



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

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MEMORANDUM NO. OVCAA-MTTP 21-046

TO : **ALL DEANS, DIRECTORS AND HEADS OF UNITS**

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

SUBJECT : Call for Recommendations for the “Sagad” Award for Professor  
12 Faculty

DATE : 18 May 2021

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OVPAA Memorandum No. 2021-71, released on 17 May 2021, announced the call for recommendations for the “Sagad” award for Professor 12 faculty covering accomplishments from the date of promotion to the rank of Professor 12 (for those who have not received any “Sagad” award incentive) **or** from the year the “Sagad” award was last received. For guidance, attached is the said memo.

Colleges/units must submit a cover letter endorsing recommendations, with the hard and/or soft copy of the following documents on or before **25 June 2021 at 5:00 in the afternoon**:

1. Summary of recommendations using OVCAA Sagad Form 1 (Annex 1);
2. Summary of accomplishments using OVCAA Sagad Form 2 (Annex 2);
3. Faculty accomplishment form using UPD-OVCAA FMP Form 1.3 (Annex 3);  
and
4. Supporting documents for accomplishments listed in UPD-OVCAA Form 1.3, properly labeled, referenced according to the criteria outlined in Memo No. PDLC 21-03, and placed in a folder (for hard copy submission) and/or e-folder (for soft copy submission).

Please submit hard copy of documents to the OVCAA at the 2<sup>nd</sup> floor of DILC building **and/or** soft copy of documents via email ([ovcaa.upd@up.edu.ph](mailto:ovcaa.upd@up.edu.ph)).

Thank you.