

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-BMP 16-185

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : Reorganization of the Office of the Vice-Chancellor for Academic Affairs

DATE : 30 June 2016

On 26 April 2016, President Alfredo E. Pascual issued Executive Order No. PAEP 16-02 to implement the reorganization of the U.P. Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) "in response to new needs in Teaching, Curriculum, and Education Technology" (see Annex 1 for the full copy of the Executive Order, including the Organizational Setup in Annex A). Section 2 states:

Functions of the Vice-Chancellor for Academic Affairs

The Vice-Chancellor for Academic Affairs shall assist the Chancellor in coordinating teaching, curriculum, education technology, and related academic matters.

***Teaching** refers to both its practice and practitioner. It covers all initiatives that pertain to the concerns of the academic staff in their roles as facilitators of learning and teaching and as members of their home unit and of the larger U.P. community.*

***Curriculum** refers to the philosophy, principles, content, structure, and implementation of the degree programs and their shared courses. It covers also the initiatives that pertain to the concerns of the students in their admission to, progress in, and graduation from degree programs.*

***Education Technology** refers to the resources, services, and tools that facilitate and enhance learning and teaching within and outside the classroom, including their development, application, and promotion.*

Offices under the Supervision of OVCAA Diliman

Eight (8) offices comprise the new OVCAA group (in Annex A Organizational Setup). Two (2) large offices have been restructured: Office of the University Registrar (OUR) and University Library (UL). Two (2) small offices have been expanded and renamed: Office for the

Advancement of Teaching (OAT, formerly ODI) and Interactive Learning Center (ILC, formerly DILC). One (1) relatively new office has been transferred from the Office of the Chancellor / Office of the Vice-Chancellor for Student Affairs: National Service Training Program (NSTP).

Three (3) offices have been newly created: General Education Center (GEC), Office of Field Activities (OFA) and Office of International Linkages (OIL). Meanwhile, the Office of Extension Coordination (OEC), formerly under the OVCAA, has been transferred to the Office of the Vice-Chancellor for Research and Development.

In summary here are the OVCAA offices and their respective heads and "banner goals:"

Office for the Advancement of Teaching (OAT) Diliman Director, Dr. Violeda A. Umali	"Development"
General Education Center (GEC) Diliman Director, Dr. Carlene P. C. Pilar-Arceo	"Convergence"
National Service Training Program (NSTP) Diliman Director, Asst. Prof. John Erwin S. Bañez Deputy Director for NSRC, Asst. Prof. Josefina C. Santos	"Synergy"
Office of Field Activities (OFA) Diliman Director, Asst. Prof. Christian R. Orozco	"Context"
Office of the University Registrar (OUR) Diliman University Registrar, Dr. Marilyn R. Canta Asst. Univ. Registrar, Asst. Prof. Tessa Maria T. Guazon Asst. Univ. Registrar, Dr. Eugene Rex L. Jalao	"Quality Service"
University Library (UL) Diliman University Librarian, Mr. Chito N. Angeles Deputy Univ. Librarian, Ms. Elvira B. Lapuz	"Modernization"
Interactive Learning Center (ILC) Diliman Director, Dr. Joseph Ryan G. Lansangan	"Mainstreaming"
Office of International Linkages (OIL) Diliman Director, Dr. Grace C. Ramos	"Engagement"

An individual memorandum by the OVCAA is subsequently being issued for each office, announcing its functions, programs and services, among others. All the OVCAA offices, including the central office, singly and jointly are committed to coordinate teaching, curriculum, education technology, and related academic matters in U.P. Diliman more effectively and efficiently.

We request dissemination of the above information. At the same time we thank all the offices concerned for their full cooperation and support to the functions, programs and services of the academic affairs offices.

Thank you.

cc: Chancellor, Dr. Michael L. Tan
All Vice-Chancellors



UNIVERSITY OF THE PHILIPPINES
Quezon City


OFFICE OF THE PRESIDENT

EXECUTIVE ORDER NO. PAEP 16-02

DATE : 26 April 2016

TO : Chancellor, UP Diliman
Vice Chancellor for Academic Affairs, UP Diliman

cc : Vice Presidents
Secretary of the University
Assistant Vice Presidents, Assistant Secretary of the University
Vice Chancellor for Research and Development, UP Diliman
Vice Chancellor for Student Affairs, UP Diliman
Directors of units under the UP Diliman Office of the Vice Chancellor
for Academic Affairs

FROM : Alfredo E. Pascual 
President

SUBJECT : **Reorganization of the UP Diliman Office of the Vice Chancellor for Academic Affairs**

WHEREAS, the last comprehensive reorganization of the UP Diliman Office of the Vice Chancellor for Academic Affairs (OVCAA) was in 1983 under the UP President's Executive Order No. 5, which listed down the offices under its supervision and defined the specific functions and responsibilities of some of those offices;

WHEREAS, while there were organizational changes in later years, such as the creation of new offices in 1992 and in 2003, no wide-ranging review of the OVCAA structure and operations had taken place again;

WHEREAS, the incumbent Vice Chancellor for Academic Affairs (Dr. Benito M. Pacheco) and the incumbent Chancellor (Dr. Michael L. Tan) finding the need to restructure the OVCAA organization in response to new needs in **Teaching, Curriculum, and Education Technology** commenced a review and evaluation process in 2014 through planning workshops participated in by unit heads and key staff members, followed by pretesting over a period of two years of the proposed changes in coordination with two other offices of the Vice Chancellor in UP Diliman, with favorable outcome;

WHEREAS, the UP President endorsed the restructuring proposal to the Board of Regents and the latter, at its 1316th meeting on 31 March 2016, approved the recommendations, with clarifications of certain factors;

WHEREAS, the organizational changes approved by the Board of Regents shall come into force upon the issuance of an Executive Order by the UP President, superseding in part Executive Order No. 5 dated 23 March 1983, defining, among others, the functions of each office and the inter-relationship of offices;

NOW, THEREFORE, by virtue of the powers vested in me by the Charter and the Revised Code of the University, I hereby issue this Executive Order to implement the reorganization of the OVCAA Diliman, as approved by the Board of Regents.

SECTION 1. The Vice Chancellor for Academic Affairs. U.P. Diliman shall have a Vice Chancellor for Academic Affairs, appointed by the Board of Regents upon nomination by the Chancellor and recommendation by the President, who shall serve at the pleasure of the Chancellor;

SECTION 2. Functions of the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs shall assist the Chancellor in coordinating teaching, curriculum, education technology, and related academic matters;

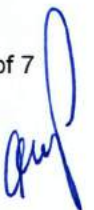
Teaching refers to both its practice and practitioner. It covers all initiatives that pertain to the concerns of the academic staff in their roles as facilitators of learning and teaching and as members of their home unit and of the larger U.P. community.

