



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	None	2 days	<i>Protocol Officer</i> Office of International Affairs and Linkages



	<p>exploratory meeting.</p> <p><i>Note: If two (2) or more offices are to be visited, prepare all necessary 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	



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://ieducationphi.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	1.1 Receives, reviews, and evaluates the	None	5 minutes	Staff Office of International



International Affairs and Linkages - Villa Lucinda Campus	submitted requirements. <i>Note: If submitted requirements are incomplete, return them to the client and inform them about the lacking.</i>			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 Document based on the date issued on the claim stub.	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
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)	
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 (<u>SF08 REV 06</u>)			
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	2. Assesses the client and issues medical	None	2 working days	<i>Staff</i> Medical Services Unit



by the TSU-Medical Unit.	clearance/ certificate.			
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 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
TOTAL FOR EMPLOYEE MOBILITY:		None	6 Working Days, 1 Hour & 10 Minutes	
TOTAL FOR STUDENT MOBILITY:		None	8 Working Days, 1 Hour & 5 Minutes	