



FACULTY DEVELOPMENT GRANT (FDG) GUIDELINES

Updated as of March 2026

I. Purpose

The Faculty Development Grant aims to support the professional growth of faculty members through participation in academic and capacity-building activities that contribute to teaching excellence, research productivity, and institutional development. The grant may be used to support, but is not limited to, the following activities:

- A. Academic presentation in international/national conferences/conventions and the like. The presentation must not be an output of a research program or project, and shall be aligned with the faculty member's field of expertise or discipline.
- B. Attendance in conferences, aligned with the faculty member's field of expertise or discipline, held abroad, where each college/NIH is allowed to send up to a maximum of **two (2) faculty members per conference or the like;**
- C. Attendance in national/international conferences, aligned with the faculty member's field of expertise or discipline, held in the Philippines, where each college/NIH is allowed to send up to a maximum of **three (3) faculty members per conference or the like;**
- D. Short courses/training programs abroad, where each college/NIH is allowed to send up to a maximum of **two (2) faculty members per course/program.** The program must be reflected in the faculty development plan to justify participation and completion.

II. Eligibility

All faculty members of UP Manila who satisfy any of the following can apply:

- A. Regular faculty members, whether full-time or part-time, with or without tenure, who have served UP Manila for at least:
 - two (2) years, consecutively, if applying for conferences/training to be held abroad;
 - one (1) year, if applying for conferences to be held in the Philippines;
- B. Clinical faculty and lecturers, who have been teaching consecutively for the last five (5) years, carrying at least 6.0 units per semester for the duration of appointment.

The following are **not** eligible to apply:

- A. Regular faculty members who are teaching in other schools without an MOA with UP;
- B. Regular faculty members engaged in a limited practice of the profession without approval from UP;
- C. Regular faculty members who are on leave with or without pay, special detail or secondment at the time of application and travel;
- D. Faculty members whose designation and affiliation in the invitation or acceptance are not with UP Manila;
- E. Faculty members whose participation in the conference, training or program is according to or for the benefit of his/her administrative position in the University (i.e. other funding sources should be available for faculty administrators);
- F. Faculty member who has received sponsorship or funding from another source, whether internal or external, for the same purpose covering the same entitlements as the FDG;
- G. A previous grantee of the FDG, RDG, PA/PF who has not submitted a post-activity report or proof of accomplishment;

III. Entitlements

The grant covers the full or partial amount of round-trip airfare (economy fare with the most economical cost), registration fee, and subsistence allowance, subject to existing government rules. The total amount of funding support will vary and depend on the location of the activity (see Annex A).

Due to the limited availability of funds, a faculty member can avail of the FDG **only once a year**. Priority will also be given to a faculty member who has not been granted by RDG in the same year.

IV. Responsibilities of the Grantee

The faculty grantee shall:

- A. Secure all required pre-departure clearances and documents, including but not limited to visa applications (if applicable), travel insurance, special detail, travel order or authority, etc.;
- B. Ensure that the reimbursement and/or liquidation of expenses is processed in accordance with existing government accounting and auditing rules and regulations, with the assistance of the administrative officers of the department,

college, or institute; and

- C. Submit a post-activity report to the OVCAA **within 10 days** upon return to the University.

V. Responsibilities of the Endorsing Unit

- A. The endorsement of the Department Chair/Unit Head presupposes that the faculty member's attendance or participation in the conference, training or program:
- Contributes to the discipline;
 - Contributes to the professional development of the faculty;
 - And is well-vetted in terms of the reputation of the conference (or the like) or the quality of the training or program.
- B. The administrative officers of the department, college, or institute shall assist the grantee in processing the disbursement, reimbursement and/or liquidation of expenses.

VI. Submission Period

Applications must be submitted **at least 30 calendar days** prior to the scheduled date of the activity.

The grant shall be open year-round, subject to the availability of funds.

VII. Documentary Requirements

- A. Duly accomplished application form endorsed by the Department Chair and Dean, or by the Institute Director and NIH Executive Director, as applicable;
- B. A letter of invitation or acceptance which indicates all entitlements, designation and affiliation with UP Manila;
- C. Proof of the following:
- Registration Fee (e.g. poster, billing, SOA, etc);
 - Economy Airfare Cost
 - Provide at least three (3) quotations;
 - In compliance with existing government rules and regulations, entitlements for airfare shall be based on arrival and departure, up to one (1) day prior to the start of the activity, and one (1) day after its conclusion.

