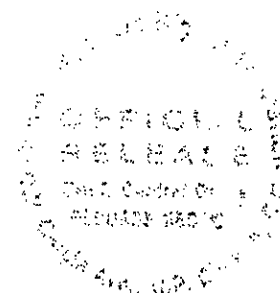




Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION



CHED ADMINISTRATIVE ORDER

No. 04
Series of 2019

SUBJECT : IMPLEMENTING RULES AND REGULATIONS (IRR) FOR FOREIGN TRAVEL COVERED BY EXECUTIVE ORDER NO. 77, SERIES OF 2019 TITLED PRESCRIBING RULES AND REGULATIONS AND RATES OF EXPENSES AND ALLOWANCES FOR OFFICIAL LOCAL AND FOREIGN TRAVELS OF GOVERNMENT PERSONNEL

In accordance with the pertinent provisions of R. A. No. 7722 (Higher Education Act of 1994), Republic Act No. 8292 (Higher Education Modernization Act of 1997), CHED Memorandum Order No. 55, series of 2016 (Policy Framework and Strategies on the Internationalization of Philippine Higher Education) and the Executive Order No. 77, series of 2019 titled Prescribing Rules and Regulations and Rates of Expenses and Allowances for Official Local and Foreign Travels of Government Personnel, the Commission on Higher Education is mandated to carry out the provisions of the EO and to issue the internal guidelines on foreign travels missions/assignment and engagements or receiving awards of CHED officials and personnel, Presidents/Officers-in-Charge/ personnel of state universities and colleges, hence the following rules and regulations are hereby promulgated:

Section I. Title

These rules and regulations shall be known as the Implementing Rules and Regulations (IRR) for foreign travel covered by Executive Order No. 77, series of 2019.

Section II. Scope

This IRR shall cover the participation and attendance to conferences, meetings, missions/assignments, trainings, scholarships, fellowships, and speaking engagements or receiving of awards from international organizations held abroad by CHED Officials and Personnel, Presidents/Officers-in-Charge, and personnel of state universities and colleges.

Section III. Objectives. These guidelines are being issued to consolidate, update, rationalize, standardize, and ensure accountability and continuity in CHED's ~~representation, participation and attendance at international conferences, meetings and missions. It is likewise issued in order to review the current rates of expenses and allowances on official travels ensuring that rates are fairly reasonable, cost-effective and within the financial capability of the government.~~

Section IV. Definition of Terms. The following terms are defined for the purpose

of clarity and consistency of application:

- a. **Official Travel** - travel performed at the direction of the CHED Chairman with an official travel order.
- b. **Personal Travel** - travel performed on a personal capacity with no expense on the part of the government
- c. **CHED Personnel** - regular CHED employee who holds a plantilla position under a permanent status
- d. **Public Official** - an employee appointed by the President of the Philippines.
- e. **SUC Presidents** - officials appointed by the Board of Regents/Trustees upon recommendation of a duly constituted search committee (RA 8292)
- f. **SUC Personnel** - regular SUC employee who holds a plantilla position under permanent status
- g. **Technical Panel (TP)** - senior specialists or academicians representing the different disciplines/programs areas appointed by the Commission pursuant to Section 12 of RA 7722. The Technical Panel assists the Commission in setting standards and in program and institution monitoring and evaluation.
- h. **Short term official travel** - authorized travel abroad of not more than more than ninety (90) days
- i. **Scholarship/long term travel** - authorized travel abroad of at least ninety-one (91) days
- j. **Co-terminous with a Specific Period** - an appointment for a specific period and upon expiration thereof, the public official relinquishes the post
- k. **Permanent Official Station** - the place where the office or regular place of business/work of an official or employee is permanently located and where the official or the employee is expected to stay most of the time as required by the nature and the duties and responsibilities of the position of such official or employee
- l. **Transportation Expenses** - the actual fares of the authorized modes of transportation for foreign travels from the permanent official station to the destination or place of assignment and back
- m. **Daily Subsistence Allowance** - the cost to cover the expenses for foreign travel which includes cost for hotel accommodation or lodging, meals and incidental expenses

Section V. Qualifications

A. CHED Officials and Personnel Permitted to Represent CHED in International Conferences, Meetings and Missions and/or Participate in International Trainings and Workshops

~~CHED Officials who may represent the CHED in meetings/conferences/missions abroad must:~~

1. Be either a presidential appointee, Technical Panel member, or a CHED personnel who holds a regular plantilla position/permanent status



