




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

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MEMORANDUM NO. OVCAA-MTTP 21-023

TO : The Faculty

THROUGH : The Deans, Directors and Heads of Units

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

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

DATE : 23 February 2021

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Following OVPAA Memorandum No. 2021-19, 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. Please be reminded that “only course packs for courses offered in the Second Semester/Trimester AY 2020-2021 are eligible for course pack incentives unless the course pack incentive was previously given for the course (i.e., if the course was offered also in the First Semester/Trimester AY 2020-2021). Course packs for courses offered in the Second Semester/Trimester AY 2020-2021 that were offered in the First Semester/Trimester AY 2020-2021 but have not been granted course pack incentives may be eligible for 50% of the incentive in the Second Semester/Trimester AY 2020-2021.”

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 certify the accomplished Annex B template and submit it to the OVCAA **on or before 8 April 2021** for consolidation and recommendation to the OVPAA.

Thank you.