MEMORANDUM NO. OVCAA-BMP 14-001

TO: DEANS, DIRECTORS AND HEADS OF UNITS

FROM: BENITO M. PACHECO, PhD
Vice-Chancellor for Academic Affairs

SUBJECT: Faculty Activities in June and July 2014

DATE: 12 May 2014

In view of the August start of the Academic Calendar for AY 2014-2015, please be reminded of the following initiatives to optimize our utilization of the months of June and July 2014, as discussed also in our Executive Committee today:

A. Every college/unit shall submit to the appropriate UP Diliman offices the following plans/proposals on or before 3 August 2014:
   1. Master list of class schedules for the whole AY 2014-2015 (i.e. 1st semester, 2nd semester and mid-year), as submitted via CRS between 15 May 2014 and 4 July 2014
   2. Duly accomplished checklist on the Academic Calendar Shift and Internationalization: Implementation Guidelines and Monitoring and Evaluation Plan (OVAA v.3 20 Feb 2014 template)
      (c/o Ms. Joy Denise Sioson – ovcaa@ovcaa upd.edu.ph and voip 2586)
   3. Agenda and plan for extension, to be submitted to the OEC-OVCAA
      (c/o Mr. Marc Mateo – extension@oec.upd.edu.ph and voip 2561).
      Please note the recommendation of the UC Committee on Extension Services to formalize also the process of applying for extension load credit in the near future.
      Meanwhile, note that the college/unit’s updated agenda for research/creative work will have been due for submission to OVCRC by 2 June 2014. (Please refer to separate OVCRD Memorandum No. FRN 14-001.)

B. Every college/unit shall submit to the OVCAA its schedule of activities in relation to the preparation of items in A above, including the urgent items in the checklist on the Academic Calendar Shift and Internationalization: Implementation Guidelines and Monitoring and Evaluation Plan (OVAA v.3 20 Feb 2014 template), on or before 6 June 2014.
   (c/o Ms. Joy Denise Sioson – ovcaa@ovcaa upd.edu.ph and voip 2586)
C. Every fulltime regular faculty member shall submit a Faculty Service Record (FSR) for Mid-year term 2014, subject to further instructions below:

1. Teacher’s Leave
   a. Summer Teacher’s Leave Period: 28 April 2014 – 1 June 2014. If no form or letter is filed, every eligible faculty member is deemed to have taken this teacher’s leave.
   b. Every fulltime regular faculty member is expected to report back for duty by 2 June 2014.

2. Teaching Load
   The college/unit may decide to offer selected classes during the Summer 2014 and/or Mid-year 2014 provided that such classes have an outstanding demand or backlog, are deemed difficult to offer during the next academic year, and/or are to be handled by Visiting Professor(s).

   Please note that as a rule, UP Diliman shall not accept cross-registration for the Mid-year 2014.

   In principle, priority to teach shall be given to the faculty members who have not completed the 24 units of teaching load for the AY 2013-2014.

   The standard FSR form (UP Form 67) shall be used to reflect a teaching load and corresponding credit units.

3. Committee work or other extension activity
   The college/unit may assign Ad Hoc Committee work or other extension activity within the agenda and plan of the college/unit, including activities concerning the preparation of items in A above.

   The standard FSR form (UP Form 67) shall be used to reflect committee work or other extension activity in June-July 2014, provided that no credit units shall be attributed.

cc: Office of the Chancellor
    Office of the Vice-Chancellor for Administration
    Office of the Vice-Chancellor for Research and Development
    Office of the Vice-Chancellor for Student Affairs
    Office of the Vice-Chancellor for Community Affairs