



LIST OF SERVICES

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Service(s) with “” is/are considered as function(s).*



Office of International Affairs and Linkages

External Services



1. Processing of Institution/Organization Request to Benchmark Offices/Colleges in Tarlac State University

This service allows other State Universities, Colleges, and other Institutions to conduct benchmarking activities at Tarlac State University.

Office or Division:	Office Of International Affairs and Linkages (OIAL)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business Entity/ies G2G – Government to Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter addressed to the University President with the following information: (1 Original Copy) a. Name/Organization Name b. Purpose/Nature of Request c. Contact Details d. Signature of the client		The client will provide		
2. Program of Activities (1 Original or 1 Photocopy)		The client will provide		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends the necessary requirements to the Office of the University President – Main Campus or via email (pres_office@tsu.edu.ph)	1.1 Receives the endorsement from the Office of the University President.	None	5 minutes	<i>Protocol Affairs Officer</i> Office of International Affairs and Linkages
	1.2 Communicates and inquires with the client about the scope and details of the activity	None	1 day	<i>Protocol Officer</i> Office of International Affairs and Linkages
2. Communicate with the concerned offices/colleges	2.1 Communicates / coordinates to office/s to be visited during the benchmarking activity. If possible, conduct an exploratory meeting. <i>Note: If two (2) or more offices are to be visited, prepare all necessary</i>	None	2 days	<i>Protocol Officer</i> Office of International Affairs and Linkages



	<p><i>logistics and materials for the activity.</i></p> <p><i>Note: If one (1) office will be visited, the office to be visited will prepare all necessary logistics and materials for the activity.</i></p> <p><i>Note: If the office or college is unavailable, coordinate an alternative date and time for the activity.</i></p>			
3. Attend the benchmarking activity.	3. Facilitates the benchmarking activity.	None	1 working day	<i>Protocol Affairs Officer</i> Office of International Affairs and Linkages
TOTAL:		None	4 Working Days and 5 minutes	



2. Assistance to Foreign Nationals to Secure Special Study Permit (SSP)*

This service assists foreign nationals enrolled or temporarily enrolled at Tarlac State University in securing a Special Study Permit (SSP) through the Bureau of Immigration, in compliance with existing CHED and BI regulations.

Office or Division:	Office Of International Affairs and Linkages (OIAL)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government			
Who may avail:	Foreign nationals enrolled or temporarily enrolled at Tarlac State University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Passport with valid 9(A) Visa (at least 2 months validity)		Client		
2. Three (3) 2x2-colored pictures		Client		
3. ACR I-Card (if available)		Bureau of Immigration		
4. Latest SSP (if renewal, if available)		Client		
5. Photocopy of TSU ID (front and back)		Client		
6. BI Application Form – Special Study Permit		Bureau of Immigration		
7. BI Consolidated General Application Form (3 copies)		Bureau of Immigration		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to OIAL	1.1 Receives and reviews the authenticity of the submitted documents and requirements. <i>Note: If there are incomplete requirements, students/applicants will be given one (1) working day to comply.</i>	None	2 days and 8 hours	Liaison Officer of the Office of International Affairs and Linkages
	1.2 Assists the student/applicant in properly filling out the required forms.	None	(Included in the 1.1 time)	Liaison Officer / OIAL Staff
	1.3 Evaluates the completeness of the submitted requirements.	None	(Included in the 1.1 time)	Liaison Officer of the Office of International Affairs and Linkages