Curriculum refers to the philosophy, principles, content, structure, and implementation of the degree programs and their shared courses. It covers also the initiatives that pertain to the concerns of the students in their admission to, progress in, and graduation from degree programs.

Education Technology refers to the resources, services, and tools that facilitate and enhance learning and teaching within and outside the classroom, including their development, application, and promotion.

SECTION 3. Offices or Units under the Supervision of the Office of the Vice Chancellor for Academic Affairs. The following shall be under the supervision of the Vice Chancellor for Academic Affairs:

- a. Office for the Advancement of Teaching (OAT);
- b. General Education Center (GEC);
- c. National Service Training Program (NSTP);
- d. Office of Field Activities (OFA);
- e. Office of the University Registrar (OUR);
- f. University Library (UL);
- g. Interactive Learning Center (ILC); and,
- h. Office of International Linkages (OIL).



SECTION 4. Functions of the Office for the Advancement of Teaching (OAT) Diliman. The Office for the Advancement of Teaching (formerly the Office of the Director of Instruction or ODI) shall have the following main functions:

- a. Teaching support: (1) initiate or coordinate programs for faculty development and recognition; (2) collaborate with the Interactive Learning Center (ILC) Diliman and the University Library (UL) Diliman in the development and promotion of education technologies; (3) facilitate U.P. Diliman's local or national academic linkages related to teaching;
- b. Evaluation and assessment of teaching: (1) manage the administration and processing of the Student Evaluation of Teaching (SET); (2) provide the University with timely and critical information regarding the performance of its academic programs and implementation of its policies related to teaching; and,
- c. Faculty affairs: coordinate administrative matters concerning U.P. Diliman faculty loading, including but not limited to the management of the Faculty Service Record (FSR) database, computation of faculty overload honorarium, offering of small classes, and processing of applications for the limited practice of profession (LPP); and facilitate data integration with the computerized information management systems being implemented across the UP System.

SECTION 5. Functions of the General Education Center (GEC) Diliman. The General Education Center shall have the following main functions:

- a. Coordination: (1) support the interdisciplinary nature of GE courses by coordinating with, and among faculty members from various academic units who can teach each course; (2) compile and disseminate GE instructional materials, in coordination with the Interactive Learning Center (ILC) Diliman and University Library (UL) Diliman; (3) plan and conduct workshops and training programs to enhance GE teaching, in coordination with the Office for the Advancement of Teaching (OAT) Diliman;
- b. Research: (1) consolidate the review and evaluation of the GE program and the GE courses; (2) support GE-related research projects; and,
- c. Incubation: provide support to colleges or units in the development of concepts, pedagogies, materials, and all resources pertaining to GE courses.

SECTION 6. Functions of the National Service Training Program (NSTP) Diliman. The National Service Training Program shall have the following main functions:

- a. "Tatak U.P. Diliman" NSTP: develop an NSTP that is unique to U.P. Diliman as a bastion of diverse knowledge, research and creative work, and that promotes service to the nation and people while complying with R.A. 9163 and its IRR;
- b. Harmonized implementation: formulate structure and guidelines that recognize the extension work and public service of the various disciplines while aligning with the "Tatak U.P. Diliman" NSTP;



- c. Initiatives: develop and implement programs that encourage volunteerism among U.P. Diliman students including those who have completed the NSTP courses; and,
- d. Projects and activities: coordinate with and among academic units in the implementation, monitoring, and review of NSTP projects and activities.

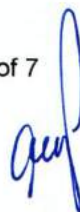
SECTION 7. Functions of the Office of Field Activities (OFA) Diliman. The Office of Field Activities shall have the following main functions:

- a. Context to academic field activities: (1) ensure that University policies and guidelines on academic field activities are properly operationalized; (2) ensure that academic field activities are conducted within the context of the course or curriculum; (3) ensure that measures are in place to guarantee the safety of students and faculty in the field;
- b. Support: (1) assist academic units in incorporating academic field activities in their curriculum; (2) coordinate with academic units for the planning, implementation, and monitoring of academic field activities, as well as the formulation and review of related policies and guidelines; (3) provide orientation and training to faculty for academic field activities, in cooperation with the Office for the Advancement of Teaching (OAT) Diliman; and,
- c. Linkages: coordinate with and among academic units regarding linkages with, and feedback to and from, industry, government, non-government organizations, and other local institutions for student internship and other field activities.

SECTION 8. Functions of the Office of the University Registrar (OUR) Diliman. The Office of the University Registrar shall have the following main functions:

- a. Student admission and registration: implement existing procedures and explore initiatives for better procedures for admission and registration;
- b. Student progress and graduation: warrant well-managed processes in connection with academic evaluation, records management, and issuance of credentials to its various clientele;
- c. Student information system: ensure the highest standards in the management of the student information system, making use, where applicable, of innovative platforms, consistent with the computerized information systems being implemented across the UP System; and,
- d. Academic policies and programs: support the relevant University Council committees and advise academic units in the crafting and review of academic policies and programs.

SECTION 9. Functions of the University Library (UL) Diliman. The University Library, comprising the Main Library and the College or Unit Libraries, shall have the following main functions:



- a. Learning spaces: provide open, accessible, and engaging spaces, both physical and virtual, to support individual and collaborative learning and creative and critical thinking;
- b. Information literacy: enhance information literacy and research skills through library instruction programs;
- c. Information resources: collect, organize, and provide access to information resources in support of teaching, research and creative work, and extension work;
- d. Information technology: modernize library functions and services, with particular emphasis on new information technologies; and,
- e. Archives: ensure protection and longevity of the University Library's resources – digital, analog, and print – through effective archiving and digitization programs.

SECTION 10. Functions of the Interactive Learning Center (ILC) Diliman. The Interactive Learning Center (formerly the Diliman Interactive Learning Center) shall have the following main functions:

- a. Resources: (1) make available facilities and tools for production and use of teaching and learning materials; (2) develop and maintain online learning management systems;
- b. Trainings and services: (1) facilitate trainings and discussions on educational technologies, including acceptable-use policy; (2) promote multimedia, web, and mobile services to enhance teaching and learning;
- c. Policies and standards: (1) recommend policies and guidelines to ensure quality of online teaching and learning materials; (2) recommend technological facilities and tools for the advancement of teaching and learning;
- d. Linkages: (1) coordinate with the Office for the Advancement of Teaching (OAT) Diliman, General Education Center (GEC) Diliman, and other University offices on services, activities, and projects for instructional design and advancement of teaching; and, (2) establish external linkages for implementation of services, projects, and activities on online teaching and learning systems.

