

Palawan State University

Re-Entry Plan

(Attendance to Trainings, Seminars, Workshops,
Conferences, Research/Paper Presentations, Study Leave, etc.)

Instructions: Fill-out each field completely. Write N/A on fields not applicable to your purpose.

Name of Faculty/Staff	
College or Unit	<div><div><input type="checkbox"/> Permanent</div><div><input type="checkbox"/> Temporary</div><div><input type="checkbox"/> Job Order</div><div><input type="checkbox"/> Contract of Employment</div><div><input type="checkbox"/> Contract of Service</div><div><input type="checkbox"/> Casual</div></div>
Designation/Status	
Travel Requested (if applicable)	<div><div><input type="checkbox"/> On Official Business</div><div><input type="checkbox"/> On Official Time</div><div><input type="checkbox"/> Others, please specify _____</div></div>
Title, Date/Duration & Venue of the Activity	
Purpose of the Activity/Proposal	
Context	
Objectives	
Re-entry Plan	<div>I plan to do the following in order to actively integrate the new knowledge, experience, interests and skills I will earn from _____ (names of the activity), into my work at the Palawan State University:</div> <div><div>1.</div><div>_____</div></div> <div><div>2.</div><div>_____</div></div>
Opportunity Cost	

Recommendation	
Monitoring Plan	

I hereby certify that the above information is true and correct, and that

_____ have/has committed to the above to the above re-entry plan.

Signature of Faculty / Staff
Date: _____

- _____
Name and Signature of Dean/Unit Head
Date: _____

Supporting documents:
1. For paper presentations, soft copy of the Full Paper to be emailed to vlmpiada@psu.palawan.edu.ph, and one (1) hard copy of the full copy to be handed to the Board Secretary.

Format: Paper-size: **8.5 x 13 inches**; Font Style: **Arial**; Font Size: **11 points** ; Parag. Spacing: **Single**

Guidelines in the Preparation of Re-entry Plan

The following information shall guide the users of this manual in preparing their Re-entry plans. These data were gathered from the inputs of the Board every Board Meeting and may be updated anytime by the author.

1. The “context” section should describe fully the circumstances that form the setting for the proposed event, programs, activity that the proponent requests to attend. This will help the Board understand and assess the proposal.
2. Re-entry Plan should clearly state how the University will benefit upon his/her return to the University, from the activity/event that a personnel will be sent to attend. For better appreciation of these “benefits”, concerned personnel are advised to review the mandates, thrusts, directions, and challenges at the University as these may help **convince** the Board that the project or activity is worthy spending for or investing on.
3. [1]Opportunity cost refers to a benefit that a “**person** could have received, but gave up, to take another course of action. Stated differently, an opportunity cost represents an alternative given up when a decision is made.” In the context of this document, the “**person**” shall be construed as the “**University**”. To ensure that scarce resources are used efficiently in the University, the Board needs to know and be convinced that “benefits and cost” that the University will derive from sending its employee to an alternative event, activity, or program will outweigh the benefits of asking them to perform their daily office tasks or teaching routines. Opportunity costs shall not be restricted to monetary or financial costs but may essentially include the real cost of output forgone, lost time, pleasure or any other benefit that provides utility. Hence, this section may include the activities or functions that the proponent may miss to do or perform while out of office or doing another activity (travel, seminars, activities).
4. The “recommendation” section shall provide information on what other courses of actions, particularly on the part of the University, are needed to ensure that the intended “benefits” will be derived which shall be enough to compensate for the forgone opportunity costs. This will help the Board decide what other support mechanisms may be extended to the proponent for him/her to effectively carry out the re-entry plan.
5. The “monitoring plan” section should clearly describe and identify the process, activity, measure, and time when the intended “benefits” to the activity will be realized. This may also include documents which may be used in the process.

[1] <http://www.investopedia.com/terms/o/opportunitycost.asp#ixzz4hfoHEJGa> accessed on May 21, 2017