2. Be favorably endorsed by the Commission-en-Banc
3. Have no record of non-liquidation of previous local and foreign travel either from the HEDF or the GAA

CHED personnel who may avail of trainings/workshops/conferences abroad must:

1. Have served the CHED on a permanent status for at least two years.
2. Have a performance rating of at least "Very Satisfactory" during the last two rating periods
3. Be favorably endorsed by the CHED Chairperson upon recommendation of the Head of Office concerned
4. Have no record of non-completion of previous trainings/workshops/conferences except if such non completion is for a valid justifiable reason as determined by the Executive Director upon the recommendation by the AFMS-HRMD
5. Have no ongoing financial obligation due to non-completion of trainings/workshops/conferences
6. Be able to render required length service in his/her Office or any government Office corresponding to the period of training as prescribed in Executive Order 367

B. SUC Officials and Personnel' Participation in International Conferences and Research Presentations, Meetings and Missions, International Trainings and Workshops

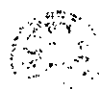
The request to the Office of the Chairperson for travels of SUC Presidents must be favorably endorsed by the Commissioner who is Chairperson-Designate of the SUC, with the following indicators:

1. foreign trip/s fall strictly within the official mandate of the requesting SUC official or employee;
2. substantial benefit to the country and the particular SUC (e.g. prospective scholarship grants, collaborative activities with partner universities and institutions such as mobility programs as well as academic, technology and information exchanges); and
3. merit of the proposed re-entry plan indicating the activities to be effected upon return after the travel or mission.

The same indicators also apply to foreign travels of other officials and employees of the university which also need Board approval and issuance of Authority to Travel by the SUC President.

~~The Governing Board of the requesting SUC shall also determine, based on the following criteria or benchmarks, if the foreign travel is necessary, regular and mandated, and fulfils the requirements of the foregoing issuances:~~

1. rationale as institutional strategy as component of the SUC's Strategic Internationalization Plan,
2. value of the travel or mission,



3. potential partners,
4. level of participation necessary of mandate of the office of the SUC representative, and
5. source of funding. Failure to comply with these criteria shall be sufficient grounds for the denial or non-processing of the Request for Travel Abroad.

For the above purpose the following important documents shall be provided:

1. **Certification on the Necessity of the Foreign Travel** clearly indicating that it responds to an international commitment by the country and internationalization engagement of the SUC, must be issued by the Vice President or Director for International Affairs/ International Relations Officer or the immediate official responsible for coordinating, facilitating and leading the implementation of international agreements, commitments and internationalization programs. The said official is also responsible to verify travel documentations, requirements, procedures and processes before issuing the Endorsement for Authority to Travel Abroad of the requesting SUC official or employee to the SUC President.
2. **CHED Assessment on the Legitimacy of the Foreign Travel** to be issued by the Director of CHED International Affairs Staff indicating the validity and credibility of the international engagement which also serves as an endorsement to the BOR/BOT.

The SUCs shall prepare guidelines on qualifications of SUCs' personnel permitted to represent in international meetings and missions and/or participate in international trainings and workshops in accordance with the SUC Strategic Internationalization Plan (SIP). The SIP shall serve as a guide and toolkit to assist the institutions in management of internationalization of activities, from conceptualization, implementation and monitoring.

Section VI. Authorized Official Travel

1. No official foreign travel of government officials and personnel shall be allowed unless it satisfies all of the following minimum criteria:
 - a) It is essential to the effective performance of an official/employee's mandate or functions
 - b) It is required to meet the needs of the Commission/institution or there is substantial benefit to be derived by the State and in support to Philippine commitments under existing treaties/agreements including those that are under negotiation.
 - c) ~~The presence of the Official/personnel is critical to the outcome of the meeting, conference, seminar, consultation or any official activity to be attended;~~
 - d) The projected expenses are not excessive or involved minimum expenditure



2. All officials authorized to approve overseas travel are required, as far as practicable, to minimize travel cost. Hence, all forms of communications, such as but not limited to teleconferencing and videoconferencing or submission of briefs and position papers, as alternatives to travel, must be explored, provided, these do not compromise national security and confidentiality of official communications
3. The Governing Board of the requesting SUC shall determine based on the following criteria or benchmarks, if the foreign travel is necessary, regular and mandated, and fulfills the requirements of Section VI-1 of this IRR:
 - a. rationale as institutional strategy in accordance with the SUC Strategic Internationalization Plan
 - b. value of the travel or mission
 - c. potential partners
 - d. level of participation necessary of mandate of the Office of the SUC representative
 - e. source of funding

Failure to comply with these criteria shall be sufficient grounds for the denial or non-processing of the Request for Travel Abroad.

