



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

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**MEMORANDUM NO. OVCAA-MVLO 25-044**

**TO :** ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

**FROM :** MARIA VAÑESSA P. LUSUNG-OYZON, PhD  
Vice Chancellor for Academic Affairs

**SUBJECT :** OVPAA Memorandum 2025 No. 2025-100 Call for Applications to  
the UP Teaching Assistantship Program for Academic Year 2025-2026

**DATE :** 25 June 2025

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This is to inform you that the **application for the 2025-2026 UP Teaching Assistantship Program** is now open. Kindly disseminate the attached OVPAA Memorandum 2025-100 to all students, faculty and staff concerned. In this connection, please be reminded of the following **tasks and deadlines**:

1. Submit your recommended list of the new appointments and renewals of appointments using the template in [Table 1](#) **not later than 11 July 2025 (Friday)** to allow us time to consolidate submissions from all units. Timely submission of Table 1 is crucial as it serves as the basis for requesting a Funding Check Memorandum (FCM). Late submission will result in a delay in the release of the FCM to the units.
2. In the meantime, please inform all prospective Teaching Associates and Teaching Fellows (TAs/TFs) to accomplish [OVPAA Form 13.2/13.3](#) and submit all supporting documents. These applications should then be forwarded by your office to the OVCAA **not later than 29 August 2025 (Friday)**, after which these will be endorsed to the Chancellor and the OVPAA by 15 September 2025 (Monday).
3. To facilitate the payment of stipend to the TAs/TFs, please **fill up the certification for Work/Study Load Assignment** ([Annex 1](#)) using the attached Table 2 Guide for Teaching Load Assignments for TAs/TFs. **Submit the filled-up certification not later than 15 August 2025 (Friday)** and a copy of form 5 (as proof of enrollment) to OVCAA as soon as available so we can have this approved by OVPAA. This approved certification will be the basis for the computation of the stipend and the subsequent processing for the payment of the stipend.
4. At the end of the First Semester, AY 2025-2026, please **submit to the OVCAA the renewal form** and the required documents of the TAs/TFs. These should be forwarded to the OVCAA **not later than 02 February 2026 (Monday)**.

Thank you.



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Diliman Los Baños Manila Visayas Open University Mindanao Baguio Cebu Tacloban

## OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

25 June 2025

OVPAAs Memorandum No. 2025-100

To: The Chancellors

Cc: Vice Chancellors for Academic Affairs

From: Leo DP Cubillan  
Vice President for Academic Affairs

**Subject: Call for Applications to the UP Teaching Assistantship Program for AY 2025-2026**

The OVPAAs is now accepting applications for new appointments and reappointments of teaching assistants for the Academic Year 2025-2026. This call is for a one-year appointment contingent on the submission of a progress report for the Second Semester and Midyear terms. Please submit your recommended list of Teaching Associates and Teaching Fellows using Table 1 no later than **25 July 2025**.

Please note the following submission schedule for TA requirements:

Date	Requirement	Submission Procedure
25 July 2025	Table 1: Initial List of Teaching Assistants for AY 2025-2026  Cover letter endorsing list of Teaching Assistants signed by the Chancellor	Unit submits to OVCAA; OVCAA compiles and submits to OVPAAs through DRS
Start of classes of 1st semester  Start of classes of 2nd semester	Certification of Work/Study Load Assignments (1st semester) and copy of Form 5 for each TA/TF  Certification of Work/Study Load Assignments (2nd semester) and copy of Form 5 for each TA/TF	
15 September 2025 (1st semester new applications and renewals)	OVPAAs Form 13.x* and annexes/attachments for Teaching Assistants listed in Table 1	





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*The FCM and the certification of work/study load assignment, along with other documents required by their CU's Accounting Office, must be attached to the disbursement vouchers for processing the monthly stipend of Teaching Assistants. Units are reminded to process these in a timely manner (ideally at the end of each month).*

#### **Form 13.x**

The teaching assistant shall duly accomplish [OVPAA Form 13.x](#) (new application, renewal, or terminal report), attach the required supporting documents, and submit to the academic unit for processing and endorsement to the OVCAA and the Chancellor. All documents should be submitted by the OVCAA to the OVPAA through DRS.

Please note the following additional information:

- The UP System will subsidize 50% of the total funding requirement for Teaching Assistants for most constituent universities (CUs).
- The OVPPF will transfer the UP System subsidy to the CUs. A copy of the FCM will be provided to the OVCAA and OVPAA.
- The UP System subsidy will be released in two tranches: on or before September 2025 for the First Semester and on or before March 2026 for the Second Semester.
- Midyear stipends will be requested and released separately upon submission of the renewal application and supporting documents.
- Any unused funds resulting from differences between proposed and actual workload units must be returned to the UP System as soon as possible.

Thank you for your continued support of the TA program. We look forward to receiving your submissions. For any inquiries, please contact Ms. Bingbong Depone at [tatf.ovpaa@up.edu.ph](mailto:tatf.ovpaa@up.edu.ph)



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Table 2. Guide for Teaching Load Assignments for TAs/TFs

TA/TF Tasks*	For each Section	
	Course Load (No. of Units)	Teaching Load (No. of Units)
1. Lecture class (non-GE); with teaching; minimal supervision of faculty supervisor	3.0	3.0
2. Laboratory/Studio/Practical class (non-GE); teaching; minimal supervision of faculty supervisor	1.0	1.5
3. Lecture class (GE); no actual teaching; small class size (<40 students)	3.0	1.0
4. Lecture class (GE); no actual teaching; large class (>50 students)	3.0	1.0-2.0 depending on number of students in class
5. Lecture class (non-GE); handling of discussion group of large class (where large class [>50 students] is divided into smaller groups of 20-30 students/discussion group)	3.0	1 hour discussion group session/week = 1.0 unit; with additional tasks that amount to almost like teaching a small class = 3.0 units
6. Lecture class (GE); handling of discussion group of large class (where large class [>50 students] is divided into smaller groups of 20-30 students/discussion group)	3.0	1 hour discussion group session/week = 1.0 unit; with additional tasks that amount to almost like teaching a small class = 3.0 units (e.g. Econ 11)

\*A TA or TF should always have a Faculty Supervisor assigned to each of his/her classes

