



UNIVERSITY OF THE PHILIPPINES
DILIMAN, QUEZON CITY

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-ECA 19-423

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM :  EVANGELINE C AMOR, PhD
Vice-Chancellor for Academic Affairs 

SUBJECT : Call for Proposals for the Academic Program Improvement (API) Grant 2020

DATE : 16 August 2019

We would like to invite you to submit proposals for funding under the UP System's Academic Program Improvement (API) grant.

The **completed 2018 Internal Academic Assessment and Development System (iAADS) of the proponent unit is required** for the API proposal cycle. Academic units that have completed their iAADS can submit proposals specific to and aligned with iAADS' identified gaps and plans for improvement/development of the unit. The API 2020 funds may be used for the following activities:

1. Planning for extensive PhD faculty development to increase the number of PhDs from 30% to 50% in all UP units vis-à-vis planning of teaching, research, creative work, administrative and public service activities per unit;
2. Development and improvement of curricular programs (focus on content, pedagogy and assessment of GE courses, undergraduate major courses, and postgraduate courses);
3. Planning and training to produce research, creative work, and policy grant proposals;
4. Planning and training to produce research, creative work, and policy publications and other new knowledge output;
5. Planning and training to mainstream IT/new technology for enhanced pedagogy;
6. Planning and training to forge linkages with international collaborators, industry, and government agencies, e.g., research collaboration strategies, on-the-job training (OJTs) of students, externships of faculty; and
7. **Planning to assure/enhance UP's academic excellence at this juncture through program and institutional academic assessment initiatives – referred to in the contemporary parlance of higher education globally as quality assurance (QA) initiatives – and implementation of such academic assessment and development plans.**

In order to intensify initiatives in UP Diliman towards quality assurance and academic program excellence, to secure program assessment and eventual accreditation, the project proposals under no. 7 will be prioritized. Priority will also be given to units who have submitted their Self-Assessment Report (SAR) to the OVCAA.

We would like to remind you of the following important guidelines regarding the use of API funds:

1. Each proposed activity/project **must be completed, at the latest, by end of December 2020**. No extension beyond the deadline is allowed by the UP System.
2. The API funds are part of the General Appropriations Act (GAA) provided by the government to the University for the year and are allotted only for Maintenance and Operating Expenses (MOOE). As such, **personnel services (PS: honoraria, salaries, etc.), Equipment Outlay (EO) / Capital Outlay (CO) expenditures, and expenses related to foreign travel cannot be charged to API funds.**
3. However, purchases of equipment worth below Php 15,000.00 are considered as semi-expendable equipment (per DBM Circular Letter No. 2016-7 dated 20 July 2016), and as such, are classified as MOOE, and are thus allowed to be charged against API funds (e.g., printer/scanner worth Php 14,999.00 and below, etc.).
4. The enclosed OVPAA-API Form 10.3 should be used for proposal preparation. Note that the OVCAA has reiterated some reminders in the form.

The deadline for the submission of proposals is on **25 October 2019, 5:00 PM**. All proposals should be submitted as hard and soft copies, and should be accompanied by a cover letter **addressed to the Chancellor through the Vice-Chancellor for Academic Affairs**. Please course hard copy submissions through the Office for the Advancement of Teaching (OAT) c/o Ms. Adel Intervalo and e-mail soft copy submissions to apimonitoring.diliman@gmail.com.

The proposals will undergo review and the shortlisted proposals will be submitted to the OVPAA by **31 October 2019**. As such, it is anticipated that the earliest start date of the project is **January 2020**. Proponents whose proposals will be approved for funding will be announced through a general memorandum from the Vice Chancellor for Academic Affairs.

For inquiries, please call Ms. Adel Intervalo at VOIP 2562 or e-mail the API Monitoring Team at apimonitoring.diliman@gmail.com.

Thank you.

