

Submission of Application Form

- The applicant shall submit a hard copy of the fully accomplished [Application Form](#) and required attachments **by August 29, 2025**.
- The training or conference must be scheduled no later than December 15, 2025.



Review of Application and Approval

- The OVCR shall review the form and attachments.
- The VCR shall approve and sign the grant form.



Funding Clearance and Approval

- The OVCR shall forward the grant form and attachments to the Budget Office for funding clearance (under 2025 FHE Funds).
- The Budget Office shall send the duly endorsed grant form and attachments to the OC for approval.
- The Chancellor shall approve the grant and return the documents to the OVCR.
- The OVCR will notify the applicant regarding the results of their application via email.



Preparation of BUR and DV

- The OVCR shall prepare the Budget Utilization Request (BUR) Form for the VCR's signature. The approved grant form and attachments shall be attached.
- The documents shall be returned to the applicant. The applicant shall then prepare the Disbursement Voucher (DV).
- The DV, BUR, and approved application shall be forwarded to the Budget Office. The BUR shall then be signed by the Budget Office Chief.
- The DV shall be approved and signed by the Chief Accountant and VCAF.
- The approved DV shall be forwarded to the Cash Office for Automatic Debit Account (ADA) preparation.
- The ADA shall be signed by the VCAF.
- Once signed, the ADA will be forwarded to the Cash Office, then shall be forwarded to the bank for crediting to the applicant's bank account.



Submission of Report

- The applicant shall submit a post-activity report with the required attachments to the OVCR using the form that will be sent to their email.
- The report shall be submitted **within two (2) weeks** upon return from the activity.