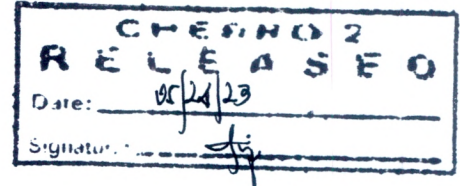




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION
Region 02



REGIONAL MEMORANDUM ORDER
No. 128, series of 2023

FOR : ALL PRESIDENTS/HEADS/OFFICERS-IN-CHARGE OF STATE UNIVERSITIES AND COLLEGE (SUCs) IN REGION 02

SUBJECT : GUIDELINES ON THE APPROVAL OF FOREIGN TRAVELS

DATE : MAY 24, 2023

Attached is a copy of the Memorandum from **Dr. J. Prospero E. De Vera III, Chairperson, Commission on Higher Education**, reminding Presidents of State Universities and Colleges (SUCs) that per Executive Order No. 77, Series of 2019, regardless of the length of the travel abroad and the number of delegates, official foreign travels and payments of travel expenses are **APPROVED** by the Chair of the Commission on Higher Education (CHED).

For proper processing, all requests for foreign travel must be submitted to the Office of the Chair, together with other requirements such as but not limited to Travel Authority, Evaluation Form for the Necessity of Foreign Travel for State Universities and Colleges, Assessment of International Conference/Meeting issued by International Affairs Staff-CHED, and Board Resolution two (2) weeks before the date of departure. Late and incomplete submission will not be processed.

For information and guidance of all concerned.


ATTY. MARCO CICERO F. DOMINGO
OIC - Director IV

Encl.: as stated

Kindly rate the delivery of our services through the link below:

Link: <http://bit.ly/CHEDRO2CSM>

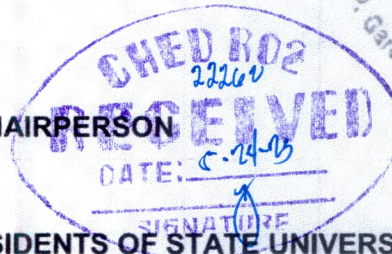
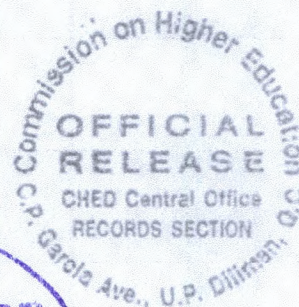
Your response shall help us improve our systems and procedures so we can better serve you.

Thank you

:rgd/Tracking No. 22262



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



MEMORANDUM FROM THE OFFICE OF THE CHAIRPERSON

TO : PRESIDENTS, OIC/PRESIDENTS OF STATE UNIVERSITIES AND COLLEGES

SUBJECT : GUIDELINES ON THE APPROVAL OF FOREIGN TRAVELS

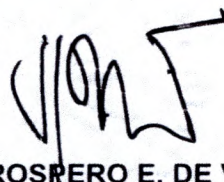
DATE : 04 MAY 2023

This is to remind Presidents of State Universities and Colleges that per Executive Order No. 77, Series of 2019, regardless of the length of the travel abroad and the number of delegates, official foreign travels and payment of travel expenses are **APPROVED** by the Chair of the Commission on Higher Education (CHED).

We have coordinated with the Bureau of Immigration so that it will only recognize travel authority coming from the CHED Chairman and not any other document, including Board of Regents' or Board or Trustees' resolution.

Any travel without approval of the CHED Chair may constitute grave misconduct, serious dishonesty, or analogous offenses, as the case maybe. There is also no legal basis for the payment of travel expenses for unauthorized foreign travels.

For proper processing, all requests for foreign travel must be submitted to the Office of the Chair, together with other requirements such as but not limited to Travel Authority, Evaluation Form for the Necessity of Foreign Travel for State Universities and Colleges, Assessment of International Conference/Meeting issued by International Affairs Staff-CHED, and Board Resolution two weeks before the date of departure. Late and incomplete submission will not be processed.


J. PROSPERO E. DE VERA III, DPA
Chairman