


OFFICE OF THE VICE-CHANCELLOR  
FOR ACADEMIC AFFAIRS

DIRECT LINE: (632) 928-5107  
VoIP: TRUNKLINE 981-8500 LOCAL 2583  
FAX: (632) 928-5107  
E-MAIL: ovcaa@ovcaa.upd.edu.ph

MEMORANDUM NO. OVCAA-BMP 16-185

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS  
ALL HEADS OF NON-ACADEMIC UNITS  
ALL FACULTY MEMBERS AND STAFF  
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. ¶  
Vice-Chancellor for Academic Affairs

SUBJECT : Reorganization of the Office of the Vice-Chancellor for Academic Affairs

DATE : 30 June 2016

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On 26 April 2016, President Alfredo E. Pascual issued Executive Order No. PAEP 16-02 to implement the reorganization of the U.P. Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) "in response to new needs in Teaching, Curriculum, and Education Technology" (see Annex 1 for the full copy of the Executive Order, including the Organizational Setup in Annex A). Section 2 states:

Functions of the Vice-Chancellor for Academic Affairs

*The Vice-Chancellor for Academic Affairs shall assist the Chancellor in coordinating teaching, curriculum, education technology, and related academic matters.*

**Teaching** refers to both its practice and practitioner. It covers all initiatives that pertain to the concerns of the academic staff in their roles as facilitators of learning and teaching and as members of their home unit and of the larger U.P. community.

**Curriculum** refers to the philosophy, principles, content, structure, and implementation of the degree programs and their shared courses. It covers also the initiatives that pertain to the concerns of the students in their admission to, progress in, and graduation from degree programs.

**Education Technology** refers to the resources, services, and tools that facilitate and enhance learning and teaching within and outside the classroom, including their development, application, and promotion.

Offices under the Supervision of OVCAA Diliman

Eight (8) offices comprise the new OVCAA group (in Annex A Organizational Setup). Two (2) large offices have been restructured: Office of the University Registrar (OUR) and University Library (UL). Two (2) small offices have been expanded and renamed: Office for the

Advancement of Teaching (OAT, formerly ODI) and Interactive Learning Center (ILC, formerly DILC). One (1) relatively new office has been transferred from the Office of the Chancellor / Office of the Vice-Chancellor for Student Affairs: National Service Training Program (NSTP).

Three (3) offices have been newly created: General Education Center (GEC), Office of Field Activities (OFA) and Office of International Linkages (OIL). Meanwhile, the Office of Extension Coordination (OEC), formerly under the OVCAA, has been transferred to the Office of the Vice-Chancellor for Research and Development.

In summary here are the OVCAA offices and their respective heads and "banner goals:"

Office for the Advancement of Teaching (OAT) Diliman Director, Dr. Violeta A. Umali	"Development"
General Education Center (GEC) Diliman Director, Dr. Carlene P. C. Pilar-Arceo	"Convergence"
National Service Training Program (NSTP) Diliman Director, Asst. Prof. John Erwin S. Bañez Deputy Director for NSRC, Asst. Prof. Josefina C. Santos	"Synergy"
Office of Field Activities (OFA) Diliman Director, Asst. Prof. Christian R. Orozco	"Context"
Office of the University Registrar (OUR) Diliman University Registrar, Dr. Marilyn R. Canta Asst. Univ. Registrar, Asst. Prof. Tessa Maria T. Guazon Asst. Univ. Registrar, Dr. Eugene Rex L. Jalao	"Quality Service"
University Library (UL) Diliman University Librarian, Mr. Chito N. Angeles Deputy Univ. Librarian, Ms. Elvira B. Lapuz	"Modernization"
Interactive Learning Center (ILC) Diliman Director, Dr. Joseph Ryan G. Lansangan	"Mainstreaming"
Office of International Linkages (OIL) Diliman Director, Dr. Grace C. Ramos	"Engagement"

An individual memorandum by the OVCAA is subsequently being issued for each office, announcing its functions, programs and services, among others. All the OVCAA offices, including the central office, singly and jointly are committed to coordinate teaching, curriculum, education technology, and related academic matters in U.P. Diliman more effectively and efficiently.

We request dissemination of the above information. At the same time we thank all the offices concerned for their full cooperation and support to the functions, programs and services of the academic affairs offices.

Thank you.

cc: Chancellor, Dr. Michael L. Tan  
All Vice-Chancellors





UNIVERSITY OF THE PHILIPPINES  
Quezon City


OFFICE OF THE PRESIDENT

EXECUTIVE ORDER NO. PAEP 16-02

DATE : 26 April 2016

TO : Chancellor, UP Diliman  
Vice Chancellor for Academic Affairs, UP Diliman

cc : Vice Presidents  
Secretary of the University  
Assistant Vice Presidents, Assistant Secretary of the University  
Vice Chancellor for Research and Development, UP Diliman  
Vice Chancellor for Student Affairs, UP Diliman  
Directors of units under the UP Diliman Office of the Vice Chancellor  
for Academic Affairs

