

UNIVERSITY OF THE PHILIPPINES  
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OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 18-121

TO : ALL DEANS, DIRECTORS AND HEADS OF ACADEMIC UNITS  
PROJECT LEADERS OF API-FUNDED PROJECTS CY 2018

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

SUBJECT : 2018 API Proposals Approved for Funding (Second Batch)

DATE : 6 April 2018

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We are furnishing you a copy of the list of six (6) Academic Program Improvement (API) proposals of UP Diliman for 2018 that have been approved for funding by the Office of the President. These proposals constitute the projects approved for API funding for CY 2018.

Prof. Rosella M. Torrecampo of the Office for the Advancement of Teaching (OAT) will be assisting the project leaders of the API-funded projects during the implementation period through the lead of Ms. Adeline D. Intervalo. You may contact Prof. Torrecampo through email at [apimonitoring.diliman@gmail.com](mailto:apimonitoring.diliman@gmail.com) or phone at VOIP 2562.

For advise on fund disbursements, Mr. Renato Villanueva of the OVCAA remains as the point person. You may contact Mr. Villanueva through email at [ovcaa@ovcaa.upd.edu.ph](mailto:ovcaa@ovcaa.upd.edu.ph) or phone at VOIP 2585.

The disbursement process will go through the usual channels: (1) OAT for checking of supporting documents (please refer below); (2) HRDO for personnel clearance (participants); (3) Budget Office for budget clearance; (4) Accounting Office for processing of Disbursement Voucher (DV); (5) OVCA for approval; and (6) Cash Office for releasing of payment.

Please be reminded that the following supporting documents are required for fund disbursements:

- a. Purchase Request (PR): All items of budget
- b. Obligation Request (ObR): One per item,
- c. Disbursement Voucher (DV) with enclosed Billing Statement: Pair with every ObR,
- d. Inspection and Acceptance Report (IAR): One per item,
- e. Official receipts, and
- f. Signed attendance per meeting
- g. Other requirements needed by the Accounting Office in [bit.ly/pre-auditupd](http://bit.ly/pre-auditupd)

As specified in the guidelines for API-funded projects, API funds cannot be used for Personal Services (PS) and Equipment/Capital Outlay (EC/CO). However, those who may need the services of regular UP Diliman personnel for the implementation of their projects may request, with strong justification, for supplementary budget for **PS only**. Please address the request letter to the Chancellor through the VCAA, and submit to the OAT.

For any changes on the approved project details, kindly submit a request letter addressed to the VCAA through the OAT Director, and submit to the OAT.

Thank you for your attention

Encl: 2018 API Proposals approved for funding by the Office of the President Batch 2

CC: Prof. Rosella M. Toreccampo, OVCAA-OAT   
Mr. Renato M. Villanueva, OVCAA 

**OVPAA-API Form 10.2  
ACADEMIC PROGRAM IMPROVEMENT**

**Revised Summary of CU API Proposal Batch 2**

Constituent University: **UNIVERSITY OF THE PHILIPPINES DILIMAN** For: **CY 2018**

Total Amount of API Project(s): PHP 2,845,750.00

Category	Proposal Title	Proponent Unit	Person-in-Charge
1. Development and improvement of curricular programs (focus on content and pedagogy of GE courses, undergraduate major courses, and post graduate courses), quality assurance	(1) Development of PhD Art Studies Program (Philippine Art)	DAS-CAL	Dr Flaudette May V Datuin, Dr Helen Yu-Rivera
	(2) GE Freshman English: Assessment of English 10 and English 13 Student	DECL-CAL	Dr Lily Rose Tope
	(3) Workshop on New GE English Courses	DECL-CAL	Dr Lily Rose Tope
	(4) Materials, Implementing Guidelines and Research Thrust for the 4-year Undergraduate Mechanical Engineering Program	DME-CoE	Asst Prof Ralph S Jose
	(5) Benchmarking and Curriculum Review for the Master on Public Administration (MPA) Programs A-C	NCPAG	Dr Maria Fe Villamejor-Mendoza, Dr Erwin A Alampay
	(6) Revisiting the DPA Curriculum: Renewing our Roots and Relevance to Norms	NCPAG	Dr Maria Fe Villamejor-Mendoza, Dr Faina L Diola