SECTION 11. Functions of the Office of International Linkages (OIL) Diliman. The Office of International Linkages shall have the following main functions:

- a. Teaching and learning: through international mobility of faculty, student, and staff: (1) bring in new ideas that may lead to the institution of new programs; (2) generate inputs for the review and revision of existing programs; (3) develop innovative teaching and learning methods;
- b. Research, creative work, and extension: (1) organize or support forums for discussing international issues on which topics for collaborative research and creative work may be based; (2) establish or assist international industry and community linkages hinged on mutually agreed upon thematic issues; (3) promote multi-cultural interactions;

- c. Administration and legal matters: (1) recommend engagement policies and develop systems for efficient international networking; (2) oversee the implementation of international MOAs/MOUs between partner universities; (3) coordinate with other U.P. units on international exchange-related matters; and (4) process documents related to international mobility of faculty, student and staff.

SECTION 12. Head of Office. Every office under the OVCAA Diliman shall be headed by a regular academic personnel of the University as appointed on an additional assignment basis by the Chancellor upon the recommendation of the Vice Chancellor for Academic Affairs. The head of office shall be designated as Director, provided that the head of the Office of the University Registrar shall be the University Registrar while the head of the University Library shall be the University Librarian.

SECTION 13. Transfer of the Office of Extension Coordination (OEC). The Office of Extension Coordination (OEC) is hereby transferred from the OVCAA to the Office of the Vice Chancellor for Research and Development (formerly, Office of Research Coordination) in order to expand its activities relating to institutional extension projects and programs in parallel with institutional research and creative works, while some of the former OEC functions are hereby reassigned to other offices under the OVCAA as included in the preceding sections, i.e., OIL and OAT (formerly ODI).

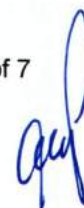
SECTION 14. Transfer of the National Service Training Program (NSTP). The National Service Training Program (NSTP) is hereby realigned from the Office of the Chancellor to the OVCAA as it handles an academic requirement (service training) that is mandated by national law.

SECTION 15. Transfer of Functions and Resources. Unless otherwise provided in this Executive Order, the transfer of functions arising out of the restructuring of offices and sub-units shall include applicable appropriations, records, equipment, and such property as may be necessary.

SECTION 16. Personnel. The reorganization of the OVCAA Diliman offices under this Executive Order shall protect the tenure and benefits of permanent staff of the University. To the maximum extent possible, the filling up of staff positions in the new offices and sub-units shall be from existing personnel who are qualified. The currently authorized staff pattern in the OVCAA Diliman offices is shown in the organizational chart of ANNEX A.

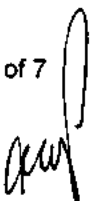
SECTION 17. Authority to Issue Implementing Rules. The Chancellor and Vice Chancellor for Academic Affairs are hereby authorized to issue such memoranda, orders, and regulations as may be necessary for the proper implementation of this Executive Order.

SECTION 18. Authority to Adjust Budgetary Allocation. The Chancellor of U.P. Diliman is hereby authorized to make the necessary adjustments in the internal operating budget of U.P. Diliman in accordance with the provisions of this Executive Order, subject to approval of the President and the Board of Regents.



SECTION 19. Repealing Clause. All Executive Orders, memoranda, and other administrative issuances or provisions thereof that are inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION 20. Effectivity. This Executive Order shall take effect immediately.

A handwritten signature in black ink, appearing to be 'D. Trump', is located at the bottom right of the page.



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

EXECUTIVE ORDER NO. PAEP 16-02A

DATE : 15 July 2016

TO : Chancellor, UP Diliman
Vice Chancellor for Academic Affairs, UP Diliman

cc : Vice Presidents
Secretary of the University
Assistant Vice Presidents, Assistant Secretary of the University
Vice Chancellor for Research and Development, UP Diliman
Vice Chancellor for Student Affairs, UP Diliman
Directors of units under the UP Diliman Office of the
Vice Chancellor for Academic Affairs

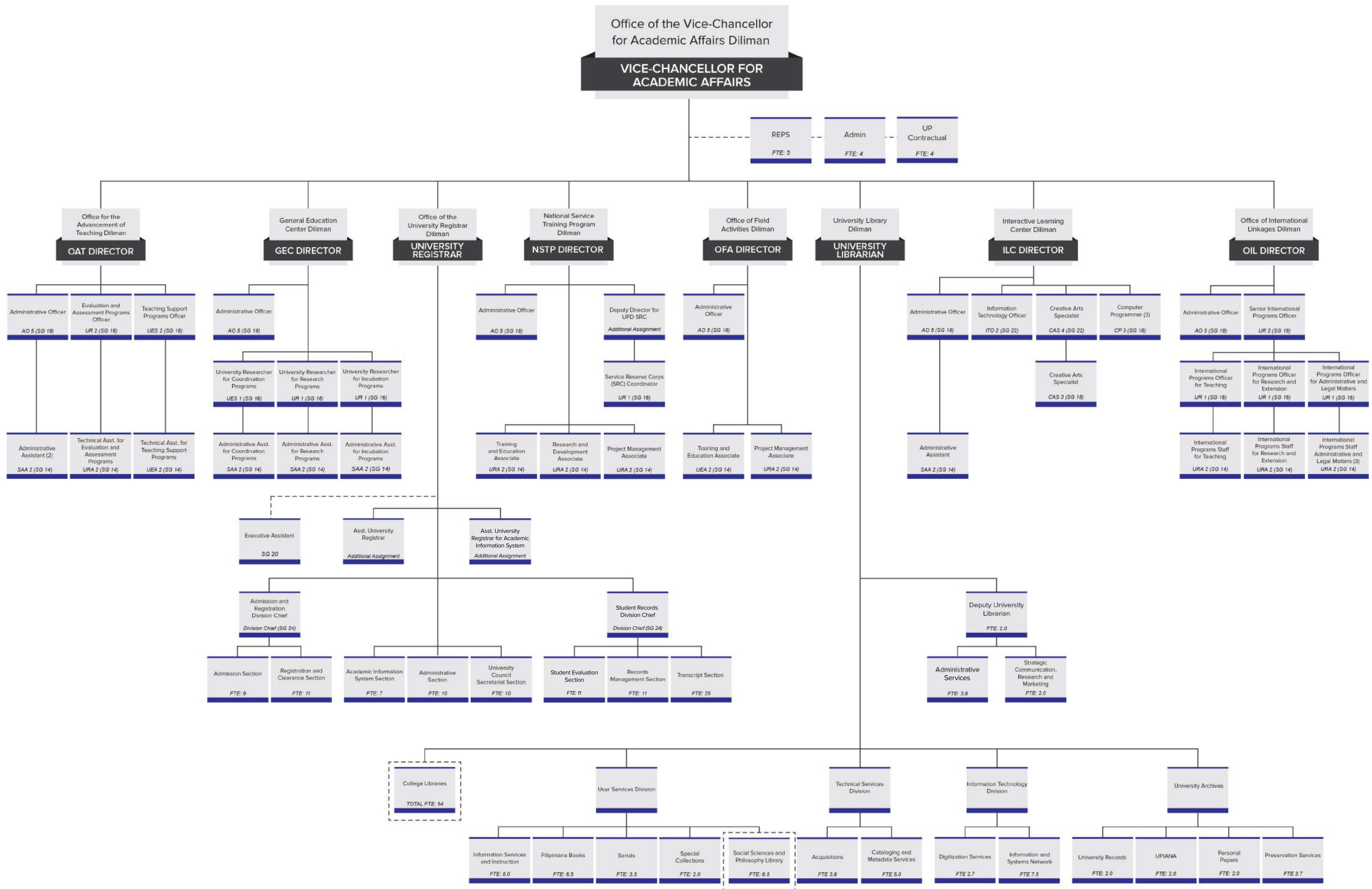
FROM : Alfredo E. Pascual *Joselito Handig Horando, OIC*
President