FROM : Alfredo E. Pascual   
President

SUBJECT : **Reorganization of the UP Diliman Office of the Vice Chancellor for Academic Affairs**

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WHEREAS, the last comprehensive reorganization of the UP Diliman Office of the Vice Chancellor for Academic Affairs (OVCAA) was in 1983 under the UP President's Executive Order No. 5, which listed down the offices under its supervision and defined the specific functions and responsibilities of some of those offices;

WHEREAS, while there were organizational changes in later years, such as the creation of new offices in 1992 and in 2003, no wide-ranging review of the OVCAA structure and operations had taken place again;

WHEREAS, the incumbent Vice Chancellor for Academic Affairs (Dr. Benito M. Pacheco) and the incumbent Chancellor (Dr. Michael L. Tan) finding the need to restructure the OVCAA organization in response to new needs in **Teaching, Curriculum, and Education Technology** commenced a review and evaluation process in 2014 through planning workshops participated in by unit heads and key staff members, followed by pretesting over a period of two years of the proposed changes in coordination with two other offices of the Vice Chancellor in UP Diliman, with favorable outcome;

WHEREAS, the UP President endorsed the restructuring proposal to the Board of Regents and the latter, at its 1316<sup>th</sup> meeting on 31 March 2016, approved the recommendations, with clarifications of certain factors;

WHEREAS, the organizational changes approved by the Board of Regents shall come into force upon the issuance of an Executive Order by the UP President, superseding in part Executive Order No. 5 dated 23 March 1983, defining, among others, the functions of each office and the inter-relationship of offices;

NOW, THEREFORE, by virtue of the powers vested in me by the Charter and the Revised Code of the University, I hereby issue this Executive Order to implement the reorganization of the OVCAA Diliman, as approved by the Board of Regents.

**SECTION 1. The Vice Chancellor for Academic Affairs.** U.P. Diliman shall have a Vice Chancellor for Academic Affairs, appointed by the Board of Regents upon nomination by the Chancellor and recommendation by the President, who shall serve at the pleasure of the Chancellor;

**SECTION 2. Functions of the Vice Chancellor for Academic Affairs.** The Vice Chancellor for Academic Affairs shall assist the Chancellor in coordinating teaching, curriculum, education technology, and related academic matters;

**Teaching** refers to both its practice and practitioner. It covers all initiatives that pertain to the concerns of the academic staff in their roles as facilitators of learning and teaching and as members of their home unit and of the larger U.P. community.

**Curriculum** refers to the philosophy, principles, content, structure, and implementation of the degree programs and their shared courses. It covers also the initiatives that pertain to the concerns of the students in their admission to, progress in, and graduation from degree programs.

**Education Technology** refers to the resources, services, and tools that facilitate and enhance learning and teaching within and outside the classroom, including their development, application, and promotion.

**SECTION 3. Offices or Units under the Supervision of the Office of the Vice Chancellor for Academic Affairs.** The following shall be under the supervision of the Vice Chancellor for Academic Affairs:

- a. Office for the Advancement of Teaching (OAT);
- b. General Education Center (GEC);
- c. National Service Training Program (NSTP);
- d. Office of Field Activities (OFA);
- e. Office of the University Registrar (OUR);
- f. University Library (UL);
- g. Interactive Learning Center (ILC); and,
- h. Office of International Linkages (OIL).



**SECTION 4. Functions of the Office for the Advancement of Teaching (OAT) Diliman.** The Office for the Advancement of Teaching (formerly the Office of the Director of Instruction or ODI) shall have the following main functions:

- a. Teaching support: (1) initiate or coordinate programs for faculty development and recognition; (2) collaborate with the Interactive Learning Center (ILC) Diliman and the University Library (UL) Diliman in the development and promotion of education technologies; (3) facilitate U.P. Diliman's local or national academic linkages related to teaching;
- b. Evaluation and assessment of teaching: (1) manage the administration and processing of the Student Evaluation of Teaching (SET); (2) provide the University with timely and critical information regarding the performance of its academic programs and implementation of its policies related to teaching; and,
- c. Faculty affairs: coordinate administrative matters concerning U.P. Diliman faculty loading, including but not limited to the management of the Faculty Service Record (FSR) database, computation of faculty overload honorarium, offering of small classes, and processing of applications for the limited practice of profession (LPP); and facilitate data integration with the computerized information management systems being implemented across the UP System.

**SECTION 5. Functions of the General Education Center (GEC) Diliman.** The General Education Center shall have the following main functions:

- a. Coordination: (1) support the interdisciplinary nature of GE courses by coordinating with, and among faculty members from various academic units who can teach each course; (2) compile and disseminate GE instructional materials, in coordination with the Interactive Learning Center (ILC) Diliman and University Library (UL) Diliman; (3) plan and conduct workshops and training programs to enhance GE teaching, in coordination with the Office for the Advancement of Teaching (OAT) Diliman;
- b. Research: (1) consolidate the review and evaluation of the GE program and the GE courses; (2) support GE-related research projects; and,
- c. Incubation: provide support to colleges or units in the development of concepts, pedagogies, materials, and all resources pertaining to GE courses.

