

***The* OFFICE OF THE VICE CHANCELLOR for ACADEMIC AFFAIRS**

Rm. 203, 2/F DILC Building, Magsaysay Avenue corner G. Apacible Street
University of the Philippines Diliman, Quezon City 1101 Philippines

OVCAA CITIZENS CHARTER

ABOUT the OVCAA: <http://upd.edu.ph/about/administration/>

The OVCAA is in charge of development and implementation of quality and responsive programs, systems and mechanisms in curricular, instructional, research and extension work that ensure the attainment of the University of the Philippines Diliman's goals and objectives.

Mandate:

The Office of the Vice Chancellor for Academic Affairs (OVCAA) assists the Chancellor in coordinating curricular, instructional, extension, library and other academic programs in U.P. Diliman. *(Excerpt from the Minutes of the 954th Meeting of the BOR on 22 October 1982)*

Goals:

- (1) Nurturing and enabling environment
- (2) Academic excellence and professionalism
- (3) Elements of governance (transparency; accountability; participation; predictability)

Vice Chancellor for Academic Affairs:

Evangeline C. Amor, Ph.D.

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I. OVCAA FRONTLINE OFFICES, ITS OFFICIALS AND DESIGNATIONS

The following are the eight (8) offices of the OVCAA and their corresponding functions:

<http://ovcaa.upd.edu.ph/ovcaa-2016-reorganization/>

1. **Office of the Advancement of Teaching (OAT)** – is the implementing office of academic policies with respect to teaching in the university. It initiates the effective design, updating and evaluation of undergraduate and graduate instruction.

Formerly called the Office of the Director of Instruction (ODI), OAT gives teaching support by initiating and coordinating programs for faculty development and recognition, by collaborating with ILC and UL in the development and promotion of educational technologies, and by facilitating UP Diliman's local or national academic linkages. OAT also manages the administration and processing of Student Evaluation of Teaching (SET) and provides the university with information on the performance of its programs and implementation of policies related to teaching. Likewise, OAT aids in coordination of administrative matters concerning UP Diliman faculty loading.

As part of OVCAA, OAT's banner goal is to bring "***development.***"

Director:

Associate Professor ROSELLA M. TORRECAMPO

Department of Comparative English and Literature, College of Arts and Letters

2. **General Education Center (GEC)** – provides support to colleges or units in the development of concepts, pedagogies, materials and all resources pertaining to GE courses.

It supports the interdisciplinary measures of the GE courses by coordinating with and among faculty members who can teach each course; compiles and disseminates GE course material in coordination with UL and ILC; and plans and conducts workshops and training programs to enhance GE teaching in coordination with OAT. It also consolidates the review and evaluation of the GE program, and supports GE research projects. Furthermore, GEC provides support to colleges or units in the development of concepts, pedagogies, materials and all resources pertaining to GE courses.

In shaping the OVCAA, GEC's banner goal is to create "***convergence.***"

Project Development Associate:

Professor CARLENE P.C. PILAR-ARCEO

Institute of Mathematics, College of Science

3. **National Service Training Program (NSTP)** - aims to develop programs that encourage volunteerism among students, and to coordinate with and among academic units in the implementation, monitoring and review of NSTP projects and activities.

NSTP Diliman has the banner “Tatak UP Diliman” which aims to develop an NSTP that is unique to UP Diliman as a bastion of knowledge, research and creative work. It also aims to promote service to the nation and people while complying with RA 9163 (known as the National Service Training Program Act of 2001) and its IRR. NSTP Diliman’s functions also include formulation of structure and guidelines that recognize the extension work of various disciplines while aligning with “Tatak UP Diliman” NSTP. It also aims to develop programs that encourage volunteerism among students, and to coordinate with and among academic units in the implementation, monitoring and review of NSTP projects and activities.

As part of the OVCAA, NSTP Diliman’s banner goal is to craft “*synergy*.”

Director:

Assistant Professor ARLYN P. MACAPINLAC

Department of Philosophy, College of Social Sciences and Philosophy

4. **Office of Field Activities (OFA)** – coordinates with and among academic units regarding linkages and feedback to and from industries, government offices, non-government organizations, and other local institutions for student internship and other field activities.

In the context of the academic field service, OFA's role is to ensure that University policies and guidelines are properly operationalized, to ensure that field activities are conducted inline the course or curriculum, and to ensure that safety of the students and faculty in the field. OFA also assists academic units in integrating academic field activities in their curriculum – planning, implementation and monitoring – while also providing orientations and trainings to faculty in cooperation with OAT. Moreover, OFA also coordinates with and among academic units regarding linkages and feedback to and from industries, government offices, non-government organizations, and other local institutions for student internship and other field activities.

OFA's banner goal, in relation to the OVCAA, is to maintain "**context.**"

Director:

Assistant Professor CHRISTIAN R. OROZCO

Institute of Chemical Engineering, College of Engineering

5. **Office of the University Registrar (OUR)** - keeps the official records of the students and coordinates the campus-wide enlistment procedure during the registration period. It also serves as the secretary to the University Council.

OUR's main functions involve the implementation of existing procedure and exploring better procedures for student admission and registration. It also warrants well-managed process in connection with student information system and student academic evaluation, records management, and issuance of credentials. The OUR supports relevant University Council committees and advise academic units in the crafting and review of policies and programs.

As a contribution to the whole of OVCAA, OUR's banner goal is to serve "***quality service.***"

University Registrar:

Associate Professor MA. THERESA T. PAYONGAYONG

Department of Philosophy, College of Social Science and Philosophy

Assistant University Registrar:

Assistant Professor AARON ABEL T. MALLARI

Department of History, College of Social Science and Philosophy

Assistant University Registrar for Computerized Registration:

Associate Professor, EUGENE REX L. JALAO

Industrial Engineering & Operations Research, College of Engineering

6. **University Library (UL)** – serves as the key information resource for learning, research and scholarship in UP Diliman through the Main Library and 35 college or unit libraries.

It aims to provide an open, accessible, and engaging studying space to support individual and collaborative learning, and a creative and critical thinking experience. It also intends to deliver easy access to information, and to enhance information literacy and the art of doing research through library instruction programs. The UL also endeavors to modernize library functions and services through the use of information technology while ensuring to protect the longevity of the library's resources through effective archiving and digitalization programs. In support to the OVCAA, UL's banner goal is the bring ***"modernization."***

University Librarian:

CHITO N. ANGELES

Senior Lecturer, School of Library and Information Studies

Deputy University Librarian:

ELVIRA LAPUZ

Senior Lecturer, School of Library and Information Studies

7. **Interactive Learning Center (ILC)** – produces and develops multimedia learning materials and aids faculty members in the integrative use of educational technologies.

Formerly called Diliman Interactive Learning Center, the ILC aims to make facilities and tools available for production and to be used as teaching and learning materials. It also targets to develop and maintain an online learning management system. Furthermore, ILC facilitates trainings on educational technology and promotes multimedia, web and mobile services as a means to enhance teaching and learning. It recommends policies and guidelines, and technological facilities and tools to ensure the quality and the advancement of online learning. ILC coordinates with OAT, GEC, and other university offices on services and projects for instructional design and advancement of teaching.

As an aid to the OVCAA, ILC Diliman's banner goal is to provide "**mainstreaming**".

Director:

Associate Professor JOSEPH RYAN LANSANGAN
School of Statistics

Project Development Associate for Technology, Education and Development (TED):

Assistant Professor VINCENT L. CANSECO
Department of Computer Science, College of Engineering

Project Development Associate for Blended Learning and Teaching (BLT):

Instructor MARTI S. RODRIGUEZ
Department of Speech Communication and Theatre Arts, College of Arts and Letters

Project Development Associate for Education Technology Advancement (ETA):

Assistant Professor MICHAEL VAN B. SUPRANES
School of Statistics

8. **Office of International Linkages (OIL)** - serves as the office for International Affairs of the university, handles the student exchange program and coordinates the extension services of its various units.

