




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

DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101
+632 89285107 or +632 89818500 local 2583 | ovcaa.upd@up.edu.ph

MEMORANDUM NO. OVCAA-MTTP 21-066

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 First Semester/Trimester AY 2021-2022 Course Pack Incentive

DATE : 3 September 2021

With reference to the OVPAA Memorandum No. 2021-118, the following guidelines on course pack and course pack incentives for the first semester/trimester AY 2021-2022 are reproduced for your information and guidance. **(Please refer to the attached OVPAA Memorandum No. 2021-118 for complete guidelines.)**

1. Completed course packs should be **uploaded in UVLe or distributed¹ through USBs or as printed material, as needed, by 17 September 2021** - the start of classes for the First Semester/Trimester AY 2021-2022.

2. Only course packs for courses offered in the First Semester/Trimester AY 2021-2022 are eligible for course pack incentives provided that these have not been granted course pack incentive previously (i.e., if the course was offered also in AY 2020-2021). Course packs for previously offered courses that will be offered in the First Semester/Trimester AY 2021-2022, and have not been granted course pack incentives previously, may be eligible for 50% of the incentive. **Thesis/Dissertation and independent courses (e.g. practicum, internship, etc.) are not eligible for course pack incentives.**

3. An honorarium of Php9,000.00 will be given for every complete course pack prepared for a 3-unit course, pro-rated among faculty involved in the preparation. **The individual faculty, department chairs/institute directors, and deans must ensure the completeness of the course packs** before submission to the Office of the Vice Chancellor for Academic Affairs.

4. Multiple course pack preparations for the same course will be treated as a collaboration.

5. In instances when the faculty needs to fulfill the required total load credit (TLC) for AY 2021- 2022, **a credit unit incentive of 1.5 unit per course pack prepared for a 3-unit course may be applied for**, subject to the approval of the academic unit and contingent on the available faculty resource vis-a-vis courses that need to be offered for the semester. **The credit course incentive shall not be used for teaching overload.**

6. **Teaching Assistants (TAs) and Teaching Fellows (TFs)** are not entitled to the incentive; they may be given only the credit load incentive. **Lecturers** who are involved in the preparation of complete course packs may be given an honorarium commensurate to their involvement in the course pack preparation.

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** (<https://bit.ly/Cert-of-Completion1>) to their home unit. The units are subsequently requested to submit the following to OVCAA **on or before 10 October 2021**:

(a) the list of faculty members who completed their course packs, with the course credit and corresponding amount of honorarium for each faculty using the template provided (**Annex B1** for courses offered in AY 2020-2021 and First Semester/Trimester AY 2021-2022, and **Annex B2** (<https://bit.ly/1S-AY2122-Incentive-Summary>) for courses only offered in the First Semester/Trimester AY 2021-2022) in both Excel and PDF formats; and

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

Thank you.

¹ Delivery/distribution of course packs via courier services is centralized through the SPMO. See guidelines for course pack distribution [here](#).