATTENDANCE TO SEMINARS, CONFERENCES AND/OR TRAINING GRANTS
- SO OF FACULTY GRANTED ATTENDANCE TO SEMINARS, CONFERENCES AND/OR TRAINING GRANTS
- POLICY FOR SELECTING FACULTY TO BE GRANTED SCHOLARSHIP, FELLOWSHIPS
- MOA OF FACULTY GRANTED SCHOLARSHIP/FELLOWSHIP



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Policy for Selecting Faculty Attendance to seminars, conferences and/or training grants



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Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

PUP - Central Records Section	
Received by: <u>Roberto S. Palillo</u>	
JUL 02 2019	<u>JSP</u>
Date:	Witness

MEMORANDUM ORDER
No. 15, Series of 2019

TO : ALL CONCERNED OFFICIALS, FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES

SUBJECT: 2019 REVISED GUIDELINES ON THE PARTICIPATION OF OFFICIALS, FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES IN STAFF DEVELOPMENT, SEMINAR AND TRAINING ACTIVITIES

DATE : July 2, 2019

1.0 Rationale and Objectives

This set of guidelines is established to provide support in the professional growth of officials, faculty members, and administrative employees of the Polytechnic University of the Philippines (PUP) as well as guidance in the grant of this support, including the submission of post activity requirements. This is in line with Polytechnic University of the Philippines' (PUP) established Strategic Performance Management System (SPMS), which aims to empower and enhance the employees' performance towards the attainment of the University goals, motivate them to further development, enhance the culture of performance and ensure accountability.

The PUP SPMS is in compliance with Memorandum Circular No. 6, Series of 2012 of the Civil Service Commission (CSC) otherwise known as the "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)".

Specifically, this set of guidelines is intended to:

- 1.1 Define the entitlement to privileges of officials, academic and administrative personnel to Polytechnic University of the Philippines (PUP) staff development and training activities;
- 1.2 Set parameters that will be used as basis in the request for and approval of the request for the conduct of and participation in staff development and training activities;
- 1.3 Provide a set of rules and procedures to be followed in complying with the government accounting and auditing rules and regulations before, during and after the conduct of or participation in the staff development or training activity.



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2.0 Scope and Coverage

The guidelines shall cover all University officials, permanent and temporary faculty members, and permanent and casual administrative employees.

3.0 Definition of Terms

- 3.1 Staff Development Activities refer to seminars, performance assessment, planning and team building activities;
- 3.2 Seminars refer to seminars, conventions, conferences, symposia and similar non-training gatherings;
- 3.3 Trainings refer to those personnel interventions that are conducted for the purpose of gaining or strengthening the skills and technical expertise or management expertise of the participant in his/her area of endeavour;
- 3.4 Planning refers to the activity conducted by an office/department to determine the programs, activities and projects to achieve the performance targets for the succeeding year/s. It may be a strategic planning, annual action planning, mid-year or year-end assessment;
- 3.5 Training Fund refers to the amount allocated to the office/department to fund the cost that shall be incurred for the participation/attendance in and/or conduct of trainings, conventions and seminars/workshops. This shall cover training fees, honoraria for lecturers (in accordance with Budget Circular 2007-1), cost of handouts, supplies, materials, meals, snacks and all other training related expenses, which does not include travelling and transportation expenses and per diem;
- 3.6 Staff Development Fund refers to the lump sum amount allocated to the office/department to fund the cost that shall be incurred in the conduct of and participation in staff development activities. This shall cover travelling and transportation expenses, per diem and other staff development related activities;
- 3.7 Calibrated Plan refers to the adjusted annual target/commitment of the college/office/department/branch/campus upon conduct of assessment of mid-year accomplishments against target/commitment;
- 3.8 Re-entry Plan refers to the application of the learnings gained from intensive trainings/seminars attended which shall be committed to be accomplished by the concerned official / faculty member / administrative employee;
- 3.9 Competencies are observable, measurable and vital knowledge, skills and attitudes that are translations of capabilities deemed essential for organizational success;
- 3.10 Core Competencies are characteristics that collectively lead to desired outcomes in the organization. Sometimes referred to as foundational or organizational competencies, these consist of behaviours that everyone in the organization must possess regardless of function because they drive overall desired results;



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3.11 Functional/Technical Competencies are behaviours or abilities that pertain to a specific body of knowledge and skills required to perform a function or job. It includes abilities to use procedures, techniques and knowledge of a specialised field. These are linked to job roles and the way in which they interact with other roles.

3.12 Leadership Competencies are knowledge, skills and behaviours needed to perform management/leadership functions and processes. These are expected of individuals who supervise staff, or who work through others or a team to get the job done.

4.0 General Provisions

4.1 The University shall allocate annually per office/department funds for staff development and training activities of its personnel. All expenses as cited in items 3.5 and 3.6, incidental to the participation in and conduct of said activities may be charged to these funds.

4.2 University officials, faculty members and administrative employees shall commit to attend/participate in at least eight (8) hours of job-related trainings and thirty-two (32) hours staff development activities. These commitments shall be stated in their respective Individual Performance Commitment and Review (IPCR) in the area of Human Resource Development under Strategic Priority.

4.3 The University shall implement a competency-based learning and development program. University officials, faculty members, and administrative employees shall attend/participate in trainings/seminars that will increase the level of their core, functional/technical, and leadership competencies;

4.4 University officials, faculty members, and administrative employees maybe authorized to participate in conventions, seminars, conferences, symposia, and such other activities conducted by Non-Government Organizations (NGOs) or private institutions for a fee, as part of the human resource development program of the University, in accordance with the rules and regulations prescribed by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), chargeable against University funds;

4.5 Staff Development Activities Sponsored by Private Organizations (POs) and Non-Government Organizations (NGOs):

4.5.1 The registration fee or charge for the participation in the conventions, seminars, conferences, symposia, and other similar non-training gatherings sponsored by non-government organizations or private institutions shall not exceed Two Thousand Pesos (P2,000.00) per day per participant as prescribed in NBC 563. Any amount in excess of the prescribed rate shall be at the expense of the participant.



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- 4.5.2 In case where the convention/conference/seminar is held outside the fifty (50) Kilometer radius from the permanent official station, authorized participants may be entitled to transportation expenses and Daily Travel Expense (DTE) as authorize under Executive Order No. 77;
- 4.5.3 Membership and similar fees paid for personal or individual membership in private organization shall be for the account of the member concerned and shall not be charged against University funds. However, institutional membership, that is PUP membership, may be charged to University funds;
- 4.5.4 All expenditures for the purpose shall not exceed the appropriation for training and seminar expenses of offices/departments concerned and shall be subject to the usual accounting and auditing rules and regulations;
- 4.6 Staff Development Activities Sponsored by Government Organizations (GOs) and Training Activities Sponsored by Government Organizations (GOs), Private Organizations (POs) and Non-Government Organizations (NGOs);
- 4.6.1 Seminars, conferences and the like that are conducted or organized by government institutions, including trainings conducted by government institutions or NGOs/POs that are not covered by NBC 563, and, thus, payment for actual registration fees in these functions may be fully shouldered by the University, provided, such amount does not exceed a total amount of Fifteen Thousand Pesos (PhP15,000.00) for 2019 and Twenty Thousand Pesos (PhP20,000.00) for the succeeding years per activity/function;
- 4.6.2 The approval of funding request shall be subject to the availability of funds allocated for the office/department of the requesting individual. The head of office/department shall coordinate with the Budget Services Office (BSO) in monitoring the balance of said funds;
- 4.7 Planning Activities
- 4.7.1 The conduct of annual action planning activity shall be ONCE for each year within the months of October and November. It shall be limited to three (3) days, inclusive of travel time which shall not exceed one (1) day. University funding support for the planning activity shall be limited to the allocation for each employee of the office/department based on the actual attendance and subject to the availability of funds;
- 4.7.2 A transportation allowance shall be provided to each participant in the amount of One Thousand Five Hundred Pesos (P1,500.00) or based on actual transportation fare, whichever is lower. In case of rented vehicle, the cost shall be based on the equivalent mode of transportation to the venue;



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- 4.7.3 The office/department may request for the use of the University vehicle, subject to the availability of the said vehicle. In this case, no transportation allowance will be provided but the University will cover gasoline expenses, per diem of the University driver, and toll fees;
- 4.7.4 Mid-year assessment planning shall be conducted by the office/department which shall not exceed two (2) days. For Campuses located within Metro Manila, the assessment planning activity shall be conducted within the National Capital Region (NCR). In the case of Branches and Campuses outside Metro Manila, the assessment planning activity shall be conducted within the city or municipality where the branch or campus is located.
- 4.7.5 For mid-year assessment-planning, the University shall provide meal allowance of Four Hundred Fifty Pesos (PhP450.00) per day per participant chargeable against the office/department Staff Development Fund based on actual attendance and shall cover gasoline expense and toll fees, when the University vehicle will be utilized;
- 4.7.6 Under the normal performance cycle of the University, the year-end assessment shall be undertaken by an office within the same period as that of the annual action planning/development planning;
- 4.7.7 Post Planning/Assessment report shall be submitted within fifteen (15) calendar days from the last day of the activity. This shall include the narrative report, certificate/s of participation / attendance / completion, photo documentation and copy of the outputs of the planning activity as follows:
- 4.7.7.1 For Mid-Year Assessment Planning
 - 4.7.7.1.1 Assessment Report;
 - 4.7.7.1.2 Calibrated Plan;
 - 4.7.7.2 For Annual Action Planning
 - 4.7.7.2.1 Action Plan
 - 4.7.7.2.2 Project Procurement Management Plan (PPMP) for the ensuing year;
- 4.7.8 The sector duly acknowledged reports shall be submitted to the Human Resource Management Department (HRMD) as basis for the issuance of Certificate of Compliance. HRMD shall transmit to the Institutional Planning Office (IPO) the said calibrated and action plans

Offices shall also provide Sector Heads of the copy of the outputs of the planning activity.



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4.8 Other Provisions

4.8.1 University Officials, faculty members, and administrative employees may be allowed to attend at most two (2) national conferences and one (1) international conference with funding support every year, subject to the availability of office/department funds. On the other hand, if the allocated funds of the office/department are fully utilized, the participation of concerned University official, faculty member and administrative employee, if approved, may be issued Special Order on official time only.

In case of international travel, the participant must comply with Executive Order No. 77, Series of 2019 – Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel, Commission on Higher Education (CHED) Guidelines for Securing Authority to Travel Abroad for State Universities, Colleges, PUP Memorandum Order No. 25, Series of 2018 and other related issuances;

4.8.2 For activities organized by institutions other than PUP, casual employees who have rendered at least six (6) months of continuous service in PUP shall be entitled to staff development privileges while one (1) year of continuous service shall entitle the same employees to training privileges. Employees retiring within one (1) year or with application for optional retirement shall not be entitled to financial support for participation in staff development and training activities held outside the University campus as provided herein. However, they may be allowed to attend/participate in these activities on official time only;

4.8.3 For the attended seminar/training, a Post Activity Report shall be submitted to the HRMD-Training and Development Section within fifteen (15) calendar days upon completion of the activity. The report shall include the narrative of the proceedings, photo documentation, certificates of attendance / participation / completion, evaluation of the learning service provider and re-entry plan of the personnel involved;

4.8.4 The conduct of echo seminar/sharing (structure or unstructured) shall be limited to training/s attended/participated. Proof of echo seminar/sharing conducted shall be submitted to HRMD-Training and Development Section within fifteen (15) working days upon conduct of the echo seminar/sharing;

4.8.5 All requests for participation/attendance to staff development, seminar and training activities will be subject to the evaluation and recommendation of the Human Resource Management Department (HRMD) – Training and Development Section prior to its endorsement to the Sector Vice President;



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- 4.8.6 All requests for the participation/attendance in and conduct of trainings, conventions and seminars/workshops, and the conduct of staff development activities shall be subject to the approval of the President thru the Vice President for Finance, upon recommendation of the concerned Vice President;
- 4.8.7 In case the staff development and training funds of the office/department are fully utilized or not sufficient to cover the participation of a faculty-designee in the staff development and training activities, he or she may request that the funds may be sourced from his/her mother academic unit, provided the College Dean endorses the request;
- 4.8.8 The number of recommended employees in an administrative office who will attend the same trainings/seminars shall not exceed twenty percent (20%) of the manpower complement of the office. However, the requesting office may seek exemption subject to the approval of the Vice President for Administration (VPA) provided that the operational efficiency of the office will not be hampered;
- 4.8.9 The Human Resource Management Department (HRMD) shall issue office memorandum concerning re-echo seminar, re-entry plan and submission of reports.

