




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA-MTTP 21-059

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 Midyear Term 2021
Course Pack Incentive

DATE : 15 June 2021

Following the OVPAA Memorandum No. 2021-88, 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 Midyear 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/Second Semester/Trimester AY 2020-2021). Course packs for courses offered in the Midyear 2021 that were offered in the First/Second Semester/Trimester AY 2020-2021, but have not been granted course pack incentives, may be eligible for 50% of the incentive in the Midyear 2021.”

In this connection and in compliance with government auditing and accounting rules, faculty members are requested to submit a certificate of completion of the course pack using **Annex A** (<http://bit.ly/Cert-of-Completion>) to their home unit. The units are subsequently requested to submit the following to OVCAA:

(1) the list of faculty members who completed their course packs, with the course credit and corresponding amount of honorarium for each faculty using **Annex B1** for courses offered in both First and Second Semester/Trimester and **Annex B2** for courses offered in the Second Semester/Trimester (<http://bit.ly/MY-Incentive-Summary>) in both Excel and PDF formats; and

(2) a copy of the certificate of completion signed by the faculty.

Kindly submit the summaries to ovcaa.upd@up.edu.ph on or before **16 July 2021** for consolidation and recommendation to the OVPAA.

Attached is OVPAA Memorandum No. 2021-88 for information and guidance. Thank you.