



OFFICE OF INTERNATIONAL LINKAGES DILIMAN – OVCAA

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DEFINITION OF TERMS/ACRONYMS

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| OIL Diliman | Office of International Linkages Diliman, which is directly under the Office of the Vice-Chancellor for Academic Affairs (OVCAA). Not to be confused with the UP Office of International Linkages (OIL), which is the UP System-wide counterpart |
| DBO | Diliman Budget Office |
| OVCRD | Office of the Vice-Chancellor for Research and Development |
| DLO | Diliman Legal Office |
| BOR | Board of Regents; Confirms all agreements signed by UP CUs |
| MOU | Memorandum of Understanding; Contract between institutions outlining the GENERAL terms of the partnership. Does not include detailed provisions on specific activities. |
| MOA | Memorandum of Agreement. Contract between institutions detailing the specific terms for a specific activity. (i.e. Student Exchange, Faculty Exchange, Research Collaboration Projects, Joint-conferences, etc.) |
| Agreement | The generic term for a contract between UPD and a Partner Institution. Can either be an MOU or an MOA. |
| Partner Institution | An academic institution outside the Philippines with an existing Agreement with UPD |
| UPD Implementing Unit | UPD college/unit that endorsed the forging of the partnership, and the main unit in-charge of implementing activities with the partner institution |
| MOU/MOA Activity Implementation Plan Form | An OIL Diliman form which details the proposed activities per year covering the duration of the MOU/MOA to be signed. This form must be accomplished by the UPD implementing unit in coordination with the implementing unit of the Partner Institution |

CHECKLIST OF REQUIRED DOCUMENTS TO BE SUBMITTED TO OIL DILIMAN FOR AGREEMENT PROCESSING

- ✓ Endorsement letter of the proposed new/renewal partnership with an academic institution outside the Philippines
 - Should be addressed to the UPD Chancellor, **through channels**
- ✓ Proposed DRAFT agreement to be signed/renewed
 - The MS Word document of the draft agreement should also be sent to: international.upd@up.edu.ph
- ✓ Expired/Expiring MOU/MOA (if applicable)
- ✓ Accomplished and certified MOU/MOA activity implementation plan form
 - For MOU/MOA renewals; OR
 - For new MOU/MOAs
 - The Excel document of the accomplished form should also be sent to: international.upd@up.edu.ph
- ✓ Certification of no special budgetary outlay/ Certification of special budgetary outlay
 - Per Memorandum No. OSU 2017-02-04

* the UPD MOU template and MOU/MOA activity implementation plan forms may be downloaded here: <https://tinyurl.com/OILDilimanAgreementProcessing>