Through the international mobility of the student, faculty, and staff, OIL Diliman aims to bring in fresh ideas that could give new programs to the institution, to review and revise existing programs, and to develop innovative teaching and learning methods. It also organizes and supports forums that discuss international issues to which collaborative research and creative works can be based. Additionally, OIL seeks to establish international linkages hinged on mutually agreed upon thematic issues and to promote multi-cultural interactions.

As part of the whole of OVCAA, OIL Diliman's banner goal is to establish "***engagement.***"

Director:

Assistant Professor IMEE S. MARTINEZ
Institute of Chemistry, College of Science

II. ANNUAL FINANCIAL REPORT

1. 2017 Approved Budget (GAA/DBM)

INTERNAL OPERATING BUDGET MATRIX						
Office/ Program	FUND CODE	GENERAL FUND		REVOLVING FUND		TOTAL
		PS	MOOE	PS	MOOE	
OVCAA	10.002.010.10	₱4,320,000	₱217,000			₱4,537,010.00
OVCAA-Special Project	17.002.070.10		₱652,000		₱87,000	₱739,000.00
OVCAA-Faculty Development Fund	10.002.020.10	₱1,032,000	₱3,100,000	₱2,934,000	₱36,000	₱7,102,000.00
OVCAA-Visiting Professor	17.002.110.10	₱35,000	₱425,000		₱17,000	₱477,000.00
OVCAA-Teaching Personnel	10.002-060.10	₱29,492,000		₱1,022,000		₱30,514,000.00
OVCAA-Teaching Associates	17.002.080.10		₱2,194,000			₱2,194,000.00
OAT	10.002.040.10	₱553,000	₱501,000			₱1,054,000.00
ILCD	10.002.030.10	₱698,000	₱739,000	₱840,000		₱2,277,000.00
OILD	17.010.010.10		₱2,043,662.62			₱2,043,662.62
GEC	17.010.010.10		₱1,246,230			₱1,246,230.00
NSTP		₱506,976	₱1,866,000		₱47,000	₱2,419,976.00

2. ANNUAL PROCUREMENT PLAN (2017)

PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) 2017 - NON COMMON USE ITEMS																	
END-USER/UNIT: Office of the Vice-Chancellor for Academic Affairs, UPD																	
CHARGED TO: GAA																	
PROJECTS, PROGRAMS and ACTIVITIES (PPAs)																	
Code	General Description	Quantity	Estimated Budget (in pesos)	Mode of Procure-ment	Schedule/Milestone of activities												
		Size			Jan	Feb	Mar	A p r	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	
A. EQUIPMENT																	
	Computer System	8	1,280,000	ALTERNATIVE MODE				√		√		√					
	Laser Printer	5	125,000					√		√		√					
	Scanner	5	1,250,000					√		√		√					
	UPS	8	96,000					√		√		√					
	Air pot Electronic	2	6,000					√		√		√					
	Refrigerator	2	40,000					√		√		√					
	Dater Dispensers	5	40,000					√		√		√					
	Microwave Oven	1	15,000					√		√		√					
	Voltage Regulator	8	9640,000					√		√		√					
	Oven Toaster	1	2,500					√		√		√					
	Wi-Fi Router	1	5,000					√		√		√					
	Blender	1	3,000					√		√		√					
	Stapler Heavy duty	1	8,000					√		√		√					
	Extension Pad	1	2,000					√		√		√					
	Ring Binder	1	2,000					√		√		√					
	Water Purifier	1	8,000					√		√		√					
	Vacuum Cleaner	1	8,000					√		√		√					
	Emergency Light	1	3,000					√		√		√					
	Car	1	1,200,000				√		√		√						
B. FURNITURE and FIXTURES																	
	Cabinet - Full Out Lateral 4 Decker	12	300,000	A - T				√		√		√					
	Cabinet - Full Out Lateral 3 Decker	6	120,000					√		√		√					
C. GOODS																	

	Gasoline for OVCAA Car		150,000	ALTER NA- TIVE MODE				√		√		√				
D. UTILITIES																
	Rental Copier Machine		120,000	RN ATT VE				√		√		√				
	Telephone (VOIP)		36,000					√		√		√				
	Telephone (PLDT)		25,000					√		√		√				
E. REPAIR/MAINTENANCE																
	Service/ Repair of Car & Aircon		150,000	ALTER NA- TIVE MODE				√		√		√				
TOTAL BUDGET			₱5,034,500													

III. PROCESS FLOW OF DOCUMENTS UNDERTAKEN AT THE OVCAA CENTRAL OFFICE:

Note: Process flow of documents from OVCAA offices may be accessed through their respective websites

1. **STUDENT REQUESTS** such as Request to cross-register, readmission and extension of MRR status, request to credit CWTS and other courses from different colleges, other special requests.

Document Route	Processing time in Minutes	Person Responsible
Received request from the OVCAA Record Officer.		Mac
Reviews and evaluates request.	3	Jessica
Checks for required documents for endorsement. If the paper is missing required documents, refers back to OUR or home unit.	5	
Prepare reference slip or letter if needed	5-30	
Stamping of the VCAA's name and countersign	3	
Forwards to VCAA for endorsement/signature.	3	
After signature of the VCAA, photocopy the signed document as receiving copy.	5	
Encodes the pertinent data in the database.	5	
Releases the document to the OVCAA Record Officer for release.	3	

2. **Matters related to Teaching Associate/Teaching Fellow** such as applications, appeals and other requests such as slots, certification, policies and guidelines etc.

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Received TA/TF application/request from the OVCAA Record Officer.			Mac
Checks for required documents for endorsement.	<p>OVPA Form 13.2 - Application Form</p> <p>Annex 1: Transcript of Records, or Certified True Copy of Grades up to the previous semester.</p> <p>Annex 2: Postgraduate Program of Study for those currently enrolled.</p> <p>Annex 3: Registration Form 5 for those currently enrolled.</p> <p>Annex 4: 750 words (minimum) – 1000 words (maximum) essay in English on the applicant's career goals and interest in teaching, research and/or creative work.</p> <p>Annex 5: Recommendation letters for applicant based on past performance from 2 teachers/mentors endorsed by the unit head.</p> <p>The following documents should be signed by the TA/TF applicant and the teachers/mentors/unit head:</p> <p>Annex 6: Proposed courses to teach with specific tasks and duties.</p> <p>Annex 7: Proposed postgraduate program of study for baccalaureate graduates.</p> <p>Annex 8: Proposed plan for teaching enhancement and training.</p> <p>Annex 9: Proposed plan for research and creative work mentoring.</p>	10	Jessica

	OVPA Form 13.3 - Application for Renewal Annex 1: Report of the TA/TF on the program to include the following: a. academic progress b. plans for the semester/term c. teaching enhancement and training d. research and creative work mentoring Annex 2: Evaluation report of the Faculty-in-Charge (FIC) on the TA/TF (for every course assisted/handled) Annex 3: Student Evaluation of Teachers for the courses handled in the previous semester/term Annex 4: Official report of grades for the previous semester/term Annex 5: Certification from the program/dissertation adviser specifying the progress of the TA/TF with course work/dissertation Annex 6: Recommendation letters from the FIC that the TA/TF will be assisting for the incoming semester/term.		
If the application lacks required documents, call up unit concerned to notify regarding lacking requirements or return the application for completion.		5	
Do research for needed information before preparing communication.		20	
Prepare reference slip or letter if needed		5-30	
Stamping of the VCAA's name and countersign in the application form.		3	
Forwards to VCAA for endorsement/signature.		3	
After signature of the VCAA, photocopy the signed document as receiving copy.		5	
Encodes the pertinent data in the database.		5	
Releases the application form to the OVCAA Record Officer for release.		3	

3. Curricular matters

Document Route	Processing time in Minutes	Person Responsible
Received request from the OVCAA Record Officer.		Mac
Reviews and evaluates request.	3	Jessica
Checks for required documents for endorsement.	5	
If the request lacks required documents, call up OUR/concerned unit to notify regarding lacking requirements or return to OUR/unit for completion.	5	
Do research for needed information before preparing communication.	30	
Prepares reference slip or letter if needed	3	
Stamping of the VCAA's name and countersign	3	
Forwards to VCAA for endorsement/signature.	3	
After signature of the VCAA, photocopy the signed document as receiving copy.	5	
Encodes the pertinent data in the database.	5	
Releases the document to the OVCAA Record Officer for release.	3	

4. Serves as secretariat for the following committees:

A. Ad hoc Committee: UP Diliman Committee on Minor Programs

Document Route	Processing time in Minutes	Person Responsible
Prepares draft of communication (e.g. Memo, draft AO, letter, reference slip etc.)		Jessica
Prepares notice of the meeting		
Prepares agenda and minutes of the meeting		
Prepares attendance sheet		
Research, collection and encoding of data		
Follows-up of data/information needed.		

