Date

**AMBROSIO B. CULTURA, PhD**

University System President

Dear Dr. Cultura:

In pursuit of the university’s internationalization and to strengthen research engagement and involvement, I am pleased to inform your good office that our research paper entitled, *(“title of the paper to be presented”)* has been accepted for presentation at the *(title of the event)*, which will be held on *(official dates of the event)*, at the *(venue)*. The accepted research paper presentation is also among the institutional research commitments of the (College/Campus) for year *(\_\_)*.

With this, the undersigned is humbly requesting for your approval of this activity. Furthermore, may I also request *(Official Time with Funding; Official Time,* *no Funding; or Personal Travel)* and the Authority to Travel Abroad to *(country)*.

For the abovementioned dates, rest certain that I already arranged my responsibilities prior to my departure. This has been made known to my direct supervisors and that I already requested someone/Officer in Charge to take my post while I am gone. Make-up classes will also be conducted should there be scheduled classes that will be affected.

I am hoping for your affirmative response to this request.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Requisitioner

Noted:

**RAMIR PHILIP JONES V. SONSONA, DA**

Director for International Affairs, USTP System

Recommending Approval:

**LORY LIZA D. BULAY-OG, PhD**

OIC, Vice President for Academic Affairs

OIC, Vice President for Global Engagement and Quality Assurance

Approved by:

**AMBROSIO B. CULTURA, II, PhD**

University System President