**COLLEGE OF SCIENCE**

UNIVERSITY OF THE PHILIPPINES

APPLICATION FOR SPECIAL DETAIL/LEAVE FOR LOCAL TRAVEL

(Faculty)

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| --- |
| NAME (Last, First, Middle) |
| Department/Institute | College |
| Position/Rank | Employment Status |
| Place of Destination | Inclusive Dates of Travel |
| Purpose of travel (please specify details and attach letter of invitation or similar documents) |
| Funding Source | Type of Leave Requested |
| Arrangements for Classes to be Missed |
| Course / Section | Schedule | No./% of Class Meetings to be Missed | Total No. of Classes Already Missed During the Semester | Arrangement for Classes to be Missed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Name and Position of Accompanying Non-Academic Personnel, if any. |

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Signature of Requesting Faculty

Recommending Approval: Approval:

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IB Director Dean