B. Serves as secretariat for the Linggo ng Parangal

Document Route	Processing time in Minutes	Person Responsible
Prepares draft of communication (e.g. Memo, draft AO, letter, reference slip etc.)		Jessica
Prepares notice of the meeting.		
Prepares agenda and minutes of the meeting.		
Prepares attendance sheet.		
Research, collection and encoding of data.		
Follows-up of data/information needed.		
Prepares schedule of activities for the Gawad Tsanselor.		
Prepares budget proposal for the Gawad Tsanselor		
Prepares DVs, OBRs, BURs and other attachments for the Gawad Tsanselor expenses.		

5. GE-related matters

Document Route	Processing time in Minutes	Person Responsible
Receives request from the OVCAA Record Officer.		Mac
Reviews and evaluates request.	3	Jessica
Checks for required documents for endorsement.	5	
If the request lacks required documents, call up GEC/concerned unit to notify regarding lacking requirements or return to GEC/unit for completion.	5	
Prepares reference slip	3	
Stamping of the VCAA's name and countersign	3	
Forwards to VCAA for endorsement/signature.	3	
After signature of the VCAA, photocopy the signed document as receiving copy.	5	
Encodes the pertinent data in the database.	5	
Releases the document to the OVCAA Record Officer for release.	3	

6. NSTP related matters

Document Route	Processing time in Minutes	Person Responsible
Receives request from the OVCAA Record Officer.		Mac
Reviews and evaluates request.	3	Jessica
Checks for required documents for endorsement.	5	
If the request lacks required documents, call up NSTP/concerned unit to notify regarding lacking requirements or return to NSTP/unit for completion.	5	
Prepares reference slip	3	
Stamping of the VCAA's name and countersign	3	
Forwards to VCAA for endorsement/signature.	3	
After signature of the VCAA, photocopies the signed document as receiving copy.	5	
Encodes the pertinent data in the database.	5	
Releases the document to the OVCAA Record Officer for release.	3	

7. OFA related matters

Document Route	Processing time in Minutes	Person Responsible
Received request from the OVCAA Record Officer.		Mac
Reviews and evaluates request.	3	Jessica
Checks for required documents for endorsement.	5	
If the request lacks required documents, call up OFA/concerned unit to notify regarding lacking requirements or return to OFA/unit for completion.	5	
Prepare reference slip	3	
Stamping of the VCAA's name and countersign	3	
Forwards to VCAA for endorsement/signature.	3	
After signature of the VCAA, photocopy the signed document as receiving copy.	5	
Encodes the pertinent data in the database.	5	
Releases the document to the OVCAA Record Officer for release.	3	

8. IAADS and QA Assessment related matters

Document Route	Processing time in Minutes	Person Responsible
Received request from the OVCAA Record Officer.		Mac
Reviews and evaluates request.		Jessica
Checks for required documents for endorsement.		
Do research for needed information before preparing communication.		
Prepare reference slip or letter if needed		
Stamping of the VCAA's name and countersign		
Forwards to VCAA for endorsement/signature.		
After signature of the VCAA, photocopy the signed document as receiving copy.		
Encodes the pertinent data in the database.		
Releases the document to the OVCAA Record Officer for release.		

9. UPCAT related matters

Document Route	Processing time in Minutes	Person Responsible
Received request from the OVCAA Record Officer.		Mac
Reviews and evaluates request.	3	Jessica
Checks for required documents for endorsement.	5	
If the request lacks required documents, call up OFA/concerned unit to notify regarding lacking requirements or return to OFA/unit for completion.	3	
Prepare reference slip	3	
Stamping of the VCAA's name and countersign	3	
Forwards to VCAA for endorsement/signature.	3	
After signature of the VCAA, photocopy the signed document as receiving copy.	5	
Encodes the pertinent data in the database.	5	
Releases the document to the OVCAA Record Officer for release.	3	

10. CHED K to 12 related matters

Document Route	Processing time in Minutes	Person Responsible
Received request from the OVCAA Record Officer.		Mac
Reviews and evaluates request.		Jessica
If the request lacks required documents, call up concerned unit to notify regarding lacking requirements or return to unit for completion.		
Do research for needed information before preparing communication.		
Prepare reference slip or letter if needed		
Stamping of the VCAA's name and countersign		
Forwards to VCAA for endorsement/signature.		
After signature of the VCAA, photocopy the signed document as receiving copy.		
Encodes the pertinent data in the database.		
Releases the document to the OVCAA Record Officer for release.		

11. VAAS related matters

Document Route	Processing time in Minutes	Person Responsible
Received request from the OVCAA Record Officer.		Mac
Reviews and evaluates request.		Jessica
Checks for required documents for endorsement.		
If the request lacks required documents, call up concerned unit to notify regarding lacking requirements or return to unit for completion.		
Prepare reference slip		
Stamping of the VCAA's name and countersign		
Forwards to VCAA for endorsement/signature.		
After signature of the VCAA, photocopy the signed document as receiving copy.		
Encodes the pertinent data in the database.		
Releases the document to the OVCAA Record Officer for release.		

12. International Mobility (OILD)

Document Route	Processing time in Minutes	Person Responsible
Received request from the OVCAA Record Officer.		Mac
Reviews and evaluates request.		Jessica
Checks for required documents for endorsement.		
If the request lacks required documents, call up OILD/concerned unit to notify regarding lacking requirements or return to OILD/concerned unit for completion.		
Prepare reference slip		
Stamping of the VCAA's name and countersign		
Forwards to VCAA for endorsement/signature.		
After signature of the VCAA, photocopy the signed document as receiving copy.		
Encodes the pertinent data in the database.		
Releases the document to the OVCAA Record Officer for release.		

13. Processing of Non-Complicated Appointment Papers of Faculty and REPS (Sarah)

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Receives fully accomplished Basic Paper of faculty and REPS complete with required documents and encode in OVCAA incoming database			Mac
Refers document to Sarah, person-in-charge of processing appointments (non-complicated)			
Categorizes appointment, checks for required documents for endorsement, accomplishes individual checklist, and encodes the pertinent data in the database	<ul style="list-style-type: none"> - SET Scores/REPS Performance Rating - Documents proving educational attainment - Publications - Authority to Fill - Memorandum of Agreement (MOA) and Terms of Reference 	30	Sarah
If the appointment paper is in order, the staff prepares appointment documents for the endorsement of the VCAA (arranges papers for the VC quick review, 1 st and 2 nd countersign,		15	Sarah and Jerome

stamping of the current VC's name etc.) If the appointment paper is missing required documents, the staff refers paper back to HRDO or home unit.			
After the VCAA's endorsement, release the paper to the OVCAA Records Officer		5	Sarah
Tags document in outgoing database for delivery to HRDO or the UPD Chancellor's office for processing of appointment for the Chancellor's final approval/signature		10	Mac

14. Processing of Notice of Salary Adjustment (NOSA)/ Notice of Step Increment (NOSI) of Faculty Members (Sarah)

Document Route	Processing time in Minutes	Person Responsible
Receives NOSA/NOSI and encode in OVCAA incoming database	15	Mac
Refers document to Sarah, person-in-charge of processing NOSA/NOSI	10	
Checks the details and service record for endorsement and encodes the pertinent data in the database	20	Sarah
If the NOSA/NOSI is in order, the staff prepares appointment documents for the endorsement of the VCAA (1 st and 2 nd countersign) If the staff has queries regarding the paper, the paper is referred back to HRDO.	15	Sarah and Jerome
After the VCAA's approval, release the paper to the OVCAA Records Officer	5	Sarah
Tags document in outgoing database for delivery to HRDO	10	Mac

