



Application for Presentation Incentive

I. Personal Information

Name: _____

Department/College: _____

Designation (Choose one)

- Faculty Member
- Support Staff
- Administrator

Status (Choose one)

- Permanent
- Probationary
- Contractual

II. Conference Details

Title of Conference

Sponsoring Agency

Inclusive Dates and Venue

Title of Paper



Authors and Affiliations

Locale of Conference

- Colegio de San Juan de Letran-Manila
- National Conference (Philippines)
- International Conference (Philippines)
- International Conference (Overseas)

Kind of Presentation

- Keynote Speaker
- Plenary Speaker
- Parallel Presenter

III. Checklist and Manifesto

Kindly accomplish/attach the following forms/requirements before submitting this form to the LRC

- Letter of Application endorsed by the Department Head
- Proof of Presentation (Invitation/Acceptance Letter)
- Certificate of Participation/Presentation (NOT Attendance)

I HEREBY CERTIFY THAT THE ABOVE INFORMATION ARE TRUE AND CORRECT.

Signature over Printed Name and Date