4. The following individuals shall not be issued foreign travel authorities, and shall not be entitled to government funding for such trips
 - a. Private individuals
 - b. Consultants of, and/or those engaged by way of contracts of service by, government agencies, except in highly meritorious circumstances (e.g. unavailability of qualified employees in highly technical and specialized fields), and upon written justification to be submitted by the requesting agency; and,
 - c. Spouses or children of government officials, except when diplomatic protocol or practices provide otherwise

Section VII. Categories of Travel and Level of Participation

1. Foreign travel authorized under Section 4 of this IRR shall refer only those under the following categories:

- ~~a) International conferences or meetings to which the Philippine Government has commitments to undertake official missions/assignments which cannot be assigned to government officials posted abroad~~
- b) Scholarships, fellowships, trainings and studies abroad which are grant-funded or undertaken at minimal cost to CHED/SUCs



- c) Invitations for speaking engagements or receiving of awards from foreign government/institutions/international agencies/organizations as defined under international law, whether fully or partially funded by the government, upon the endorsement of the Department of Foreign Affairs
2. CHED officials and personnel, Presidents/Officers-in-Charge, Personnel of State Universities and Colleges shall not solicit or accept, directly or indirectly, any offer for funded travels abroad from Philippine higher education institutions/professional associations, in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their Office.
 3. In case of trips involving delegations, the authorized approving authority shall ensure that the number of participants is kept to the barest minimum and the role of each member in the delegation is clearly specified and justified in the travel application/proposal.
 4. The level of participation will be determined based on the principles of continuity, stability and accountability using the attached Evaluation Form for the Necessity of Foreign Travel for CHED (Annex A) and Evaluation for the Necessity of Foreign Travel for State Universities and Colleges (Annex B) of each office. In the case of SUCs, the participation of the officials and personnel shall be evaluated by the International Relations Office and endorsed by the University President to the BOR/BOT as per alignment to the mandate of the requesting official/employee.

CHED Officials and personnel shall be selected based on relevance and functions of each office.

- a) Ministerial Meetings which require high level representations shall be attended by either the Chairperson and/or the Commissioners or their authorized representatives, unless otherwise requested by the Department of Foreign Affairs, Department of Trade and Industry, and other agencies concerned.
- b) Joint Committee Meetings (JCM)/Joint Commission for Bilateral/Multilateral Cooperation (JCBC) Meetings including GATS/WTO, ASEAN, APEC, ASEM, UNESCO, IMO and the like) which focus on extensive technical review of education cooperation/agreements will be attended by the Executive Director and/or Director of International Affairs Staff unless otherwise requested by the organizing body (e.g. members of the Regional Technical Working Group/ Committees) and an IAS staff to serve as secretariat.
- ~~c) Education Fairs/Missions for the promotion of Philippine higher education identified by the DFA/DTI/DOT shall be attended by the International Affairs Staff and the Office of Student Development Services.~~
- d) Fund Sourcing/ Grants and other missions involving funding obligation shall be attended by the Higher Education Development Fund Secretariat and the

International Affairs Staff.

- e) International engagement or concerns relating to research and development/planning, Management Information System (MIS) and similar activities shall be attended by the Office of Planning, Research and Knowledge Management.
- f) International engagement or concerns on programs offerings and curriculum, tertiary education equivalency and accreditation shall be attended by the Office of Programs and Standards Development/Technical Panel and the Regional Offices.
- d) International engagement or concerns on quality assurance, institutional accreditation and similar activities shall be attended by Office of Institutional Quality Assurance and Governance (OIQAG).
- e) International engagement or concerns on maritime issues shall be attended by Office of Programs and Standards Development, Maritime Unit and Regional Offices.
- f) Consular issues shall be attended by Legal and Legislative Service, International Affairs Staff, Office of Student Development Service, and Regional Offices.
- g) International engagement or concerns on human resource development shall be attended by the Administrative, Financial and Management Service.
- h) Student internships and scholarships for undergraduate students shall be attended by the International Affairs Staff and the Office of Student Development Service.
- i) Gender and Development activities shall be attended by the GAD Focal Office, Central and Regional Offices.