15. Processing of Requests for Professor Emeritus Entitlements (Sarah)

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Receives letter request for Professor Emeritus Entitlements and encode in OVCAA incoming database		15	Mac
Refers document to Sarah, person-in-charge of processing requests for Professor Emeritus Entitlements		10	
Categorizes the grant requested (i.e. Teaching Honoraria, Transport Allowance, Annual Operating Allowance), checks the details and supporting documents for endorsement and encodes the pertinent data in the database	Personnel Clearance, Budget Clearance, Charged to a specific trust fund (DAO), supporting documents/ details (e.g. research paper proposal, subjects to be taught)	30	Sarah
If the letter request is in order, the staff prepares appointment documents for the endorsement of the VCAA (1 st and 2 nd countersign, stamping of recommending approval and the current VC's name etc.) If the staff has queries regarding the paper, the paper is referred back to HRDO.		15	Sarah and Jerome
After the VCAA's approval, release the paper to the OVCAA Records Officer		5	Sarah
Tags document in outgoing database for delivery to the UPD Chancellor's office		10	Mac

16. UPD Local Faculty Fellowship

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and reviews exceptional cases on application for the UPD Local Faculty Fellowship, including other faculty scholarships that need selection process endorsed by OAT for VCAA's consideration/recommendation	<p>Endorsements:</p> <ul style="list-style-type: none"> - HRDO Personnel Clearance - Faculty Profile - Service Record <p>For Original Applications:</p> <ul style="list-style-type: none"> - Admission/ Acceptance - Transcript of grades <p>For Renewal/ Extension:</p> <ul style="list-style-type: none"> - Progress Report - Certification from Adviser - Scholarship Program - SLWP since Return of Service Requirement 	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		15	

17. UP System Faculty and REPS Development Program

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and reviews exceptional cases on application for Faculty and REPS Development Program and prepares summary report endorsed by OIL-FRIMC for VCAA's consideration/recommendation	Endorsements: - HRDO Personnel Clearance - Faculty Profile - Service Record - For Original Applications: - Admission/ Acceptance - Transcript of grades - For Renewal/ Extension - Progress Report - Certification from Adviser - Scholarship Program - SLWP since Return of Service	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		10	

18. Application for Study Leave (LOCAL)

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and reviews exceptional cases on application for study leave (local) and prepares research/summary report if needed in coordination with OAT for VCAA's consideration/recommendation	<p>FOR ORIGINAL APPLICATION OF STUDY LEAVE:</p> <ul style="list-style-type: none"> - Application letter - Letter of Admission from the university or academic institution - Faculty Profile - If original application and continuing study, progress report signed by adviser, copy of grades (optional) and time table/workplan <p>FOR RENEWAL AND EXTENSION STUDY LEAVE:</p> <ul style="list-style-type: none"> - Request letter for renewal or extension - Progress report signed by adviser, copy of grades (optional) and time table/workplan - Faculty Profile 	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		10	

19. Application for Study Leave (ABROAD)

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and reviews exceptional cases on application for study leave (abroad) and prepares research/summary report if needed in coordination with OIL for VCAA's consideration/recommendation	<ul style="list-style-type: none"> - Form: Fellow fills out the Study Leave Contract and corresponding Suretyship Agreement - Submits duly-accomplished forms to HRDO - HRDO checks information and countersigns contract for the HRDO Director's and the VCAA (for faculty and REPS SG 20-24) or the VCA (for REPS SG 12-18 and Admin Staff) - Sends back the contract/suretyship agreement to fellow for notification - Fellow submits notarized contract/agreement to HRDO - HRDO releases notice of approval of study leave/special detail 	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		10	

20. Application for Sabbatical and other types of leaves (e.g. vacation leave, maternity leave, etc.)

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and reviews applications for sabbatical and other types of leaves (e.g. vacation leave, maternity leave, etc.) and prepares research/summary report if needed in coordination for VCAA's consideration/recommendation	<ul style="list-style-type: none"> - Form - Letters - Personnel Clearance and length of leave , service records also supporting documents 	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		10	

21. Application for Special Detail including Secondment

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and reviews applications for Special detail including secondment in coordination with OIL and OAT prepares research/summary report if needed in coordination for VCAA's consideration/recommendation	<ul style="list-style-type: none"> - Letter of Request addressed to Chancellor endorsed by the Chair and Dean/Director or Head of Unit - Attachments <ul style="list-style-type: none"> * acceptance/ invitation letter * Faculty Profile * Service record * HRDO Personnel Clearance <p>Additional Requirement if Faculty is with Temporary appointment:</p> <ul style="list-style-type: none"> - Certification that will be renewed <p>Additional Requirements if Faculty Profile of Department is beyond the 15% mark:</p>	30	Elsa

	<ul style="list-style-type: none"> - Justification - Distribution of Faculty Teaching Load If percentage of faculty members on leave is more than 15%; the 15% cap is only lifted for study leave requests <p>Additional requirements for EXTENSION:</p> <ul style="list-style-type: none"> - Letter discussing reason for the need of extension or - Letter from the institution of which faculty is on Special detail requesting extension - Endorsement from Unit Heads allowing extension <p>FOR SECONDMENT:</p> <ul style="list-style-type: none"> - Letter for Permission addressed to Chancellor endorsed by the Chair and Dean/Director - Invitation letter form requesting agency - HRDO Personnel Clearance - Faculty Profile - Draft Service Record - Invitation letter from requesting agency - If with MOA process proceeds until return of MOA with DLO recommendation/comment 		
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		10	

22. Applications for Limited Practice

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Reviews and processes applications for Limited Practice of profession of faculty and REPS and teaching outside UP endorsed by OAT for VCAA's recommendation	Attachments: - HRDO Form - Endorsed by Dean/Director - Personnel Clearance - OAT - VCAA - Chancellor approval	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		10	

23. Applications for Reduced Fees (REPS)

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Reviews/processes and signs applications for Reduced Fees (REPS) below 18 units on behalf of VCAA	Attachments: - HRDO Form - Endorsed by Dean/Director - Personnel Clearance - OAT - VCAA - Chancellor approval	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		10	

24. For Reduced Fees with waiver of more than 18 units

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Reviews with waiver of more than 18 units maximum for VCAA endorsement	<ul style="list-style-type: none">- Letter of request/justification addressed to the Chancellor- Endorsed by Dean/Director- VCAA's recommendation/ endorsement- Chancellor's approval	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis			

25. Applications for Resignation and Retirement

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Reviews/processes resignation and retirement	<ul style="list-style-type: none">- Letter of request addressed to the Chancellor- Endorsed by Dean/Director- Personnel Clearance- VCAA's recommendation/ endorsement- Chancellor's approval	15	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		10	

26. Applications for Travel Authority

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and reviews exceptional applications for Travel Authority Abroad of faculty and REPS and prepares research/summary of report if needed by VCAA's consideration/recommendation	<ul style="list-style-type: none">- Letter of request addressed to Chancellor endorsed by the Dean/Director- HRDO Personnel Clearance Attachments: <ul style="list-style-type: none">- Invitation letter/ Acceptance/Admission- Program/Abstract (for paper presentations)- FSR- OIC for those with administrative position that would require a person-in-charge- Certification for necessary conditions (class arrangements, renewal of appointment, etc)	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		10	

27. PROCESSING OF ADDITIONAL ASSIGNMENTS OF FACULTY AND REPS and ALC

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		10	Elsa

28. ADDITIONAL ALC REQUEST

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates/processes and reviews requests for new ALC allocation	- Letter of request addressed to Chancellor endorsed by the Dean/Director - VCAA's recommendation/ endorsement - Chancellor's approval	40	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		15	

29. PROCESSING OF FACULTY LOADING (FSR, TLC, ALC, RLC, ELC) Special Cases

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and reviews exceptional cases on papers related to faculty loading matters in coordination with OAT	- Letter of request addressed to Chancellor endorsed by the Dean/Director - Letter of justification, - College structure and ALC formula	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		15	