5.0 Procedures

- 5.1 The head of office/department shall prepare request for the participation/attendance in and conduct of trainings, conventions and seminars/workshops, and the conduct of staff development activities addressed to the University President thru the Executive Vice President and the Vice President for Finance. The request for the conduct of staff development and trainings activities shall be supported with a project proposal with the following details:
- 5.1.1 Title of Activity;
 - 5.1.2 Venue;
 - 5.1.3 Duration;
 - 5.1.4 Description and Rationale;
 - 5.1.5 Objectives;
 - 5.1.6 Target Participants;
 - 5.1.7 Budgetary Requirements;
- 5.2 The request including documentary requirements shall be submitted to the HRMD Training and Development Section for evaluation and recommendation at least one (1) month prior to the conduct of the activity;
- 5.3 Request (including documentary requirements as listed in item 6.0 of this set of guidelines) shall be evaluated first by the HRMD Training and Development Section, and shall be endorsed to the concerned sector head for recommendation to the President for approval, thru the Vice President for Finance, if necessary;



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5.4 The President shall forward the approved request to the Human Resource Management Department (HRMD) for the preparation of Special Order.

6.0 Documentary Requirements

6.1 Planning Activity

- 6.1.1 Request Letter;
- 6.1.2 Project Proposal;
- 6.1.3 Course Outline / Program of Activities and Itinerary;
- 6.1.4 Certificate of Compliance from the HRMD on the Submission of Previous Post Activity Report or No Pending Submission of Post Activity Report;
- 6.1.5 Certificate of Compliance from the Internal Audit Office (IAO) on the submission of Post-Planning Activity Report;
- 6.1.6 Canvass of at least three (3) venues within the area (For conduct of out-of-campus staff development or training activity);
- 6.1.7 Skeletal force letter (indicating the name of staff/s assigned to handle office transactions during the Planning/Staff Development Activity); and
- 6.1.8 Budgetary Requirements using the Budget Services Office (BSO) prescribed form.

6.2 Seminar / Training / Conference

- 6.2.1 University Prescribed Application and Recommendation Letter (Annex A);
- 6.2.2 Course Description, Course Objectives, and Course Outline/ Program of Activities;
- 6.2.3 Human Resource Management Department (HRMD) Evaluation and Recommendation;
- 6.2.4 Certificate of Compliance from the HRMD on the Submission of Previous Post Activity Report or No Pending Submission of Post Activity Report;
- 6.2.5 Canvass of at least three (3) venues within the area (For conduct of out-of-campus staff development or training activity);
- 6.2.6 Invitation of sponsoring agency/organization (containing the amount of registration fee, date of activity and venue); and
- 6.2.7 Budgetary Requirements using the Budget Services Office (BSO)



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7.0 Sanctions

The non-submission of post activity report/s on the participated/attended and conducted trainings, conventions and seminars/workshops and conducted staff development activities shall be a ground for the disapproval of or non-action on current request for staff development or training activity until such time the submission of post activity report/s is complied with.


8.0 Repealing Clause


Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

9.0 Effectivity

This set of guidelines shall take effect on June 21, 2019.

CONTROLLED COPY


Signed by: _____ Date: 7-2-19


EMANUEL C. DE GUZMAN, PhD
President



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 OFFICE OF THE PRESIDENT

To: All CE Faculty,
 Chair, Lab Head
 For info - *8-10-18*

MEMORANDUM ORDER
 No. 023, Series of 2018

PUP - Central Records Section	
Received by: <i>Roberto S. Palillo</i>	
<i>8-6-18</i>	<i>8-10</i>
Date:	Time:

TO : ALL CONCERNED

SUBJECT : REVISED GUIDELINES ON FUNDING SUPPORT FOR INTERNATIONALIZATION-RELATED ACTIVITIES AND OFFICIAL FOREIGN TRAVELS BY OFFICIALS, FACULTY MEMBERS AND EMPLOYEES OF THE POLYTECHNIC UNIVERSITY OF THE PHILIPPINES

DATE : August 3, 2018

Section 1.0 Rationale

The University recognizes the need to further enhance its international image and reputation. It aims to integrate an intercultural dimension into its teaching, learning, research and service functions in response to the changing national and international Higher Education environment. Hence, the PUP through mutually beneficial arrangements with equally reputable foreign Higher Education Institutions (HEIs) and international organizations shall take advantage of the opportunities for knowledge, technology and resources sharing for continuous quality improvement.

Consequently, the "internationalization efforts" of the academic and other sectors of the university must therefore be encouraged and supported to achieve a significant improvement in the quantity, quality and variety of its international activities.

However, while nurturing its relationship with various international partners, the University, is equally committed to the health and safety of its employees and the judicious utilization of its resources.

Thus this policy sets out guidelines for the funding support for all internationalization-related activities and official foreign travels by the officials, faculty members and employees of the PUP.

Section 2.0 Scope

It - [Signature]

2.1. This set of guidelines shall cover the utilization of available internationalization funds for all University officials including faculty designees, faculty members and administrative employees in the Main Campus and all branches and campuses of PUP undertaking official internationalization -related activities and foreign travel through a Special Order issued by the University President or any of his duly authorized representative.

2.2. Foreign travel by students is not covered by these guidelines.

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- 2.3. There are separate guidelines issued on research presentation grants.
- 2.4. Lakbay-aral grants are not covered by these guidelines

Section 3.0 Definition of Terms

- 3.1 **Internationalization** - the process of integrating international, intercultural and global dimensions into the purpose, goals, functions and delivery of higher education (CMO No.55 series of 2016).
- 3.2 **Internationalization Strategy** - are programs and activities aimed at producing outcomes that shall enhance the international profile of the University through increased academic mobility, improved research reputation and productive international partnerships.
- 3.3 **Official Internationalization-related activities** - are activities initiated by any unit of the university consistent with the University's internationalization strategy endorsed by the Office of International Affairs (OIA) and duly approved by the University President and/or the Executive Committee (EXECOM).
- 3.4 **Official foreign travels** - are travels outside of the Philippines undertaken by any official, faculty member and/or employee of the University covered by a Travel Authority and/or Special Order.
- 3.5 **Faculty mobility** - includes (a) outbound and inbound movement of faculty to study in a foreign country; (b) faculty exchanges between partner international higher education institutions; c) collaboration involving visits of scholars to country/ies of collaborating institution; (d) foreign language study; (e) building international perspectives through conferences and networks involving travel of faculty.
- 3.6 **Faculty Exchange Program** - refers to the program which the Office of International Affairs and the Academic Sector jointly undertake under a MOA with a foreign academic institution and involves exchange of PUP faculty and their foreign counterparts from partner Institution in pursuit of their respective objectives in any of the following: curriculum, research, extension or production.
- 3.7 **Memorandum of Understanding** - referred to as MOU, partnership is initiated by the Office of International Affairs of PUP and international higher education institutions and possible industry Partners by signing a MOU
- 3.8 **Memorandum of Agreement** - referred to as MOA, to implement the Partnership, the Office of International Affairs collaborates with PUP Colleges, campuses or branches for agreements with IHEIs on any activities or events of mutual interest that fall under any of the following general provisions in the MOU:
 1. Academic visits
 2. Exchanges of faculty, researchers and other research and administrative staff;

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3. Exchange students
4. Collaborative research projects
5. Lectures, symposia, seminars, conferences, trainings;
6. Exchanges of academic information and materials
7. Other forms of academic cooperation.

Section 4.0 General Provisions

- 4.1. All University officials, faculty members and employees intending to travel overseas are required to obtain prior approval before making any related arrangements and commitments.
- 4.2. Request and supporting documents for Special Orders and/or Travel Authority must be submitted at least two (2) months prior to the day of departure for request that includes University funding and at least three (3) weeks for request without financial assistance in accordance with Memorandum Order No. 02, Series of 2017.
- 4.3. It is expected that all official travels funded by the University must be made through economy class air tickets.
- 4.4. Proper liquidation of travel and internationalization-related expenses funded by the University shall follow strictly all COA rules and regulations.
- 4.5. It is the foremost responsibility of the concerned official, faculty or employee to ensure their health, safety and security hence they are encouraged to secure individual travel insurance prior to the travel. The University shall not also approve proposed travel to high risk foreign destinations including but not limited to countries where there are adverse travel advisories.
- 4.6. No funding support shall be given without any active MOU in faculty and student exchange.
- 4.7. The University may fund up to two (2) PUP official representatives/ coordinators/ advisers for a given event/activity. Requests to allow more than two (2) official representatives/coordinators/ advisers shall be evaluated for funding on a case to case basis subject to the approval of the president and availability of funds.
- 4.8. Funding assistance shall be given to identified priority program/s or activities by the OVPAA

Section 5.0 Specific Provisions for Approval of Internationalization-Related Activities Covered by University Funding

University funding may be provided to the following internationalization-related activities:

- 5.1. Executive Committee, Head Executive Assistant, Office of International Affairs Director and/or Chief Official Internationalization Functions and Activities

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- a. Initial Partnership/Collaborative Meeting
- b. Ceremonial Signing of Memorandum Understanding/Agreement (MOU/MOA)
- c. Education Fair/Exhibit

5.2. Institutional Membership in International Professional Organizations

- a. Funding support shall cover international membership fees and dues subject to availability of funds.
- b. Maybe availed by colleges or programs with Level III Re-Accredited status.
- c. Application for funding should be requested by the chairperson, program head and dean or director, addressed to the President, recommended by their respective sector Vice-President, indorsed through the Director of the OIA and the Vice President for Finance.
- d. Request for funding shall clearly specify the importance, benefit and outcome that can be derived from the institutional membership, profile and reputation of the organization, and amount requested.
- e. The renewal of membership is subject to the same procedure.

5.3. Faculty and Employee Mobility

5.3.A. Out-Bound (PUP Faculty and Employee to Foreign Country/ University)

1. Funding support for an authorized foreign travel may cover return air fare on economy class and Daily Subsistence Allowance (DSA) based on the United Nations Development Programme (UNDP) rates, which already include the cost of accommodation. Provided that the amount of financial assistance for the activity held within ASEAN, Hong Kong and Taiwan shall not exceed Seventy Five Thousand pesos (Php75,000.00) and One Hundred Thousand pesos (Php100,000.00) for travel outside ASEAN, Hong Kong and Taiwan. Provided further that the detailed projected expenses are well-justified and with documentary evidence provided.
2. The following may qualify for the abovementioned funding support once in a year subject to availability of funds:
 - Official representatives of PUP who sit as officers or members of the board of an international organization where PUP is an institutional member.
 - Faculty advisers of PUP students participating in student exchange program
 - Official PUP representatives in the Faculty Exchange Program or joint activity covered by a MOA with a foreign university or organization
 - Faculty Coaches /Trainors during official competitions
 - Keynote and Plenary speakers in reputable international conferences vital to the University's internationalization

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effort as indorsed by the OIA and approved by the President and/or the EXECOM

3. The PUP shall continue to pay the salary of the faculty practicum adviser on official time. However, funding for airfare and accommodation of international practicum advisers shall be on the account of the partner agency and must be clearly stated in the duly approved Memorandum of Agreement (MOA).

5.2.B. In-Bound (Foreign Faculty and Staff to PUP)

1. The University may provide for the accommodation and food of foreign faculty members participating in the Faculty exchange program hosted by PUP in any of its campuses.
2. In addition to accommodation and food, International Visiting Professors teaching courses or participating as consultant on curriculum revision and enrichment may be entitled to an Honoraria equivalent to the rate of PUP faculty members with similar academic rank.

Section 6.0 Procedures for Availment of Funding Support

- 6.1. Travel Authority and funding request by any official, faculty Member and administrative employee should be addressed to the President, recommended by their immediate superior and their respective sector Vice-President, indorsed through the Director of the OIA and the Vice President for Finance.
- 6.2 The request for funding assistance should have the following details:
 - 6.2.1 Project/Activity/Event Proposal or Terms of Reference pre-approved by the Dean and Sector Vice-President
 - 6.2.2 MOU/MOA endorsed by the Office of International Affairs to the Office of the University Legal Counsel for signing by the President or his designated official
 - 6.2.3 Travel Destination, Departure and Arrival dates
 - 6.2.4 Itinerary of Travel
 - 6.2.5 Venue and Accommodation Details
 - 6.2.6 Overall purpose of travel and the benefits that incurring this expenditure will bring to the University
 - 6.2.7 A breakdown of the costs of the travel into relevant categories such as airfare, accommodation, transfers etc
 - 6.2.8 Attachments shall include a copy of the official invitation, programme and profile of the inviting university or organization.
- 6.3 The request, including documentary requirements as listed in item 7.0 of this set of guidelines, shall be submitted to the Office of the Sector Vice-President at least two (2) months prior to the conduct of the activity for his/her recommending approval.

