

**OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS**

MEMORANDUM NO. OVCAA-ECA 19-371

TO : DEANS, DIRECTORS AND HEADS OF ACADEMIC UNITS

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

SUBJECT : Updating the Internationalization Data for AY 2018-2019

DATE : 04 June 2019

Per Memorandum No. OIL-2019-18, may we kindly request all units to accomplish the following forms related to your unit's internationalization data:

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|---------|---|
| FORM 1A | : Summary Data on International Academic Agreements_as of 31 May 2019 |
| FORM 1B | : Progress Reports on Academic Agreements_as of 31 May 2019 |
| FORM 2 | : Data_Inbound (International Students)_AY 2018-2019 |
| FORM 3 | : Data_Outbound UP Students_AY 2018-2019 |
| FORM 4 | : Data_Faculty Exchange-Visiting Professor_AY 2018-2019 |
| FORM 5 | : Data_Faculty Member Who Studies Abroad_2018 |
| FORM 6 | : Data_International Conferences and Research Collaboration_2018 |

The forms (in excel format) may be downloaded at <http://bit.ly/UPDATAInternationalization1819>

Kindly submit the accomplished excel forms to the Office of the Vice-Chancellor for Academic Affairs, through the Office of International Linkages (OIL) Diliman via email at oil_acad.upd@up.edu.ph on or before 30 June 2019. OIL Diliman will be compiling UPD's internationalization data as a whole before submitting to UP OIL.

UP OIL will compile the internationalization data of all UP CUs. The data will be used for the preparation various reports requested by various international institutions and local government agencies. The data being collected is for AY 2018-2019 only.

For any questions or clarifications regarding the forms, please feel free to contact OIL Diliman staff Mr. Rusell Reyes via UP Trunkline at 981-8500 local 2561.

Thank you very much for your continuous support in the internationalization efforts of the University.