

OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 19-272

TO : ALL DEANS, DIRECTORS AND HEADS OF UNITS  
ALL FACULTY MEMBERS

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

SUBJECT : Submission of Updated Full Curriculum Vitae

DATE : 9 January 2019

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In compliance with attached OVCAA Memorandum No. 2019-01, UP Faculty and Research REPS are requested to submit, through the Department Chairs/Institute Directors or Heads of Units, an updated full curriculum vitae in MS Word format (as of August 2018).

Kindly please e-mail to [ovcaa.upd@up.edu.ph](mailto:ovcaa.upd@up.edu.ph) on or before Thursday, 17 January 2019 with "CVs of NAME OF UNIT" in the subject heading.

Please attach the CV files following the format below, as applicable:

UPD\_College/School\_Department/Institute\_CV\_first letter of name followed by full surname

e.g. UPD\_CS\_IChem\_CV\_EAmor

Thank you for your cooperation.



**UNIVERSITY OF THE PHILIPPINES**

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**OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

7 January 2018

OVPAA Memorandum No. 2019-01

TO: UP FACULTY AND RESEARCH REPS

THRU: CHANCELLORS, VICE CHANCELLORS FOR ACADEMIC AFFAIRS AND DEANS

FROM:   
Maria Cynthia Rose Banzon Bautista  
Vice-President for Academic Affairs

SUBJECT: Submission of Updated Full Curriculum Vitae

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All UP Faculty and Research Personnel are requested to submit, through Department Chairs, an updated full curriculum vitae in MS Word format (as of August 2018). A full CV contains, among others, details of a faculty's educational background, list of publications, creative works, projects, engagements civil society, and current affiliation in UP. The deadline for electronic submission to the OVPAA through the CU Colleges is Friday, 18 January 2019. There is no required format for the submission.

As a valuable member of the UP community, we aim to represent the full spectrum of your contributions to the University, the community, and the nation in the UP System's incentive systems. This will require careful study of the various types of work each faculty engages in, so that we may reflect the entirety of the University's contribution to the country through its core mandates of instruction, research, and extension.

This submission will allow the University to reduce its future data requests and consolidate the information of its faculty and research staff corps. It will be the basis for building the database of UP faculty and research personnel, their profiles and accomplishments. Submissions will likewise form the initial basis for designing the mechanisms for the next round of promotions.