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MEMORANDUM NO. OVCAA MTP 21 - 060

TO **Deans, Directors, Department Chairs and Institute Directors**

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

SUBJECT **UP System Taking Stock and Gearing UP Year 2 Post-Workshop Tasks and Deadlines**

DATE **12 July 2021**

Thank you for your participation in the UP System Taking Stock and Gearing UP Year 2 webinar workshop, which was successfully held on 5 July 2021.

Please be reminded of the following post-workshop tasks and deadlines:

1. Conduct a program redesign exercise at the academic unit level to arrive at an adjusted curriculum.
2. Submit the adjusted curriculum to be followed by students to the OVCAA on or before **6 August 2021**.
3. Revise/Update and complete course packs for courses to be offered in the First Semester AY 2021-2022 by **31 August 2021**.
4. Deliver course pack to requesting students on or before the start of classes on **17 September 2021**.
5. Utilize in full the CU course pack logistics funds allocated and transmitted to you for delivery of course packs.
6. Request for additional course pack logistics funds for the First Semester AY 2021-2022 should be received by **13 August 2021**. This should be accompanied by a complete fund utilization report.

For your appropriate action, please. Thank you.