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- 6.4 Upon recommendation of the College Dean or Campus/Branch/Office Director and the Sector Vice-President, the request including documentary requirements shall be forwarded to the Office of International Affairs Director for endorsement as a legitimate internationalization-related activity to the Office of the Vice-President for Finance for financial evaluation.
- 6.5 The Vice-President for Finance shall recommend the evaluated requests including documentary requirements to the Executive Vice-President for appropriate action.
- 6.6 The Executive Vice-President shall recommend the evaluated requests to the President for Final approval.
- 6.7 The President shall forward the approved request to the Human Resource Management Department (HRMD) for the preparation of Special Order for funding assistance and travel

Section 7.0 Documentary Requirements

- 7.1 Request letter with recommendation of the College Dean or Campus/Branch/Office Director and proper endorsements of concerned authorities.
- 7.2 Photocopies of Memorandum of Understanding and Memorandum of Agreement for the specific internationalization event or activity duly signed by the University President or his duly authorized representative.
- 7.3 Duly approved Project/Activity Proposal
- 7.4 Endorsement of the Office of International Affairs to the Office of the Vice-President for Finance

Section 8.0 Specific Provision for Approval of Foreign Travels on Official Time only

Foreign travels not funded by PUP but undertaken by the employee as representative of the University shall be guided by the following:

- 8.1 Travel request by any official, faculty member and employee should be addressed to the President, recommended by their immediate superior indorsed through the Director of the OIA and their respective sector Vice-President.
- 8.2 The request shall include the following:
 - travel destination, itinerary and dates
 - Purpose of travel and the benefits that the university will gain from the travel.
 - Disclosure as to how the travel will be funded and the profile of the sponsoring individual or organization.
 - Copy of the official invitation and programme.

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- 8.3 The University shall continue to pay the salaries of the official, faculty member and administrative employee on official travel.

Section 9.0 Post-Activity Requirements

- 9.1 The official, faculty member, administrative employee who travelled abroad shall submit to the Office of International Affairs (OIA) two copies of report of proceedings within thirty(30) days upon return from abroad (OPMO no.024 s.2015-Submission of Report to the Office of International Affairs-OEVP), containing the following documents:

- Certification or proof of the conduct of the activity;
- A travel report (with soft copy) indicating the highlights of the activity, observations, insights and recommendations;
- Photocopies of the electronic ticket, boarding pass and copies of receipts of airfare, accommodation and other incidental fees covered by funding (original copies shall be used for liquidation purposes)

- 9.2 After the activity, the official, faculty member, administrative employee who travelled abroad shall report on the travel in a university - sponsored forum within the year.

Section 10.0 Repealing Cause

Any other guidelines, administrative order, office order, rule or regulation and/or parts thereof contrary or inconsistent with the provisions of these guidelines is hereby repealed, modified, or amended accordingly.

Section 11.0 Effectivity

This set of guidelines shall take effect upon the approval by the PUP Board of Regents on July 4, 2018.


EMANUEL C. DE GUZMAN, PhD
President

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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 025, Series of 2018

TO : ALL CONCERNED
SUBJECT : **DOCUMENT FLOW GUIDE FOR FOREIGN TRAVEL REQUEST**
DATE : October 9, 2018

Pursuant to the Memorandum from the CHED Officer-in-Charge dated July 24, 2018 on the Guidelines for Securing Authority to Travel Abroad for State Universities and Colleges (SUCs) as well as the CHED Administrative Order No. 3, series of 2018, attached herewith is the document flow for **all FOREIGN TRAVEL REQUEST** of PUP personnel.

Except for emergency reasons, request for **personal travel** shall be filed **at least one (1) month** before the scheduled flight of the personnel. For **travel on official time**, the request shall be filed **at least three (3) months** before the flight.

To ensure the efficient and timely processing of your request, please make sure that all documents related to your travel abroad are complete and correct.

For your information and strict compliance.

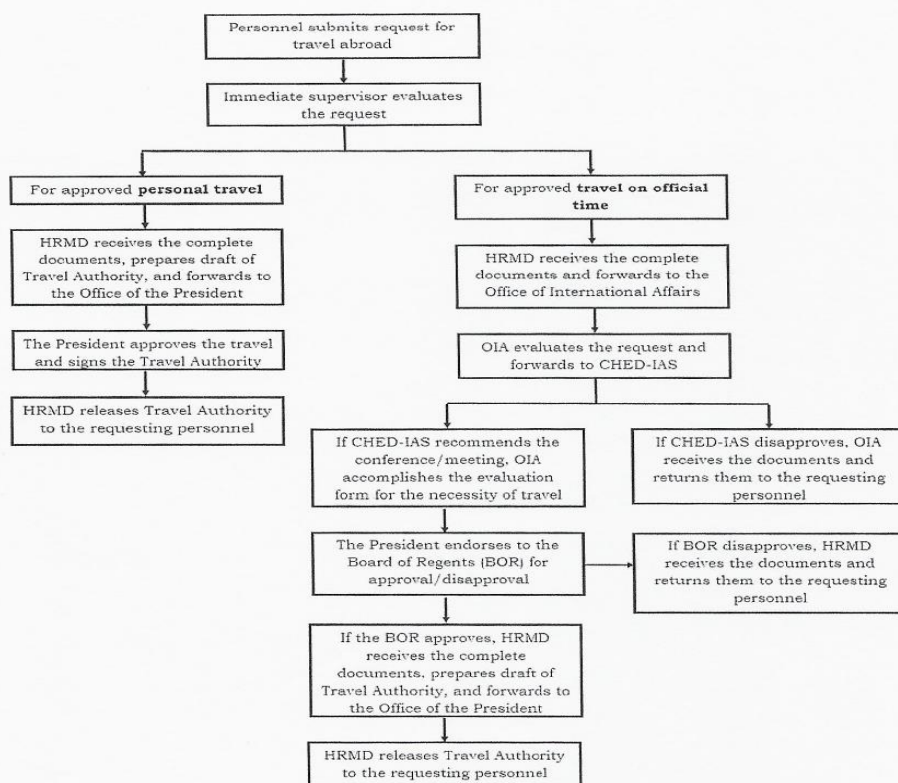
(Sgd.) **EMANUEL C. DE GUZMAN, PhD**
President

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***DOCUMENT FLOW GUIDE FOR FOREIGN TRAVEL REQUEST**



*Based on *PROCESS FOR SECURING AUTHORITY TO TRAVEL ABROAD FOR STATE UNIVERSITIES AND COLLEGES (SUCs) PERSONNEL* from CHED

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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 029, Series of 2017

TO : ALL CONCERNED

SUBJECT: ATTENDANCE OF PUP OFFICIALS, FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES IN SEMINARS, CONFERENCES, CONVENTIONS, TRAINING SESSIONS OR COURSES AND OTHER SIMILAR ACTIVITIES

DATE : July 7, 2017


Consistent with Memorandum Order No. 040, s. 2016 (*Revised Guidelines on Participation of PUP Officials, Faculty Members, and Administrative Employees in Staff Development, Seminar and Training Activities*), the University recognizes the need of its personnel to undergo activities that will enhance their job-related skills and competencies. Thus, it is the policy of the University to support with financial assistance the initiatives of our employees to attend seminars, conferences, training sessions or courses and other similar activities, consistent with their commitments and targets as indicated in their approved Individual Performance Commitment and Review (IPCR) Form. This University support should be balanced with the responsibility of the PUP officials and rank-and-file employees to ensure judicious use of public funds, which includes the requirement that attendance of employees in capability building or enhancement activities must be directly related to their core function/s in the office where they are assigned so that, in the end, the office and the whole institution will benefit from the participation of PUP employees in these activities.

In the light of the above-stated policy, all university officials, faculty members and administrative employees who will be recommended to participate in seminars, conferences, conventions, training sessions or courses and other similar activities, and their supervisors, are required to accomplish the prescribed Application and Recommendation Letter template, as attached (Annex A), which may be downloaded from the PUP website with the link, <https://www.pup.edu.ph/downloads/employees/>.

The template will be used by the Sector Head in recommending approval of the employee's application to attend a training or staff development activity. Moreover, the number of recommended employees in an office per activity should be such that the delivery of quality and prompt service of these offices, especially those providing frontline services, will not be compromised.

The Vice President or Sector Head concerned, by recommending approval of the office head recommendation, is responsible for ensuring that due diligence was applied in the evaluation of the recommendation.

For your compliance.


EMANUEL C. DE GUZMAN, PhD
President



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Received by: *Richard S. Palillo*
Date: *01-09-17* Time: *1:15*

MEMORANDUM ORDER
No. 40, Series of 2016

TO : **ALL CONCERNED OFFICIALS, FACULTY MEMBERS AND ADMINISTRATIVE EMPLOYEES**

SUBJECT : **REVISED GUIDELINES ON PARTICIPATION OF PUP OFFICIALS, FACULTY MEMBERS, AND ADMINISTRATIVE EMPLOYEES IN STAFF DEVELOPMENT, SEMINAR AND TRAINING ACTIVITIES**

DATE : December 29, 2016

1.0 Rationale and Objectives

This set of guidelines is established to provide support in the professional growth of officials and personnel of the Polytechnic University of the Philippines (PUP) as well as guidance in the grant of this support, including the submission of post activity report requirements. This is in line with Polytechnic University of the Philippines' (PUP) established Strategic Performance Management System (SPMS), which aims to empower and enhance the employees' performance towards the attainment of the University goals, motivate them to further development, enhance the culture of performance and ensure accountability.

The PUP SPMS is in compliance with Memorandum Circular No. 6, Series of 2012 of the Civil Service Commission (CSC) otherwise known as the "Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)".

Specifically, this set of guidelines is intended to:

- 1.1 Define the entitlement to privileges of officials and academic and administrative personnel to Polytechnic University of the Philippines (PUP) staff development and training activities;
- 1.2 Set parameters that will be used as basis in the approval of the request for the conduct of and participation in staff development and training activities;

Provide a set of rules and procedures to be followed in complying with government accounting and auditing rules and regulations before, during and after the conduct of or participation in the staff development or training activity.

2.0 Scope and Coverage

The guidelines shall cover all University officials, permanent and temporary faculty members, and permanent and casual administrative employees.

3.0 Definition of Terms

- 3.1 *Staff Development Activities* refer to seminars, performance assessment, planning and team building activities, benchmarking and exposure trips;
- 3.2 *Seminars* refer to seminars, conventions, conferences, symposia and similar non-training gatherings;
- 3.3 *Trainings* refer to those personnel interventions that are conducted for the purpose of gaining or strengthening the skills and technical expertise or management expertise of the participant in his/her area of endeavor;

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- 3.4 *Planning* refers to the activity conducted by an office/department to determine the programs, activities and projects to achieve the performance targets for the succeeding year/s. The planning activities may be strategic planning, annual action planning, mid-year and year-end assessment;
- 3.5 *Training Fund* refers to the amount allocated to the office/department to fund the cost that shall be incurred for the participation/attendance in and/or conduct of trainings, conventions and seminars/workshops. This shall cover training fees, honoraria for lecturers (in accordance with Budget Circular 2007-1), cost of handouts, supplies, materials, meals, snacks and all other training related expenses, which does not include travelling and transportation expenses and per diem;
- 3.6 *Staff Development Fund* refers to the lump sum amount allocated to the office/department to fund the cost that shall be incurred in the conduct of and participation in staff development activities. This shall cover travelling and transportation expenses, per diem and other staff development related activities.

4.0 General Provisions

- 4.1 The University shall allocate annually per office/department funds for staff development and training activities of its personnel. All expenses as cited in items 3.5 and 3.6, incidental to the participation in and conduct of said activities may be charged to these funds;
- 4.2 University officials and employees may be authorized to participate in conventions, seminars, conferences, symposia, and such other activities conducted by non-government organizations or private institutions for a fee, as part of the human resource development program of the University, in accordance with the rules and regulations prescribed by the Civil Service Commission (CSC) and the Department of Budget and Management (DBM), chargeable against University funds;
- 4.3 Staff Development Activities Sponsored by Private Organizations (POs) and Non-Government Organizations (NGOs)
 - 4.3.1 The registration fee or charge for the participation in the conventions, seminars, conferences, symposia, and other similar non-training gatherings sponsored by non-government organizations or private institutions shall not exceed Two Thousand Pesos (P2,000.00) per day for each participant as prescribed in NBC 563. Any amount in excess of the prescribed rate shall be at the expense of the participant.
 - 4.3.2 In case where the convention/conference/seminar is held out-of-town, authorized participants may be entitled to per diems, travelling and transportation and other expenses as authorized under existing budgeting and accounting rules and regulations. The travelling and transportation allowance shall be based on the actual expenses or as prescribed in Executive Order 248 as amended by Executive Order 298, whichever is lower;
 - 4.3.3 Membership and similar fees paid for personal or individual membership in private organization shall be for the account of the member concerned and shall not be charged against University funds. However, institutional membership, that is PUP membership, may be charged to University funds;
 - 4.3.4 As far as practicable, University officials and employees should avail of the early registration rates to avail of reduced costs of participation in conventions, seminars, conferences and other similar activities;
 - 4.3.5 All expenditures for the purpose shall not exceed the appropriation for training and seminar expenses of offices/departments concerned and shall be subject to the usual accounting and auditing rules and regulations;

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- 4.4 Staff Development Activities Sponsored by Government Organizations (GOs) and Training Activities Sponsored by Government Organizations (GOs), Private Organizations (POs) and Non-Government Organizations (NGOs);
- 4.4.1 Seminars, conferences and the like that are conducted or organized by government institutions and trainings either conducted by government institutions or NGOs/POs are not covered by NBC 563, and, thus, payment for actual registration fees in these functions may be fully shouldered by the University, provided, such amount does not exceed a total amount of P15,000.00 per activity/function.
- 4.4.2 The approval of funding request shall be subject to the availability of funds allocated for the office/department of the requesting individual. The head of office/department shall coordinate with the Budget Services Office (BSO) in monitoring the balance of said funds;
- 4.5 Planning Activities
- 4.5.1 The conduct of planning activity (Strategic Planning/Annual Action Planning) shall be ONCE for each year with or without University funding support. It shall be limited to three (3) days, inclusive of travel time which shall not exceed one (1) day. University funding support for the planning activity shall be limited to the allocated budget for each employee of the office/department based on the actual attendance and subject to the availability of funds.
- 4.5.2 A transportation allowance shall be provided to each participant in the amount of One Thousand Pesos (P1,000.00) or based on actual transportation fare, whichever is lower. In case of rented vehicle, the cost shall be based on the equivalent mode of transportation to the venue;
- 4.5.3 The office/department may request for the use of the University vehicle, subject to the availability of the said vehicle. In this case, no transportation allowance will be provided but the University will cover gasoline expenses, per diem of the University driver, and toll fees;
- 4.5.4 Mid-year assessment planning shall be conducted by the office/department which shall not exceed two (2) days. For Branches and Campuses located within Metro Manila, the assessment planning activity shall be conducted within National Capital Region (NCR). In the case of Branches and Campuses outside of Metro Manila, the assessment planning activity shall be conducted within the city or municipality where the branch or campus is located.
- 4.5.5 For mid-year assessment planning, the University shall provide meal allowance of One Hundred Fifty Pesos (P150.00) per day per participant chargeable against the office/department Staff Development Fund based on actual attendance and shall cover gasoline expense and toll fees, when the University vehicle will be utilized;
- 4.5.6 Under the normal performance cycle of the University, the year-end assessment shall be undertaken by an office within the same period as that of the annual action/development planning;
- 4.5.7 Post Planning/Assessment report shall be submitted within fifteen (15) working days from the last day of the activity. This shall include the narrative report, photo documentation and copy of the outputs of the planning activity.