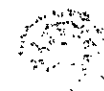
The Commission-en-Banc may designate the appropriate CHED Officials and personnel, HEIs to represent the Commission to such conferences/meetings.

SUCs shall also implement due diligence in the selection and endorsement of appropriate university official or employee, based on their structure and functions, which shall be patterned in accordance with the prescribed level of participation enumerated under No. 4 of this Section.

Section VIII. Approval of the Chairperson

A. All official travels abroad where nature of travel falls under the categories prescribed in Section VII of this IRR shall be subject to prior approval of the CHED Chairperson. Official/Red passport shall be used on authorized official travels.

~~B. Pursuant to Section 10 of Executive Order 77, s. 2019, Heads of state universities and colleges shall seek authority to travel from the CHED Chairperson. A SUC President/Official/personnel may represent his/her institution in international meetings/workshops/conferences/training abroad provided the following requirements are met:~~



1. Must be a duly appointed/designated President/Officer-in-Charge (OIC) by the Board of Regents/Trustees (for SUC President/OICs)
2. Must be favorably endorsed by the Board
3. Must have no record of non-liquidation of previous local and foreign travel
4. Must be able to render required length service in his/her Office or any government Office corresponding to the period of training as prescribed in Executive Order 367
5. Travel should relate to the institutional goals and outcomes under the strategic targets towards internationalization and should have clear impact on its outcomes to justify expenses to be incurred
6. Must submit to the Office of the CHED Chairperson the following documents:
 - a) Board Resolution approving the travel and specifying the source of fund
 - b) Copy of the invitation
 - c) Itinerary of Travel
 - d) Certificate of no pending administrative case
 - e) Re-entry Action Plan (REAP)
 - f) Certificate on the legitimacy of the meeting/conference/workshop
 - g) List of other participants in the delegation, purpose/responsibilities of each participant during the travel. Such purpose/responsibilities should result to clear outputs/outcomes to justify expenses to be incurred
 - h) List of travels for the past five (5) years
 - g) Certificate on the necessity of foreign travel from the International Relations Vice President or Director
 - i) Certificate of no unliquidated cash advances from the Finance Director

C. For travels funded out of personal funds, the CHED Official and Personnel, and SUC President/OIC shall likewise seek the approval of the CHED Chairperson. For SUC Personnel, an approved Leave of Absence and a Certification stating that the travel is personal in nature and that the personnel concerned shall not in any way represent the institution on Official capacity during the approved leave of absence shall be submitted to the SUC Personnel Office.

Section IX. Pre-departure Expenses. CHED Officials and personnel, Presidents/Heads of State Universities and Colleges authorized to travel abroad shall be entitled to Three Thousand Five Hundred Pesos (P3,500) commutable pre departure allowance to cover miscellaneous/incidental expenses, such as taxi fare, passport processing, visa fees, immunization and medical laboratory fees, portage, ~~airport terminal fees, if any and other related expenses. Likewise, reimbursement of airport terminal fees imposed at the points of embarkation on the return trip to the Philippines, if any shall be allowed upon completion of the official trip.~~

Section X. Transportation Expenses. In case CHED Officials and personnel, Presidents/Heads of State Universities and College, authorized to travel abroad are



not provided with airfare by the host country or sponsoring organization/agency, they shall be allowed to officially charge airfare on economy class, which for purposes of this IRR does not include premium economy class. For long-haul trips, described as flights exceeding four (4) hours without counting lay-overs, of Department Secretaries, Undersecretaries, Assistant Secretaries and those of equivalent ranks, business class airfares may be authorized, subject to the approval of the OP.

Section XI. Clothing Allowance

- a) Clothing allowance shall be granted to personnel on foreign travel in tropical countries or temperate countries for the period coinciding with the summer and spring seasons, regardless of the nature of travel, if the travel will last for more than one (1) month. The clothing allowance shall be granted on pro-rated basis as follows:

More than one (1) month but Less than three (3) months	US\$ 200.00
Three (3) months and more but less Than six (6) months	US\$ 300.00
Six (6) months and more	US\$ 400.00

Provided, however, that the clothing allowance in connection with study trips to tropical countries shall not exceed US\$ 300.00

When the travel to temperate countries, regardless of the nature of travel, coincides with the autumn or winter seasons, the clothing allowance shall be granted as follows:

