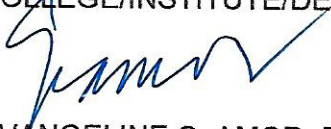


OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 17-034

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
COLLEGE/INSTITUTE/DEPARTMENT ACADEMIC PERSONNEL COMMITTEES

FROM : EVANGELINE C. AMOR, Ph.D. 
Vice-Chancellor for Academic Affairs

SUBJECT : Processing of Study Load Credit Applications of UP Diliman Faculty Members

DATE : 5 September 2017

This is to remind everyone of the following procedures for processing study load credit (SLC) applications of faculty members (Faculty Manual 2003, Section 6.1.1.b, pp. 73-74):

1. For SLC of 3 units or less
Approval by the Dean, upon recommendation of the Department Chair [or Institute Director], and reported to the Chancellor immediately after the last day of registration;
2. For SLC of 4-6 units
Approval by the Chancellor, upon recommendation of the Department Chair [or Institute Director] and the Dean after consultation with the department (by the Chair) [or the institute (by the Director)] or the college faculty (by the Dean); and
3. For SLC of 7 units or more
Same procedure and requirements as full study leave with pay.

In connection with Item 1 (For SLC of 3 units or less), in particular:

- a) Please be informed that effective immediately, the Office for the Advancement of Teaching (OAT) will no longer handle the processing of these applications; and
- b) We request the colleges/units to course their report to the Chancellor through the OAT so that said office has the complete data on SLCs granted to UP Diliman faculty.

Thank you for your cooperation.

cc: Office of the Chancellor
Office of the Vice-Chancellor for Administration
Office for the Advancement of Teaching
HRDO