SUBJECT : **Updated Annex A of Executive Order No. PAEP 16-02 dated
26 April 2016**

The attached chart marked "OVCAA Organizational Setup, April 2016 (OUR and UL updated May 2016)" will replace Annex A of Executive Order No. PAEP 16-02 issued on 26 April 2016.

Please update your record on this subject.

Enclosure: as stated



Annex A
 OVCAA Diliman Organizational Setup
 April 2016 (OUR and UL updated May 2016)

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-BMP 16-186

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : Office for the Advancement of Teaching (OAT) Diliman:
Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the Office for the Advancement of Teaching (OAT) Diliman, formerly the Office of the Director of Instruction (ODI). At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of OAT Diliman

As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), OAT Diliman has the following main functions:

- a. Teaching Support: (1) initiate or coordinate programs for faculty development and recognition; (2) collaborate with the Interactive Learning Center (ILC) Diliman and the University Library (UL) Diliman in the development and promotion of education technologies; and (3) facilitate UP Diliman's local or national academic linkages related to teaching;
- b. Evaluation and Assessment of Teaching: (1) manage the administration and processing of the Student Evaluation of Teaching (SET); and (2) provide the University with timely and critical information regarding the performance of its academic programs and implementation of its policies related to teaching; and
- c. Faculty Affairs: (1) coordinate administrative matters concerning UP Diliman faculty loading, including but not limited to the management of the Faculty Service Record (FSR) database, computation of faculty overload honorarium, offering of small classes, and processing of applications for the limited practice of profession; and (2) facilitate data integration with the computerized information management systems being implemented across the UP System.

Programs and Services of OAT Diliman

Existing Programs and Services

OAT Diliman will continue to implement and enhance the following existing programs and services (from the former ODI) under its **Teaching Support** function:

- Conduct of the Teaching Effectiveness Course in January (1st week) and June (3rd week) of each year;
- Conduct of seminars/workshops under the University Teaching (UT) program;
- Conduct of the Orientation for New UP Diliman Faculty in the 1st semester of each academic year; and
- Provision of secretariat support to the University Council Committee on University Instruction.

Effective August 2016, OAT Diliman **will cease to be** the lead support office for General Education (GE) programs and services; this role will be assumed by the newly established GE Center (Memorandum No. OVCAA-BMP 16-187).

In line with its **Evaluation and Assessment of Teaching** function, OAT Diliman will continue to:

- Manage the scheduling of SET answering for each academic term, provide support to academic units and UP offices in need of SET data, and undertake analyses of SET data;
- Assist in the review of proposals from academic units regarding projects/activities related to curricular review and faculty development; and
- Organize symposia/colloquia/fora to facilitate discussions and deliberations on University policies and guidelines related to teaching and academic programs in general.

New Programs and Services

With the OVCAA's reorganization, OAT Diliman assumes the new function of being the coordinating office for **Faculty Affairs**. Consequently, the Office will take on some programs and services currently being handled by other OVCAA offices or other UP Diliman Offices. Additionally, the Office will take on other programs and services as part of the expansion of its functions, from the former ODI to the new OAT Diliman.



The transition plan for the Office's new programs and services is outlined below.

Program / Service	Currently handled by	To be handled by OAT Diliman starting:
<i>Function 1: Teaching Support</i>		
Processing of MOAs on UP Diliman's local or national academic linkages related to teaching	OEC	July 2016
Processing of request for permission to teach in other local HEIs	OEC	July 2016

Program / Service	Currently handled by	To be handled by OAT Diliman starting:
<i>Function 3: Faculty Affairs</i>		
Management of the FSR database	OVCAA Central Office	Transition ongoing; to be completed by end of 2016
Processing of overload honorarium		
Processing of request for permission to open small classes		
Processing of application for Study Load Credit		
Processing of application for limited practice of profession	OEC	August 2016

Other programs and services consistent with the functions of OAT Diliman shall be announced from time to time.

Kindly also note the new website and official email of OAT Diliman:

 <http://oat.upd.edu.ph/>
 ovcaa.oatdiliman@up.edu.ph (Attention: Ms. Evangeline Dionisio)

Thank you.

cc: Chancellor, Dr. Michael L. Tan
 All Vice-Chancellors
 OAT Diliman Director, Dr. Violeda A. Umali



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MEMORANDUM NO. OVCAA-BMP 16-187

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : General Education Center (GEC) Diliman: Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the new General Education Center (GEC) Diliman. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of GEC Diliman

The GEC Diliman is an entirely new administrative unit of the OVCAA with the mission of helping to unify the implementation of UP Diliman's GE Program, coordinating access to and utilization of GE resources, and supporting GE-related research and development. As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), GEC Diliman has the following main functions:

- a. Coordination: (1) support the interdisciplinary nature of GE courses by coordinating with and among faculty members from various academic units who can teach each course; (2) compile and disseminate GE instructional materials, in coordination with the Interactive Learning Center (ILC) Diliman and University Library (UL) Diliman; and (3) plan and conduct workshops and training programs to enhance GE teaching, in coordination with the Office for the Advancement of Teaching (OAT) Diliman;
- b. Research: (1) consolidate the review and evaluation of the GE program and the GE courses; and (2) support GE-related research projects; and
- c. Incubation: provide support to colleges or units in the development of concepts, pedagogies, materials, and all resources pertaining to GE courses.