Two (2) weeks or less	US\$ 200.00
More than two (2) weeks but less than one (1) month	US\$ 300.00
One (1) month and more	US\$ 400.00

- b) Grantees by donor institutions with clothing allowance at rates equal to or higher than those indicated above shall no longer be granted said allowance by CHED/SUC.
- c) When the clothing allowance granted by the donor is less than the rates indicated above, the personnel concerned may be given the difference.
- ~~d) The clothing allowance may be granted more than once in every twenty-four (24) months. In no instance, however, shall the total clothing allowance exceed US\$ 400.00 within a twenty-four (24) month period.~~
- e) Applicable rate of clothing allowance shall be based on the season officially declared by the authorized agency in the country of destination. In case the travel dates span two seasons or coincide with the change of seasons, the

prescribed rates of clothing allowance shall be based on the season corresponding to the most number of days of authorized stay.

Section XII. Daily Subsistence Allowance (DSA)

- a) Authorized travel abroad without support from the Organizer shall be granted DSA on the basis of rates established by the International Civil Service Commission (ICSC) of the United Nations on a per country basis.

When the country of destination is not listed therein, the DSA for the nearest country shall be adopted. When the city of destination is not listed therein, the "elsewhere" rate established for the country shall be adopted.

- b) The DSA shall only start upon arrival at the country of destination and shall cease upon departure therefrom, at the following percentages:

Particulars	Percentage	To cover
Day of arrival at point of destination (regardless of time) and succeeding day/s thereof on official business	100%	Hotel/lodging (50%), meals (30%) and incidental expenses (20%)
Day of departure for permanent official station (regardless of time) if other than date of arrival	50%	Meals (30% and incidental expenses (20%)

- c) If hotel/lodging, meals and incidental expenses are provided by the host country/donor institution, the DSA shall not be allowed.
- d) Claims for payment of DSA as provided under Section XII. (a) and (b) hereof shall not require presentation of bills and receipts.
- e) Subject to the approval of authorities listed under Section VIII of this IRR, claims for reimbursement of actual accommodation expenses in excess of the accommodation component of the DSA may be allowed, but in no case shall the difference exceed thirty (30%) percent of such component of the prescribed DSA rate, and only upon certification by the CHED Chairperson/SUC president as ~~absolutely necessary in the performance of an assignment and presentation of bills and receipts. An affidavit of loss shall not be considered as appropriate replacement for the required bills and receipts.~~

Section XIII: Payment of DSA Differential

- a) When personnel on travel abroad, to attend international conferences or meetings or to undertake mission/assignments, are provided by the host government with DSA and allowances lower than those prescribed in this IRR, such personnel shall only be entitled to the difference
- b) Personnel on scholarships, fellowships, trainings, and study grants abroad shall not be allowed payment of DSA differentials

Section XIV. Reimbursement of Representation Expenses

- a) The following officials who are authorized to attend international conferences/meetings or undertake official missions or assignments in the exigency of the service, may be entitled to reimbursement of actual reasonable representation expenses not exceeding the following rates, subject to the approval of the authorities under Section VIII (a) of this IRR, based on justifications presented and upon presentation of bills and receipts:
 - (i) Cabinet Secretaries and those equivalent rank- US\$ 1,000.00
 - (ii) Department Undersecretaries and those of equivalent rank, if they are designated as head of delegation- US\$ 700.00
 - (iii) Department Assistant Secretaries and those of equivalent rank, if they are designated as head of delegation- US\$ 500.00
 - (iv) Those holding positions lower than Assistant Secretary level who are designated as head of delegation- US\$ 300.00

Such expenses may cover necessary entertainment, contributions, flowers, wreaths, and the like when justified by circumstances and in conformity with generally accepted customs, usages and practice.

- b) Officials on travel abroad for speaking engagements, scholarships, fellowships, trainings, and studies and those whose travels are fully funded by donors or sponsoring organizations, shall not be allowed reimbursement of representation.

SECTION XV. Scholarships, Fellowships, Trainings and Studies Abroad

- a) The Department of Education, CHED and TESDA, which absorbed the functions of the abolished Special Committee on Scholarships and tasked to jointly issue the implementing rules and regulations pursuant to Section 2 of EO No 402 (s. 2005), shall incorporate in the joint guidelines the pertinent rules and regulations relative to grant-funded scholarships, fellowships, trainings and studies abroad, consistent with EO No. 77 (s. 2019).
- b) Expenses for personnel training shall be limited only to pre-departure expenses since donor countries/ organizations/ institutions shall pay for airfares, school/training fees, accommodations, health insurance and stipend. In cases where airfares and clothing allowance will not be shouldered by the donors, the CHED or SUC concerned may pay the same, subject to the provisions of the

memoranda of agreement or any similar document that may be entered into by and between the donor and the CHED/SUC, and of this IRR.