30. REQUESTS FOR APPROVAL OF SMALL CLASS SIZE

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and reviews exceptional cases on requests for approval of small class size and prepares research/summary report if needed for VCAA's consideration/recommendation	- Letter of request/justification addressed to Chancellor endorsed by the Dean/Director - VCAA's recommendation/endorsement - Chancellor's approval	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		15	

31. PROCESSING OF DV's and other pertinent documents in support of the honoraria of faculty with LARGE CLASSES

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and reviews DV's and other pertinent documents in support of the honoraria of faculty with large class	Attachments: - Voucher - FSR - Dean/Director - Budget Clearance - Accounting Office - VCAA's recommendation/ endorsement - Chancellor's approval	30	Elsa
Checks completeness of attachments then encode documents for database in preparing a summary report to be submitted on a semestral basis		15	

32. Heads the Secretariat for the UPD General Commencement Exercises and other events

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Serves as Secretary and overall coordination for the UPD General Commencement Exercises and other events (i.e. honoris causa, investiture, workshop, etc.) and assistance during the meetings and take down minutes, AO, referral slip	Administrative Order issued by the Chancellor	480 hours/month	Elsa

33. Incoming and Outgoing Documents

Document Route	Processing time in Minutes	Person Responsible
Receives the documents and encode in OVCAA incoming database	5	Mac
Refers document to concerned person for processing	5	
After the VCAA's signature, receives the document from concerned person, tags document in outgoing database, scan and/or photocopy for release	10	

34. Administrative Order/Memorandum (For Dissemination)

Document Route	Processing time in Minutes	Person Responsible
Receives the document and encode in OVCAA incoming database	5	Mac
Photocopy for dissemination to OVCAA Offices and Staff	20	
Refers document to Jerome, person-in-charge of processing document	5	
Tags document in outgoing database and filed	5	

35. For Dissemination (e.g. CHED Memos, Conferences, Scholarships, etc.)

Document Route	Processing time in Minutes	Person Responsible
Receives the document and encode in OVCAA incoming database	5	Mac
Disseminate thru e-mail to Deans, Directors, Heads of Academic Units, etc.	10	
Prepare the documents for notation of VCAA (stamps of "Noted by VCAA", countersign)	5	Mac and Jerome
After the VCAA notation, tags document in outgoing database and filed	5	Mac

36. OVCAA Memos

Document Route	Processing time in Minutes	Person Responsible
Receives the OVCAA Memo from person-in-charge and tags document in outgoing database and scan the memo	10-15	Mac
Refers the document to Joseph for photocopying and disseminate the hard copy of the memo to offices	2	
Disseminate the Memo to Deans, Directors, Heads of Academic Units, etc. thru e-mail	10	
Upload the Memo to OVCAA website and filed a hard copy	10	

37. OVCAA Memos from OAT and OILD

Document Route	Processing time in Minutes	Person Responsible
Receives the OVCAA Memo from OAT or OILD and encode in OVCAA incoming database	5	Mac
Refers document to person-in-charge for processing	5	
After processing and VCAA's action/signature, tags document in outgoing database, scan and photocopy the memo	10-20	
Return the document to person-in-charge in OAT or OILD.	5	
Disseminate the Memo thru e-mail to Deans, Directors, Heads of Academic Units, etc.	10	
Upload the Memo to OVCAA website and filed a hard copy	10	

38. OVCAA website

Document Route	Processing time in Minutes	Person Responsible
Manage, maintain, and work on new postings in the OVCAA website	20-60	Mac

39. OVCAA Vouchers

Document Route	Processing time in Minutes	Person Responsible
Prepare a disbursement voucher, obligation request, inspection and acceptance report, purchase request for OVCAA expenses, overtime of staff, salary of non-UP contractual, etc.	10-15	Mac

40. OVCAA Offices and Staff Daily Time Record

Document Route	Time in Minutes	In-Charge
Generate and Print the OVCAA Central staff DTR	10	Mac
Generate and Upload the DTR of Staff in OVCAA Offices to Google Drive for them to access and print their DTR	20	

41. Other Documents

Document Route	Processing time in Minutes	Person Responsible
Receives the document from email, download, edit and arrange the format for printing	5-15	Mac

42. As Administrative Officer IV

Document Route	Processing time in Minutes	Person Responsible
Prepares/initials memo for designation of OVCAA OIC and OVCAA units	2	Vi
Checks and processes DTRs and leave applications	20/DTR	
Prepares/handles the contracts and job orders of non-UP staff	30	
Signs/records disbursement vouchers, purchase requests, inspection reports; for accounts payables (for food, PLDT/VOIP phones and xerox machine)	20/doc	
Supervises the Administrative Assistant I (REMO) , Administrative Aide IV, (Driver), Messenger (non-UP contractual and Records Officer (non-UP contractual)	25/staff	
Certifies true copies of documents, vouchers, etc	10/doc	
Attends to minor repairs in the office	varies	

43. As Secretary of the VCAA

Document Route	Processing time in Minutes	Person Responsible
Arranges meetings and other appointments of the VCAA via phone calls/texts/emails, reminds committee members of the date, time and venue of the meeting	varies	Vi
Makes/receives calls for the VCAA and for OVCAA staff (for PLDT calls) and refers them to concerned staff/unit	10-20	
Reserves venue of meetings and orders food	20-30	
Coordinates with the Executive Assistant and the driver with regard to the daily schedule of VCAA	10-20	

Checks OVCAA web mails on a daily basis and refers these to concerned staff/unit	60	
Gathers data/information for the VCAA	varies	
Arranges documents for signature of the VCAA and distributes these to concerned staff	20-30	
Serves as support staff of APFC meetings, Reneging Fellows Committee, Centennial Professorial Chairs, Gawad Tsanselor and Commencement Steering Committee	varies	

44. As Supply Officer

Document Route	Processing time in Minutes	Person Responsible
Prepares the Annual Procurement Plan and Supplemental Annual Procurement Plan	120-240	
Issues office supplies to OVCAA staff as the need arises	10-20	
Prepares agency procurement requests/requisition and issue vouchers	60-120	
Maintains a record of office supplies issued to the OVCAA staff	20-30	

45. REQUEST for FINANCIAL ASSISTANCE ch vs FDF, UGTFI, GTFI, etc.

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates Request of purpose	For Pre-travel expense ch vs FDF: Check unit's FDF excel file worksheet if allowable for charging; encode details of request to the FDF monitoring workbook; recommend for approval (VCAA) to OC for amount vs unit-FDF; if unit FDF is depleted refer for chancellor's consideration.	30-60/doc	Rene

	Local attendance/ participation to seminars, conferences, etc: Refer to breakdown of summary expenses if within allowable for conferences, symposia, workshops etc; if request exceeds the allowable grant request unit to review document and make necessary revisions on the recommendation; encode details of request to FDF monitoring workbook; APPROVED by VCAA if ch vs unit FDF.		
	International attendance/participation to seminars, conferences: Check summary of funding request and notation of recommendation of the head of unit; refer to breakdown or summary of expenses; if request exceeds the allowable grant request , unit to review document and make necessary revisions on the recommendation; encode details of request to the FDF monitoring workbook; Recommending approval by VCAA.		
For VCAA's action/endorsement		10-20/doc	
Encodes basic information, purpose of funding request, destination: local or international, dates inclusive, amount requested and approved, ch vs FDF.		15-20/doc	

46. Process DV and ObR/BUR of the approved Thesis/Dissertation Aid local endorsed by OAT

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Evaluates and Checks request and supporting documents	Purpose for funding (e.g. Thesis Aid, Dissertation Aid, Book allowance)	20-30/doc	Rene
For VCAA's action/endorsement		10-20/doc	
Encodes basic information (e.g. details of request, purpose of funding, amount approved/recommended, funding source)		15-20/doc	

47. Process DV and ObR/BUR of the approved of UPD local faculty Fellowship (monthly stipend and book allowance) endorsed by OAT

Document Route	Processing time in Minutes	Person Responsible
Checks supporting documents (e.g. notice of approval from HRDO, Contract of fellowship)	10-20/doc	Rene
Stamps name of VCAA for signature	10-15/doc	
Forward to Diliman Budget office for clearance		c/o Mssgr.

