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**OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS**

MEMORANDUM NO. OVCAA-BMP 17-311

TO : INSTITUTE DIRECTORS AND DEPARTMENT CHAIRS
THROUGH : DEANS AND HEADS OF ACADEMIC UNITS

FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs
SUBJECT : Teaching Load / Teaching Load Equivalent (TLTLE) of Faculty Members
DATE : 21 June 2017

Herewith are reminders about Memorandum No. OVPAA 2017-34 "Utilization of the Remaining K to 12 Transition Years to Address UP's Imperatives," which we received from the UP System through the Office of the Chancellor at the end of May.

- (a) Vice President Cynthia Rose Banzon Bautista has kindly offered to meet with us chairs, directors, associate deans for academics and/ or research, deans, vice-chancellors for academics and/ or research, and chancellor, in case we have questions and suggestions in response to the OVPAA memo. The dialogue shall be on **Monday, 3 July 2017, 9:00 AM – 12:00 NN** at the Malcolm Hall, College of Law. Kindly confirm attendance by emailing Mr. Jerome Cruz at jerome@ovcaa.upd.edu.ph.
- (b) Please refer to the Excel template tables (enclosed in email): do reencode your data on **Summary TLTLE Form AB** to include all the regular faculty members. Use **Form C** to include all non-regular teaching staff, e.g. professors emeriti, retired faculty with reappointment beyond age 65, lecturers, visiting professors, TA/TF. (These forms were slightly modified from Form A and Form B from the OVPAA.) For our immediate submission you may cover **at least AY 2017-2018**.
- (c) For the information regarding AY 2017-2018, please submit on or before **Friday, 14 July 2017**. For the remaining period through AY 2020-2021, please be ready to submit by 15 August 2017; meanwhile the OVCAA and/ or OVPAA may provide feedback on the first submission.

We are sending this follow up memo through all the Deans and Heads of Academic Units, welcoming all institutes and departments who may send submissions either through them or simultaneously to the OVCAA. Please email to jerome@ovcaa.upd.edu.ph (Attention: Mr. Jerome Cruz) and cc: Dr. Evangeline C. Amor <ecamor@up.edu.ph>.

Thank you very much.

cc: Dr. Evangeline C. Amor, PDA for OC/OVCAA
VCRD Fidel R. Nemenzo
Chancellor Michael L. Tan
VPAA Cynthia Rose B. Bautista