**MSIRC Form No. 003**

**v.02-2024**

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**APPLICATION FOR INTERNATIONAL PRESENTATION CASH INCENTIVE**

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| **Name:** |  |
| **College/Unit:** |  | **Department:** |  |
| **Presentation Title:** |  |
|  |  |
| **at:** |  |
| **on:** |  |  | **Conference Organizer:** |  |

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| **Step 1. Department (1st Endorsement)** | Checklist |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department Chairperson | * Request Letter from the author
* 2 copies of the presentation article
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 |
| **Step 2. College/Unit (2nd Endorsement)** | Checklist |
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* Certificate of presentation (Spotlight & International Conference)
* S.O (Special Order)
* 4 copies of ORS and DV
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| **Step 3. Mamitua Saber Research Center (Indexing Database)** |
| * Research Date Started \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Date Ended \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Funding Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 | * Amount of Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Email Add \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Contact Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Special Assistant | *Recommendation:* * Eligible for Incentive *Amount: \_\_\_\_\_\_\_\_\_\_\_\_*
* Not Eligible
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| **Step 4. Endorsement to OVCRED****MAHID M. MANGONTARUM, EdD**Director of Research |

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