

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-ECA 19-421

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM


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

SUBJECT : 2019 Orientation Program for New UP Diliman Faculty

DATE : 6 August 2019

The Office of the Vice-Chancellor for Academic Affairs (OVCAA), with the Office for the Advancement of Teaching (OAT), will be conducting an Orientation Program for New UP Diliman Faculty. The Orientation program, which will cover academic and administrative policies and programs that UP Diliman faculty need to familiarize themselves with, will have two sessions.

- 23 September 2019 (Monday), 8:00 AM – 4:00 PM – focusing on academic matters
- 30 September 2019 (Monday), 8:00 AM – 4:00 PM – focusing on administrative matters

Both sessions will be at the Institute of Small Scale Industries (ISSI), UP Diliman 301 Teodoro Room. Enclosed is the tentative program of the orientation.

While priority is given to new faculty members, other faculty members and Faculty Teaching Associate/Teaching Fellows could be accommodated depending on the availability of slots. In this connection, please send us your list of suggested participants through an email to ovcaa.oatdiliman@up.edu.ph (Attention: Daizy Agao). The deadline for submission of the list suggested participants is on Wednesday, 11 September 2019, 5:00 PM. We regret to inform you that walk-in participants cannot be accommodated because of limitations in logistics.

The OAT is the coordinating office for the event. Should you have questions, clarifications or suggestions regarding the Orientation, please contact the OAT via email address given above or VOIP 2562

We look forward to your new faculty's participation in the Orientation.

Thank you very much.

Orientation for NEW UP Diliman Faculty – Tentative Program

23 September 2019

8:00 AM – 4: 00PM

8:00 - 8:30 AM	REGISTRATION
8:30 - 9:00 AM	OPENING PROGRAM
	<i>National Anthem</i> <i>Welcome Message</i> <i>Dr. Michael L. Tan</i> Chancellor, UP Diliman
	<i>Introduction of Participants</i>
9:00 - 10:45 AM	ACADEMIC POLICIES AND RULES
9:00 - 9:30 AM	<i>Dr. Evangeline C. Amor (30 min.)</i> Vice-Chancellor for Academic Affairs
9:30 - 9:55 AM	<i>Dr. Ma. Theresa T. Payongayong (25 min.)</i> University Registrar
9:55 - 10:15 AM	<i>Prof. Rosella M. Torrecampo (25 min.)</i> Director, Office for the Advancement of Teaching
10:15 - 10:45 AM	OPEN FORUM (30 min.)
10:45 - 12:00 PM	ACADEMIC SUPPORT PROGRAMS
10:45 - 11:10 AM	<i>Dr. Fidel R. Nemenzo (30 min.)</i> Vice-Chancellor for Research and Development
11:10 - 11:30 AM	<i>Mr. Chito N. Angeles (20 min.)</i> University Librarian
	<i>Ms. Elvira B. Lapuz</i> Deputy Director, University Library
11:30 - 12:00 PM	OPEN FORUM (30 min.)
12:00 - 1:00 PM	LUNCH BREAK
1:00 - 4:00 PM	FACULTY – STUDENT RELATIONS
1:00 - 1:30 PM	<i>Prof. Jerwin F. Agpaoa (30 min.)</i> Vice-Chancellor for Student Affairs
1:30 - 1:50 PM	<i>Dr. Percival F. Almoro (20 min.)</i> PDA, Office of International Linkages Diliman
1:50 - 2:15 PM	<i>Dr. Marie Grace A. Gomez (25 min.)</i> Officer-In-Charge, Office of Counseling and Guidance
2:15 - 2:50 PM	<i>Atty. Rosalio A. Aragon (25 min.)</i> Director, Student Disciplinary Council
2:50 - 3:15 PM	<i>Dr. Violeta V. Bautista (25 min.)</i> Director, Psych-Serve
3:15 - 3:40 PM	OPEN FORUM (30 min.)
3:40 - 4:00 PM	CLOSING PROGRAM
	<i>UP Naming Mahal</i> <i>Refreshments</i>

Ms. Adeline D. Intervalo
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30 September 2019

8:00 AM – 4: 00PM

8:00 - 8:30 AM	REGISTRATION
8:30 - 9:00 AM	OPENING PROGRAM
	<i>National Anthem</i> <i>Welcome Message</i> <i>Prof. Virginia C. Yap</i> Vice-Chancellor for Administration
	<i>Introduction of Participants</i>
9:00 - 10:20 AM	FACULTY APPOINTMENTS (40 min.)
9:00 - 9:40 AM	<i>Prof. Virginia C. Yap</i> Vice-Chancellor for Administration
	<i>Dr. Angela D. Escoto</i> Director, Human Resources Development Office
9:40 - 10:20 AM	OPEN FORUM (40 min.)
10:20 - 12:00 AM	FACULTY BENEFITS & WELFARE (PART 1)
10:20 - 10:50 AM	<i>Dr. Angela D. Escoto (30 min.)</i> Director, Human Resources Development Office
10:50 - 11:05 AM	<i>Mr. Renato M. Villanueva (20 min.)</i> Chair, Board of Directors, UP Credit Cooperative
11:05 - 11:25 AM	<i>Prof. James Ryan O. Jonas (20 min.)</i> Executive Director, UP Provident Fund, Inc.
11:25 - 12:00 PM	OPEN FORUM (35 min)
12:00 - 1:00 PM	LUNCH BREAK
1:00 - 4:00 PM	FACULTY BENEFITS & WELFARE (PART 2)
1:00 - 1:20 PM	<i>Dr. Jose Ernie C. Lope (20 min.)</i> Vice-Chancellor for Community Affairs
1:20 - 1:40 PM	<i>Ms. Genelyn Ma. F. Sarte (20 min)</i> Director, UPD Housing Office
1:40 - 2:00 PM	<i>Dr. Jesusa T. Catabui (20 min.)</i> Acting Director, University Health Service
2:00 - 2:20 PM	<i>Prof. Sharon Anne B. Pangilinan (20 min.)</i> Secretary General, All UP Academic Employees Union
2:20 - 2:40 PM	<i>Dr. Nancy Kimuell-Gabriel (20 min.)</i> Coordinator, UPD Gender Office
2:40 - 3:00 AM	<i>Prof. Teresa Paula S. De Luna (20 min.)</i> Coordinator, UPD Office of Anti-Sexual Harassment
3:00 - 3:30 PM	OPEN FORUM (30 min.)
3:30 - 4:00 PM	CLOSING PROGRAM
	<i>UP Naming Mahal</i> <i>Refreshments</i>

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