

Financial Assistance for Learning and Development of Non-teaching Personnel



UNIVERSITY OF THE PHILIPPINES DILIMAN
HUMAN RESOURCE DEVELOPMENT OFFICE

Request for Funding via ADF

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The Administrative Development Fund (ADF) is a major source of financial support for Non-teaching personnel who will attend conferences, seminars, trainings and workshops including oral/poster/paper presentation.



Documentary requirements

- Letter request endorsed by the office/unit HRDC with justification
- Letter of invitation/program
- Copy of performance rating (duties and responsibilities)
- Itemized budget for travel such as:
 - Registration/Seminar/Training/Webinar fee
 - Transportation Expenses
 - Daily travel expenses (for local, if applicable)
 - Daily subsistence allowance (for abroad, if applicable)
- Copy of itinerary of travel (proposed)
- For paper presenter:
 - Copy of accepted abstract
 - Copy of notice of acceptance of paper/poster



Qualifications

- Administrative personnel (part-time and full-time permanent appointments), **except**:
 - those with probationary status
 - those who are compulsorily retiring within six (6) months
- Newly hired UP Contractual employees and Administrative personnel with temporary status can avail only after six (6) months and two (2) months prior to the end of appointment



Process

