

DIRECT LINE: (632) 928-5107  
VoIP TRUNKLINE 981-8500 LOCAL: 2583  
FAX: (632) 928-5107  
E-MAIL: ovcaa@ovcaa.upd.edu.ph

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

MEMORANDUM NO. OVCAA-ECA 17-039

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS  
ALL FACULTY MEMBERS

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

SUBJECT : Reminder on the Submission of Faculty Service Record (FSR)

DATE : 7 September 2017

---

This is to remind all faculty members including lecturers to submit their individual duly-completed Faculty Service Record (UP Form 67 – FSR) for the 1<sup>st</sup> semester of AY 2017-2018 to the Office for the Advancement of Teaching (OAT) Diliman on or before Monday, 25 September 2017.

Further, every faculty member in residence (i.e. receiving salary from UP), including those on full study leave with pay, fellowship or sabbatical, is required to fill up FSR every term. For those abroad, who are on study leave, fellowship or sabbatical, the Chair or Director issues a certification. File copies of the form or certification shall be maintained in the department and at the OAT Diliman.

Failure to submit the required FSRs may be used by the Office of the Chancellor as sufficient basis not to issue travel authority, university clearance, or endorsement (for an award or recognition) to the concerned faculty member.

Please be guided accordingly. Thank you.

cc: Director Rosella M. Torrecampo  
OAT Diliman