

3. *Application should be accompanied by the following:*

- a. The applicant shall fill-up the travel accomplishment report.
- b. The applicant shall conduct echo seminar after the seminars/trainings/workshops attended.
- c. A copy of the invitation and program of the conference.
- d. A brief description of how the faculty member plans to manage the classes to be missed while on official business.

**7. Support to Membership in Professional Organization**

**7.1. Objectives**

- To provide faculty members the opportunity to network with professionals, industry practitioners and researchers in their field of discipline for possible collaboration in research and other academic/ professional pursuits.
- To upgrade the knowledge and skills of faculty members through the annual conference and meetings of professional organizations.

**7.2. Eligibility**

1. Full-time Faculty Members (permanent or probationary) may avail of the annual membership fee.
2. Only permanent full time faculty members with the rank of Associate Professor and up may avail of the lifetime membership fee.

**7.3. Benefits**

1. Annual membership fee at a maximum of Ph3,000.00 per professional organization
2. A lifetime membership fee at a maximum of PhP15,000.00 for local professional organization