**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 |  |