



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

TRANSMITTAL

FOR : **ALL SUC PRESIDENTS & OFFICERS-IN-CHARGE UNDER COMMISSIONER MARITA R. CANAPI**

SUBJECT : **REITERATION OF THE GUIDELINES ON THE APPROVAL OF FOREIGN TRAVELS**

DATE : **23 SEPTEMBER 2024**

REQUESTED ACTION : Respectfully forwarded the attached memoranda from the Office of the Chairperson and Commissioner Canapi, reiterating strict compliance with guidelines for foreign travel requests.

Thank you.

With kind regards,


MENERE R. NASIAD

Executive Assistant
Office of Commissioner Canapi



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

MEMORANDUM No. 03-2023

DATE: March 16, 2023

TO: **ALL SUC PRESIDENTS AND OFFICERS-IN-CHARGE
UNDER COMMISSIONER MARITA R. CANAPI**

SUBJECT: **REQUESTS FOR APPROVAL OF INTERNATIONAL TRAVELS**

It has been observed that requests for international travels are only being submitted to the Office of the undersigned a couple of days prior to the date of departure. As such, the Governing Board is not given sufficient time to evaluate the request which in effect makes the Board a mere stamp pad.

Henceforth, **all requests for international travels must be submitted a month before the date of departure** to give sufficient time to scrutinize documents and assess benefits of the travel to your respective university/college. The Office of the undersigned will no longer accept requests not following the one month prescribed period.

For your preferential attention, please.


MARITA R. CANAPI
Commissioner

Attachments:

- 1) *Executive Order No. 77 issued on March 15, 2019*
- 2) *CHED Administrative Order No. 4, series of 2019*



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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