




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*

MEMORANDUM NO. OVCAA-MTTP 20-067

TO : All Department Chairs and Institute Directors
College Secretaries and Graduate Program Coordinators
Deans and Directors of Academic Units

FROM :  Ma. Theresa T. Payongayong, PhD
Vice-Chancellor for Academic Affairs

SUBJECT : Submission of Requests for Additional Teaching Assistants/Teaching Fellows (TAs/TFs) and Lecturers, and for Conduct of Required Academic Activities Entailing Face-to-Face Interactions for 2nd Semester 2020-2021

DATE : 19 November 2020

In its 1355th Meeting on 30 October 2020, the BOR approved to continue with remote teaching and learning for the remainder of the Academic Year 2020-2021. In view of this, colleges are requested to accomplish the attached **Google Sheet A** (<https://tinyurl.com/TATFSheetA>) on or before **27 November 2020** to reflect the number of requested additional Teaching Assistants/Teaching Fellows (TAs/TFs) and Lecturers for the Second Semester 2020-2021. The number of TAs/TFs should be based on the program redesign submitted by the units, and on course demand of major students as determined by departments/institutes. College Secretaries and Graduate Program Coordinators are requested to coordinate with each other to determine and inform the departments/institutes of course demands from other colleges so they can factor this in when preparing the second semester course offerings.

The remainder of the academic year will continue to be delivered remotely except for specific courses for which a request to hold face-to-face teaching has to be made. Colleges are requested to accomplish the attached **Google Sheet B** (<https://tinyurl.com/F2FSheetB>) on or before **4 December 2020** to reflect the request for 1) face-to-face teaching for specific courses; 2) conduct of required academic activities entailing face-to-face interactions in communities or jobsites; and/or 3) individualized on-campus laboratory work especially for graduating students for the Second Semester 2020-2021.

The accomplished Google Form A shall be submitted to the Office of the Vice President for Academic Affairs (OVPA) for budget purposes. The accomplished Google Form B shall be submitted to OVPA for endorsement to and consideration of the Board of Regents (BOR), Commission on Higher Education (CHED) and Inter-Agency Task Force (IATF).

Thank you for your cooperation.