

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 18-238

TO : DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

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

SUBJECT : UPD International Agreements Processing Guidelines

DATE : 22 October 2018

Please be informed of the guidelines for the processing of UPD agreements with international academic institutions. Attached are the following documents, for everyone's reference and guidance:

1. Guidelines for Agreements Processing
2. Flowchart for processing of UPD international agreements
3. UPD template – Memorandum of Understanding (MOU)

The guidelines, flowchart, template agreements, and other relevant may also be accessed via the website of OIL Diliman: <http://international.upd.edu.ph>.

For questions or clarifications regarding the guidelines, kindly contact the Office of International Linkages (OIL) Diliman via UP Trunkline at 981-8500 local 2561.

cc: Office of the Chancellor
OVCA
OVCCA
OVCSA
OVCRD