2. Await signing of document	2. Signs the Notice of Acceptance.	None	4–8 hours	<i>ORA Director</i>
3. Wait for document preparation	3.1 Prepares all documents and forms to be submitted to the Bureau of Immigration.	None	3 days – 30 hours	Liaison Officer of the Office of International Affairs and Linkages
	3.2 Schedules travel to the Bureau of Immigration and submits all pertinent documents for approval.	None	(Included in the 3.1 time)	Liaison Officer of the Office of International Affairs and Linkages
4. Proceed with submission/payment at the Bureau of Immigration.	4.1 Submits all documents and forms to the Bureau of Immigration.	SSP Fee and ACR I-Card Fee (paid to BI)	8 hours	International Student / Liaison Officer
	4.2 Notifies the student/applicant of the status of the permit.	None	(Included in the 4.1 time)	Liaison Officer of the Office of International Affairs and Linkages
5. Claim documents	5.1. Issues passport, SSP, and ACR I-Card at OIAL	None	10 hours	Liaison Officer of the Office of International Affairs and Linkages
	5.2 Fills out TSU-OIA-SF-05 (Incoming and Outgoing Document Log) and records transaction details	None	(Included in the 5.1 time)	International Student
TOTAL:		None	2 days and 16 hours <i>(Excluding Bureau of Immigration processing and SSP release period)</i>	



3. Assistance to Foreign Nationals to Secure Student Visa*

This service assists foreign nationals enrolled or temporarily enrolled at Tarlac State University in securing a Student Visa (9F) through the Bureau of Immigration.

Office or Division:	Office Of International Affairs and Linkages (OIAL)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizens G2G – Government to Government			
Who may avail:	All enrolled or temporarily enrolled foreign nationals of Tarlac State University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Passport with valid 9(A) Visa (at least 2 months validity)		Client		
2. Three (3) 2x2-colored pictures		Client		
3. ACR I-Card (if available)		Bureau of Immigration		
4. Latest SSP (if renewal, if available)		Client		
5. Photocopy of TSU ID (front and back)		Client		
6. Notice of Acceptance from ORA		TSU – Office of the Registrar		
7. Letter of Endorsement from ORA		TSU – Office of the Registrar		
8. BI-Form CGAF-003 (Revised)		Bureau of Immigration		
9. BI Application Form – Student Visa (9F) CGAF-003 Rev. 2		Bureau of Immigration		
10. BI Consolidated General Application Form (3 copies)		Bureau of Immigration		
11. International Student Profile Data (TSU-OIA-SF-03)		OIAL		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to OIAL	1.1 Receives and reviews the authenticity of the submitted documents and requirements. <i>Note: If requirements are incomplete, the student/applicant is given one (1) working day to comply</i>	None	2 days and 8 hours	Liaison Officer of the Office of International Affairs and Linkages
	1.2 Assists the student/applicant in properly filling out the required forms.	None	(Included in the 1.1 time)	Liaison Officer / OIAL Staff
	1.3 Evaluates the completeness of the submitted requirements.	None	(Included in the 1.1 time)	Liaison Officer of the Office of International Affairs and Linkages



2. Wait for document preparation	2.1 Prepares all documents and forms to be submitted to the Bureau of Immigration.	None	3 days – 30 hours	Liaison Officer of the Office of International Affairs and Linkages
	2.2 Schedules travel to the Bureau of Immigration and submits all pertinent documents for approval.	None	(Included in the 2.1 time)	Liaison Officer of the Office of International Affairs and Linkages
3. Proceed with submission/payment at the Bureau of Immigration.	3.1 Submits all documents and forms to the Bureau of Immigration. <i>Note: Payment of Student Visa (9F) and ACR I-Card fees is made directly to the Bureau of Immigration.</i>	Student Visa (9F) & ACR I-Card fees (per BI rates)	8 hours	International Student / Liaison Officer
	3.2 Notifies the student/applicant regarding the status of the Student Visa (9F) application	None	(Included in the 3.1 time)	Liaison Officer of the Office of International Affairs and Linkages
4. Claim documents	4.1. Releases the passport, Student Visa (9F), and ACR I-Card <i>Note: Student Visa (9F) is usually released after one (1) to two (2) months</i>	None	10 hours	Liaison Officer of the Office of International Affairs and Linkages
	4.2 Fills out TSU-OIA-SF-05 (Incoming and Outgoing Document Log) and records transaction details	None	(Included in the 4.1 time)	International Student
TOTAL:		None	7 days and 8 hours	



4. Establishment of Local and International Linkages*

This service facilitates the establishment of local and international linkages of Tarlac State University through the coordination, processing, and documentation of partnerships with academic institutions, government agencies, and other organizations.

