**Participation in Conference**

|  |  |  |  |
| --- | --- | --- | --- |
| Part 1: Applicant Information | | | |
| Staff Name |  | ID. # |  |
| Department |  | Position |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Part 2: Conference/ Research Information | | | | |
| Conference Title/ Organizer name |  | | | |
| Location/ Country |  | | | |
| Date of Commencement | **From** |  | **To** |  |

|  |  |  |
| --- | --- | --- |
| Part 3: Department Information | | |
| Total no. of staff in the Department. |  | |
| Number and percentage of staff who attended conferences during the current year |  | % |
| Yearly Departmental Quota (Maximum Allowed Staff) |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Part 4: Request Evaluation by the Department | | | |
| Sr. # | Description | **Ceiling** | **Points** |
| General | | | |
| 1 | The conference/research is relevant to the applicant’s specialty. | 10 |  |
| 2 | The applicant will present a paper. | 5 |  |
| 3 | The research will enhance college/ dept. programs. | 5 |  |
| 4 | The applicant is invited as a guest speaker. | 5 |  |
| Area/ Assignment/ Contribution:  *The requester has been on any of the following positions/ assignments during the past five years* | |  |  |
| 1 | Chairman | 5 |  |
| 2 | Deputy Chairman | 5 |  |
| 3 | Course Director | 5 |  |
| 4 | Coordinator | 5 |  |
| 5 | Others (please state) | 5 |  |
| *The requester has been a head/ member in the following committee(s) during the past two years:* | |  |  |
| 1 |  | 5 |  |
| 2 |  | 5 |  |
| 3 |  | 5 |  |
| 4 |  | 5 |  |
| 5 |  | 5 |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *The requester has been involved in development of the following handout/ book and/ or lab manual during the past two years:* | |  |  |
|  |  | 5 |  |
|  |  | 5 |  |
|  |  | 5 |  |
|  |  | 5 |  |
|  |  | 5 |  |
|  | | | |
| Total Points | |  | |
| Minimum Eligibility Points: 30 points | | | |

|  |  |  |  |
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| Part 5: Recommendations: | | | |
|  | | ***Signature*** | ***Comments/ Justification*** |
| Chairman | Recommended |  |  |
| Not Recommended |  |
| College Deputy, ETA | Recommended |  |  |
| Not Recommended |  |
| RPPAP Chair | Recommended |  |  |
| Not Recommended |  |
| Managing Director | Approved |  |  |
| Not Approved |  |