ANNEX A. FINANCIAL ENTITLEMENTS

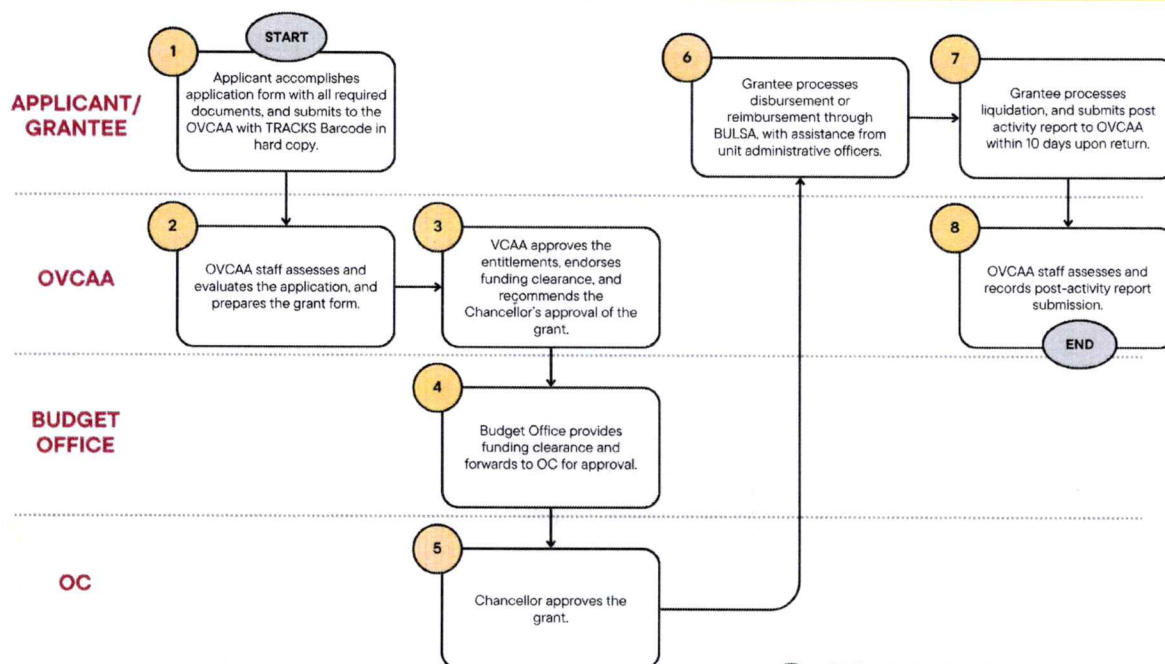
(Revised v2026)

	Local	ASEAN Region	The Rest of Asia	The Rest of the World
For speakers, presenters, or enrollees in short courses and programs				
Registration	Actual cost, not exceeding PHP8,000.00	Actual cost, not exceeding USD500.00	Actual cost, not exceeding USD500.00	Actual cost, not exceeding USD500.00
Airfare^a	Actual cost not to exceed PHP10,000.00	Actual cost not to exceed USD500.00	Actual cost not to exceed USD1,000.00	Actual cost not to exceed USD1,500.00
Daily Travel Expense (DTE) or Subsistence Allowance (DSA)^b	100% DTE	50% DSA, not exceeding USD300.00	50% DSA, not exceeding USD400.00	50% DSA, not exceeding USD600.00
For purely attendance and participation				
Registration	Actual cost, not exceeding PHP6,000.00	Actual cost, not exceeding USD300.00	Actual cost, not exceeding USD300.00	Actual cost, not exceeding USD300.00
Airfare^a	Actual cost not to exceed PHP8,000.00	Actual cost not to exceed USD300.00	Actual cost not to exceed USD400.00	Actual cost not to exceed USD600.00
Daily Travel Expense (DTE) or Subsistence Allowance (DSA)^b	70% DTE	50% DSA, not exceeding USD150.00	50% DSA, not exceeding USD200.00	50% DSA, not exceeding USD300.00

^a Inclusive of all taxes and fees; In compliance with existing government rules and regulations, entitlements for airfare shall be based on arrival and departure, up to one (1) day prior to the start of the activity, and one (1) day after its conclusion. Please use USD currency for activities held abroad.

^b Following the prescribed rates in UNDP-DSA and EO 77; Please use USD currency for activities held abroad.

FACULTY DEVELOPMENT GRANT (FDG) APPLICATION PROCESS FLOWCHART



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