Office or Division:	Office Of International Affairs and Linkages (OIAL)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All administrative and academic offices/colleges/centers that intend to establish an international or local linkage.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement Form (for initial communication)		OIAL		
2. Filled-out Partnership Request Form (TSU-OIA-SF-12)		OIAL		
3. Proof of Legitimacy of Partner Institution		Potential Partner Institution		
4. Profile of the Partner Institution for preliminary evaluation		Potential Partner Institution		
5. Secretary's Certificate or authority to enter MOU/MOA		Partner Institution		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits communication from potential partner/institution	1. Endorses received communication from potential partner institutions regarding partnership requests or proposals for proper action.	None	8 hours	OIAL staff
2. Responds to the coordination request and provides initial documentation	2. Coordinates with the potential partner institution regarding the initial required documentation: Filled-out Partnership Request Form (TSU-OIA-SF-12), Proof of Legitimacy of Partner Institution, Profile of the Partner Institution for preliminary evaluation.	None	2 days	OIAL staff
3. Awaits assessment result	3. Assesses the preliminary evaluation. <i>Note: If the potential partner passes the preliminary</i>	None	(Included in Step 2.1 time)	OIAL staff



	<p><i>evaluation, including the assessment of red flags, partnership will proceed with the scheduling of exploratory meeting. If it fails, the preliminary evaluation informs the institution concerned via email or letter.</i></p>			
4. Participates in the exploratory meeting to facilitate discussion of arrangements and commitments.	4. Coordinates with the offices concerned by conducting exploratory meetings to facilitate discussion of arrangements and commitments.	None	4 hours	OIAL / Partner Institution / VP / Concerned Administrative/ Academic Office Concerned
5. Preparing the draft Memorandum of Understanding /Memorandum of Agreement (MOU/MOA) Legal Review	5.1 Prepares the draft MOU/MOA to be submitted for review and approval of OULC and require the partner institution to submit Secretary's Certificate or authority to enter MOU/MOA.	None	3 days	OIAL staff
	5.2 Forwards the draft MOU/MOA together with the supporting documents for review.	None	(Included in Step 5.1 time)	OIAL staff
	5.3 Receives the forwarded draft of MOU/MOA. <i>Note: If the submitted documents (draft MOU/MOA) states "for revision" compliance must be done. If the submitted documents (draft MOU/MOA) states "for execution" proceed to the next step.</i>	None	(Included in Step 5.1 time)	OULC



6. Finalizing the Memorandum of Understanding /Memorandum of Agreement (MOU/MOA)	6. Finalizes the areas of collaboration and corresponding details, concerned office and the partner institution.	None	8 hours	OIAL, Administrative/ Academic Office Concerned, Partner Institution
7. Signing of Memorandum of Understanding /Memorandum of Agreement (MOU/MOA)	7. Signs the documents. <i>Note: For Memorandum of Understanding (MOU) proceed for signing. For Memorandum of Agreement (MOA) secures BOR approval and then signing of agreement.</i>	None	4 hours	OIAL, Office of the University Board Secretary, Administrative/ Academic Office Concerned
8. Distributing of Original Copies to Concerned Offices	8.1 Distributes all original copies to the following offices: OIAL, Partner Institution, Records and Archives Unit, VP Concerned, Administrative/ Academic Office Concerned.	None	10 hours	OIAL, Partner Institution, Records and Archives Unit, VP Concerned, Administrative/ Academic Office Concerned, OIAL, Administrative/ Academic Office Concerned
	8.2 Uploads scanned copy of the MOA in the International and Local Linkages Archive (IALLA).	None	(Included in Step 8.1 time)	OIAL, College/Office IZN Coordinator
TOTAL:		None	5 days and 34 hours	



Office of International Affairs and Linkages

Internal Services



1. Processing of CHED Endorsement for Legitimacy of Travel Abroad

This service facilitates the processing of requests for validation of the legitimacy of official travel abroad by faculty members, non-teaching personnel, and officials, in compliance with CHED endorsement requirements.

