



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

DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101
+632 8928 5107 or +632 8981 8500 local 2583 | ovcaa.upd@up.edu.ph

MEMORANDUM NO OVCAA MTP 20-065

TO Deans, Directors and Heads of Academic Units
Directors and Heads of Administrative Units
AAD Support Staff of Degree-granting Units

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

SUBJECT **Call for Applications to the ASPIRE 4.0 and 5.0**

DATE 18 November 2020

The Office of the Vice Chancellor for Academic Affairs (OVCAA), in partnership with the U.P. National Engineering Center (NEC), will be conducting the online **Administrative Staff Program towards Institutional Resiliency and Excellence (ASPIRE) 4.0 and 5.0**. 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.

ASPIRE 4.0 and 5.0 is an 8-day training program and will commence on 4 December 2020 and 12 March 2021 respectively (see attached tentative program for reference). Participation is open to all permanent and UP contractual administrative personnel and REPS of UP Diliman.

Degree-granting units are encouraged to send one (1) participant, preferably (not necessarily) the assigned 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/ASPIREFour>. 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-sigs 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 **27 November 2020**. Should you have any questions or clarifications, you may send an email to qa.upd@up.edu.ph.