

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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

MEMORANDUM NO. OVCAA-BMP 16-193

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



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

SUBJECT : Office of International Linkages (OIL) Diliman: Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the Office of International Linkages (OIL) Diliman. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of OIL Diliman

As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), OIL Diliman has the following main functions:

- a. Teaching and Learning: through international mobility of faculty, staff and student: (1) bring in new ideas that may lead to the institution of new programs; (2) generate inputs for the review and revision of existing programs; and (3) develop innovative teaching and learning methods;
- b. Research, Creative Work and Extension: (1) organize or support forums for discussing international issues on which topics for collaborative research and creative work may be based; (2) establish or assist international industry and community linkages hinged on mutually agreed-upon thematic issues; and (3) promote multi-cultural interactions; and
- c. Administration and Legal Matters: (1) recommend engagement policies and develop systems for efficient international networking; (2) oversee the implementation of international MOAs/MOUs between UP Diliman and partner universities; (3) coordinate with other UP units on international exchange-related matters; and (4) process documents related to international mobility of faculty, staff and student.

Programs and Services of OIL Diliman

Programs and services that have been handled as a section of the OVCAA – Office of Extension Coordination (OEC) will continue to be implemented by OIL Diliman; other programs and services will be implemented according to the following transition plan. Other programs and services consistent with the functions of the Office shall be announced from time to time.

Program / Service	Currently handled by / with	To be handled by / with OIL Diliman starting:
Implementation of the Faculty and REPS International Mobility Program <ul style="list-style-type: none"> • Outbound UPD faculty and REPS • Faculty exchanges 	OVCAA – OEC Section	Ongoing
Co-evaluation and monitoring of inbound visiting faculty	By Academic Personnel and Fellowship Committee	July 2016: APFC to furnish OIL copy of Terms of Reference and/or Academic Collaboration Plan for recommendation and monitoring purposes
Assistance in permit and/or visa applications of inbound faculty and researchers	By Office of Vice-Chancellor for Administration – HRDO	TBA *
Processing of Foreign Travel Authority of UPD Personnel	OVCAA	August 2016
Co-organization of Teaching Effectiveness Courses for faculty handling classes with international students	-	August 2016: OIL to co-organize with OVCAA – OAT
Co-development of IT-enabled systems to facilitate cross-border teaching and learning	-	August 2016: OIL to co-develop with OVCAA – ILC
Co-development of short courses and general education courses where international students may enroll in	-	July 2016: OIL to co-develop with Academic Units and OVCAA – GEC
Implementation of International Student Mobility Program <ul style="list-style-type: none"> • Long-term Student Exchanges • Short-term Student Travels • Information Sessions 	OVCAA – OEC Section	Ongoing
Co-evaluation and processing of outbound students	With International Student Mobility Committee and recommendation of home Academic Units	Ongoing
Academic advising of inbound and outbound students	OVCAA – OEC Section with host and home Academic Units	Ongoing

Program / Service	Currently handled by / with	To be handled by / with OIL Diliman starting:
Assistance in Study Permit and Visa applications of inbound international students	With Office of Vice-Chancellor for Student Affairs – OSA – International Student Program	July 2016
Processing and monitoring of degree-seeking regular international students	By Academic Units and OVCAA – Office of the University Registrar	July 2016
Provision of other assistance such as: courtesy listing of off-campus accommodation; referrals to other units of the University for English and/or Filipino language classes; assigning student or faculty buddies	With OVCSA-OSH, CAL-DECL, other Academic Units	Ongoing
Organization of UPD-wide academic, social and cultural events for the international community	OVCAA – OEC Section with Office of Vice-Chancellor for Student Affairs – OSA – International Student Program	July 2016
Coordination of jointly administered academic programs	OVCAA – OEC Section	Ongoing
Coordination of Network / Consortium Agreements	OVCAA – OEC Section	Ongoing
Processing of MOUs and MOAs with international organizations, including those that are based in the Philippines	OVCAA – OEC Section	Ongoing
Processing of agreements with institutions / companies covering scholarships for UPD students to be utilized abroad	By Office of Vice-Chancellor for Student Affairs – OSSS	July 2016
Processing of agreements covering research, creative work, extension, and/or internships with international organizations	With Office of Vice-Chancellor for Research and Development	July 2016: OIL to refer to OVCRD –PMRGO / OEC for substantive review

* TBA: to be arranged with the appropriate assignment or reassignment of personnel.

Kindly also note the new OIL Diliman e-mail addresses:

GRACE C. RAMOS	international.upd@up.edu.ph	oild_director.upd@up.edu.ph
JEFFREY ABELLON	oild_rce.upd@up.edu.ph	
NOELLE RIVERA	oild_acad.upd@up.edu.ph	
AURA FE CARBONILLA	oild_adminlegal.upd@up.edu.ph	

Thank you.

cc: Chancellor, Dr. Michael L. Tan
All Vice-Chancellors
OIL Diliman Director, Dr. Grace C. Ramos