Office or Division:	Office Of International Affairs and Linkages (OIAL)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All TSU Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement from the University President (1 Photocopy)	Office of the University President			
2. Accomplished International Affairs Service Form 15 – Evaluation Form for the Necessity of Travel for SUC (1 Original Copy and 1 Photocopy)	CHED IAS Website: https://ieducationphl.ched.gov.ph/beta/travel-endorsement/			
3. Invitation Letter and Background of the event and organizers (attached website links) (1 Original Copy)	The client will provide			
4. Accomplished CHED-IAS Form No. 15 (1 Original Copy and 1 Photocopy)	The client will provide			
5. Approved Pursue Letter (1 Original Copy and 1 Photocopy)	The client will provide			
6. Notice of Acceptance (1 Original Copy and 1 Photocopy)	The client will provide			
7. Certificate of Availability of Funds signed by the Budget Officer and Finance Director (1 Original Copy and 1 Photocopy)	The client will provide			
8. Breakdown of Expenses (specify expenses per participant and sources of funding) (1 Original Copy and 1 Photocopy)	The client will provide			
9. Approved Completed Staff Work (CSW) (1 Original Copy and 1 Photocopy)	The client will provide			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary requirements to the Office of International Affairs and Linkages - Villa Lucinda Campus	1.1 Receives, reviews, and evaluates the submitted requirements. <i>Note: If submitted requirements are incomplete, return them to the client and inform them about the lacking.</i>	None	5 minutes	Staff Office of International Affairs and Linkages



	1.2 Prepares all the documents and forms to be submitted to Commission on Higher Education - International Affairs and Services.	None	10 minutes	Staff Office of International Affairs and Linkages
	1.3 Schedules a travel to the Commission on Higher Education, Central Office, and submit all pertinent documents for Commission on Higher Education International Affairs Service approval	None	20 working days (1 day for travel and 19 working days for release)	Staff Office of International Affairs and Linkages
2. Receive notification regarding the status of their request after the official travel.	3. Notifies the client about the status of the request and takes a copy after handing the apostilled copy to the client.		10 minutes	Staff Office of International Affairs and Linkages
TOTAL:		None	20 working Days & 25 Minutes	

Note: This is a multi-stage process. The Commission on Higher Education (CHED) is the agency that facilitates the verification and evaluation of the legitimacy of the travel. The Office of International Affairs and Linkages (OIAL) is the arm of the university that facilitates the collection and submission of the travel applications to the Commission on Higher Education (CHED). The turnaround time for Commission on Higher Education (CHED) may vary due to the additional requested documents and the number of requests Commission on Higher Education International Affairs Service (CHED IAS) receives per month, as stipulated in the Memorandum Order dated July 24, 2019, titled "Guidelines for Securing Authority to Travel Abroad for State Universities and Colleges (SUCs)".



2. Processing of Documents for Apostille *

The Office of International Affairs and Linkages of the university shall transact, process, and provide reportorial requirements to the Bureau of Immigration and the Department of Foreign Affairs. The office shall primarily process certification, authentication, and verification (Apostille) of the Memorandum of Agreement, Memorandum of Understanding, and other pertinent documents of the University.

Office or Division:	Office Of International Affairs and Linkages (OIAL)			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Offices/Colleges of the University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Memorandum of Agreement (1 Photocopy)		The client will provide		
2. Memorandum of Understanding (1 Photocopy)				
3. Diploma/Certificate of Completion from Schooling; and others (1 Original or 1 Photocopy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorses signed Memorandum of Understanding, Memorandum of Agreement and other pertinent documents.	1.1 Receives the draft document/s for assessment, checking, and submission for Legal Review.	None	5 minutes	<i>Staff</i> Office of International Affairs and Linkages
	1.2 Processes the documents for notary of Memorandum of Agreements or Memorandum of Understandings and Certificate of Authority for a Notarial Act (CANA) for Memorandum of Agreements and/or Memorandum of Understandings once the approval for execution from the Legal Counsel is received.	None	2 working days <i>Note: 1 day for legal counsel and 1 day for notarization</i>	<i>Staff</i> Office of International Affairs and Linkages
	1.3 Schedules a travel to the Department of Foreign Affairs and picks up the Apostilled	None	2 working days <i>Note: 1 day for travel and 1 day for release</i>	<i>Liaison Officer</i> Office of International Affairs and Linkages



