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OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-BMP 16-130

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS



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

SUBJECT : 2016 Orientation Program for New UP Diliman Faculty

DATE : 29 February 2016

The Office of the Vice-Chancellor for Academic Affairs (OVCAA), with the Office of the Director of Instruction (ODI), will be conducting an Orientation Program for New UP Diliman Faculty. The orientation program, which will cover academic and administrative policies and programs that UP Diliman faculty need to familiarize themselves with, will have two sessions:

- **11 March 2016 (Friday), 1:00 PM – 5:30 PM** – this session will focus on academic matters
- **15 March 2016 (Tuesday), 8:00 AM – 12:30 PM** – this session will focus on administrative matters

Both sessions will be at the **National Engineering Center (NEC) Audiovisual Room**.

While priority is given to new faculty members, other faculty members could be accommodated depending on the availability of slots. In this connection, please send us your list of suggested participants through an email to ovcaa.odidiliman@up.edu.ph.

The ODI is the coordinating office for the event, and will release information about the orientation program and other pertinent details in the coming days. Should you have questions, clarifications or suggestions regarding the orientation, please contact the ODI via the email address given above or at VOIP 2562.

We look forward to your new faculty's participation in the orientation.

Thank you very much.