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4.6 Other Provisions

- 4.6.1 University Officials, faculty members and administrative employees may be allowed to attend national and international conferences with funding support every year, subject to the availability of office/department funds. On the other hand, if the allocated funds of the office/department are fully utilized, the participation of concerned University official, faculty member and administrative employee, if approved, may be issued Special Order on official time only;
- 4.6.2 For activities organized by institutions other than PUP, casual employees who have rendered at least six (6) months of continuous service in PUP shall be entitled to staff development privileges while one (1) year of continuous service shall entitle the same employees to training privileges. Employees retiring within one (1) year or with application for optional retirement shall not be entitled to financial support for participation in staff development and training activities held outside the University campus as provided herein. However, they may be allowed to attend/participate in these activities on official time only;
- 4.6.3 A Post-Staff Development Activity Report shall be submitted to the HRMD-Training and Development Section including photos and certificate of completion/participation within thirty (30) calendar days upon completion of the staff development activity. The report shall provide the details on the proceedings of the attended staff development activity and action plan of the personnel involved, the same report shall be posted at the PUP website within thirty (30) calendar days after the seminar.
- 4.6.4 The conduct of echo seminar/sharing (structure or unstructured) shall be limited to training/s attended/participated. Proof of echo seminar/sharing conducted shall be submitted to HRMD-Training Section within fifteen (15) working days upon conduct of the echo seminar/sharing;
- 4.6.5 All requests for the participation/attendance in and conduct of trainings, conventions and seminars/workshops, and the conduct of staff development activities shall be subject to the approval of the President thru the Executive Vice President and the Vice President for Finance, upon recommending approval of the concerned Vice President;
- 4.6.6 In case the staff development and training funds of the office/department are fully utilized or not sufficient to cover the participation of a faculty-designee in the staff development and training activities, he or she may request that the funds may be sourced from his/her mother academic unit, provided the College Dean endorses the request.

5.0 Procedures

- 5.1 The head of office/department shall prepare request for the participation/attendance in and conduct of trainings, conventions and seminars/workshops, and the conduct of staff development activities addressed to the University President thru the Executive Vice President and the Vice President for Finance. The request for the conduct of staff development and trainings activities shall be supported with a project proposal with the following details:

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- 5.1.1 Title of Activity;
- 5.1.2 Venue;
- 5.1.3 Duration;
- 5.1.4 Description and Rationale;
- 5.1.5 Objectives;
- 5.1.6 Target Participants;
- 5.1.7 Budgetary Requirements;

- 5.2 The request, including documentary requirements as listed in item 6.0 of this set of guidelines, shall be submitted to the Office of the Sector Vice President at least one (1) month prior to the conduct of the activity for his/her recommending approval;
- 5.3 Upon recommendation of the Sector Vice President, the request including documentary requirements shall be forwarded to the Vice President for Finance for financial evaluation;
- 5.4 The Vice President for Finance shall recommend the evaluated requests including documentary requirements to the Executive Vice President for appropriate action;
- 5.5 The Executive Vice President shall recommend the evaluated requests to the President for final approval;
- 5.6 The President shall forward the approved request to the Human Resource Management Department (HRMD) for the preparation of Special Order.

6.0 Documentary Requirements

- 6.1 Request Letter;
- 6.2 Project Proposal;
- 6.3 Program of Activities and Itinerary;
- 6.4 Certificate of Compliance from the HRMD on the Submission of Previous Post Seminar Report or No Pending Submission of Post Seminar Report;
- 6.5 Certificate of Compliance from the Internal Audit Office (IAO) on the submission of Post-Planning Activity Report;
- 6.6 Canvass of at least three (3) venues within the area (*For conduct of out-of-campus staff development or training activity*).

7.0 Sanction

The non-submission of post activity report/s on the participated/attended and conducted trainings, conventions and seminars/workshops and conducted staff development activities shall be a ground for the disapproval of or non-action on current request for staff development or training activity until such time the submission of post activity report/s is complied with accordingly.

8.0 Repealing Clause

Any other guidelines, administrative order, rule or regulation and/or parts thereof contrary to or inconsistent with the provisions of this set of guidelines is hereby repealed, modified or amended accordingly.

9.0 Effectivity

This set of guidelines shall take effect on December 29, 2016.


EMANUEL C. DE GUZMAN, PhD
President

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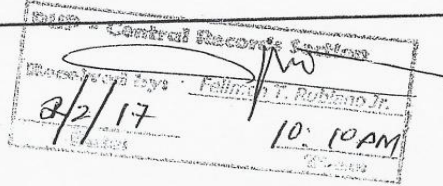


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OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 007, Series of 2017



TO : ALL CONCERNED

SUBJECT: GUIDELINES IN PROVIDING UNIVERSITY FUNDING SUPPORT TO STUDENT PARTICIPATION IN LOCAL AND INTERNATIONAL CONFERENCES, SEMINARS, STUDY PROGRAMS, TRAINING-WORKSHOPS AND OTHER ACADEMIC-RELATED DEVELOPMENT ACTIVITIES

DATE : February 1, 2017

1. Rationale and Objectives

This set of guidelines is established to promote local and international engagements and presence of PUP students as part of their holistic development through actual exposure to diverse learning and work environment, cultures, and knowledge creation events.

The emphasis on providing support especially to international activities is based on the following:

CMO No. 21, Series of 2016 of the Commission on Higher Education (CHED) provides that –

The Commission on Higher Education (CHED) recognizes that international exposure and worldwide access to education create opportunities for our students to be globally competitive and have the ability to cope with the rapid demands of the changing world. With the continuing increase in students' participation in cross border education, international conferences and/or seminars have become instruments in our students' learning process...

...International conferences and/or seminars allow students to socialize with students from institutions in other countries and provide them with the opportunity to exchange ideas, share resources, participate in debates, develop friendships, and increase their awareness of new trends happening in their areas of interest.

Furthermore, the Department of Budget Management and CHED Joint Circular No. 1, series FY 2016 on Levelling Instrument for State Universities and Colleges and Guidelines for the Implementation Thereof includes under KRA 1 (Quality and Relevance of Instruction) indicators the student involvement in inter-country mobility programs through internships and related training programs in recognized institutions abroad. Likewise, the instrument's KRA 2 (Research Capability and Output) includes research paper presentations in international fora and conferences among its indicators.

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In line with the recognition of the important role of out-of-classroom local and international learning and research avenues to our students, the University's fund allotment for student development includes providing financial support to student participation in both local international conferences, seminars, study programs, training-workshops, paper presentations and other academic-related activities.

Specifically, this set of guidelines intends to:

- 1.1 Define the entitlement to funding support of students and their advisers, coaches, coordinators, if any, in local and international student engagements and development activities;
- 1.2 Set parameters that will be used as basis in the request for and approval of funding support; and
- 1.3 Provide a set of rules and procedures to be followed in complying with the accounting and auditing rules and regulations before, during and after the conduct of the approved participation in the event.

2. **Scope and Coverage**

The guidelines shall cover the utilization of Student Development Fund (SDF) intended for student participation in local and international exchanges, conferences, seminars, study programs, training-workshops, paper presentations, and other academic-related engagements. Students and their qualified advisers, coaches, and/or coordinators, if any, who have obtained endorsement and/or official approval for their participation as official delegates, participants, contenders, and paper presenters may avail of the SDF.

3. **Definition of Terms**

- 3.1. **Conferences, Seminars, Training-Workshops, local or international**, are formal, structured learning events or fora aimed at enriching knowledge, skills, attitudes and values of students. A local learning event/fora referred to in this guidelines is one with participants from different schools and held outside PUP campus but within the Philippines. An international event/fora is one with participants from more than two countries and may be held within or outside the country.
- 3.2. **Other Academic-related Activity** refers to any competition and/or award-giving event that promotes discovery, innovation and creativity in line with student's program or specialization.
- 3.3. **Daily Subsistence Allowance** refers to the participant's food and accommodation expenses during the event.
- 3.4. **Transportation Allowance** refers to the expenses incurred from the participant's origin to the venue of the event and back via an aircraft, boat/ship, bus, taxi, tricycle or jeepney.

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4. General Provisions

- 4.1. The University shall allocate funds for student development which includes student participation in both local and international conferences, seminars, training-workshops, paper presentations, study programs, student exchanges and other activities which are relevant to the specialization of the student but not a requirement to earn units in any subject in the curriculum like practicum, internship, OJT and similar requirements.
- 4.2. The event which may be considered for University funding support should be sponsored or organized by reputable or established educational, research, or development organization and expected to have constructive impact not just on the participant but also on the University and the academic unit where the participating student/s belong.
- 4.3. Priority shall be given to events that have University-wide representation, are part of an active and long-term agreement of the University with the sponsoring organization/s, or those officially initiated by the College as part of its development targets.
- 4.4. Research paper for presentation in a regional, national or international forum should pass the evaluation and have the endorsement of the Research and Extension Management Office.
- 4.5. The participation in the activity should be recommended by the College Dean, Campus or Branch Director, endorsed by the concerned sector's vice president/s and should have the final approval of the University President.
- 4.6. The University may fund up to two (2) accompanying coaches/coordinators/mentors for a given event/activity as deemed necessary. Requests to allow more than two accompanying coaches/coordinators/mentors shall be evaluated for funding on a case to case basis and subject to availability of funds.
- 4.7. All the herein-cited provisions for funding support shall be subject to availability of funds and to government accounting and auditing rules and regulations. Any amount in excess of the prescribed ceilings shall be borne by the participant/s or by other external sources willing to provide sponsorships.
- 4.8. The university funding shall be based on EO. Nos. 248 and 248-A, s. 1995 as amended by EO 298, s.2004 and COA Circular 2013-003 inclusive of participant/s' registration or joining fees.

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COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

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5. Funding Support for participation in Local Student Development Activities

- 5.1. For individual participation, the funding support shall not exceed Php15,000.00 per participant per event
- 5.2. For group or team participation (including the coach or adviser as approved), the funding support shall not exceed Php70,000.00 for the entire delegation.
- 5.3. Essential events-related materials such as for the construction of prototype models in case of scientific competitions, innovations, new knowledge creation, shall be based on actual expenses but not to exceed Php30,000.00 per approved project or event.

6. Funding Support for Participation in International Student Development Activities

- 6.1 For individual participation in international student development activities as defined in this set of guidelines, the university funding shall not exceed Php30,000.00 per participant.
- 6.2 For group or team participation (including the coach or adviser as approved), the amount shall be based on actual expenses but shall not exceed Php100,000.00 for the entire delegation.
- 6.3 Essential events-related materials such as for the construction of prototype models in case of scientific competitions, innovations, new knowledge creation, shall be based on actual expenses but not to exceed Php30,000.00 per approved project or event.

7. Procedures for Availment of Funding Support

The head of office/department shall prepare request for the participation in the international event addressed to the University President thru the Executive Vice President and Vice President for Finance and endorsed by the concerned sector's vice president/s.