Section XVI. Insurance

Personnel on foreign travel pursuant to this IRR may be entitled to travel insurance at the minimum amount required by the country of destination, depending on the duration of the official travel or a travel coverage of P 500,000.00 if there is no minimum coverage set by a country.

Section XVII. Prohibition Against Junkets of CHED and SUC Officials/Personnel

All forms of travel junkets shall be strictly prohibited. The conduct of strategic planning workshop or team building activities abroad shall not be allowed. The taking of a personal leave immediately before or after the official activity is highly discouraged. If travel circumstances, such as the nature of activity, purpose and itinerary, indicate that the trip is mainly intended for personal purposes, no part thereof shall be considered as official.

Section XVIII. Travel in connection with Official Duties Paid for by Private Source

Official foreign trips partially or fully sponsored or funded by a private corporations or private individuals shall be fully disclosed. No official or personal travel of government officials and employees, including state and universities and colleges personnel shall be funded directly or indirectly, fully or partially, by private individuals, including suppliers or contractors with pending request/s or application/s or future dealings with any CHED Central and Regional Office, or State University and Colleges (SUC) concerned. This prohibition applies to invitations to travel purportedly to undertake study or assessment of the proponents' capabilities as such contractors or suppliers.

Section XIX. Internal Guidelines on Foreign Travels for SUCs

Subject to the provisions of this IRR, CHED encourages the SUCs, through their International Relations Offices to prepare or update their respective Guidelines for Foreign Travels covering their officials and personnel in accordance with the principles and guidelines stated in this CHED Administrative Order in order to a) provide additional safeguards as best suited to SUC conditions, b) address SUC peculiarities, and c) ensure the judicious use of public funds.

Section XX. Rendition of Account on Cash Advances and Sanction

Within thirty (30) days after his/her return to the Philippines, the CHED Official, personnel or SUC President/Officer-in-Charge shall render an account of the cash advance received by him/her in accordance with existing applicable rules and regulations as may be promulgated by the Commission on Audit for the purpose.

Payment of salary of any CHED Official/personnel or SUC President/Officer-in-Charge/personnel who fails to comply with the provisions of this Section shall be suspended until he/she complies therewith.

- a) Refund of excess cash advance may be made either in United States dollars if allowed by the CHED Chairperson/SUC President/OIC or equivalent official or in Philippine currency computed at the prevailing bank rate at the day of refund.
- b) No foreign travels with government funding shall be allowed for those who have not liquidated their expenses for previous government-funded travels abroad.

Section XXI. Reportorial Requirements and Sanction

- a) CHED officials and personnel, presidents/heads of state universities and colleges authorized to travel under this IRR shall within one (1) calendar month after his/her return to his official station, submit a report of the meeting/conference/seminar/mission/training undertaken and implementation schedule of re-entry action plan to the Office of the CHED Chairperson, copy furnished the International Affairs Staff and the HRDD-Administrative, Financial and Management Service. Similarly, the SUC personnel should submit a report to the Office of the SUC President/Head, copy furnished International Affairs Office and the Personnel Office. The report, noted by his/her immediate supervisor, should contain evaluation and recommendation of the activity as basis for future action of the Commission/SUC. The prescribed format for Travel Report and REAP are hereto attached as Annex C and D, respectively, to observe uniformity and simplicity.
- b) An echo seminar for short and long term training shall be arranged by the AFMS Human Resource Development Division/SUC HR Office to serve as venue for sharing of information and knowledge gained in the seminar/training attended.
- c) In case of participation in an international conference or convention in which the CHED/SUC is represented by a delegation, a report of the delegation shall be submitted to the OP through the CHED Chairperson, copy furnished the Secretary of DFA, not later than one (1) calendar month after the closing of the conference or convention. Any member of the delegation may also submit a supplementary report.
- d) Violation of the provisions of these guidelines shall subject the officials/personnel concerned to disciplinary action.

Section XXII. Chargeability of Expenses.

