



UNIVERSITY OF THE PHILIPPINES

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Office of the Vice President for Academic Affairs

13 March 2020

Memorandum No. OVPAA 2020-36

**FOR: UP Faculty
Department Chairs
Deans/Institute Directors
Directors of OVPAA Offices and Programs
OVPAA Assistant Vice-Presidents
OVPAA Staff**

(through the **Vice-Chancellors for Academic Affairs** and
**Vice-Chancellors for Research and Development/Research and
Extension**)

Cc: Chancellors

From: 
Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

**Re: OVPAA PROTOCOL FOR THE DURATION OF THE HEALTH
EMERGENCY**

As agreed upon in the 12 March 2020 meeting of the Directors of units and programs under the Office of the Vice-President for Academic Affairs---Center for Integrative and Development Studies (CIDS); Office of Admissions (OA); Office of Student Financial Assistance (OSFA); Office of International Linkages (System OIL), Philippine Genome Center (PGC), System Technology Transfer and Business Office (TTBDO), University Center for Women's and Gender Studies (UCWGS), UP Press, CIFAL and Centre International de Formation des Autorites et Leaders (CIFAL) and Korea Research Center (KRC)—all units and programs will begin the shift to paperless transactions although authorized signatures will not yet be electronic and all documents going to the System Accounting Office will be submitted through UIS and if still necessary be printed to meet auditing requirements. Apart from its environmental impact, this move will prevent the spread of the SARS-CoV-2 virus through the safe handling of documents during the health emergency.

As a consequence, all documents, communications and attachments must be digitized and sent through the Document Tracking System (DTS) of the University. For this purpose, please send the DTS Tracking Number of all digitized documents and attachments to ovpaa@up.edu.ph ATTENTION Imelda Lerios. In the event you cannot send through DTS, please email to ovpaa@up.edu.ph cc vpaa@up.edu.ph ATTENTION Imelda Lerios.

Please be guided accordingly.