Programs and Services of GEC Diliman

As a newly created office, the GEC Diliman is set to start operations in July 2016. Specific programs and services that the Center will undertake will be drawn up in consultation with the

academic units, the UP Diliman GE Committee, and the OVCAA. To kick-start its operations, the Center will take on the coordination of GE-related events and activities currently handled by the Office for Advancement of Teaching (formerly ODI). Specifically, the GEC Diliman will:

- Coordinate activities for the planning and conduct of the 2016 UP Diliman GE Conference;
- Organize symposia/colloquia/fora on UP Diliman's GE Program;
- Provide technical support to the UP Diliman GE Committee; and
- Serve as the repository of reports and other resource documents pertaining to UP Diliman's GE Program.

Other programs and services consistent with the functions of GEC Diliman shall be announced from time to time.

While the GEC Diliman's office is still being set up, all documents pertinent to the GE Program will be received by the OVCAA Central Office, c/o Ms. Jessica Pagaduan.

For inquiries, please contact Dr. Carlene P. C. Pilar-Arceo, GEC Director, at cayen@math.upd.edu.ph. Inquiries by phone will be received by Ms. Jessica Pagaduan at VOIP 2584.

GE resource documents will remain in the OAT website (<http://oat.upd.edu.ph/>) until the GEC Diliman website is set up.

Thank you.

cc: Chancellor, Dr. Michael L. Tan
All Vice-Chancellors
GEC Diliman Director, Dr. Carlene P. C. Pilar-Arceo



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MEMORANDUM NO. OVCAA-BMP 16-188

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : National Service Training Program (NSTP) Diliman:
Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the National Service Training Program (NSTP) Diliman. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of NSTP Diliman

NSTP Diliman is a relatively new office transferred from the Office of the Chancellor / Office of the Vice-Chancellor for Student Affairs. As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), NSTP Diliman has the following main functions:

- a. "Tatak U.P. Diliman" NSTP: develop an NSTP that is unique to U.P. Diliman as a bastion of diverse knowledge, research and creative work, and that promotes service to the nation and people while complying with R.A. 9163 and its IRR;
- b. Harmonized Implementation: formulate structure and guidelines that recognize the extension work and public service of the various disciplines while aligning with the "Tatak U.P. Diliman" NSTP;
- c. Initiatives: develop and implement programs that encourage volunteerism among U.P. Diliman students including those who have completed the NSTP courses; and
- d. Projects and Activities: coordinate with and among academic units in the implementation, monitoring, and review of NSTP projects and activities.

Programs and Services of NSTP Diliman

With NSTP Diliman's transfer to OVCAA, its status has been upgraded from a unit headed by a coordinator to a full-fledged administrative and coordinating office headed by a director. This organizational change is intended to align NSTP Diliman's structure with its mandate and functions.

As it puts the new organizational structure into place, NSTP Diliman will also design and implement new programs and services that cover the gamut of its functions, in consultation with the academic units, the OVCAA, and other stakeholder offices. In the meantime, the office will continue to implement and enhance the following services:

- Ensuring the standard implementation of the NSTP Common Module;
- Coordinating with the different academic units in ensuring that supply of NSTP course offerings meets the demand;
- Development and implementation of programs that encourage volunteerism among U.P. Diliman students including those who have completed the NSTP courses;
- Establishment of the National Service Reserve Corps (NSRC) in UP Diliman;
- Coordinating with and among academic units in the implementation, monitoring, and review of their NSTP projects and activities;
- Processing of MOAs and MOUs between units offering NSTP and their partner organizations;
- Processing of NSTP-related budgetary requests;
- Processing of NSTP-related appointment papers;
- Conduct of NSTP faculty and facilitator orientation programs; and
- Processing of NSTP-related student appeals.

Other programs and services consistent with the functions of NSTP Diliman shall be announced from time to time.

Kindly also note the following contact details of NSTP Diliman:

- 📞 VOIP 4525
- ✉️ nstp.upd@up.edu.ph

Thank you.


cc: Chancellor, Dr. Michael L. Tan
All Vice-Chancellors
NSTP Diliman Director, Asst. Prof. John Erwin S. Bañez
NSTP Diliman Deputy Director for NSRC, Asst. Prof. Josefina C. Santos

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MEMORANDUM NO. OVCAA-BMP 16-189

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : Office of Field Activities (OFA) Diliman: Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the new Office of Field Activities (OFA) Diliman. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of OFA Diliman

The OFA Diliman is an entirely new administrative unit of the OVCAA with the mission of ensuring the safe and relevant conduct of short-term and long-term local academic field activities, i.e., course-related out-of-classroom activities that enhance teaching and learning. As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), OFA Diliman has the following main functions:

- a. Context to Academic Field Activities: (1) ensure that University policies and guidelines on academic field activities are properly operationalized; (2) ensure that academic field activities are conducted within the context of the course or curriculum; and (3) ensure that measures are in place to guarantee the safety of students and faculty in the field;
- b. Support: (1) assist academic units in incorporating academic field activities in their curriculum; (2) coordinate with academic units for the planning, implementation, and monitoring of academic field activities, as well as the formulation and review of related policies and guidelines; and (3) provide orientation and training to faculty for academic field activities in cooperation with the Office for the Advancement of Teaching (OAT) Diliman; and
- c. Linkages: coordinate with and among academic units regarding linkages with, and feedback to and from, industry, government, non-government organizations, and other local institutions for student internship and other field activities.