The expenses of CHED officials/personnel authorized under this IRR shall, unless otherwise specified, be charged against Internationalization of Philippine Higher Education Project under the Higher Education Development Fund or the General Appropriations Act (GAA) ~~subject to the Commission en Banc approval.~~ Travel expenses of Presidents/OICs/Personnel of state universities and colleges shall be charged to respective SUC funds subject to SUC BOR/BOT approval.



Section XXIII. Implementation.

These guidelines shall be governed by existing pertinent Executive and Administrative Orders, and procedures decided upon and approved by the Commission-en-Banc.

Section XXIV. Repealing Clause.

All CHED orders, memoranda inconsistent with this CAO are hereby repealed or modified accordingly. In case of dispute in the interpretation of this IRR, rules cited in the Republic Acts and Executive Orders shall prevail, whenever applicable.

Section XXV. Effectivity.

This IRR shall take effect immediately after its publication in the official gazette and upon filing with the University of the Philippines Law Center of three (3) certified copies thereof.

Quezon City, Philippines September 12, 2019




J. PROSPERO E. DE VERA III
Chairman 

Evaluation Form for the Necessity of Foreign Travel

Title of Conference/Meeting :
Date/s :
Venue and Location :
General Objectives :

		Remarks
<p>1. Is it important? Will it bring substantial benefits to the country?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>International/Regional Commitment</p> <p><input type="checkbox"/> PHL is party</p> <p><input type="checkbox"/> PHL is signatory</p> <p><input type="checkbox"/> CHED is a participant in the negotiation process as mandated by the Office of the President, Department of Foreign Affairs, Department of Trade and Industry, National Economic Development Authority</p>	<p>Substantial Benefits:</p>
<p>2. Is it necessary for CHED to attend? Is it within the CHED Mandate?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>A. Theme is relevant to:</p> <p><input type="checkbox"/> Education reforms</p> <p><input type="checkbox"/> Medium Term Development Plan</p> <p><input type="checkbox"/> CHED Strategic Plan</p> <p><input type="checkbox"/> Aligned to ASEAN Education Work Plan 2016-2020</p> <p><input type="checkbox"/> Aligned to APEC Education Strategy</p> <p><input type="checkbox"/> Aligned to ASEM Education Cooperation</p> <p><input type="checkbox"/> Aligned to UN 2030 Global Goals for Sustainable Development (Goal 4: Quality Education)</p> <p><input type="checkbox"/> Bilateral and Multilateral agreements in HE with foreign governments:</p> <p><input type="checkbox"/> Other international commitments.</p> <p>B. Treaty/MOU/MOA is related to higher education</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>C. Sponsoring/inviting body is:</p> <p><input type="checkbox"/> International organization</p> <p><input type="checkbox"/> Academic institution</p> <p><input type="checkbox"/> Professional organization</p> <p><input type="checkbox"/> Research Institute</p> <p><input type="checkbox"/> Government entity</p>	

<p>3. Is there a foreign mission representative who can effectively represent the country?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>4.1. Is it within the mandate of the requesting CHED office/personnel?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4.2. Who should represent CHED?</p> <p><input type="checkbox"/> OCC</p> <p><input type="checkbox"/> EO</p> <p><input type="checkbox"/> OPSD</p> <p><input type="checkbox"/> OPRKM</p> <p><input type="checkbox"/> OSDS</p> <p><input type="checkbox"/> OIQAG</p> <p><input type="checkbox"/> LLS</p> <p><input type="checkbox"/> IAS</p> <p><input type="checkbox"/> HEDF/AFMS</p> <p><input type="checkbox"/> K-12</p> <p><input type="checkbox"/> PCARI</p> <p><input type="checkbox"/> UNIFAST</p>	<p>A. Number and Level of participation</p> <p><input type="checkbox"/> As requested by inviting body</p> <p><input type="checkbox"/> As member of National government delegation, based on protocol</p> <p><input type="checkbox"/> Based on the designation/ technical expertise/ competence per Office</p> <p>B. Performance of recommended participant</p> <p><input type="checkbox"/> Echoing activity</p> <p><input type="checkbox"/> Submission of travel report</p> <p><input type="checkbox"/> Recommendations</p> <p>C. History of the meeting</p> <p><input type="checkbox"/> Previous CHED representatives/ attendees of the meeting</p> <p><input type="checkbox"/> Required follow through action</p>	

Findings:

Prepared By:

