



Republic of the Philippines
WESTERN MINDANAO STATE UNIVERSITY
Office of the University and Board Secretary
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EXCERPTS FROM THE MINUTES OF THE 200th REGULAR BOARD MEETING (SECOND QUARTER REGULAR BOARD MEETING, C.Y. 2023) OF THE WESTERN MINDANAO STATE UNIVERSITY BOARD OF REGENTS HELD AT THE COLLEGE OF HOME ECONOMICS FUNCTION ROOM, WESTERN MINDANAO STATE UNIVERSITY, NORMAL ROAD, BALIWASAN, ZAMBOANGA CITY VIA ZOOM VIDEOCONFERENCING ON JULY 25, 2023, AT 7:00 P.M.

RESOLUTION NO. 76
Series of 2023

A RESOLUTION APPROVING THE UPDATED GUIDELINES ON THE APPROVAL OF FOREIGN TRAVELS ON OFFICIAL TIME AND OFFICIAL BUSINESS

WHEREAS, the Director for External Linkages and International Relations Office Dr. Mario R. Obra, Jr. presented to the Board of Regents the updated guidelines on the approval of foreign travels on official time and official business;

Travel Authority Request	Nature	Approval from WMSU Office of the President	Need for Evaluation for the Necessity of Foreign Travel by WMSU IRO	Need for CHED IAS Assessment	Board Presentation/ Board Resolution	Need CHED Chair Approval	Overall Estimated Processing Time	Remarks
2. Official	On official time, On official business; On official capacity e.g conference, workshops coach benchmarking	The WMSU President approves the travel and issues the Travel Authority (TA) if and when requirements are satisfied	Yes, using prescribe template WMSU-IRO-FR-007 and electronically forwarded to CHED International Affairs Staff 1 Week Itinerary/DSA	Yes, documents are electronically uploaded in the CHED IAS Portal 2weeks to 1 month processing	Yes Presentation/ Information Approval is dependent on the available schedule of WMSU BOR Meeting/ Referendum Approved Itinerary, Travel Order Certification on the availability of	Yes, 2 weeks before departure Required Documents: 1. Travel Authority 2. Evaluation Form FR 007 3. CHED IAS Assessment 4. WMSU BOR Resolution	1 month	Refer to the approved internal guidelines/ requirements on personal foreign trips

WHEREAS, the updated guidelines are based on existing rules and regulations which include Board Resolution No. 85, s. 2018, Memorandum from the Office of the CHED Chairperson dated July 24, 2018 and May 4, 2023, and OCAD Memorandum No. 34, s. 2023;

Resolution No. 76, Series of 2023
 2nd Quarter Regular Board Meeting (CY 2023)
 July 25, 2023



WHEREAS, the Board of Regents deliberated and discussed the updated guidelines on the approval of foreign travels on official time and official business as attached in "Annex M" of the Agenda Folder as part and parcel of this resolution;

WHEREAS, as a collatilla to this resolution, the Board of Regents directed Dr. Obra, Jr. to comply with the following:

- Indicate in the process flow especially in Annex A that it is only for Official Time/Official Business; and,
- Approval of the Board of Regents can be secured through a referendum, provided that complete staff work must be complied with, which means complete documentation before submitting the request for approval.

NOW THEREFORE, upon motion of Regent Adrian P. Semorlan and duly seconded by Regent Jerome Dominic G. Rabara, **BE IT RESOLVED AS IT IS HEREBY RESOLVED**, that the Board of Regents hereby **APPROVES THE UPDATED GUIDELINES ON THE APPROVAL OF FOREIGN TRAVELS ON OFFICIAL TIME AND OFFICIAL BUSINESS**.

DONE this 25th day of July 2023 in Zamboanga City, Philippines.

I hereby certify the veracity and authenticity of the foregoing.


ASSO. PROF. AL-GHANI D. MOHAMMAD
University and Board Secretary

Attested:


MA. CARLA A. OCHOTORENA, RN, Ph.D.
University President

Resolution No. 76, Series of 2023
2nd Quarter Regular Board Meeting (CY 2023)
July 25, 2023