Programs and Services of OFA Diliman

As a newly created office, the OFA Diliman is set to start operations in July 2016. Specific programs and services that the Office will undertake will be drawn up in consultation with the academic units, the OVCAA, and other UP Diliman stakeholder offices. To kick-start its operations, the OFA will undertake the following programs and services effective 1 July 2016:

- Evaluation of requests concerning local academic field activities **that require the approval of the Chancellor** (Note: As per UPD ExeComm in 2001, subsequently reiterated in Memorandum SSC 10-046, Deans and Directors are given authority to approve requests to conduct academic field activities that fit the criteria set in Memorandum No. ERR 01-126);
- Conduct of orientation programs/seminars/symposia on academic field activities; and
- Processing of MOAs and MOUs related to local practicum/ internships, field schools, and other academic field activities.

Other programs and services consistent with the functions of OFA Diliman shall be announced from time to time.

While the OFA Diliman's office is still being set up, the Office for the Advancement of Teaching (OAT, formerly ODI) will receive all request letters, proposed MOAs/ MOUs, and other pertinent documents regarding local academic field activities, c/o Ms. Mary Rose A. Pastrana. For inquiries, please contact Prof. Christian R. Orozco, OFA Director at VOIP 3007 or via email at crozco@up.edu.ph.

Thank you.

cc: Chancellor, Dr. Michael L. Tan
All Vice-Chancellors
OFA Director, Asst. Prof. Christian R. Orozco

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MEMORANDUM NO. OVCAA-BMP 16-190

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : Office of the University Registrar (OUR) Diliman:
Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the Office of the University Registrar (OUR) Diliman. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of OUR Diliman

As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), OUR Diliman has the following main functions:

- a. Student Admission and Registration: implement existing procedures and explore initiatives for better procedures for admission and registration;
- b. Student Progress and Graduation: warrant well-managed processes in connection with academic evaluation, records management, and issuance of credentials to its various clientele;
- c. Student Information System: ensure the highest standards in the management of the student information system, making use, where applicable, of innovative platforms, consistent with the computerized information systems being implemented across the UP System; and
- d. Academic Policies and Programs: support the relevant University Council committees and advise academic units in crafting and review of academic policies and programs.

Programs and Services of OUR Diliman

Programs and services prior to the reorganization of OUR Diliman will continue to be implemented, or enhanced, by the Office; Divisions and Sections will implement the programs and services according to the matrix below. Other programs and services consistent with the functions of the Office shall be announced from time to time.

Division / Section	Programs and Services
Admissions and Registration Division <i>(Formerly the Admission and Registration Section)</i>	<ul style="list-style-type: none"> • Maintenance of operational efficiency in services related to admission, registration, and clearance
Admissions Section	<ul style="list-style-type: none"> • Screening and assessing of eligibilities for admission to and enrolment in UP Diliman's various degree programs • Processing of IDs for students and other UP Diliman constituents • Issuance of such certifications as: <ul style="list-style-type: none"> • Certificate of English as Medium of Instruction • Certificate of Table of Grade Equivalent
Registration and Clearance Section	<ul style="list-style-type: none"> • Untagging and clearance of students who have settled non-academic accountabilities and ineligibilities (e.g., payment of loans, submission of entrance credentials, etc.) every semester and prior to their exit from the University • Processing of all types of special assessment (e.g., for scholarships and privileges, etc.) • Issuance of such certifications as: <ul style="list-style-type: none"> • Certificate of Breakdown of Matriculation Fee • Certificate of University Clearance of Student
Student Records Division <i>(Merger of the Records Management and Appraisal Section, and the Transcript of Records Section)</i>	<ul style="list-style-type: none"> • Optimization of the delivery of services related to student evaluation, the issuance of OTRs, and records management
Student Evaluation Section	<ul style="list-style-type: none"> • Audit of student progress based on degree program requirements • Issuance of official list of candidates for graduation for UC recommendation to the BOR
Transcripts Section	<ul style="list-style-type: none"> • Issuance of Official Transcript of Records (OTR) of students • Issuance of such certifications as: <ul style="list-style-type: none"> • Verification of Transcript • Certificate of Graduation (COG) • Certification, Authentication and Verification (CAV) • Course Description (CD) • Diploma Translation (DT) • Authentication of OTR, COG, CD, DT or F137/138



Division / Section	Programs and Services
Records Management Section	<ul style="list-style-type: none"> • Management (compilation, maintenance, archiving, etc.) of all student records • Issuance of such certifications as: <ul style="list-style-type: none"> • School Verification • Certificate of Enrollment • Units Earned • Certificate of UP Exemption from Special Order (SO Exemption) • Certified Text of the Diploma • Honorable Dismissal • Weighted Grade for Honor Graduate • Civil Service Eligibility
Academic Information System Section <i>(Formerly the Computerized Registration and Student Record System Section)</i>	<ul style="list-style-type: none"> • Management and maintenance of the computerized student information system (SIS) of the University • Generation of reports based on available data in the SIS • Provision of support to the University's various clientele in the use of the SIS • Maintenance of the official websites of the OUR (please see below)
University Council Secretariat Section <i>(Formerly the Publications and UC Secretariat Section)</i>	<ul style="list-style-type: none"> • Performance of functions related to its role as Secretariat of the UC and some of its committees • Maintenance of a temporary clearinghouse for records associated with the UC and some of its committees • Supervision of the yearly printing of the Souvenir Program for the Commencement Exercises and the periodic release of the UP Diliman Catalog
Administrative Section	<ul style="list-style-type: none"> • Performance of functions associated with the internal operations of the OUR, and general administrative support to the UR and AURs.

For announcements from the OUR, you may check the following websites: our.upd.edu.ph and crs.upd.edu.ph. You may also check for links to OUR-related activities in these websites.

Thank you.

cc: Chancellor, Dr. Michael L. Tan
 All Vice-Chancellors
 University Registrar, Dr. Marilyn R. Canta
 Asst. University Registrar, Asst. Prof. Tessa Maria T. Guazon
 Asst. University Registrar, Dr. Eugene Rex L. Jalao

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MEMORANDUM NO. OVCAA-BMP 16-191

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. γ
Vice-Chancellor for Academic Affairs

SUBJECT : University Library (UL) Diliman: Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the University Library (UL) Diliman, comprising the Main Library and the College or Unit Libraries. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of UL Diliman

As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), UL Diliman has the following main functions:

- a. Learning Spaces: provide open, accessible, and engaging spaces, both physical and virtual, to support individual and collaborative learning and creative and critical thinking;
- b. Information Literacy: enhance information literacy and research skills through library instruction programs;
- c. Information Resources: collect, organize, and provide access to information resources in support of teaching, research and creative work, and extension work;
- d. Information Technology: modernize library functions and services, with particular emphasis on new information technologies; and
- e. Archives: ensure protection and longevity of the University Library's resources – digital, analog, and print – through effective archiving and digitization programs.

