


OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

Memorandum No. OVCAA ECA 19 – 321

TO DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM 
EVANGELINE C. AMOR, PhD,
Vice Chancellor for Academic Affairs

SUBJECT Updated list of SAE Officers and Support Staff for January to June 2019

DATE 26 February 2019

In line with the ongoing preparation of the Program Self-Assessment Report, may we request you to submit to the OVCAA through the Google Form (<https://goo.gl/forms/5CjdSTkC4OLfMk6t1>) the names of your degree-granting unit's SAE Officer and Support Staff for January to June 2019 on or before **11 March 2019**. This is to update the current list and to ensure timely processing of appointments and/or honoraria.

Duties and Responsibilities of SAE Officers and Support Staff

1. Coordinate all assessment-related activities of the unit and ensure that the degree program/s their unit offers are externally assessed
2. Ensure timely submission of reports related to internal (e.g. iAADS) and external (e.g. AUN-QA) assessment
3. Track faculty performance and students' progress
4. Coordinate and conduct post-assessments to identify and address areas for improvement
5. Coordinate activities/ programs to enhance organizational performance based on the unit's targets.

Entitlements

1. Per Executive Committee Meeting dated 09 July 2018, SAE Officers may be assigned 3 units of Administrative Load Credit (ALC) not subject to overload
2. Degree-granting units who have two (2) SAE Officers may assign 1.5 units ALC to each faculty member
3. SAE Support Staff will be given monthly honorarium of PhP 2,500.00