48. Basic papers (BP's) of teaching personnel ch vs PS Lump Sum (PSLS) and PS Savings and UPD Visiting Professor Fund

Document Route	Processing time in Minutes	Person Responsible
Evaluates request of original/renewal appointments	10-15/doc	Rene
If found in order stamp name of VCAA at box no.12 and countersign.	10-15/doc	

49. Monitors/updates the OVCAA budget/expenses and prepare report

Document Route	Processing time in Minutes	Person Responsible
Monitors all expenses and put an appropriate responsibility code to all disbursement vouchers.	10-15/doc	Rene
Encodes to excel worksheet the subject matter and the total amount to be reimbursed.	10-15/doc	

50. Acts as Property Officer

Document Route	Processing time in Minutes	Person Responsible
Prepares Annual Procurement Plan (APP)		Rene
Monitors the usage and performance of equipment, and make an immediate replacement, if needed		

51. Processes OVCAA offices vouchers and its supporting documents (e.g. reimbursements, Honoraria and other financial transactions of VCAA)

Document Route	Processing time in Minutes	Person Responsible
Monitors the performance of equipment, and make a necessary replacement if needed		Rene

52. Monitors the use of OVCAA vehicles; Signs trip tickets, payment for gasoline and other maintenance needs

Document Route	Processing time in Minutes	Person Responsible
Examines and evaluates the gasoline and maintenance expenses.		Rene
Encodes to excel worksheet the travelled consumed and purchased of gasoline.		
Computes the average usage of gasoline per kilometer.		
Accomplishes necessary data prior the certification of VCAA		

53. Preparation of materials for the VCAA meetings

A. Executive Committee (EC) Meeting

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Upon receipt of draft materials from the OUR-PUCSS, reviews the draft Minutes, Matters Arising and Proposed Agenda and highlights the items related to OVCAA	Draft Minutes, Matters Arising and Proposed Agenda for EC meeting	60	Jerome
After reviewing the EC materials, gathers, validates and consolidates essential data and reports needed for the meeting	Essential data and reports	60-120	
Edits the Matters Arising by updating the status of each item related to OVCAA; adding necessary or removing unnecessary items	Draft Matters Arising and necessary supporting documents	30	
Edits the Proposed Agenda by adding OVCAA-related items for information and/ or discussion	Draft Proposed Agenda and necessary supporting documents	30	
Prints and compiles the pre-final versions of Minutes, Matters Arising and Proposed Agenda and puts tabs on the pages related to OVCAA matters, together with copies of OVCAA Memos and other pertinent documents	Print-out/ compilation of the pre-final version of Minutes, Matters Arising and Proposed Agenda, together with copies of OVCAA Memos and other pertinent documents	60	
Discusses the EC materials with the VCAA (e.g. reminders on the OVCAA items that need updates and follow ups, observations and insights, etc.)	Print-out/ compilation of the pre-final version of Minutes, Matters Arising and Proposed Agenda, together with copies of OVCAA Memos and other pertinent documents	15-30	
After the discussion, revises the EC materials if needed or gather other essential data, per VCAA's instructions	Print-out/ compilation of the pre-final version of Minutes, Matters Arising and Proposed Agenda, together with copies of OVCAA Memos and other pertinent documents	15-30	
E-mails the pre-final versions of EC materials to the OUR-PUCSS and other necessary documents for distribution to EC members	Soft copies of the pre-final version of Minutes, Matters Arising and Proposed Agenda, together with copies of OVCAA Memos and other pertinent documents	5	
Prepares PowerPoint presentation for the VCAA, if needed	PowerPoint Presentation	60	

B. System Academic Affairs Committee (AAC) Meeting

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Upon receipt of materials from the OVPAA, reviews the Matters Arising, Proposed Agenda and Annexes and highlights the items related to UP Diliman	Matters Arising, Proposed Agenda and Annexes for System AAC meeting	60	Jerome
After reviewing the System AAC materials, gathers, validates and consolidates essential data and reports needed for the meeting	Essential data and reports	60-120	
Prints and compiles the pre-final versions of Matters Arising, Proposed Agenda and Annexes and put tabs on the pages related to UP Diliman matters	Print-out/ compilation of the pre-final version of Matters Arising, Proposed Agenda and Annexes	60	
Discusses the System AAC materials with the VCAA (e.g. reminders on the UP Diliman items that need updates and follow ups, observations and insights, etc.)	Print-out/ compilation of the pre-final version of Matters Arising, Proposed Agenda and Annexes	15-30	
After the discussion, gathers other essential data, per VCAA's instructions	Print-out/ compilation of the pre-final version of Matters Arising, Proposed Agenda and Annexes	15-30	

C. Meeting with the Chancellor, Deans/ Chairs, Directors and other Heads of Units, and guests

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Gathers, validates and consolidates essential data and reports, per instruction of VCAA	Essential data and reports	60-120	Jerome
Prepares chronology of events based on the letters and/ or 201 file	Chronology of events and supporting documents	60-120	
Prepares preliminary review as supported by pertinent rules (BOR-approved rules, provisions in UPD Faculty Manual and University Code, specific college/ unit rules, etc.) and CSC rules, among others	Pertinent rules (BOR-approved rules, provisions in UPD Faculty Manual and University Code, specific college/ unit rules, etc.) and CSC rules, among others	60-120	

54. Preparation of pre-final draft of communications**A. Regular/ Routinary Administrative Orders (AOs) and Memoranda**

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Prepares the pre-final draft of AOs and Memoranda base on the templates	Supporting Documents (e.g. Memoranda from OP, OVPAA, CHED, etc.)	30	Jerome
E-mails the soft copy of pre-final draft of AO to the OC for formatting, printing and signature of Chancellor	Soft copy of pre-final draft of AO	5	
Prepares transmittal letter for the hard copy		5	
For VCAA's signature			VCAA
Checks the completeness		1	Jerome
Encodes before releasing			Mac

B. Special Administrative Orders (AOs) and Memoranda

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Gathers and validates data/ report for the preparation of draft AOs and Memoranda	Necessary data/ report	30 -60	Jerome
Writes draft AOs and Memoranda for consideration of VCAA - Provides attachments if necessary	Supporting Documents (e.g. Memoranda from OP, OVPAA, CHED, etc.)	60	
Revises if necessary		15-30	
Prepares transmittal letter for the hard copy		5	
For VCAA's signature			VCAA
Checks the completeness		1	Jerome
Encodes before releasing			Mac

C. Regular Letters and Reference Slips (e.g. Original or Response Letters)

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
For original letters, writes draft letters and reference slips for consideration of VCAA Provides attachments if necessary	Supporting document/s if necessary	30	Jerome
For response letters, reviews and evaluates the original letter and gathers necessary data/ report if needed for better appreciation or in support of the response letter Writes draft letters and reference slips for consideration of VCAA - Provides attachments if necessary	Original letter and supporting document/s if necessary	30 -60 30 -60	
Revises if necessary		15-30	
For VCAA's signature			
Checks the completeness		1	Jerome
Encodes before releasing			Mac

D. Letters and Reference Slips for Special Cases

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Gathers and validates data/ report for the preparation of draft letters and reference slips if needed for better appreciation	Necessary data/ report	30-60	Jerome
Prepares chronology of events (based on the letters and/ or 201 file) and preliminary evaluation	Chronology of events and preliminary evaluation	30-60	
Writes draft letters and reference slips for consideration of VCAA - Provides attachments if necessary		60-120	
Revises and gathers additional data/ report if necessary	Additional data/ report	30	
For VCAA's signature			VCAA
Checks the completeness		1	Jerome
Encodes by Mac before releasing			Mac

