PROCESSING OF APPLICATION for ERDT VISITING PROFESSOR

HOST PROFESSOR	ERDT-SRS	FSSC	DOST-SEI	ACCOUNTING	HRDO

-Submit the required documents to MH 201
*Recommendation letter from host professor, endoresed by the department chair
*Curriculum vitae of the VP
* Line Item Budget
*Daily Schedule of activities

-Inform the Host Professor
*reasons

-Preliminary Assessment
- Check the Requirements
- Prepare the documents
   * Revised LIB
   * Summary of Approval

Action of FSSC

no

yes

-Inform the Host Professor
-Prepare Endorsement Paper to DOST-SEI

Approval from
SEI-PCIEERD-SEI-SEC-SEI
* 1 - 2 months

no

yes

Processing of
Appointment Paper
Terms of Reference

Budget Clearance

Appointment Paper
*3 weeks