7.1 The request for funding assistance should have the following details:

- 7.1.1 Title of activity;
- 7.1.2 Venue and accommodation details;
- 7.1.3 Duration;
- 7.1.4 Description/rationale of the event
- 7.1.5 Objectives of PUP/College/Branch/Campus participation or involvement in the event
- 7.1.6 Participating organizations/countries represented by the target delegates in the event
- 7.1.7 Assistance provided by the sponsoring agency and other donors, if any,
- 7.1.8 In case of funding request for paper presentation, the OVPREPD-REMO endorsement of the paper, and
- 7.1.9 Expense Items and Amount Requested from the University

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- 7.2 The request, including documentary requirements as listed in item 9 of this set of guidelines, shall be submitted to the Office of the Sector Vice President at least one (1) month prior to the conduct of the activity for his/her recommending approval;
- 7.3 Upon recommendation of the College Dean or Campus/Branch Director and the Sector Vice President, the request including documentary requirements shall be forwarded to the Vice President for Finance for financial evaluation and the Vice President for Student Affairs and Services for endorsement;
- 7.4 The Vice President for Finance and the Vice President for Student Affairs and Services shall recommend the evaluated requests including documentary requirements to the Executive Vice President for appropriate action;
- 7.5 The Executive Vice President shall recommend the evaluated requests to the President for final approval;
- 7.6 The President shall forward the approved request to the Human Resource Management Department (HRMD) for the preparation of Special Order.

8. Documentary Requirements

- 8.1 Request Letter with recommendation of the College Dean or Campus/Branch Director and proper endorsements of concerned authorities
- 8.2 Letter of Acceptance or Approval of Participation in the Activity from the Sponsoring Organization/Agency
- 8.3 Program of Activities, Brochures (if any) and Itinerary;
- 8.4 Compliance with the requirements for off-campus activities
- 8.5 Photocopy of the paper to be presented (if applicable)
- 8.6 Budgetary estimates to cover the registration, transportation and daily subsistence allowance

9. Post-Activity Requirements

The participant/delegation, upon return from the activity, should:

- a. Submit a post activity report to the Internal Audit Office for evaluation and to the OVPSAS-Student Services Office for documentation and reference. Non-submission of the post activity report shall be a ground for disapproval of or non-action on current/future request for student development assistance or activity of the College Dean or Campus/Branch Director or organization to which the student/s belong.
- b. Submit post-activity report to REMO (in case of paper presentation)

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- c. Submit the following documents to the Accounting Office for cash advance liquidation:
- original copies of tickets and boarding passes, if applicable
 - certificate of participation
 - itinerary of travel (using the prescribed form)
 - certificate of travel completed (using the prescribed form)
 - Official Receipt (in case of refund of excess cash advance)
 - Proceedings and preferably with other evidences of the activity

10. Violations and Sanctions

Any violation of the above-mentioned policies and guidelines shall be subject of the following penalties depending on the nature and seriousness of the violation/s committed:

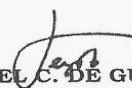
- a. Written warning
- b. Forfeiture of the right of the individual or unit to avail of new or further funding
- c. Administrative sanction

Violations shall include but are not limited to the following:

- a. Submission of fabricated document/s
- b. Endorsing student participant in invalid or inappropriate event
- c. Failure to submit the required post activity reports and documents
- d. Non-completion or non-attendance in the event without valid reason
- e. Failure to return within the authorized itinerary without prior approval
- f. Gross violation of the rules, regulations and/or law of the host country
- g. Failure to comply with liquidation requirements

11. Effectivity

This set of guidelines shall take effect **January 3, 2017**.


EMANUEL C. DE GUZMAN, PhD
President

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 OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
 No. 020-C, Series of 2018

PUP - Central Executive Office	
Received by: <i>Roberto S. Dalila</i>	
09-13-18	4:20
Approved: _____	Checked: _____

TO : ALL CONCERNED

SUBJECT : ADDENDUM IN THE PROCEDURAL REQUIRMENT IN THE LAKBAY-ARAL INCENTIVE

DATE : September 10, 2018

This is an addendum in Section 4, Letter C (3) stating the procedural requirement in the Granting of Lakbay Aral Incentive.

IV. PROCEDURAL REQUIREMENT IN THE GRANTING OF LAKBAY ARAL INCENTIVE

- C. Below is the computed amount to be given and the duration of travel.
- 3. Study tours conducted in places within the Philippines that will require air or SEA travel shall be entitled to P15,000 for a maximum of 3 days.

For your information and compliance.

Jayde
EMANUEL C. DE GUZMAN, PhD
 President

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Republic of the Philippines
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 OFFICE OF THE P R E S I D E N T

PUP - Central Records Section	
Received by: <u>Roberto S. Palilla</u>	
<u>08-22-18</u>	<u>8:20</u>
Date:	Time:

MEMORANDUM ORDER
 No. 020-B, Series of 2018

TO : ALL CONCERNED


SUBJECT : REITERATION OF LAKBAY-ARAL INCENTIVE GUIDELINES

DATE : August 22, 2018

This is a reminder that activities which would warrant **LAKBAY-ARAL INCENTIVE** must be compliant with the following:

- A. **All LEARNING AGENDA** must include industry-related benchmarking/observation and historical visit/ cultural immersion.
- B. **For Foreign Travels**, the requirements below must be submitted in accordance with the Memorandum Order released by the Office of the President, Malacañang:
 1. Request letter containing an assurance that a government official's/personnel's absence will not hamper the operational efficiency of the office as certified by his/her immediate supervisor; and
 2. The revised Form 1 (For Official Trips) from the University Legal Counsel Office (ULCO).
- C. **Heads of offices** must assign a personnel to be the **officer-in-charge** when they will be on official travel relative to Lakbay-Aral.
- D. **Personnel requesting to travel** must present an attestation, duly signed by his/her immediate supervisor, that the office's operational efficiency will not be hampered because of his/her absence and that skeletal work force will be available on his/her behalf.

For your information and compliance.


 EMANUEL C. DE GUZMAN, PhD
 President

COLLEGE OF ENGINEERING
 DEANS OFFICE
 RECEIVED BY: Angelita Gallano
 DATE: August 23, 2018

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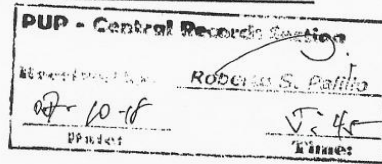
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OFFICE OF THE PRESIDENT

CRS

MEMORANDUM ORDER
No. 020, Series of 2018



TO : ALL CONCERNED

SUBJECT : GUIDELINES IN THE GRANTING OF LAKBAY ARAL INCENTIVE

DATE : July 5, 2018

As approved by the PUP Board of Regents in its Special Meeting held on 18 May 2018 with additional documentary requirements duly noted during the 161st Regular Board Meeting held last July 4, 2018, the following implementing guidelines in the granting of Lakbay Aral Incentive is hereby implemented:

I. RATIONALE

The University recognizes that its human resource is its most important intangible asset. Employees' efficiency and talent determine the pace and growth of the organization and what differentiates the University from others. While employees leaving the University might be replaced physically, their skill-sets and knowledge cannot be exactly replaced as each individual possesses different skill-set and experience. Hence, the University envisions to keep its employees and encourages them to stay long term in the University by giving them opportunities for continuous personal and meaningful growth, thereby increasing their job satisfaction as indispensable part of the organization.

In line with the Revised Policies on Employees Suggestions and Incentive Awards System (ESIAS) provided under CSC Resolution No. 010112 and CSC-MC No. 01, the Polytechnic University of the Philippines adopted a Program of Awards and Incentive for Service Excellence (PRAISE) which includes an incentive for Lakbay Aral.

Lakbay Aral Incentive is given to all PUP employees to enable them to conduct educational and cultural tour. Through the Lakbay Aral Incentive, the University encourages its employees to travel to educational, historical, and cultural places to open their eyes and broaden their perspectives and help them establish meaningful relationships within the organization. Faculty members and employees of the University can also use the incentive to visit industry-partners and do benchmarkings or immersion, to enable them to have concrete understanding and appreciation of the expectations and demands of industry in order to align faculty instruction and work-processes with current field practice. This is very important especially to those who have not had actual industry experience and even to previous practitioners to update their knowledge and skills.

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II. COVERAGE

The grant shall apply to all faculty members and administrative employees of the University whether permanent, temporary or casual provided that they are employed in the University as of May 2, 2018.

III. EXCLUSIONS

Excluded from the coverage are those hired without employee-employer relationship which are as follows:

- A. Consultants and experts hired for a limited period to perform specific activities or services with expected outputs;
- B. Laborers hired through job contracts (pakyaw) and those paid on piecework basis;
- C. Student workers and apprentices; and
- D. Individuals and groups of people whose services are engaged through job orders, contracts of service, or others similarly situated.

IV. PROCEDURAL REQUIREMENT IN THE GRANTING OF LAKBAY ARAL INCENTIVE

- A. Full-time faculty members and administrative employees shall be entitled to the incentive in the amount not exceeding ₱20,000.00 per year provided that they have rendered at least one (1) year of continuous service in PUP as of May 2, 2018.
- B. The grant shall be payable upon approval of the Board and subject to the availability of funds, and to the usual accounting and auditing rules and regulations.
- C. Below is the computed amount to be given and the duration of travel.
 - 1. Study tours conducted in places within 50 kilometers from PUP shall be entitled to ₱1,200/day for a maximum of 3 days.
 - 2. Study tours conducted in places outside of the 50-kilometer distance from PUP that will require land travel shall be entitled to ₱7,500 for a maximum of 3 days.
 - 3. Study tours conducted in places within the Philippines that will require air travel shall be entitled to ₱15,000 for a maximum of 3 days.
 - 4. Study tours conducted outside the country shall be entitled to ₱20,000 for a maximum of 3 days.

Remaining individual fund may be availed for similar purpose on a quarterly basis.

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D. A **Special Order** shall be issued upon submission of the following atleast one (1) month before the intended date of *lakbay aral*:

1. **Letter of Intent** (template is attached herein as **Annex "B"**) addressed to the President thru the:
 - a. Office of the Executive Vice President,
 - b. Vice President for Finance, and
 - c. Office of the Vice President for Academic Affairs (for employees under the OVPAA), the Office of the Vice President for Administration (for employees under the OVPA), Office of the Student Affairs and Services (for employees under the OVPSAS), Office of the Vice President for Research, Extension and Development (for employees under the OVPRED), and the Office of the Vice President for Branches and Satellite Campuses (for employees in the branches and satellite campuses)

The Letter of Intent must be signed by the Requester/Participant, recommended for approval by his/her immediate supervisor, and reviewed/evaluated by the concerned sector Assistant to the Vice President (AVPs).

2. **Learning Agenda** (template is attached herein as **Annex "C"**) which includes the complete description of the place/s to be visited and the details of the intended educational and/or cultural tour.

All requests for the grant of Lakbay Aral Incentive shall then be forwarded to and evaluated by a Committee to be created specifically for this purpose before endorsement to the Office of the Vice President for Finance and the Office of the President for approval.

V. FUND SOURCE

The fund source for the Lakbay Aral Incentive shall be the FY 2018 Special Trust Fund (STF) as approved by the Board of Regents on March 16, 2018.

VI. PLACES THAT MAY BE VISITED

Aside from job-related industries, PUP employees may visit educational, historical, and cultural places. Sample of historical and cultural places that may be visited is attached herein as **Annex "A"** and made integral part hereof.

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VII. CLAIMING OF LAKBAY ARAL INCENTIVE

The approved amount for the *lakbay aral* shall be given once a special order has been issued.

VIII. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED

After the completion of the educational and cultural tour, the following documentary requirements must be submitted to the Accounting Department within 7 days.

- A. Certificate of Appearance (see **Annex "D"**)
- B. Pictures of the participant during the study tour
- C. Post-Activity Report
- D. Re-entry Action Plan (outlining how the employee will use the experience to improve the performance of their function)
- E. Undertaking (that the employee understands the content of the Report and vouch for the authenticity of all the documents submitted to PUP and assume full and complete responsibility, without prejudice to administrative and criminal sanctions, for all the consequences which may arise in case any of the documents submitted is found to have been falsified or fabricated and should the grant of the incentive be disallowed for being excessive, irregular, unnecessary, illegal or extravagant to return to the University the full amount received [see **Annex "E"**])
- F. Additional supporting documents:
 - a. Copy of the approved Special Order (SO) indicating the purpose, the places to explore, activity design and schedule of activity date/period
 - b. Actual Itinerary of Travel/ Certification of Travel Completed;
 - c. Waiver
 - d. For local/foreign travels by land/plane
 - Paper/electronic ticket (if by public bus, plane, boat)
 - gasoline and toll fee receipt (if private car)For Foreign travel
 - Travel Authority/Boarding Pass
 - e. Accommodation/ lodging official receipt (if applicable)

IX. RESOLUTION OF CASES

Cases not covered by the provisions of this guideline shall be referred to the Office of the University President for resolution.


