



Republic of the Philippines
PALAWAN STATE UNIVERSITY
Puerto Princesa City

MEMORANDUM

Series of 2026

TO: All Concerned Officials, Personnel, and Students

SUBJECT: Implementation of the Proposed Policy on Attendance to Training and Development (T&D) Activities: PRIME-HRM Compliance and Support to Austerity Measures

DATE: 23 March 2026

In alignment with Palawan State University's (PSU) commitment to PRIME-HRM Level 1 standards and national austerity measures, with the recommendation PSU Management Committee on March 18, 2026, the University hereby adopts the **Ad Hoc Policy on Attendance to Training and Development Activities**, effective **April 1, 2026**.

This policy aims to ensure that all human resource development activities are strategically aligned with the employee's Individual Development Plan (IDP) and University goals while maintaining fiscal responsibility and standardized knowledge transfer .

Definition of Terms

- 1. Training and Development (T&D) Opportunities.** Refer to structured learning interventions—including conferences, seminars, workshops, and certifications—designed to enhance the technical, managerial, and behavioral competencies of PSU personnel, whether conducted online, in-person, locally, or internationally.
- 2. Re-Entry Action Plan (REAP).** A formal plan outlining how the participant will apply acquired knowledge to improve university operations or services. The prescribed template is in **Annex " "** hereof.

Key Provisions and Requirements:

- 1. Scope and Coverage:** This policy applies to all regular faculty and staff, as well as Job Order (JO) and Contract of Service (COS) personnel. Part-time faculty members are generally excluded unless specifically authorized by the Office of the President .
- 2. Pre-Travel Compliance:** All personnel requesting to attend T&D activities on official business must first secure the following required endorsements and documentation at least two (2) weeks prior to the event, as applicable:



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- a. Invitation letter / Memorandum
 - b. Endorsed Request and/or approved Travel Order (processed through channels)
 - c. Program of activities,
 - d. Itinerary of Travel
 - e. Issued Certificate of Availability of Funds
 - f. Personnel and Organizational Development Unit's (PODU) endorsement, with verification/information on the following, as provided in item 3 hereof:
 - i. Alignment with the employee's Individual Development Plan (IDP). No approved IDP, no T&D-related travels.
 - ii. Satisfactory compliance with REAP requirements for the most recent T&D activity completed. An exemption is given to T&D that the employee completed within 7 calendars from the date of the current proposed T&D attendance, in which case, the pending REAP shall be required in the immediately succeeding T&D proposed attendance.
 - iii. Total number of endorsed participants for the same activity (to prevent redundancy).
 - iv. Total number of T&D Activities participated in by the attending personnel for the year
 - v. Accomplished FSDU Application Services Form and a Learning Application Form (Please see Annex " ")
 - vi. Recommended REAP Modality (for the current T&D activity)
 - vii. Signed Conforme (Please see Annex " ")
3. **OHRMD-PODU Verification:** The Personnel and Organizational Development Unit (PODU) must verify alignment with the IDP, compliance with previous Re-Entry Action Plan (REAP) requirements, and the total number of participants to prevent redundancy .
4. **Attendance Limits and Quota:** Participation is strictly limited to a maximum of two (2) PSU representatives per unique T&D activity. Priority will be given on a first-come, first-served basis. Virtual sessions with minimal costs may be exempt from this quota at the discretion of the Office of the President .
5. **Travel Economy:** Air and sea travel must utilize the most economical fares. Tickets must be purchased at least one week in advance and only after a Travel Order is secured.
6. **Post-Training Obligations:** To maximize Training and Development (T&D) return on investment, participants must conduct a "Re-Echo" session within 30 days of their return or as specified in their approved Re-Entry Plan. Non-compliance will result in the denial of all future T&D requests. Even if a subsequent training activity is scheduled to occur before a pending Re-Echo deadline, the employee must still fulfill their current obligation before being cleared for further travel. Approved re-echo modalities shall include, but are not limited to the following:



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Modality	Description	Best For	Evidence Requirements
Technical Demonstration	A "hands-on" session where the participant demonstrates a new software, equipment, or physical process.	Technical skills, IT tools, or laboratory procedures.	<ul style="list-style-type: none"> • Photo/Video documentation of the demo • Participant attendance sheet.
Departmental Colloquium	A formal academic presentation or research-based discussion.	Faculty research, pedagogical updates, or curriculum dev.	<ul style="list-style-type: none"> • Copy of Presentation Slides (PPT) • Approved Minutes of Meeting/ Activity Report.
Echo-Webinar	A virtual presentation recorded via Zoom/Teams for wider or remote institutional access.	Policy updates or topics relevant to multiple campuses.	<ul style="list-style-type: none"> • Recorded session link/file • Screenshot of participant list • Calendar invite.
Unit Meeting Presentation	A dedicated 15–30 minute agenda item during a regular staff or faculty meeting.	Administrative workflows or localized unit updates.	<ul style="list-style-type: none"> • Copy of the Meeting Minutes (signed by Secretary/Head) • Attendance Sheet.
Sharing Session (Brown Bag)	An informal, interactive discussion where insights and "lessons learned" are shared.	Soft skills, leadership, or professional growth topics.	<ul style="list-style-type: none"> • Narrative Report (1-page) • Photo of the session • Signed attendance sheet.
Coaching / Mentoring	One-on-one or small group guidance to specific peers who need the skill.	Specialized certifications or high-level technical tasks.	<ul style="list-style-type: none"> • Mentoring Log (signed by Mentor & Mentee) • Brief summary of skills transferred.
Digital Knowledge Kit	Circulating via email or cloud drives a curated "Quick Guide," Infographics, or summary of materials.	Information-heavy conferences or awareness-based training.	<ul style="list-style-type: none"> • Copy of the Infographic/ Guide Screenshot of the sent email/portal upload.



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7. **REAP Completion & Certification:** After fulfilling the requirements of the approved Re-Entry Action Plan (REAP), the employee must email an **Accomplishment Report** to the PODU. This report must include the specific evidence or equivalent proof listed in the modalities table in Item 6 hereof. Upon verification, the PODU will issue a **Certificate of Compliance** via email to the employee, with copies sent to their immediate supervisor, the University Accountant, and the HRMO.
8. **Administrative Support and Monitoring:** The OHRMD-PODU will maintain a centralized database to track training hours and REAP compliance. All personnel are required to submit their Certificate of Participation to the PODU immediately upon their return for monitoring purposes .
9. **Updating of ARTA/UFAST.** The concerned finance and administrative offices are directed to update their respective Citizen's Charters and UFAST to align with these new policies. These updates must be completed within 15 calendar days of this approval.

All heads of offices are strictly tasked with cascading these guidelines to their respective units during their next scheduled meeting. Personnel are required to sign an Acknowledgement Receipt via the OHRMD .

While these measures are temporary, we urge the PSU community to stand together. By offering our collective support and understanding, we will navigate these challenges and emerge stronger.

For the information and strict compliance of all concerned.

MARISSA S. PONTILLAS
OIC, Office of the President