Programs and Services of UL Diliman

Programs and services prior to the reorganization of the University Library will continue to be implemented, or enhanced, by UL Diliman; Divisions, Sections and Units will implement the programs and services according to the matrix below. Other programs and services consistent with the functions of the Office shall be announced from time to time.

Division / Section / Unit (at the Main Library unless otherwise indicated)	Programs and Services
College / Unit Libraries	<ul style="list-style-type: none"> Acquisition, organization and provision of access to subject-specific information resources in support of teaching, research and creative work, and extension programs of each College or Unit
User Services Division <i>(Formerly the User Education and Services Division)</i>	<ul style="list-style-type: none"> Provision of access to information resources in various formats and user-centered services in conducive learning spaces to support and enhance the teaching, research and creative work, and extension programs of the University
Information Services and Instruction Section <i>(Formerly the General Reference Section)</i>	<ul style="list-style-type: none"> Provision of spaces for individual and collaborative learning, access to both print and electronic library resources, and information literacy programs and services
Filipiniana Books Section	<ul style="list-style-type: none"> Development and maintenance of the most comprehensive collection of Filipiniana publications in the country
Serials Section <i>(Merger of Filipiniana Serials, Foreign Serials, and Bibliography and Indexing sections)</i>	<ul style="list-style-type: none"> Provision of extensive print and online index to Filipiniana articles in scholarly foreign and local periodicals
Special Collections Section	<ul style="list-style-type: none"> Development and maintenance of the collection of rare and unique Filipiniana resources including out-of-print publications (books and serials) and unpublished materials, artworks, photographs, cartographic and local history materials
Social Sciences and Philosophy Library	<ul style="list-style-type: none"> Provision of seamless access to information resources on anthropology, demography, geography, history, linguistics, philosophy and religion, political science, psychology and sociology
University Archives Division <i>(Formerly the University Archives and Records Depository Section)</i>	<ul style="list-style-type: none"> Planning, supervision and development of archival programs, goals and operations; policies and procedures on the appraisal, acquisition, arrangement, description, and preservation of archival materials; and the Institutional Repository and in-house databases
UPIANA Section <i>(New)</i>	<ul style="list-style-type: none"> Acquisition and organization of theses, dissertations and UP Publications
University Records Section <i>(New)</i>	<ul style="list-style-type: none"> Acquisition and processing of permanent records of administrative and academic units of the University
Personal Papers Section <i>(New)</i>	<ul style="list-style-type: none"> Solicitation, acquisition and organization of personal papers from notable alumni who have made relevant/significant contributions to the University and to national development
Preservation Services Section <i>(New)</i>	<ul style="list-style-type: none"> Implementation of preservation initiatives (including conservation / restoration projects) to lengthen the lifespan of the archival collection, which include, but are not limited to passive preservation management, creation of enclosures, binding and repair, microfilming, reproduction and other activities

Division / Section / Unit (at the Main Library unless otherwise indicated)	Programs and Services
Technical Services Division	<ul style="list-style-type: none"> Acquisition, organization and facilitation of access to library materials in all formats
Acquisitions Section	<ul style="list-style-type: none"> Implementation of the University Library's acquisition program by purchase, gifts and exchanges Supervision of purchase of library resources
Cataloging and Metadata Services Section (Formerly Cataloging Section)	<ul style="list-style-type: none"> Cataloging and classification of library resources Management of library database records Provision of technical advice and support concerning the standardization of cataloging and metadata policies and procedures
Information Technology (IT) Division (Formerly the Computer Services Section)	<ul style="list-style-type: none"> Modernization of library functions and services with particular emphasis on the application of new information technologies Provision of IT training and technical support services
Digitization Services Section (New)	<ul style="list-style-type: none"> Conversion of print and analog resources to digital format Provision of digital preservation services Uploading of digitized resources to online databases
Information Systems and Network Section (New)	<ul style="list-style-type: none"> Development and maintenance of library systems and databases Automation of library operations. Maintenance of computer systems, hardware and network
Strategic Communication, Research and Marketing Section (New)	<ul style="list-style-type: none"> Facilitation of efficient internal and external communication Promotion of library collections and services Conduct of research and development activities to improve library procedures and delivery of library services
Administrative Services Section (Formerly the Administrative Services Division)	<ul style="list-style-type: none"> Provision and performance of vital administrative support services to the functional units of the University Library in its pursuit of providing effective and efficient library services

Kindly note that the University Library Diliman will use the following official email addresses:

- library.updiliman@up.edu.ph (for official communications) and
- libraryinfo.updiliman@up.edu.ph (for online reference service).

Thank you.

cc: Chancellor, Dr. Michael L. Tan
 All Vice-Chancellors
 University Librarian, Mr. Chito N. Angeles
 Deputy University Librarian, Ms. Elvira B. Lapuz

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MEMORANDUM NO. OVCAA-BMP 16-192

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : Interactive Learning Center (ILC) Diliman: Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the Interactive Learning Center (ILC) Diliman, formerly the Diliman Interactive Learning Center (DILC). At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of ILC Diliman

As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), ILC Diliman has the following main functions:

- a. Resources: (1) make available facilities and tools for production and use of teaching and learning materials; and (2) develop and maintain online learning management systems;
- b. Trainings and Services: (1) facilitate trainings and discussions on educational technologies, including acceptable-use policy; and (2) promote multimedia, web, and mobile services to enhance teaching and learning;
- c. Policies and Standards: (1) recommend policies and guidelines to ensure quality of online teaching and learning materials; and (2) recommend technological facilities and tools for the advancement of teaching and learning; and
- d. Linkages: (1) coordinate with the Office for the Advancement of Teaching (OAT) Diliman, General Education Center (GEC) Diliman, and other University offices on services, activities, and projects for instructional design and advancement of teaching; and (2) establish external linkages for implementation of services, projects, and activities on online teaching and learning system.

Programs and Services of ILC Diliman

Existing Programs and Services

The Office will continue to implement and enhance the following programs and services:

- Development and maintenance of the University's virtual learning management system (LMS, currently, UVLê);
- Provision of teaching/learning materials and other resources for education technology;
- Development and maintenance of web and mobile services for teaching and learning, research, creative work, and extension service: (1) ILC Diliman website, which contains learning materials and other resources, (2) collaborative/community platform (currently, iskWiki), (3) platform for online sites creation (currently, Pages.UPD), (4) conference management system (currently, Conference.UPD), (5) feedback system and/or service site (currently, Helpdesk), and (6) other web and mobile services (e.g., upCurrents, upDox);
- Provision of multimedia services: (1) video recording, (2) streaming, (3) video conferencing, (4) video post-production and/or editing, and (5) learning materials development;
- Rental of audiovisual facilities and equipment: (1) video conferencing and recording rooms, (2) training rooms equipped with internet-connected computers, and (3) multimedia equipment and paraphernalia;
- Conduct of training programs and on-demand consultations regarding (1) ILC Diliman services and (2) multimedia teaching paraphernalia/materials; and
- Internship program for students of partner academic units and other universities.