EMANUEL C. DE GUZMAN, PhD
President

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Annex A
List of Historical and Cultural Sites

HISTORICAL SITES		
North Luzon		
<i>Places</i>	<i>Location</i>	<i>Status</i>
Ifugao Rice Terraces	Banaue, CAR	UNESCO World Heritage Site
Simbahan ng Sta. Maria	Sta. Maria, Ilocos Sur	UNESCO World Heritage Site
Paoay Church	Paoay, Ilocos Norte	UNESCO World Heritage Site
Tirad Pass National Shrine	Del Pilar, Ilocos Sur	National Shrine
Artemio Ricarte Shrine	Batac, Ilocos Norte	National Shrine
Gregorio Aglipay National Shrine	Batac, Ilocos Norte	National Shrine
Juan Luna Shrine	Badoc, Ilocos Norte	National Shrine
Parola ng Bojeador	Burgos, Ilocos Norte	National Historical Landmark
Surrender Site of General Tomuyuki Yamashita	Kiangan, Ifugao	National Historical Landmark
Old Casa Real and Provincial Capitol of Pangasinan	Lingayen Pangasinan	National Historical Landmark
Church of Baler	Baler, Aurora	National Historical Landmark
NCR and Rizal		
San Agustin Church	Intramuros Manila	UNESCO World Heritage Site
Ang Dambana ni Melchora Aquino	Bo. Banlat, Quezon City	UNESCO World Heritage Site
Fort Santiago	Intramuros, Manila	National Shrine
Liwasang Bonifacio	Plaza Lawton, Manila	National Shrine
Andres Bonifacio Shrine	P. Burgos Drive, Manila	National Shrine
Quezon Memorial Shrine	Diliman, Quezon City	National Shrine
Pinaglabanan Memorial Shrine	Pinaglabanan Road, San Juan City	National Shrine
University of Santo Tomas	Espana, Manila	National Historical Landmark
Ang Sigaw ng Pugadlawin	Bahay Toro, Quezon City	National Historical Landmark
Luneta Hotel	T.M. Kalaw Street, Ermita, Manila	National Historical Landmark
Manila Hotel	Ermita, Hotel	National Historical Landmark
Manila Metropolitan Theater	Plaza, Lawton Manila	National Historical Landmark
The Session Hall of the Senate Philippines	National Museum of the Philippines, Burgos St., Manila	National Historical Landmark
Vicente Manansala Historical Landmark	73 Gloria St. San Carlos Heights, Bo. Tayuman, Binangonan, Rizal	National Historical Landmark
Pamitinan Cave	Sitio Wawa, San Rafael, Rodriguez, Rizal	National Historical Site
South Luzon		
Emilio Aguinaldo Shrine	Kawit, Cavite	National Shrine
Mabini Shrine	Tanauan, Batangas	National Shrine
Rizal Shrine	Calamba, Laguna	National Shrine
Baldomero Aguinaldo Historical Landmark	Binakayan, Kawit, Cavite	National Historical Landmark
Miguel Malvar Historical Landmark	Sto. Tomas, Batangas	National Historical Landmark
Nagcarlan Underground Cemetery	Nagcarlan, Laguna	National Historical Landmark
Marcela Agoncillo Historical Landmark	Taal, Batangas	National Historical Landmark
Bonifacio Trial House	Maragondon, Cavite	National Historical Landmark
Parola ng Malabrigo	Lobo, Batangas	National Historical Landmark
Port San Felipe	Cavite City, Cavite	National Historical Site
Corregidor	Corregidor Islands, Cavite	National Historical Landmark
Baptistry of the Church of Calamba	Calamba, Laguna	National Historical Landmark
Taal Church	Taal, Batangas	National Historical Landmark



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Annex A
List of Historical and Cultural Sites

Central Luzon		
<i>Places</i>	<i>Location</i>	<i>Status</i>
Mt. Samat National Shrine	Mt. Samat, Bataan	National Shrine
Casa Real Shrine	Malolos, Bulacan	National Shrine
Marcelo H. Del Pilar National Shrine	Bulakan, Bulacan	National Shrine
Barasoain Church	Malolos, Bulacan	National Historical Landmark
Ramon Magsaysay Historical Landmark	Castillejos, Zambales	National Historical Landmark
President Diosdado P. Macapagal Museum and Library	Barrio San Nicolas, Lubao Pampanga	National Historical Landmark
Church of Abucay	Abucay, Bataan	National Historical Landmark
Church of Lubao	Lubao, Pampanga	National Historical Landmark
Biak-Na-Bato	San Miguel, Bulacan	National Shrine



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Annex A
 List of Historical and Cultural Sites

CULTURAL SITES	
North Luzon	
<i>Places</i>	<i>Location</i>
Aguinaldo Shrine	Kawit Cavite
Banaue Rice Terraces and Batad Rice Terraces	Ifugao, Mt. Province
Basco Lighthouse	Basco, Batanes
Ben Cab Museum	Baguio City
Calla Crisologo	Vigan, Ilocos Sur
Good Shepherd Convent	Baguio City
Paoay Church	Ilocos Norte
Sta. Maria Church	Ilocos Sur
Subic Bay	Zambales
The Hanging Coffins of Sagada	Sagada, Mt. Province
National Capital Region	
Ayala Museum	Makati City
Fort Santiago	Manila
Intramuros	Manila
Manila Cathedral	Manila
National Museum	Manila
Rizal Park	Manila
San Sebastian Church	Manila
South Luzon	
Aguinaldo Shrine	Kawit Cavite
Cagsawa Ruins Park	Legazpi, Albay
Corregidor Island	Corregidor Island
Edsa Shrine	Quezon City
Nagcarlan Underground Cemetery	Laguna
Puerto Princesa Subterranean River National Park	Palawan
Villa Escudero	Tiaong, Quezon
Central Luzon	
Barasoain Church	Malolos, Bulacan
Subic Bay	Zambales
Visayas	
Baclayon Church	Bohol
Basilica dl Santo Nino	Cebu City
Leyte Landing Memorial Park	Tacloban, Leyte
Fort San Pedro	Cebu City
Mactan Shrine	Cebu City
Magellan's Cross	Cebu City
Miagao Church	Iloilo City
San Dugo Shrine	Bohol
Taoist Temple	Cebu City



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 [OFFICE]
 Sta. Mesa, Manila

Annex B.
 Letter of Intent
 Template

[Date]

Dr. EMANUEL C. DE GUZMAN
 President
 This University

THRU : Dr. MANUEL M. MUHI
 Executive Vice President

Ms. MARISA J. LEGASPI
 Vice President for Finance

[_____] Sector Vice President

Dear Sir:

Pursuant to BOR Resolution No. ____, series of 2018 pertaining to the Grant of Lakbay Aral Incentive, may I respectfully request for the issuance of a special order to conduct Lakbay Aral (study tour) on official time on _____ at _____.

Name of University Official/Faculty Member/Administrative Employee	Position/Designation	Core Function/s (as reflected in the employee's IPCR or office's OPCR) that is/are related to the activity	In what specific way/s will the participation of the employee/s in the activity help improve the performance of the identified core functions?*
1.			
2.			
3.			
4.			

Further, may I request for the release of the incentive in the amount of _____.

For your approval, sir. Thank you very much.

Very truly yours,

 Designation

I have diligently reviewed and evaluated the above-stated recommendation and found it necessary and consistent with existing University rules and regulations. I, therefore, recommend approval of the same.

 Immediate Supervisor

I have diligently reviewed and evaluated the above-stated request and recommendation

 Sector Assistant to the Vice President

"THE COUNTRY'S 1ST POLYTECHNICU"



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
[OFFICE]
Sta. Mesa, Manila

Annex C.
Undertaking
Template

LEARNING AGENDA

Name:

Position/ Designation:

Official Station:

Date of Travel:

Date	PLACES	TIME		MEANS OF TRANSPORTATION	How does it relate to your function? Learnings acquired/ How will it help improve the performance of the core function.
		DEPARTURE	ARRIVAL		

"THE COUNTRY'S 1ST POLYTECHNICU"



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Annex D.
Template.
Certificate of Appearance

Date

CERTIFICATION

This is to certify that on _____, Mr./Ms. _____
(Date) (Name of Employee)
visited the _____.

This certification is issued upon request for whatever legal purpose it may serve.

Signature over Printed Name

Designation: _____

Date: _____



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
[OFFICE]
Sta. Mesa, Manila

Annex E.
Undertaking
Template

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) s.s.

AFFIDAVIT OF UNDERTAKING

I, _____ Filipino, of legal age, with office address at the Polytechnic University of the Philippines, Anonas St., Sta. Mesa, Manila, after having been duly sworn to in accordance with the law, do hereby depose and say THAT:

1. I am an employee of the Polytechnic University of the Philippines (PUP), Sta. Mesa Manila;
2. I am availing of the Lakbay Aral Incentive;
3. I understand the content of the Report I submitted in relation to the said incentive and vouch the authenticity and genuineness of all the documents submitted to PUP and assume full and complete responsibility, for all the consequences which may arise in case any of the documents submitted is found to have been falsified or fabricated, without prejudice to administrative and criminal sanctions;
4. Further, I understand that should the grant of the incentive be disallowed for being excessive, irregular, unnecessary, illegal or extravagant, I have to return to the University the full amount received;
5. I am executing this affidavit of undertaking in order for the University to proceed with the processing of my application for Lakbay Aral Incentive.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ at Sta. Mesa, Manila.

AFFIANT

SUBSCRIBED AND SWORN to before me this _____ in the City of Manila, Philippines, affiant exhibited to me _____.

Attesting Officer

"THE COUNTRY'S 1ST POLYTECHNICU"



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

SO of Faculty granted Attendance to
seminars, conferences and/or training
grants



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 OFFICE OF THE PRESIDENT

PU Control Records Section
 Received by: *Roj*
 Date: 10-30-19 4:00 P.M.
 Number: _____
 Time: _____

PUFCTS No. 2019-573749

October 22, 2019

SPECIAL ORDER
No. 4018, S. 2019

In the interest of the service, the herein-named *officials, College of Engineering, this University*, are hereby authorized to participate on official time the **2019 ICpED General Assembly, 1st International Research Conference on Computer Applications, Innovations, Technologies and Engineering (IRCCAITE), 2019 National Convention and 2019 National CpE Challenge** organized by Institute of Computer Engineers of the Philippines, Inc. at the Citystate Asturias Hotel, South National Highway, Tiniguiban Heights, Puerto Princesa City, Palawan on **November 26-29, 2019**:

1. ADO, REMEDIOS G.
2. MAHAGUAY, ROLITO L.
3. TENERIFE, PEDRITO M.

The *registration fee* amounting to **EIGHT THOUSAND PESOS ONLY (P8,000.00) of each participant**, shall be borne by the University, subject to the availability of funds and usual accounting and auditing rules and regulations.

They are required to submit their certificate of attendance, registration receipt and a report on the proceedings to the Human Resource Management Department in thirty (30) working days from completion of the said activity.

Emanuel C. De Guzman
 EMANUEL C. DE GUZMAN, PhD
 President

Copy furnished:

- Office of the President
- Executive Vice-President
- Vice-President for Academic Affairs
- Vice-President for Administration
- Vice-President for Finance
- Vice-President for Student Affairs and Services
- Vice-President for Research, Extension and Development
- Vice-President for Branches and Campuses
- COA Auditor
- Director, Internal Audit Office
- Director, Accounting Department
- Director, Fund Management Office
- Director, Budget Services
- Director, Human Resource Management Department
- Chief, Payroll Section
- Acting Chief, Records Section/201 files
- The participants

CONTROLLED COPY

Signed by: _____

11/7/19
 Date



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

OUP - Central Records Section	
Received by:	Roberto S. Palillo
SEP 28 2019	1:30
Office	Name:

PUPCTS No. 2019662992

September 19, 2019

SPECIAL ORDER
No.3655, s. 2019

Pursuant to **BOR Resolution No. 2104, series of 2019** dated **February 7, 2019** relating to the **Revised Guidelines in Granting Lakbay Aral Incentive**, the herein-named officials, faculty member and administrative personnel, this University, are hereby authorized to travel on official time to conduct benchmarking at the *Bureau of Fisheries and Aquatic Resources, Alaminos, Pangasinan* on *October 24-25, 2019*:

1. ADO, REMEDIOS G.
2. CANSINO, JULIUS S. *J.S.*
3. TENERIFE, PEDRITO JR. M.
4. MAHAGUAY, ROLITO L.
5. PAJABERA, ORLANDO V. *Orl.*
6. GOLPEO, JOSELINDA M.
7. REYES, LUTZER U.
8. GALLANO, ANGELITA T.

The above-named personnel shall be entitled to receive **FIVE THOUSAND PESOS ONLY (P5,000.00)** each, subject to the availability of funds and the usual accounting and auditing rules and regulations.

They are required to submit to the Internal Audit Office the documentary requirements provided in Section VIII of Memorandum Order #7, series of 2019 within seven (7) days from the completion of the said activity.