	Document based on the date issued on the claim stub.			
2. Receive a notification regarding the status of their request after the official travel.	2. Notifies the client about the status of the request and takes a copy after handing the apostilled copy to the client.	None	10 minutes	<i>Staff</i> Office of International Affairs and Linkages
TOTAL:		None	4 Working Days & 15 Minutes	

The Processing of Documents for Apostille is one of the office's functions.

3. Processing of Outbound Faculty, Student, & Staff Mobility

This service allows clients to request the processing of outbound faculty, student, and staff mobility.

Office or Division:	Office Of International Affairs and Linkages (OIAL)
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Classification:	For Employee Mobility: Complex For Student Mobility: Highly Technical
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen
Who may avail:	TSU Offices/Colleges and Students
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
A. FOR FACULTY & STAFF MOBILITY:	
1. Endorsement from the University President (1 Original Copy or 1 Photocopy)	Office of the University President
2. Duly signed Complete Staff Work (CSW) (1 Original Copy and 1 Photocopy)	The client will provide
3. Budget Proposal and Certificate of Availability of Funds (1 Original Copy and 1 Photocopy)	Budget Management Unit
4. Invitation Letter and Background of the event and organizers (attached website links) (1 Original Copy)	The client will provide
5. Accomplished CHED-IAS Form No. 15 (1 Original Copy and 1 Photocopy)	The client will provide
6. Approved Pursue Letter (1 Original Copy and 1 Photocopy)	The client will provide
7. Notice of Acceptance (1 Original Copy and 1 Photocopy)	The client will provide
8. Certificate of Availability of Funds signed by the Budget Officer and Finance Director (1 Photocopy)	The client will provide
9. Breakdown of Expenses (specify expenses per participant and sources of funding) (1 Photocopy)	The client will provide
10. Approved Completed Staff Work (CSW) (1 Photocopy)	The client will provide
11. BOR Approval (1 Certified True Copy)	Office of the University Board Secretary
B. FOR STUDENT MOBILITY:	
1. Notarized Parental Consent with Parent's ID (1 Original Copy or 1 Photocopy)	The client will provide
2. Notice of Acceptance/Invitation (1 Original Copy or 1 Photocopy)	
3. Updated Certificate of Registration (COR) signed by the Registrar (1 Original Copy or 1 Photocopy)	The client will provide
4. Student Identification Card with 3 (three) wet signature (1 original and 1 photocopy)	The client will provide
5. Accomplished Request Letter on the Conduct of Activity <i>TSU-SOU-SF-08</i> (1 Original Copy or 1 Photocopy)	Office of Student Affairs and Services or downloadable at https://tsu.edu.ph/media/satn01xu/sf08-rev-06.docx if not accessible you can visit https://tsu.edu.ph/downloads/for-students/ under the Student Organization Unit (SF08 REV 06)
6. Certificate of Accompaniment (1 Original Copy or 1 Photocopy)	The client will provide
7. Travel order for Accompanying Faculty (1 Original Copy or 1 Photocopy)	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary requirements to the Office of International Affairs and Linkages - Villa Lucinda Campus. For Student Mobility: Submit requirements for student mobility in Office of International Affairs and Linkages.	1.1 Receives, reviews, and evaluates the submitted requirements. <i>Note: If submitted requirements are incomplete, return them to the client and inform them about the lacking.</i>	None	For Employee Mobility: 5 minutes For Student Mobility: 2 Working Days	<i>Staff</i> Office of International Affairs and Linkages
	1.2 Prepares all the documents and forms to be submitted to CHED International Affairs and Services. Then, instructs the client to proceed to TSU-Medical Unit for their Medical Clearance.	None	10 minutes	<i>Protocol Officer</i> Office of International Affairs and Linkages <i>Staff</i> Office of International Affairs and Linkages
2. Undergo a Medical Exam for the medical clearance issued by the TSU-Medical Unit.	2. Assesses the client and issues medical clearance/certificate.	None	2 working days	<i>Staff</i> Medical Services Unit
3. Apply for Authority to Travel to waive travel tax in Office of International Affairs and Linkages.	3.1 Furnishes the Office of Human Resource Development and Management & Office of the Vice President for Academic Affairs copies of travel requirements.	None	2 working days	<i>Staff</i> Office of International Affairs and Linkages
	3.2 Prepares necessary travel arrangements such as booking of flights (inclusive of food and baggage), airline/travel insurance, & Travel Order for Departure and Arrival.	None	2 working days	<i>Staff</i> Office of International Affairs and Linkages
	3.3 Informs the International Higher Education Institution	None	10 minutes	<i>Staff</i> Office of International



