



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
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**MEMORANDUM NO. OVCAA-MVLO 25-043**

**TO :** DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS, and  
FACULTY MEMBERS

**FROM :** MARIA VANESSA LUSUNGA OYON, Ph.D.  
Vice Chancellor for Academic Affairs

**SUBJECT :** Reminders on the Administrative Load Credits (ALC) application

**DATE :** 23 June 2025

This is to remind all deans, directors, heads of academic units, and faculty members of the following guidelines on administrative load credits (ALC):

1. **All colleges have an ALC allocation** based on the number of full-time and part-time faculty members ([see College ALC Allocation formula](#), pp.5-6). Colleges are therefore requested to properly allocate their ALCs to their constituents.
2. **The heads of units must apply** for the appropriate administrative load credit of all faculty members under their department/college based on the Guidelines on Administrative Load Credits (ALCs) ([Memorandum No. OVCAA-MTTP 22-077](#)).
3. Renewal or Reappointment of the existing/previously approved administrative position application is via [PUSO portal](#). **All ALC positions must be applied not later than August 6, 2025, the start of the registration period for the 1st semester AY 2025-2026.**
4. All approved ALC positions assigned to faculty members must be reflected in their respective Faculty Service Record (FSR).
5. For OVCAA's reference, all colleges are required to submit their Faculty ALC Data using the form in this link [College Complete Data](#) to be submitted in PDF format and duly signed by appropriate authorities **not later than August 6, 2025**. The columns of the spreadsheet include:
  - a. Name
  - b. Department
  - c. Indicate the rank whether the faculty is full-time or part-time
  - d. Title of Administrative position, if applicable (write N/A if faculty has no administrative position)
  - e. Approved ALC units
  - f. Duration/Effectivity of ALC appointment
  - g. Type of Administrative Position (Department-level, College-level, University-level or System-level)

Thank you for your continued cooperation and support. For prompt dissemination to all concerned.