




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
**UNIVERSITY OF THE PHILIPPINES DILIMAN**

DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101  
+632 9285107 or +632 9818500 local 2583 | [ovcaa.upd@up.edu.ph](mailto:ovcaa.upd@up.edu.ph)

MEMORANDUM NO. OVCAA-MTTP 20-047

TO : ALL DEANS, DIRECTORS AND HEADS OF ACADEMIC UNITS

FROM :   
MA. THERESA T. PAYONGAYONG, PhD  
Vice-Chancellor for Academic Affairs

SUBJECT : Teaching Load Assignments for Teaching Associates (TAs)/  
Teaching Fellows (TFs) for the 1<sup>st</sup> Semester AY 2020-2021

DATE : 26 September 2020

---

Attached is Memorandum No. OVPAA 2020-111 dated 20 September 2020 regarding Teaching Load Assignments for Teaching Associates (TAs) and Teaching Fellows (TFs) for the First Semester AY 2020-2021, for your information and guidance.

Please note that for approved applications, the Form 5 and Certification of Study/Workload (Annex 1 of the Memo) are requirements for the release of the UP System counterpart to the CU. Hence, units are requested to revisit the unit assignments using the attached OVPAA guidelines before submission. Note further that previously submitted workload units that do not meet the required 6-units based on these guidelines will be given pro-rated stipend.

Thank you.



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

20 September 2020

Memorandum No. OVPAA 2020-111

To: The Chancellors

Cc: Vice Chancellors for Academic Affairs

From: Maria Cynthia Rose Banzon Bautista  
Vice President for Academic Affairs

Subject: Teaching Load Assignments for TAs/TFs for the 1st Semester AY 2020-2021

We have received your recommendations for the Teaching Assistants for First Sem., AY 2020-2021. Upon initial review we noticed that for some TAs the number of Teaching Load units (teaching/assisting) is not commensurate to the task given to them. We have compiled a list of tasks with corresponding units to guide you on assigning the units for the services to be rendered by the Teaching Assistants. Please see Table below.

Table 1. Guide for Teaching Load Assignments for TAs/TFs

TA/TF Tasks*	For each Section	
	Course Load (No. of Units)	Teaching Load (No. of Units)
1. Lecture class (non-GE); with teaching; minimal supervision of faculty supervisor	3.0	3.0
2. Laboratory/Studio/Practical class (non-GE); teaching; minimal supervision of faculty supervisor	1.0	1.5
3. Lecture class (GE); no actual teaching; small class size (<40 students)	3.0	1.0
4. Lecture class (GE); no actual teaching; large class (>50 students)	3.0	1.0-2.0 depending on number of students in class
5. Lecture class (non-GE); handling of discussion group of large class (where large class [>50 students] is divided into smaller groups of 20-30 students/discussion group)	3.0	1 hour discussion group session/week = 1.0 unit; with additional tasks that amount to almost like teaching a small class = 3.0 units
6. Lecture class (GE); handling of discussion group of large class (where large class [>50 students] is divided into smaller groups of 20-30 students/discussion group)	3.0	1 hour discussion group session/week = 1.0 unit; with additional tasks that amount to almost like teaching a small class = 3.0 units (e.g. Econ 11)

\*A TA or TF should always have a Faculty Supervisor assigned to each of his/her classes

For approved applications, please be reminded that the Form 5 and Certification of Study/Workload (Annex 1) are requirements for the release of the UP System counterpart to the CU. May we request that before submitting the certification please revisit the unit assignments using the Guide. If the previously submitted workload units do not meet the required 6-units based on the Guide, the stipend will be pro-rated.

Thank you and keep safe.

-----  
Annex 1

**CERTIFICATION**  
Teaching/Study Load Assignments

This is to certify that \_\_\_\_\_ has been admitted as a Teaching Associate/Teaching Fellow in the Dept/Inst, College, CU for the First Semester, AY 2020-2021 with the following teaching and study load assignments:

TA/TF Teaching Units			Study Load		
Courses	Hours/Week	Units	Graduate Program	Enrolled Courses	Units
	TOTAL			TOTAL	

Certified Correct:

Approved for: \_\_\_\_\_ TA/TF Teaching units

\_\_\_\_\_  
Chair/Director  
Department/Institute

Maria Cynthia Rose Banzon Bautista  
Vice President for Academic Affairs