

**PROJECT MANAGEMENT AND RESOURCE GENERATION OFFICE  
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT  
UNIVERSITY OF THE PHILIPPINES DILIMAN**

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## OFFICIAL TRAVEL REPORT

College/Unit: \_\_\_\_\_ Department: \_\_\_\_\_  
 Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
 Email Address/es: \_\_\_\_\_  
 Destination: Country (ies): \_\_\_\_\_  
 Institution(s): \_\_\_\_\_  
 Departure date \_\_\_\_\_ Arrival date \_\_\_\_\_

**PURPOSE OF TRAVEL**

**TITLE OF RESEARCH/PAPER/CONFERENCE  
TRAINING/COURSE, etc.**

- Research visit \_\_\_\_\_
- Exchange Professor/Researcher \_\_\_\_\_
- Resource speaker/consultant \_\_\_\_\_
- Paper reader/writer\* \_\_\_\_\_
- Degree program \_\_\_\_\_
- Training/Diploma Course \_\_\_\_\_
- Others (please specify) \_\_\_\_\_

\*If the paper being presented is an output of a research project, please indicate the title of the project and its duration.

Source of Funding**, address and contact nos.	Category***	Entitlements and Amount ****
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\*\*Please write the ACRONYM and its meaning

\*\*\*Categories: 1) UP Diliman 2) UP System 3) DOST 4) Government 5) Foreign 6) Private (Local) 7) Personal  
 8) Others (please specify)

\*\*\*\* Please indicate the amount in Pesos

Significant Outcome: Research grants, scholarships, etc. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Significant Observations/Impressions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Problems encountered: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations/Suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date