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MEMORANDUM NO. OVCAA MTP 21-085

To : Deans, Directors and Unit Heads

From : *Theresa T. Payongayong*
MA. THERESA T. PAYONGAYONG, PhD
Vice Chancellor for Academic Affairs

Subject : New Request Forms for Submission via UTAK

Date : 21 December 2021

I am pleased to inform you of new request forms that may be accessed via the University Transactions Automated Kit or UP UTAK, an online platform available to faculty members for the processing of requests to the OVCAA.

The UP UTAK website is now open for accepting the following requests, namely:

1. Waiver/Appeal for less than 6 units teaching load for a semester/trimester
2. Failure to meet the 24-unit required teaching load
3. Payment of overload despite small class size
4. Overload beyond the six course credits for Faculty Administrators
5. Other requests addressed to the Office for the Advancement of Teaching

Just to remind you, the following requests have been made available earlier via UTAK:

1. Request for Authority to Travel Abroad
2. Request for Waiver of the Class Size Requirement
3. Request for Waiver of the 6-unit Load of Lecturers

You may access the forms through <https://utak.upd.edu.ph> by logging in using your official email address (@up.edu.ph).

Please send any questions, concerns, or clarifications regarding the system to: <https://utak.upd.edu.ph/help-desk/>.

Kindly disseminate to all your faculty.

Thank you.