	partner regarding the arrival logistics of the faculty/student/staff.			Affairs and Linkages
4. Attend the pre-departure orientation.	4. Conducts a pre-departure orientation to the faculty / student / staff.	None	45 minutes	<i>Staff</i> Office of International Affairs and Linkages
TOTAL FOR EMPLOYEE MOBILITY:		None	6 Working Days, 1 Hour & 10 Minutes	
TOTAL FOR STUDENT MOBILITY:		None	8 Working Days, 1 Hour & 5 Minutes	

4. Evaluation of Local and International Linkages*

This service involves the evaluation and documentation of activities and events conducted in collaboration with Tarlac State University's existing local and international linkages to



ensure alignment with approved agreements, institutional objectives, and reporting requirements.

Office or Division:	Office Of International Affairs and Linkages (OIAL)			
Classification:	Simple			
Type of Transaction:	G2G (Government-to-Government)			
Who may avail:	All administrative and academic offices/colleges/centers that have established an international or local linkage.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Google Forms and QR Codes (Standard platform for evaluation)		OIAL		
2. Activity Report/Summarized Evaluation Results (Output of the process)		OIAL		
STEPS	AGENCY ACTIONS	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provides information/details for the activity report	1. Preparation of Google Forms and QR Codes as the standard platform for the evaluation of activities.	None	2 hours	OIAL staff
2. Supports the display of QR code at the venue and shares the link with participants/attendees	2. Display the QR code at the venue (e.g., on posters, slides). - Share the Google Form link through email or official communication channels for remote participants.	None	1 hour	OIAL staff
3. Monitoring of Responses	3. Monitor response rates to ensure adequate feedback to complete the evaluation.	None	8 hours	OIAL staff and Unit Head
4. Collaborates in preparing the activity report	4. Prepare a comprehensive activity report including: Event title, date, venue, Participating institutions/organizations, Objectives and summary of the activity, Key outcomes and insights, List of attendees, Supporting documentation (e.g., photos, program flow, presentations).	None	8 hours	OIAL staff
5. Awaits review/approval	5. Submit the report and summarize evaluation results to the head or designated officer for review.	None	4 hours	OIAL staff



6. Receives copy of the report, assists in uploading	6.1 Distributes all original copies to the following offices: OIAL, Partner Institution, Office Concerned, and Administrative/Academic Office Concerned.	None	8 hours	OIAL, Partner Institution, Office Concerned, Administrative/Academic Office Concerned, OIAL, Administrative/Academic Office Concerned
	6.2 Uploads scanned copy of the MOA in the International and Local Linkages Archive (IALLA).	None	Include in Step 6.1 time)	OIAL, College/Office IZN Coordinator
TOTAL:		None	1 day and 7 hours	