



## **Office of International Affairs and Linkages**

### **External Services**



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

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

Office or Division:	Office Of International Affairs and Linkages (OIAL)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Various Government Agencies and State Universities and Colleges			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Endorsement from the University President (1 Original or 1 Photocopy)		Office of the University President		
2. Invitation Letter, Program, And Other Pertinent Attachments Regarding Travel Abroad (1 Original or 1 Photocopy)		Host University/Institution/Organization		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sends an official letter to the Office of the University President to conduct a benchmarking activity / visit with Tarlac State University.	1.1 Receives the endorsement from the Office of the President.	None	5 minutes	Protocol Affairs Officer Office of International Affairs and Linkages
	1.2 Communicates / informs offices to be visited during the benchmarking activity.	None	10 minutes	Protocol Officer Office of International Affairs and Linkages
2. Receive email with attachment (request form).	2. Sends an email with attached form to confirm / inquire about the scope and details of the activity / visit.	None	10 minutes	Protocol Officer Office of International Affairs and Linkages
3. Send back the request form with the required/ needed details via email	3.1 Receives and download service request form.	None	5 hours	Protocol Affairs Officer Office of International Affairs
	3.2 Communicates / coordinate to office/s to be visited during the benchmarking activity.  <i>Note: If two (2) or more offices are to be visited,</i>	None	1 hour	Protocol Affairs Officer Office of International Affairs and Linkages



	<p><i>prepare logistics and other materials needed for the activity (program, venue, food, token, vehicle, etc).</i></p> <p><i>Note: If one (1) office will be visited, the office to be visited will prepare all the materials and logistics needed during the visit.</i></p>			
4. Attend the benchmarking activity.	4. Facilitates the benchmarking activity.	None	1 day	Protocol Affairs Officer Office of International Affairs and Linkages
TOTAL:		None	1 day, 6 hours, and 25 minutes	



## **Office of International Affairs and Linkages**

### **Internal Services**



# 1. Processing of CHED Endorsement for Legitimacy of Travel Abroad

This service aims to process CHED Endorsement for Legitimacy of Travel Abroad of faculty member/s, non-teaching personnel, and officials with official travel as part of their requirement.

Office or Division:	Office Of International Affairs and Linkages (OIAL)			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizens			
Who may avail:	Offices/Colleges of the University			
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 Photocopy)		CHED IAS Website: <a href="https://ieducationphl.ched.gov.ph/beta/travel-endorsement/">https://ieducationphl.ched.gov.ph/beta/travel-endorsement/</a>		
3. Invitation Letter, Program, and Other Pertinent Attachments Regarding Travel Abroad (1 Photocopy)		Host University/Institution/Organization		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to the Office of International Affairs regarding travel abroad.	1.1 Receives, reviews, and evaluates the submitted documents and advises the client if the documents submitted are insufficient.	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  Clerk Office of the University President
	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 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 days, 0 hour/s, 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 Outbound Faculty, Student, & Staff Mobility

This service aims to process CHED endorsements for the legitimacy of travel abroad by faculty, non-teaching personnel, and officials with official travel as part of their requirements.

<b>Office or Division:</b>	Office Of International Affairs and Linkages (OIAL)			
<b>Classification:</b>	For Employee Mobility: Complex For Student Mobility: Highly Technical			
<b>Type of Transaction:</b>	G2G – Government to Government G2C – Government to Citizens			
<b>Who may avail:</b>	TSU Students, and TSU Offices/Colleges			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Endorsement from the University President (1 Original or 1 Photocopy)		Office of the University President		
2. Duly signed Complete Staff Work (CSW) (1 Photocopy)		The client will provide		
3. Budget Proposal and Certificate of Availability of Funds (1 Photocopy)		Budget Office		
4. Invitation Letter, Program, and Other Pertinent Attachments Regarding Travel Abroad (1 Photocopy)		Host University/Institution/Organization		
5. BOR Approval (1 Certified True Copy)		Office of the Board Secretary		
<b>FOR STUDENT MOBILITY:</b>				
1. Notarized Parental Consent with Parent’s ID (1 Original or 1 Photocopy)		The client will provide		
2. Notice of Acceptance/Invitation (1 Original or 1 Photocopy)				
3. Accomplished Request Letter on the Conduct of Activity <i>TSU-SOU-SF-08</i> (1 Original or 1 Photocopy)		Office of Student Affairs and Services or downloadable at <a href="https://www.tsu.edu.ph/media/4eldqmc2/tsu-sou-sf-08-request-letter-on-the-conduct-of-activity-new.docx">https://www.tsu.edu.ph/media/4eldqmc2/tsu-sou-sf-08-request-letter-on-the-conduct-of-activity-new.docx</a>		
4. Certificate of Accompaniment (1 Original or 1 Photocopy)		The client will provide		
5. Travel order for Accompanying Faculty (1 Original or 1 Photocopy)				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit requirements to the Office of International Affairs and Linkages regarding travel abroad.  <b>For Student Mobility:</b> Submit requirements for student mobility in Office of International	1.1 Receives, reviews, and evaluates the submitted documents. and advise the client if the documents submitted are insufficient.	None	<b>For Employee Mobility:</b> 5 minutes  <b>For Student Mobility:</b> 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	None	10 minutes	<i>Protocol Officer</i> Office of International Affairs and Linkages



Affairs and Linkages.	client to proceed to TSU-Medical Unit for their Medical Clearance.			<i>Staff</i> Office of International Affairs and Linkages  <i>Clerk</i> Office of the University President
2. Undergo a Medical Exam for the medical clearance issued by the TSU-Medical Unit.	2. Assess the client and issue medical clearance/certificate.	None	2 working days	<i>Staff</i> Medical Services Office
3. Apply for Authority to Travel to waive travel tax in Office of International Affairs and Linkages.	3.1 Furnishes Human Resource Development and Management Office & 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 partner regarding the arrival logistics of the faculty/student/staff.	None	10 minutes	<i>Staff</i> Office of International 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
<b>TOTAL FOR EMPLOYEE MOBILITY:</b>		None	<b>6 Working Days, 1 Hour &amp; 10 Minutes</b>	
<b>TOTAL FOR STUDENT MOBILITY:</b>		None	<b>8 Working Days, 1 Hour &amp; 5 Minutes</b>	