Annex A:

Specific guidelines for the Project Proposal and Implementation from the API Committee per item:

	Guidelines	Item 1	Item 2	Item 3	Item 4	Item 5	Item 6	Item 7
1	The 2018 iAADS score of the unit should be indicated in the revised OVPAA-API Form 10.3.	/	/	/	/	/	/	/
2	The output/s per proposed meeting and workshop should be indicated in the “Expected Output/s” (see revised OVPAA-API Form 10.3). The proponent can also attach/include a Gantt Chart, if s/he prefers.	/	/	/	/	/	/	/
3	The line item budget must be as specific as possible. (e.g., avoid putting items such “transportation and communication expenses.” Separate the transportation expenses and communication expenses, and specify the type of transportation and communication)	/	/	/	/	/	/	/
4	The itinerary, type of transportation, starting point and destination of the estimated trips should be indicated in the “Resource Requirements” when transportation is included in the line item budget.	/	/	/	/	/	/	/
5	Do not use “tokens” in the line item budget (i.e., Tokens are not allowed by COA)	/	/	/	/	/	/	/
6	Maximum allocation for Incidental expenses or supplies is ₱10,000.00	/	/	/	/	/	/	/
7	Expenses for meals only during a one-day workshop (~ 8 hours), with maximum allotment of ₱500 per person per day, ideally already covering 2-3 meals , and is thus divisible (e.g., if the workshop is half-day, the cost should be around ₱250 per person only).	/	/	/	/	/	/	/
8	Expenses for a three-day workshop, with maximum allotment of ₱2,000.00 per person, ideally already covering 2-3 meals/snacks, venue and accommodation and is thus divisible (e.g., if only one-day workshop is charged, the cost should be around ₱667 per person only).	/	/	/	/	/	/	/
9	Personnel services (PS: honoraria, salaries, etc.), Equipment Outlay (EO) / Capital Outlay (CO) expenditures, and expenses related to foreign travel cannot be charged to API funds . These items will be paid using other funds that the proponent shall be responsible for sourcing.	/	/	/	/	/	/	/
10	Payment of services for personnel who are not employed under the University (i.e. non-UP personnel) may be charged against API funds. a. Indicate the qualifications, duties and responsibilities of the project assistant. b. Provide basis for the rates of resource person/ project staff.	/	/	/	/	/	/	/
11	The activity should preferably be a one-day workshop.	/	N/A	/	/	/	/	N/A
12	No budget allocation for venue rental. As such, units are encouraged to hold their workshop in UP Diliman. Units that wish to hold their workshop outside the campus would need to tap other sources of funds for payment of venue rental fees.	/	N/A	/	/	/	/	N/A
13	Submit a detailed PhD faculty development plan containing the following information: a. For department/units with currently less than 50% PhD faculty, strategies for increasing the number of PhD faculty to at least 50% of total faculty within the next three years should be identified. Also, OVPAA grants to be tapped, if any, should be specified. b. For departments/units with currently 50% or more PhD faculty, strategies for the next 3 years for retaining current PhD faculty and/or increasing the proportion of PhD faculty (i.e., strategies for recruitment, renewal, or securing tenure of PhD faculty) should be identified.	/	N/A	N/A	N/A	N/A	N/A	N/A

**OVPAA-API Form 10.3
ACADEMIC PROGRAM IMPROVEMENT**

API PROJECT PROPOSAL

Proponent Unit (Dept/Inst, College):	Constituent University:	For January to December 2020
Person-in-Charge:		Unit iAADS Score:
Title of Project:		
Specify Priority Area Addressed Based on Memo No OVCAA-ECA 19-423:		
Total Amount of Project:		
Period of Implementation:	Place of Implementation:	
Prospective Clients/Beneficiaries:	No. of Participants (Minimum/Maximum):	
Brief Rationale of the Project:		
Objectives:		
Method/s:		
Expected Output/s:		
Project Outline:		
Resource Requirements:		
Evaluation Method/Instruments to be Used:		

