



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA MTP 21 - 014

To **Deans, Directors, and Heads Academic and Administrative Units**

From *MA. THERESA T. PAYONGAYONG*
MA. THERESA T. PAYONGAYONG, PhD
Vice Chancellor for Academic Affairs

Subject **Call for Applications to the Online ASPIRE 5.0**

Date 10 February 2021

The University of the Philippines (UP) Diliman Office of the Vice Chancellor for Academic Affairs (OVCAA), in partnership with the UP National Engineering Center (NEC), is pleased to open its Call for Applications to **Online Administrative Staff Program towards Institutional Resiliency and Excellence (ASPIRE) Batch 5.0**.

The ASPIRE is a training program designed to equip participants with necessary knowledge, mindset and skills in developing and implementing a Quality Management System that will help their organizations attain improved and efficient operations, a sustained culture of innovations, customer-driven delivery of services, and empowered human resources.

It is an 8-day training program that will be held on May 3, 5, 10, 17, 19, 21, 24, 26, June 14, 21, 30, 2021. All sessions will be from 8:00 AM – 12:00 NN.

Participation is open to all permanent and UP contractual administrative and REPS personnel of UP Diliman.

Degree-granting units are encouraged to send one (1) participant, preferably (not necessarily) the assigned Academic Assessment and Development (AAD) Support Staff. Administrative offices may endorse multiple applicants to the training program; selection of participants is subject to the deliberation of the ASPIRE Committee.

Applicants may register through: <https://tinyurl.com/ASPIREFive>

It is advised that before answering the online registration form, applicants have already prepared the following to be uploaded in the same platform:

1. One single PDF file containing your Accomplished Letter of Commitment and Accomplished Letter of Endorsement and Certificate of Availability / Access to Online Infrastructure Support (See attached supporting documents. E-signatures will be accepted.)
2. Photo with at least 300 ppi/resolution in JPEG (to be used in graduation and other publicity materials)

The deadline of application is on **30 March 2021, 5:00 PM**.

For questions and clarification, you may send an email to qa.upd@up.edu.ph.