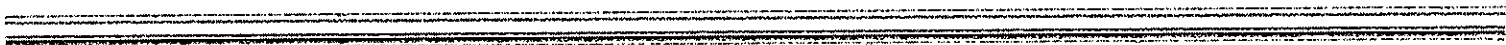
Reviewed by:

Recommending Approval:

Name
Position

Name
Chief

Name
Director



Annex B

Level of CHED representation in International Meetings

Area	Level of Representation/CHED Office concerned
A. Meetings which requires high level representations	Chairperson, Commissioner
B. Joint Committee Meetings, Joint Commission for Bilateral/Multilateral Cooperation Meeting including GATS, WTO, ASEAN, APEC, ASEM, UNESCO, IMO, among other	Executive Director, IAS Director, IAS staff to serve as secretariat
C. Education Fairs, Mission for the promotion of Philippine higher education identified by the DFA/DTI/DOT	International Affairs Staff, Office of Student Development Service, Office of Planning, Research and Knowledge Management
D. Fund sourcing/grants and other missions involving funding obligation	Official with Primary Responsibility for ODA (OPR-ODA), Higher Education Development Fund Service and International Affairs Staff
E. Research and Development Planning, Management Information System and similar activities	Office of Planning, Research and Knowledge Management
F. Program offering and curriculum, tertiary education equivalency and program accreditation	Office of Program and Standards Development
G. Quality assurance, institutional accreditation	Office of Institutional Quality Assurance and Governance, Technical Panel and Regional Offices
H. Consular concerns	Legal and Legislative Service, International Affairs Staff, Office of Student Development Service, Regional Offices
I. Human Resource Development concerns	Administrative, Financial and Management Service
J. Student internship, scholarships for undergraduate students	Office of Student Development Service, International Affairs Staff
K. Gender and Development concerns	Legal and Legislative Service, Central and Regional Offices, State Universities and Colleges
L. K-12 concerns	Director-in-Charge, K-12 Transition Program Management Unit
M. PCARI concerns	Director-in-Charge, PCARI
N. UNIFAST concerns	Executive Director, UNIFAST Secretariat

**Commission on Higher Education
POST-TRAVEL REPORT
FOR INTERNATIONAL CONFERENCES/MEETINGS**

NAME OF ATTENDEE :

OFFICE :

TITLE OF CONFERENCE/MEETING :

DURATION :

PLACE OF CONFERENCE/MEETING :

I.OBJECTIVES/ AGENDA : State what the meeting wishes to achieve

II.DISCUSSION HIGHLIGHTS : Provide a summary of significant or interesting points raised by the participants

III.AGREEMENTS : State the points reached by the participants based on the discussions

IV.RECOMMENDATIONS : State the proposals identified by the participants to implement the agreements

V.WAY FORWARD : Based on the group's recommendations, identify action points that the CHED should undertake. Identify other agency/les responsible for action points to be implemented

VI.OBSERVATIONS : State your observations on how the meeting was organized to improve CHED's event management's skills

VII.ATTACHMENTS : CHED participants should submit to the Chairperson through IAS, cc: Executive Office, the following documents as attachments to the meeting report:

1. Meeting Materials (e.g. final program of activities, presentations of the speakers, and other relevant documents)
2. Photos for posting at CHED website together with a news article
3. Final meeting report drafted by the host country/ organizer (if available)
4. List of participants' names and contact details if available

Submitted by:

Noted by:

(Immediate Supervisor)

NAME OF EVENT
DATE
EVENT VENUE

Re-entry Action Plan

Name of Representative/Applicant:	
Designation:	
Name of Office/Sending SUC:	
<p>Context</p> <ul style="list-style-type: none"> • What are the current needs, gaps, challenges and opportunities in your office /SUC that you will be able to help address by attending this event? • What information and insights will you be able to contribute to your office/ SUC as a result of your participation in this event? 	
<p>Objectives</p> <p>Give three (3) objectives you intend to accomplish as a result of your participation, in terms of your contribution to your office/ SUC.</p> <p>Objectives must be <u>specific, measurable, achievable, relevant and time-bound (SMART)</u>.</p>	
<p>Outcomes</p> <p>What outcomes do you expect to observe within the given timeframe in terms of your contribution of your office / SUC?</p> <p>Note that said outcomes must be measurable.</p>	

Signature of Representative/Applicant

Date

I hereby certify that the above information is true and correct, and that (Name of Office/Name of SUC) has committed to the above reentry plan for

Name and Signature of Head of Office/
President

Name of Office/SUC