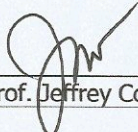


Procedure No:	ADM-PROC-0021
Procedure Title:	Application for Seminar, Workshop, and Conference (SWC)
Related Policy:	ADM-POL- 0032 Employee Development Policy
Date of Issuance:	S.Y. 2009-2010
Effectivity:	S.Y. 2009-2010 to present
Page Number:	Two (2)
Office of Origin: (Procedure Expert)	Human Resources Department
"Supersedes" Notification:	
Procedure Description:	This procedure regulates the requisition and approval of application of seminar, workshop and conferences.
Areas of Responsibility:	Human Resources Department
Procedure Details:	<p>Step 1. The employee accomplishes a Request Seminar, Workshop Conference (SWC) Application Form. The details of the seminar, registration fees, boarding and lodging fees and proposed transportation allowance are the pertinent information needed in the form. The employee is likewise required to attach a copy of the letter of invitation or brochure of the seminar.</p> <p>Step 2. The employee secures the recommendation of his superior.</p> <p>Step 3. The accomplished form is submitted to the Training and Development Officer of the Human Resources Department. The Training and Development Officer verifies if the employee has pending Post Training Reports. If the employee has no pending Post Training Reports, his application is endorsed to the Director of the Human Resources Department. Employees with pending reports will be requested to settle their reports before their SWC application will be processed.</p> <p>Step 4. The head of the Human Resources signs and endorses the form to the Budget Section of the Comptrollership.</p> <p>Step 5. The Budget Officer checks whether the department of the employee has budget to support the activity. In case the department's budget can no longer finance the activity, the Budget Officer informs the employee's superior.</p> <p>Step 6. The form is forwarded to the Comptroller and to the Vice Rector for Financial Affairs for endorsement.</p> <p>Step 7. The Request for SWC Form is submitted to the Rector and President for final approval. If the Rector and President does not approve the Request for SWC, the employee's Department Head is informed.</p> <p>Step 8. Once the Request for SWC Form is approved by the Rector and President, the employee can now request for the processing of payment.</p> <p>Step 9. After attending the seminar/training/workshop/conference the employee is required to submit a Post Training Report and a photocopy of the certificate of attendance/participation within five working days. Employees who fail to submit post training reports will have their annual clearances on hold.</p>
Procedure Approval Authority:	Director of the Human Resources Department
References:	Employee Manual 2009 Request for Seminar / Workshop / Conference (SWC) Application Form Post Training Report
Definition:	
Help Page:	Human Resources Department
Prepared by:	Planning, Funding and Development Office
Approved by:	 Asst. Prof. Jeffrey Consignado
Date of Approval:	

This is a controlled document, any reproduction other than the original is considered unofficial unless indicated.