55. Secretariat for the Academic Personnel and Fellowship Committee (APFC)

A. Basic Papers (BPs) Endorsed by APFC

Document Route	Processing time in Minutes	Person Responsible
Upon receipt of the BPs endorsed by APFC from HRDO, categorizes the BPs		Sarah
Reviews and checks the completeness of the attachments		
Encodes in the database		
If the BP is in order, countersigns beside the VCAA and refer to Jerome		
If the BP is special case or problematic, refer to Jerome		
If the BP is in order, countersigns beside the VCAA’s name	3	Jerome
If the BP is special case or problematic, reviews and evaluates the case and prepares preliminary evaluation for VCAA’s consideration.	30 -60	
Gathers and validates data/ report (e.g. pertinent BOR-approved rules, provisions in UPD Faculty Manual and University Code, specific college/ unit rules, and CSC rules, among others)		
For VCAA’s signature		VCAA
Checks the completeness	1	Jerome
Encodes before releasing		Mac

B. Preparation of pre-final draft of communications regarding highlights/ summary of outcomes/ decisions by APFC

B.1 Endorsement letters for tenure and reference slips

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Upon receipt of draft letters and reference slips prepared by the APFC secretariat, edits and finalizes the draft	Summary matrix of accomplishments, basic paper, publication, CV and other pertinent documents	30	Jerome
VCAA signs the endorsement letter			VCAA
Checks the completeness		1	Jerome
Encodes before releasing			Mac

B.2 Letters and Reference Slips for APFC regarding appeals and problematic/ special cases

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Upon receipt of draft letters and reference slips prepared by the APFC secretariat, edits and finalizes the draft		60-120 depends on the case	Jerome
If no draft, writes draft letters and reference slips			
Do research on background information (e.g. faculty profile, service record, publications if peer-reviewed/ ISI-indexed, if publisher is reputable, University and other institutions, etc.) and pertinent BOR-approved rules, provisions in UPD Faculty Manual and University Code, specific college/ unit rules, and CSC rules, among others)	Chronology of events, preliminary evaluation and supporting documents	30 -60	
Prepares chronology of events (based on the letters and/ or 201 file) and preliminary evaluation on the appeal/ case		60-120	
Revises and gathers additional data/ report if necessary	Additional supporting documents	15-30	
For VCAA's signature			VCAA
Checks the completeness		1	Jerome
Encodes before releasing			Mac

56. Renewals and HRDO-delegated appointments of faculty members and REPS

Document Route	Processing time in Minutes	Person Responsible
Upon receipt of the BPs from HRDO, categorizes the BPs		Sarah
Reviews and checks the completeness of the attachments		
Encodes in the database		
If the BP is in order, countersigns and refer to Jerome		
If the BP is special case or problematic, refer to Jerome		

If the BP is in order, countersigns beside the VCAA's name	2	Jerome
If the BP is special case or problematic, reviews and evaluates the case and prepares preliminary evaluation for VCAA's consideration.	30 -60	
Gathers and validates data/ report (e.g. pertinent BOR-approved rules, provisions in UPD Faculty Manual and University Code, specific college/ unit rules, and CSC rules, among others)		
Gathers additional data/ report, as requested by VCAA	15-30	
For VCAA's signature		VCAA
Checks the completeness		Jerome
Encodes before releasing		Mac

57. Notification of Step Increment (NOSI) and Notification of Salary Adjustment (NOSA)

Document Route	Processing time in Minutes	Person Responsible
Upon receipt of the BPs from HRDO, categorizes the BPs		Sarah
Reviews and checks the completeness of the attachments		
Encodes in the database		
If the BP is in order, countersigns and refer to Jerome		
If the BP is special case or problematic, refers to Jerome		
If the BP is in order, countersigns beside the VCAA's name	2	Jerome
If the BP is special case or problematic, reviews and evaluates the case and prepares preliminary evaluation for VCAA's consideration.	15 -30	
Gathers and validates data/ report (e.g. pertinent BOR-approved rules, provisions in UPD Faculty Manual and University Code, specific college/ unit rules, and CSC rules, among others)		
For VCAA's signature		VCAA
Checks the completeness	1	Jerome
Encodes by Mac before releasing		Mac

58. Appointments of Affiliate Faculty

Document Route	Processing time in Minutes	Person Responsible
Upon receipt of the BPs from OAT Diliman, reviews the documents	3	Jerome
If the BP is in order, countersigns beside the VCAA’s name		
If the BP is special case or problematic, reviews and evaluates the case and prepares preliminary evaluation for VCAA’s consideration.	15-30	
Gathers and validates data/ report (e.g. pertinent BOR-approved rules, provisions in UPD Faculty Manual and University Code, specific college/ unit rules, and CSC rules, among others)		
For VCAA’s signature		VCAA
Checks the completeness	1	Jerome
Encodes before releasing		Mac

59. Professors Emeriti

A. Appointment

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
OVPAAs issues the Memo for the Call for Nominations for the Appointment to Professors Emeriti	OVPAAs Memo for the Call for Nominations for the Appointment to Professors Emeriti		OVPAAs
OC refers the OVPAAs Memo to OVCAAs			OC
Prepares the OVCAAs Memo to disseminate the OVPAAs Memo, together with the Information Sheet and timeline for the submission of applications, CU evaluation, System evaluation and conferment of the title	OVPAAs Memo, together with the Information Sheet and timeline	30-45	Jerome
For VCAA's signature			VCAA
Checks the completeness		1	Jerome
Disseminates the hard copies			Marilyn or Joseph

Disseminates through e-mail			Mac
Posts on the OVCAA website			
Prepares the request letter for the list of retiring faculty from HRDO	HRDO list of retiring faculty	15	Jerome
Upon receipt of the list, prepares letters for eligible retiring faculty informing about the requirements and timeline	OVPA and OVCAA Memos, timeline, etc.	20 per letter	
For VCAA's signature			VCAA
Sends the hard copies of the letter and supporting documents to the home unit of retiring faculty	Letter and OVPA and OVCAA Memos, timeline, etc.		Marilyn or Joseph
E-mails the e-copies of the letter and supporting documents to the retiring faculty	E-copies of the letter and OVPA and OVCAA Memos, timeline, etc.		Mac
Encodes the submissions			
Checks the submissions (e.g. completeness of the accomplished form and supporting documents) and categorizes according to cluster	Accomplished forms and supporting documents	30	Jerome
Prepares the transmittal letters to UPD Cluster Selection Committees for the Appointment to Professors Emeriti	Accomplished forms and supporting documents	20 per letter	
For VCAA's signature			VCAA
Checks the completeness		1	Jerome
Encodes before releasing			Mac
Sends to the UPD Cluster Selection Committee Heads			Marilyn or Joseph

B. Entitlements

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Reviews the request letter for the release of entitlements and countersigns			Sarah
If in order, countersigns and refer to Jerome			
If problematic, refers to Jerome			
If problematic, reviews and prepares preliminary evaluation for VCAA's consideration	Supporting documents if necessary	15-30	Jerome
Countersigns beside the VCAA's name		3	

For VCAA's signature			VCAA
Checks the completeness		1	Jerome
Encodes before releasing			Mac

60. Requests for Authority to Fill up Vacant REPS Items via HRIS/ UIS

Document Route	Processing time in Minutes	Person Responsible
Checks/ monitors the HRIS/ UIS account of the VCAA daily	3	Jerome
If there are requests for authority to fill, forwards to EA's HRIS/ UIS account	2 per request	
In the EA's HRIS/ UIS account, checks the completeness of the submitted supporting documents and reviews the flow of observations/ evaluations by the approvers (AO/ Head of Unit, HRDO Analyst, HRDO Director, UPD Budget Director, VCA, Chancellor, VPAA, VPA)	20 per request	
If in order, encodes findings/ recommendations in the remarks box and refers back to VCAA	5	
VCAA approves the endorsed requests for authority to fill up vacant REPS items	3	
If not endorsed, the VCAA refers back the requests for authority to fill up vacant REPS items to HRDO Analyst or AO/ Head of Unit with comments	15	