[Signature]
PASCUALITO B. GATAN, MBA
Officer-in-Charge

Copy furnished:

- Office of the President
- Executive Vice-President
- Vice-President for Academic Affairs
- Vice-President for Administration
- Vice-President for Finance
- Vice-President for Student Affairs and Services
- Vice-President for Research, Extension and Development
- Vice-President for Branches and Campuses
- COA Auditor
- Director, Internal Audit Office
- Director, Accounting Department
- Director, Fund Management Office
- Director, Budget Services
- Director, Human Resource Management Department
- Chief, Payroll Section
- Acting Chief, Records Section/201 files
- The Participants

CONTROLLED COPY

[Signature] 9-28-19
Signed by: Date

/asm



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

PUP - Central Records Section
Received by: Roberto T. Bullo
SEP 28 2019
1:30
Date: _____
Initials: _____

PUPCTS No. 2019662992

September 19, 2019

2

SPECIAL ORDER
No. 3688, s. 2019

Pursuant to **BOR Resolution No. 2104, series of 2019** dated **February 7, 2019** relating to the **Revised Guidelines in Granting Lakbay Aral Incentive**, the herein-named officials, **College of Engineering**, this University, are hereby authorized to travel on official time to conduct benchmarking at the **Bureau of Fisheries and Aquatic Resources, Alaminos, Pangasinan** on **October 24-25, 2019**:

1. VELASCO, ANTONIO Y. *[Signature]*
2. AUSTRIA, ARVIN JAY DR. *[Signature]* 10/24/19

The above-named officials shall be entitled to receive **SEVEN THOUSAND FIVE HUNDRED PESOS ONLY (P7,500.00)** each, subject to the availability of funds and the usual accounting and auditing rules and regulations.

They are required to submit to the Internal Audit Office the documentary requirements provided in Section VIII of Memorandum Order #7, series of 2019 within seven (7) days from the completion of the said activity.

[Signature]
PASCUALITO B. GATAN, MBA
Office in Charge

Copy furnished:

- Office of the President
- Executive Vice-President
- Vice-President for Academic Affairs
- Vice-President for Administration
- Vice-President for Finance
- Vice-President for Student Affairs and Services
- Vice-President for Research, Extension and Development
- Vice-President for Branches and Campuses
- COA Auditor
- Director, Internal Audit Office
- Director, Accounting Department
- Director, Fund Management Office
- Director, Budget Services
- Director, Human Resource Management Department
- Dean, College of Engineering
- Chief, Payroll Section
- Acting Chief, Records Section/201 files
- The Participants

CONTROLLED COPY

Signed by: *[Signature]*

9-28-19
Date



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

PUPCTS No. 2019575328

PUP - Central Records Section	
May 15, 2019	
Received by:	<i>Roberto S. Palillo</i>
MAY 31 2019	<i>S:20</i>
Date:	Time:

SPECIAL ORDER
No.1474, s. 2019

Conformably with the letter from the Cisco Philippines Training Center, and in the interest of the service, *the herein-named official and faculty member, Computer Engineering Department, College of Engineering*, this University, were authorized to attend on official time the **CCNA 1 Routing and Switching: Introduction to Networks** at the *Mapua University, Intramuros Campus, Intramuros, Manila on April 22-26, 2019:*

1. ADO, REMEDIOS G.
2. FERNANDO, RONALD D.

The registration fee amounting to **FIFTEEN THOUSAND PESOS ONLY (P15,000.00)** of each participant shall be borne by the University, subject to the availability of funds and the usual accounting and auditing rules and regulations.

They are required to submit their certificate of attendance, registration receipts and a report on the proceedings to the Human Resource Management Department in thirty (30) working days from receipt of this order.

CONTROLLED COPY

[Signature] 5-31-19
Signed by: Date

EMANUEL C. DE GUZMAN, PhD
[Signature]
President

Copy furnished:

- Office of the President
- Executive Vice-President
- Vice-President for Academic Affairs
- Vice-President for Administration
- Vice-President for Finance
- Vice-President for Student Affairs and Services
- Vice-President for Research, Extension and Development
- Vice-President for Branches and Campuses
- COA Auditor
- Director, Internal Audit Office
- Director, Accounting Department
- Director, Fund Management Office
- Director, Budget Services
- Director, Human Resource Management Department
- Dean, College of Engineering
- Chief, Payroll Section
- Acting Chief, Records Section/201 files
- The Participants

/asm



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
Office of the President

UP - Control Records Section	
Received by: Felimon Rubiano Jr.	
MAY 20 2019	6:25PM
Date:	Time:

PUPCTS No. 2019-592784

May 15, 2019

SPECIAL ORDER
No. 1506, S. 2019

Pursuant to **BOR Resolution No. 2104, series of 2019** dated **February 7, 2019**, relating to the **Revised Guidelines in Granting Lakbay Aral Incentive**, the herein-named officials and faculty members, Department of Computer Engineering, College of Engineering, this University, are hereby authorized to travel on official time to conduct benchmarking on the best practices implemented by **TESDA Bagui Institute of Technology, Bangui, Ilocos Norte** and to visit cultural and historical heritage in Ilocos Norte on **June 4-5, 2019**:

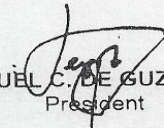
1. ADO, REMEDIOS G.
2. CANSINO, JULIUS S.
3. TENERIFE JR., PEDRITO M.
4. MAHAGUAY, ROLITO L.
5. PAJABERA, ORLANDO V.
6. GOLPEO, JOSELINDA M.

The above-named personnel shall be entitled to receive **FIFTEEN THOUSAND PESOS ONLY (P15,000.00)** each, subject to the availability of funds and the usual accounting and auditing rules and regulations.

They are required to submit to the Internal Audit Office the documentary requirements provided in Section VIII of Memorandum Order No. 7, series of 2019 within seven (7) days from the completion of the said activity.

CONTROLLED COPY

Signed by:  5-20-19
Date


EMANUEL C. DE GUZMAN, PhD
President

Copy furnished:

- Office of the President
- Executive Vice-President
- Vice-President for Academic Affairs
- Vice-President for Administration
- Vice-President for Finance
- Vice-President for Student Affairs and Services
- Vice-President for Research, Extension and Development
- Vice-President for Branches and Campuses
- COA Auditor
- Director, Internal Audit Office
- Director, Accounting Department
- Director, Fund Management Office
- Director, Budget Services
- Director, Human Resource Management Department
- Dean, College of Engineering
- Chief, Payroll Section
- Acting Chief, Records Section/201 files
- Concerned Personnel

lana



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
 POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
 OFFICE OF THE PRESIDENT

PUPCTS No. **2019182174**

May 2, 2019

Roberto S. Palillo
 9:40
 MAY 14 2019

SPECIAL ORDER
 No. 1387, s. 2019

Conformably with the letter of the President, Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP), Inc., and in the interest of the service, *the herein-named officials*, this University, are hereby authorized to attend on official time the **Accreditation Survey Visit** to serve as *Accreditors* at the *Cavite State University, Naic, Cavite* on *May 7-9, 2019*:

1. TORRES, ARMANDO A.
2. TENERIFE, PEDRITO JR. M.

They are required to submit their certificate of appearance and a report on the proceedings to the Human Resource Management Department in thirty (30) working days from the completion of the said activity.

CONTROLLED COPY

MAY 14 2019

Signed by:

Date

EMANUEL C. DE GUZMAN, PhD
 President

Copy furnished:

- Office of the President
- Executive Vice-President
- Vice-President for Academic Affairs
- Vice-President for Administration
- Vice-President for Finance
- Vice-President for Student Affairs and Services
- Vice-President for Research, Extension and Development
- Vice-President for Branches and Campuses
- COA Auditor
- Director, Internal Audit Office
- Director, Accounting Department
- Director, Fund Management Office
- Director, Budget Services
- Director, Human Resource Management Department
- Chief, Payroll Section
- Acting Chief, Records Section/201 files
- The Participants

/asm



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Policy for Selecting Faculty to be granted scholarship, fellowships



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT



Republic of the Philippines
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
OFFICE OF THE PRESIDENT

MEMORANDUM ORDER
No. 06, Series of 2019

PUP - Central Records Section	
Resolved by: <u>Roberto S. Palillo</u>	
Date: <u>02-15-19 6:40 P M</u>	EEB 15 2019

TO : ALL CONCERNED

SUBJECT: REVISED GUIDELINES FOR FACULTY FELLOWSHIP

DATE : February 14, 2019

*Chairman, Lab Head
Faculty.
For info + Act.
9/2/18 vs*

In order to ensure academic excellence, faculty members may avail themselves of local faculty fellowship and enroll in the University for advanced degree course, subject to the guidelines and any other conditions that the University may prescribe. In cases where the chosen course is not offered in the PUP Graduate School, faculty members may seek admission to other recognized universities and colleges in the country that offer the needed expertise.

Every start of the fiscal year, the University Scholarship Committee shall announce the availability of local faculty fellowships. The Committee shall screen the applications according to a set of criteria.

1. CRITERIA FOR SELECTION

- 1.1. Need of the college/unit for faculty members with advanced degree as indicated by its faculty development plan;
- 1.2. Field of study of the applicant that should fall within the priority areas approved by the Scholarship Committee of the University;
- 1.3. Type of study program-master's/doctoral;
- 1.4. Amount of financial assistance the applicant has received in the past.

2. DURATION AND CLASSIFICATION OF FELLOWSHIPS

The fellowship shall take effect, initially, for one year, subject to renewal for another year for a Master's degree, and three to five years for a Doctoral degree.

Faculty Fellowship may either be internally/PUP-funded or externally funded. It may also be full or partial depending on the grantor. If the fellow is enrolled in HEI's in the Philippines, the fellowship is categorized as local fellowship, otherwise it is foreign.

A be faculty member who has been granted a fellowship to finish a Master's degree may still be eligible for a fellowship to finish a Doctorate degree after the completion of his return of service to the University for the previous grant. Meanwhile, a Faculty member who was previously granted fellowship but was not able to complete his degree is disqualified.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

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3. REQUIREMENTS

An applicant for faculty fellowship must:

- 3.1 fill up the application form to be supported by the following documents:
 - 3.1.1. Curriculum vitae;
 - 3.1.2. Transcript of records or copy of grades; and
 - 3.1.3. Program of study;
- 3.2 be endorsed by the Department Chairperson and the Dean or Academic Head and Director for Faculty Members in Branches or Campuses;
- 3.3 have rendered at least two (2) years of service in the University;
- 3.4 be a regular faculty;
- 3.5 be 40 years old and below if applying for a foreign fellowship, and 45 years old and below if applying for a local fellowship;
- 3.6 have at least Very Satisfactory IPCR rating for four (4) rating periods prior to application;
- 3.7 have no pending administrative/criminal case involving moral turpitude;
- 3.8 have a position *not higher* than Assistant Professor IV for Master's Program and Professor II for Doctorate;
- 3.9 enroll in a program which has at least Level III accreditation or has received a Center of Development/Excellence accreditation;
- 3.10 not be a designee. A Fellow is also not allowed to be designated during the duration of the fellowship;
- 3.11 not teach in any other school.

4. BENEFITS

- 4.1. Salary and other benefits of the fellow;
- 4.2. Tuition and all other authorized school fees;
- 4.3. Book allowance of P15,000.00 per semester for Master's and P20,000 per semester for Doctorate;
- 4.4. Thesis Incentive of P30,000.00 for Master's thesis and P50,000.00 for Doctoral dissertation Incentive;
- 4.5. One round trip ticket (subject to availability of funds);
- 4.6. Monthly stipend of P10,000.00;
- 4.7. Promotion
 - 4.7.1. For Master's: Two (2) Academic Faculty Rank promotion upon graduation, subject to the availability of item position or two (2) steps horizontal increment while waiting for the available item position; and
 - 4.7.2. For Doctorate: Three (3) Academic Faculty Ranks promotion upon graduation, subject to the availability of item position or three (3) steps horizontal increment while waiting for the available item position.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

3

Provided however, that in case of externally funded fellowship, the fellow shall only be entitled to benefits which have not been provided by external funder. The Benefits shall be enumerated in the MOA between the University and the applicant.

