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MEMORANDUM NO. OVCAA-MTTP 20-044

To : The Faculty

Through : The Deans and Heads of Units

From : 
Ma. Theresa T. Wayongayong, PhD
Vice-Chancellor for Academic Affairs

Subject : Deadline for Submission of Summary Template for Course Pack Incentive

Date : 16 September 2020

Following OVPAA Memorandum No. 2020-92, an incentive of PhP9,000.00 will be given for a completed course pack in a 3-unit course, pro-rated among the faculty involved in the preparation. The academic units will be the ones to certify the completeness of the course pack and submit the list of recommended faculty members with the corresponding honorarium for each of them.

In this connection and in compliance with government auditing and accounting rules, individual faculty members are requested to submit a certificate of completion of the course pack using the attached Annex A template.

Using the attached Annex B template, Department Chairpersons, Institute Directors, Program Coordinators or Directors are also requested to submit to the Deans the list of faculty members who completed their course packs, with the course credit and corresponding amount of honorarium for each faculty.

The Deans note the accomplished Annex B template and submit it to the OVCAA **on or before 15 October 2020** for consolidation and recommendation to the OVPAA.

Thank you.