61. MOA/ MOU and other agreements

Document Route	Processing time in Minutes	Person Responsible
Upon receipt of MOA/ MOU and other agreements from OAT Diliman (for local) and OIL Diliman (for international), reviews and checks the completeness of the supporting documents and DLO opinion and endorsement	5	Jerome
If in order, prepares a note to VCAA for signature and puts tabs on the pages to be signed	3	
If the signatories are not complete, refers back to concerned party	2	
Checks the completeness	1	
Encodes before releasing		Mac

62. Data Collections

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Upon receipt of the requests for data from OVPAA, OVPA, OVCA and other UP Offices and institutions, prepares draft Memo to Deans, Directors and Heads of Academic Units or reference slips to concerned offices and countersigns beside the VCAA's name	Communication from requesting office/ institution and accomplished forms/ templates	30	Jerome
For VCAA's signature			VCAA
Checks the completeness		1	Jerome
Disseminates the hard copy of Memos to Deans, Directors and Heads of Academic Units or reference slips to concerned offices			Marilyn or Joseph
E-mails the e-copies of Memos to Deans, Directors and Heads of Academic Units or reference slips to concerned offices			Mac
Posts the e-copies of Memos on the OVCAA website			
Reviews/ validates all the submissions and consolidates	Consolidated data/ report	60	Jerome
Prepares transmittal letter for the requesting UP Office or other institution	Consolidated data/ report	20	
For VCAA's signature			VCAA
Checks the completeness		1	Jerome
Encodes before releasing			Mac

63. Supervisory Tasks

A. Screening and distribution of incoming communications

Document Route	Processing time in Minutes	Person Responsible
Upon receipt of incoming communications, reviews each paper and refers to concerned Central Office staff and/ or OVCAA Office	3	Jerome
For special communications (not for Central Office staff nor OVCAA offices), reviews and do research for appropriate office outside OVCAA that will handle the concern	20-30	

B. Oversees the day-to-day Operations of the Office

Document Route	Processing time in Minutes	Person Responsible
Assists the staff in resolving issues on his/ her tasks (e.g. special cases, appeals, etc) by giving advise during consultations or troubleshooting (e.g. transition of work assignments, liberal interpretations of University rules, etc.)	15-30 depends on the case	Jerome
Assists in the implementation of OVCAA reorganization by handling consultations and assisting the newly-created GE Center	15-30 depends on the case	

C. Serves as the OVCAA Focal Person for Strategic Performance Management System (SPMS)**C.1 Target Setting for Individual Performance Commitment and Review (IPCR and Office Performance Commitment and Review (OPCR)**

Document Route	Processing time in Minutes	Person Responsible
Prepares my own IPCR target	1 hour	Jerome
Reviews and evaluates the IPCR target of each staff for VCAA's consideration	15-20 per IPCR	
Assists the staff if there is a need for revision	15-20 per staff	
Prepares the Office Performance Commitment and Review (OPCR) targets	30	
For VCAA's signature		VCAA
Checks the completeness	1 min	Jerome
Encodes before releasing		Mac

C.2 Target Setting for Agency Performance Commitment and Review (APCR)

Document Route	Processing time in Minutes	Person Responsible
Upon receipt of the Memo by OVCA regarding OC targets for APCR, reviews and chooses the items related to OVCAA	30	Jerome
Refers the items to concerned OVCAA Offices to provide targets	15	
Provide targets to items related to Central Office	30	
Reviews the historical data		
Consolidates all the targets by OVCAA Offices for VCAA's consideration	30	VCAA
For VCAA's signature		
Checks the completeness	1	Jerome
Encodes before releasing		Mac

C.3 Accomplishment Report for Individual Performance Commitment and Review (IPCR) and Office Performance Commitment and Review (OPCR)

Document Route	Required Attachment/s	Processing time in Minutes	Person Responsible
Prepares my own accomplishment report for IPCR and finalizes my databases and summary reports in support of the IPCR	Databases and summary reports	240	JErome
Reviews and evaluates accomplishment report for IPCR of each staff for VCAA's consideration		20 per IPCR	
Assists the staff if there is a need for revision		15-30	
Reviews and rates each staff			VCAA
Computes the overall rating of each staff		20 per IPCR	Jerome
Distribute the IPCRs and handles inquiries, for clarification and complaints by staff		30 per staff	
Signs the IPCR			Staff
Signs as supervisor		2	Jerome
Prepares the accomplishment report for the Office Performance Commitment and Review (OPCR) targets		60	
Computes the ratings per section			
Prepares the transmittal letter to HRDO		20	Jerome
For VCAA's signature --- IPCRs, OPCR's and transmittal letter			VCAA
Checks the completeness		1	Jerome
Encodes before releasing			Mac

C.4 Accomplishment Report for the Agency Performance Commitment and Review (APCR)

Document Route	Processing time in Minutes	Person Responsible
Prepares the accomplishment report to items related to Central Office	30	Jerome
Consolidates all the accomplishment report by OVCAA Offices for VCAA's consideration	30	
For VCAA's signature		VCAA
Checks the completeness	1	Jerome
Encodes before releasing		Mac

D. Serves as the OVCAA Offices Delivering Unit Head for Performance-Based Bonus (PBB)**D.1 Target Setting for the OVCAA Offices PBB**

Document Route	Processing time in Minutes	Person Responsible
Meets with the Contributing Unit Heads of the OVCAA Offices to set the overall target of the OVCAA for PBB	180	Jerome
Encodes and submit the targets online	30	

D.2 Accomplishment Report for the OVCAA Offices' PBB

Document Route	Processing time in Minutes	Person Responsible
Upon receipt of the OVCAA Clientele Satisfactory Survey submitted by the OVCAA Offices, reviews each entry and completes/ supplies information on field/s with no answer	10 survey form	Jerome
Categorizes the survey forms according to ratings	15	
If a Dean/ Director/ Head of Academic Units answered more than one form, choose the form rated best		Mac
Scans and encodes the duly accomplished survey forms and upload to the PBB Portal		
Reviews all the encoded survey forms and edits if necessary	5 per survey form	Jerome
If in order, submits online on behalf of the VCAA	5 mins	
Takes care of the revisions and requests for additional information as requested by the UPD PBB Team	30-60	

E. Serves as Resource Person in the OVCAA Administrative Personnel Committee (APC) and REPS Personnel Committee (REPS PC)**E.1 Hiring**

Document Route	Processing time in Minutes	Person Responsible
Assists the OVCAA APC and REPS PC in the preparation of criteria and guidelines on hiring administrative and REPS personnel	1 week	Jerome
Reviews and gives advice to inquiries of APC and REPS PC regarding scoring, evaluation of credentials and accomplishments of applicants, etc.	1 week	
Assists the APC and REPS PC in the preparation of timeline	60	

E.2 OVCAA Staff Development Seminars/ Trainings

Document Route	Processing time in Minutes	Person Responsible
Assists the OVCAA APC and REPS PC in planning and preparation of schedule of seminars and trainings	120	Jerome

OVCAA DIRECTORY

Office Name	Room/Floor
Central Office	Room 203/ 2 nd Floor, DILC Bldg, Magsaysay Ave. UP Diliman
Office for the Advancement of Teaching (OAT) Diliman	Room 101/ 1 st Floor, DILC Bldg, Magsaysay Ave. UP Diliman
Office of International Linkages (OIL) Diliman	Room 102/ 1 st Floor, DILC Bldg, Magsaysay Ave. UP Diliman
National Service Training Program (NSTP) Diliman	4 th Floor, DILC Bldg, Magsaysay Ave. UP Diliman
General Education Center (GEC) Diliman	4 th Floor, DILC Bldg, Magsaysay Ave. UP Diliman
Office of Field Activities (OFA) Diliman	4 th Floor, DILC Bldg, Magsaysay Ave. UP Diliman
Interactive Learning Center (ILC) Diliman	Room 201/ 2 nd Floor, DILC Bldg, Magsaysay Ave. UP Diliman
Office of the University Registrar (OUR) Diliman	OUR Bldg., T.M. Kalaw St. cor. Quirino St. UP Diliman
University Library (UL) Diliman	Gonzalez Hall Apacible St., UP Diliman, Quezon City