5. THE SCHOLARSHIP COMMITTEE

Chairman: Vice President for Academic Affairs
Vice Chairman: Vice President for Research Extension and Development

Members: Vice President for Branches and Campuses
Vice President for Finance
Chief Legal Counsel
Director for Human Resource Management Department
Dean of Graduate School
Executive Director for Open University Studies
Assistant to the Vice President for Academic Affairs

6. FELLOW'S RESPONSIBILITIES

The FELLOW shall-

- 6.1 Execute a contract with the University and the corresponding suretyship agreement. The fellowship contract stipulates, among other things, a return service of two years for every year of fellowship and reimbursement of all expenses of the University in case of non-completion of the degree.
- 6.2 Submit copy of the contract/agreement with the external funder if the research is externally funded.
- 6.3 Submit progress reports and a copy of grades to the Scholarship Committee before the renewal of the fellowship.
- 6.4 Enroll in the program of study and in the field of specialization approved by PUP; subject to the Faculty Development Program of the University.
- 6.5 Take the required academic load per term as required by PUP.
- 6.6 Devote full amount of time required by the PUP-approved program of study;
- 6.7 Maintain an academic record acceptable to the standards of PUP;
- 6.8 Follow the regular schedule of academic course offerings prescribed by PUP until he/she finishes his/her program within the allotted time; Provided that, deferment of enrollment shall not be allowed except for the following reasons:
 - a. Poor health of fellow (if the grant is already on going) as certified by a government physician;
 - b. The fellow is on maternity leave of absence; and
 - c. Meritorious reason acceptable to PUP;



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

Provided further that, in case a deferment of enrollment is allowed, the fellowship will be terminated if the fellow does not re-enroll after one (1) academic year or after two (2) semesters and one (1) summer;

- 6.9 Seek and obtain approval in case he/she decides to shift his/her field of specialization. Failure to obtain the approval of PUP shall immediately cause the termination of the fellowship grant and required the faculty fellow to reimburse PUP all the financial support extended under the fellowship program;
- 6.10 Reimburse PUP the total amount released to him/her, in case of willful abandonment of the fellowship, gross misconduct and non-compliance with the terms and conditions stipulated in the Fellowship Contract or if removed from service for any lawful cause;
- 6.11 Submit a notarized Co-Maker Undertaking and a copy of the latest Co-Maker's Income Tax Return (ITR), and other pertinent documents, i.e.:

DOCUMENTS	SUBMISSION PERIOD
a. Authenticated Copies of Registration	a. Immediately after Registration
b. Preliminary Plan of Academic Subject/Load	b. Within one term after the start of classes for the term following the granting of the fellowship.
c. Xerox Copy of Report Rating issued by the school	c. On or before the start of the next term immediately following the term reported
d. Result of Comprehensive Examination	d. Two (2) weeks after examination.
e. Final Report Diploma Transcript of Records	e. Within one (1) month after completion

- 6.12 Seek PUP permission, at least 2 weeks, before leaving the country while the fellowship contract is still in force;
- 6.13 Render return service to PUP for 2 years for every year of fellowship or a fraction thereof. This will also hold for the non-completion of the course including failure to complete the courses; and
- 6.14 Submit the following to PUP upon successful completion of his/her fellowship:
 - a. Certified true copy of the Diploma; and
 - b. Certified true copy of the Transcript of Records.

7. RESOLUTION OF CASES

Cases not covered by the provisions of this guideline shall be referred to the Scholarship Committee for resolution and recommendation to the President.

8. REPEALING CLAUSE

This Memorandum amends Memorandum Order No. 029, Series of 2012, the "Guidelines for Local Faculty Fellowships", dated July 9, 2012.

CONTROLLED COPY

[Signature]
2-15-19

[Signature]
EMANUEL C. DE GUZMAN, PhD



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

MOA of Faculty granted scholarship/fellowships



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

MEMORANDUM OF AGREEMENT

KNOW ALL PERSONS BY THESE PRESENTS:

This Agreement made and entered into by and between:

The **POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**, a state university duly organized and existing under the laws of the Philippines, with official address at Anonas Street, Sta. Mesa, Manila, represented by its President, **DR. EMANUEL C. DE GUZMAN**, and hereinafter referred to as the **UNIVERSITY**;

Witness

- and -

ORLAND DELFINO TUBOLA, of legal age, Filipino, and residing at Block 17 Lot 3 Dreamland, Hagonoy, Taguig city, hereinafter referred to as the **GRANTEE**.

WITNESSETH THAT:

WHEREAS, the **UNIVERSITY**, as part of its mission/vision and in line with the Faculty Development Program of its various Colleges, undertakes the advancement and improvement of the educational profile, and the upgrade of the teaching competence and expertise, as well as the research capabilities, of its faculty members through higher and more advanced education and training, by extending appropriate *scholarship grants*;

Witness

WHEREAS, the **UNIVERSITY** grants several benefits and aid to its qualified faculty members who avail of its Faculty Fellowship, and enroll at the **UNIVERSITY**, if offered, for advanced degree programs, in accordance with the following criteria: (1) there is a need in the College concerned for faculty members with advanced degrees as indicated by its Faculty Development Plan; (2) the field of study of the faculty member falls within the priority areas approved by the College concerned; (3) the type of study program – master's/doctoral; (4) the amount of financial assistance the applicant has received in the past; (5) the faculty member has a regular or temporary item; and (6) the faculty member has a position not higher than an Associate Professor;

Orland Delfino Tubola

WHEREAS, under the **UNIVERSITY**'s approved policy, in cases where the needed program is not offered at the Graduate School of the **UNIVERSITY**, the qualified faculty member may seek admission from other recognized higher education institutions within or outside the Philippines that offer the needed program;

WHEREAS, the **GRANTEE** is a faculty member of the **UNIVERSITY** and is seeking the latter's benevolence under its Faculty Fellowship for Ph.D. in Energy Engineering;

WHEREAS, the Ph.D. in Energy Engineering is not offered at the Graduate School of the **UNIVERSITY**; thus, the **GRANTEE** is applying for admission in the above-mentioned program at the University of the Philippines-Diliman, Quezon City, Philippines;

Dr. Emanuel C. de Guzman
Polytechnic University of the Philippines

WHEREAS, the **UNIVERSITY** is granting several benefits and aid to the **GRANTEE** subject to the approved **UNIVERSITY** guidelines on this matter, and to the terms and conditions herein provided.



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT**

NOW THEREFORE, for and in consideration of the foregoing premises, the UNIVERSITY and the GRANTEE hereby mutually agree and stipulate that:

I. REQUIREMENTS

1. The GRANTEE shall accomplish an Application for Faculty Fellowship addressed to the Department Chairperson and the Dean of the College concerned, and duly supported by the following documents:
 - 1.1 Curriculum vitae,
 - 1.2 Transcript of records, and
 - 1.3 Study Program.
2. The Department Chairperson and the Dean of the College concerned shall endorse the Application of the GRANTEE to the UNIVERSITY Vice President for Academic Affairs.
3. The UNIVERSITY Vice President for Academic Affairs shall recommend to the UNIVERSITY President the approval of the GRANTEE's local fellowship.

Witness

II. BENEFITS AND AID

Once the fellowship is approved by the President of the UNIVERSITY and after the signing of this Agreement, the UNIVERSITY shall extend to the GRANTEE the following benefits and aid:

1. Salaries and such other benefits of the GRANTEE covered within the period of this Agreement; and
2. Two (2) Academic Faculty Ranks promotion upon graduation, subject to the availability of item position.

Witness

III. OBLIGATIONS OF THE GRANTEE

1. The GRANTEE shall complete/obtain from the University of the Philippines- Diliman his Ph.D. in Energy Engineering within the approved period of this fellowship.
2. The GRANTEE shall execute a Suretyship Agreement with his surety, where the latter shall guarantee compliance with the terms and conditions of this Agreement. The absence of the Suretyship Agreement shall annul this grant, and the GRANTEE is obliged to refund to the UNIVERSITY any and all amount, which he may have received because of this grant.
3. The GRANTEE shall submit progress reports and a copy of his grades to the Scholarship Committee through the Vice President for Academic Affairs before the renewal of this Agreement.
4. By reason of this grant, the GRANTEE shall render a return service as a faculty member to the UNIVERSITY for a period of two (2) years for every year of faculty fellowship. Resignation before the end of the required return service shall *ipso facto* obligate the GRANTEE to refund the full amount of the grant, and all the benefits included therein, to the UNIVERSITY.

Orland Delfino Tubola

Dr. Enrique C. De Guzman
Polytechnic University of the Philippines



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

IV. GROUNDS FOR TERMINATION / RESCISSION / CANCELLATION

The grounds for the termination/rescission/cancellation of the grant, and all the benefits included therein, are as follows:

1. Violation of the terms and conditions hereof, the University Code, and other pertinent rules and regulations;
2. Failure to enroll in the area of specialization as determined by the Scholarship Committee of the UNIVERSITY;
3. Failure to meet the academic standard set by the above-mentioned Committee;
4. Willful failure to enroll the required academic load;
5. Failure to enroll at any one (1) term, or failure to continue during the term of the GRANTEE's courses without the consent of the UNIVERSITY;
6. Exceeds the time allotted to finish the program;
7. Willful failure to submit in time the approved thesis/dissertation;
8. Registration/transfer to another school/college/university; and
9. Other justifiable grounds which prove the inability of the GRANTEE to complete her degree.

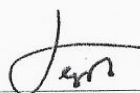
V. DURATION / PERIOD

This Agreement shall be effective for one (1) year from 2018 November to October 2019, subject to the sole right of the UNIVERSITY to renew the same on a yearly basis for a period of three (3) to five (5) years.

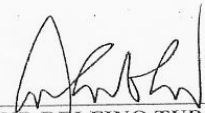
IN WITNESS WHEREOF, the parties set their hands this ___ day of _____, 2019, in _____, Philippines.

**POLYTECHNIC UNIVERSITY
OF THE PHILIPPINES**

By:



DR. EMANUEL C. DE GUZMAN
President

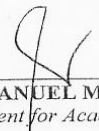


ORLAND DELFINO TUBOLA
Grantee



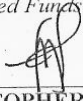
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

SIGNED IN THE PRESENCE OF:



DR. MANUEL M. MUHI
Vice President for Academic Affairs

Certified Funds Available:



MR. CRISTOPHER CAHAYON
Director, Accounting Office

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
) S.S.

QUEZON CITY

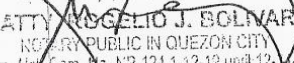
BEFORE ME, a Notary Public, for and in QUEZON CITY Metro Manila, personally appeared the following:

Name	Competent Identification	Date / Place issued
Dr. Emanuel C. De Guzman	PUP # 91064	9/19/12 MANILA
Orland Delfino Tubola	PRC ID 44876	8/22/17 /MANILA

known to me and to me known to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free act and deed, and of the entities they respectively represent. This MEMORANDUM OF AGREEMENT consists of four (4) pages including the page where this Acknowledgment is written.

WITNESS MY HAND AND SEAL this 08 day of MAR, 2019.

Doc. No.: 460
Page No.: 93
Book No.: 77
Series of 2019.


ATTY. ROGELIO J. SOLIVAR
NOTARY PUBLIC IN QUEZON CITY
Adm. No. Com. No. NP-124 1-12-13 until 12-14-2020
I.P. O.R. No. 055255 Jan. 2019 & O.R. No. 055258 Jan. 2020
PTR O.R. No. 7376155 C 1-7-13 / Roll No. 50352 / TRG 129-971-039
MCLE No. V-0316196 valid from 04/15/2016 until 04/14/2018 PASIG CITY
Address: 31-F Harvard St., Cubao Q.C.



POLYTECHNIC UNIVERSITY OF THE PHILIPPINES
COLLEGE OF ENGINEERING
COMPUTER ENGINEERING DEPARTMENT

SURETY AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

This AGREEMENT made and entered into by and between:

ORLAND DELFINO TUBOLA, Filipino, of legal age, with residence at Block 17 Lot 3 Dreamland, Hagonoy, Taguig City, and hereinafter referred to as the **PRINCIPAL**;

-and-

GEORFANY SALVADOR, Filipino, of legal age, with residence at 69 LI SIENA VILLAS, BALUMBON, CAVOCCAN, and hereinafter referred to as the **SURETY**.

WITNESSETH THAT:

WHEREAS, the **PRINCIPAL** is the recipient of a several benefits and aid by virtue of the Faculty Fellowship Program of the Polytechnic University of the Philippines (**PUP**) through of a Memorandum of Agreement made and entered into in the City of Manila on _____, 2019 by and between the **PUP** and the **PRINCIPAL**, duly notarized by _____, a Notary Public for and in _____, identified in his Notarial Registry as Doc. No. ____; Page No. ____; Book No. ____; Series of _____. A copy of the said Memorandum of Agreement is hereto attached as Annex "A", and made an integral part of this Agreement;

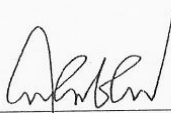
WHEREAS, in case of the **PRINCIPAL**'s non-compliance with his obligations stated in the said Memorandum of Agreement, the **PRINCIPAL** shall reimburse to **PUP** the full amount of the benefits and aid received by him by reason of the above-mentioned Memorandum of Agreement; and

WHEREAS, pursuant to the revised Guidelines for Faculty Fellowships, one of the requirements for the grant is a Surety Agreement.

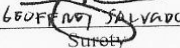
NOW THEREFORE, for and in consideration of the foregoing premises, the **SURETY** do hereby obligate and bind himself jointly and severally to reimburse to **PUP** the full amount of the benefits and aid received by the **PRINCIPAL** in case of the **PRINCIPAL**'s non-compliance with her obligations stated in the abovementioned Memorandum of Agreement.

The condition of this Surety Agreement is such that if the **PRINCIPAL** shall fully, promptly and truly comply with all the terms and conditions of the above-mentioned Memorandum of Agreement, then this Surety Agreement shall be, and become, null and void, and of no further force nor effect; otherwise, the same shall be, and remain, in full force and effect, and subject to enforcement in the manner provided by law.

IN WITNESS WHEREOF, we have hereunto set our hands this ____ day of _____, 2017, at the City of Manila, Philippines.



ORLAND DELFINO TUBOLA
Principal



GEORFANY SALVADOR
Surety