New Programs and Services

Effective August 2016, ILC Diliman will provide the following programs and services:

- Conduct of training programs, seminar-workshops and on-demand consultations regarding: (1) effective interactive learning and innovative teaching strategies, (2) use of education technology and alternative tools for developing and/or using materials for blended instruction, and (3) incorporating the blended learning approach in course design; and
- Provision of blended learning/teaching support services for the teaching staff, students, and the general learning public, including, but not limited to, evaluation of use of LMS, assessment of student engagement and/or learning in UVLê.

Other programs and services consistent with the functions of ILC Diliman shall be announced from time to time.

Kindly also note that ILC Diliman's website is now <ilc.upd.edu.ph> and its current email addresses are <updilc@gmail.com> and <dilc@upd.edu.ph>.

Thank you.

cc: Chancellor, Dr. Michael L. Tan
All Vice-Chancellors
ILC Director, Dr. Joseph Ryan G. Lansangan

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MEMORANDUM NO. OVCAA-BMP 16-193

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. ✍
Vice-Chancellor for Academic Affairs

SUBJECT : Office of International Linkages (OIL) Diliman: Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the Office of International Linkages (OIL) Diliman. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of OIL Diliman

As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), OIL Diliman has the following main functions:

- a. Teaching and Learning: through international mobility of faculty, staff and student: (1) bring in new ideas that may lead to the institution of new programs; (2) generate inputs for the review and revision of existing programs; and (3) develop innovative teaching and learning methods;
- b. Research, Creative Work and Extension: (1) organize or support forums for discussing international issues on which topics for collaborative research and creative work may be based; (2) establish or assist international industry and community linkages hinged on mutually agreed-upon thematic issues; and (3) promote multi-cultural interactions; and
- c. Administration and Legal Matters: (1) recommend engagement policies and develop systems for efficient international networking; (2) oversee the implementation of international MOAs/MOUs between UP Diliman and partner universities; (3) coordinate with other UP units on international exchange-related matters; and (4) process documents related to international mobility of faculty, staff and student.

Programs and Services of OIL Diliman

Programs and services that have been handled as a section of the OVCAA – Office of Extension Coordination (OEC) will continue to be implemented by OIL Diliman; other programs and services will be implemented according to the following transition plan. Other programs and services consistent with the functions of the Office shall be announced from time to time.

Program / Service	Currently handled by / with	To be handled by / with OIL Diliman starting:
Implementation of the Faculty and REPS International Mobility Program <ul style="list-style-type: none"> • Outbound UPD faculty and REPS • Faculty exchanges 	OVCAA – OEC Section	Ongoing
Co-evaluation and monitoring of inbound visiting faculty	By Academic Personnel and Fellowship Committee	July 2016: APFC to furnish OIL copy of Terms of Reference and/or Academic Collaboration Plan for recommendation and monitoring purposes
Assistance in permit and/or visa applications of inbound faculty and researchers	By Office of Vice-Chancellor for Administration – HRDO	TBA *
Processing of Foreign Travel Authority of UPD Personnel	OVCAA	August 2016
Co-organization of Teaching Effectiveness Courses for faculty handling classes with international students	-	August 2016: OIL to co-organize with OVCAA – OAT
Co-development of IT-enabled systems to facilitate cross-border teaching and learning	-	August 2016: OIL to co-develop with OVCAA – ILC
Co-development of short courses and general education courses where international students may enroll in	-	July 2016: OIL to co-develop with Academic Units and OVCAA – GEC
Implementation of International Student Mobility Program <ul style="list-style-type: none"> • Long-term Student Exchanges • Short-term Student Travels • Information Sessions 	OVCAA – OEC Section	Ongoing
Co-evaluation and processing of outbound students	With International Student Mobility Committee and recommendation of home Academic Units	Ongoing
Academic advising of inbound and outbound students	OVCAA – OEC Section with host and home Academic Units	Ongoing

Program / Service	Currently handled by / with	To be handled by / with OIL Diliman starting:
Assistance in Study Permit and Visa applications of inbound international students	With Office of Vice-Chancellor for Student Affairs – OSA – International Student Program	July 2016
Processing and monitoring of degree-seeking regular international students	By Academic Units and OVCAA – Office of the University Registrar	July 2016
Provision of other assistance such as: courtesy listing of off-campus accommodation; referrals to other units of the University for English and/or Filipino language classes; assigning student or faculty buddies	With OVCSA-OSH, CAL-DECL, other Academic Units	Ongoing
Organization of UPD-wide academic, social and cultural events for the international community	OVCAA – OEC Section with Office of Vice-Chancellor for Student Affairs – OSA – International Student Program	July 2016
Coordination of jointly administered academic programs	OVCAA – OEC Section	Ongoing
Coordination of Network / Consortium Agreements	OVCAA – OEC Section	Ongoing
Processing of MOUs and MOAs with international organizations, including those that are based in the Philippines	OVCAA – OEC Section	Ongoing
Processing of agreements with institutions / companies covering scholarships for UPD students to be utilized abroad	By Office of Vice-Chancellor for Student Affairs – OSSS	July 2016
Processing of agreements covering research, creative work, extension, and/or internships with international organizations	With Office of Vice-Chancellor for Research and Development	July 2016: OIL to refer to OVCRD –PMRGO / OEC for substantive review

* TBA: to be arranged with the appropriate assignment or reassignment of personnel.

Kindly also note the new OIL Diliman e-mail addresses:

GRACE C. RAMOS	international.upd@up.edu.ph	oild_director.upd@up.edu.ph
JEFFREY ABELLON	oild_rce.upd@up.edu.ph	
NOELLE RIVERA	oild_acad.upd@up.edu.ph	
AURA FE CARBONILLA	oild_adminlegal.upd@up.edu.ph	

Thank you.

cc: Chancellor, Dr. Michael L. Tan
All Vice-Chancellors
OIL Diliman Director, Dr. Grace C. Ramos