**SECTION 6. Functions of the National Service Training Program (NSTP) Diliman.** The National Service Training Program shall have the following main functions:

- a. "Tatak U.P. Diliman" NSTP: develop an NSTP that is unique to U.P. Diliman as a bastion of diverse knowledge, research and creative work, and that promotes service to the nation and people while complying with R.A. 9163 and its IRR;
- b. Harmonized implementation: formulate structure and guidelines that recognize the extension work and public service of the various disciplines while aligning with the "Tatak U.P. Diliman" NSTP;





- c. Initiatives: develop and implement programs that encourage volunteerism among U.P. Diliman students including those who have completed the NSTP courses; and,
- d. Projects and activities: coordinate with and among academic units in the implementation, monitoring, and review of NSTP projects and activities.

SECTION 7. Functions of the Office of Field Activities (OFA) Diliman. The Office of Field Activities shall have the following main functions:

- a. Context to academic field activities: (1) ensure that University policies and guidelines on academic field activities are properly operationalized; (2) ensure that academic field activities are conducted within the context of the course or curriculum; (3) ensure that measures are in place to guarantee the safety of students and faculty in the field;
- b. Support: (1) assist academic units in incorporating academic field activities in their curriculum; (2) coordinate with academic units for the planning, implementation, and monitoring of academic field activities, as well as the formulation and review of related policies and guidelines; (3) provide orientation and training to faculty for academic field activities, in cooperation with the Office for the Advancement of Teaching (OAT) Diliman; and,
- c. Linkages: coordinate with and among academic units regarding linkages with, and feedback to and from, industry, government, non-government organizations, and other local institutions for student internship and other field activities.

SECTION 8. Functions of the Office of the University Registrar (OUR) Diliman. The Office of the University Registrar shall have the following main functions:

- a. Student admission and registration: implement existing procedures and explore initiatives for better procedures for admission and registration;
- b. Student progress and graduation: warrant well-managed processes in connection with academic evaluation, records management, and issuance of credentials to its various clientele;
- c. Student information system: ensure the highest standards in the management of the student information system, making use, where applicable, of innovative platforms, consistent with the computerized information systems being implemented across the UP System; and,
- d. Academic policies and programs: support the relevant University Council committees and advise academic units in the crafting and review of academic policies and programs.

SECTION 9. Functions of the University Library (UL) Diliman. The University Library, comprising the Main Library and the College or Unit Libraries, shall have the following main functions:



- a. Learning spaces: provide open, accessible, and engaging spaces, both physical and virtual, to support individual and collaborative learning and creative and critical thinking;
- b. Information literacy: enhance information literacy and research skills through library instruction programs;
- c. Information resources: collect, organize, and provide access to information resources in support of teaching, research and creative work, and extension work;
- d. Information technology: modernize library functions and services, with particular emphasis on new information technologies; and,
- e. Archives: ensure protection and longevity of the University Library's resources – digital, analog, and print – through effective archiving and digitization programs.

**SECTION 10. Functions of the Interactive Learning Center (ILC) Diliman.** The Interactive Learning Center (formerly the Diliman Interactive Learning Center) shall have the following main functions:

- a. Resources: (1) make available facilities and tools for production and use of teaching and learning materials; (2) develop and maintain online learning management systems;
- b. Trainings and services: (1) facilitate trainings and discussions on educational technologies, including acceptable-use policy; (2) promote multimedia, web, and mobile services to enhance teaching and learning;
- c. Policies and standards: (1) recommend policies and guidelines to ensure quality of online teaching and learning materials; (2) recommend technological facilities and tools for the advancement of teaching and learning;
- d. Linkages: (1) coordinate with the Office for the Advancement of Teaching (OAT) Diliman, General Education Center (GEC) Diliman, and other University offices on services, activities, and projects for instructional design and advancement of teaching; and, (2) establish external linkages for implementation of services, projects, and activities on online teaching and learning systems.

**SECTION 11. Functions of the Office of International Linkages (OIL) Diliman.** The Office of International Linkages shall have the following main functions:

- a. Teaching and learning: through international mobility of faculty, student, and staff: (1) bring in new ideas that may lead to the institution of new programs; (2) generate inputs for the review and revision of existing programs; (3) develop innovative teaching and learning methods;
- b. Research, creative work, and extension: (1) organize or support forums for discussing international issues on which topics for collaborative research and creative work may be based; (2) establish or assist international industry and community linkages hinged on mutually agreed upon thematic issues; (3) promote multi-cultural interactions;



- c. Administration and legal matters: (1) recommend engagement policies and develop systems for efficient international networking; (2) oversee the implementation of international MOAs/MOUs between partner universities; (3) coordinate with other U.P. units on international exchange-related matters; and (4) process documents related to international mobility of faculty, student and staff.

SECTION 12. Head of Office. Every office under the OVCAA Diliman shall be headed by a regular academic personnel of the University as appointed on an additional assignment basis by the Chancellor upon the recommendation of the Vice Chancellor for Academic Affairs. The head of office shall be designated as Director, provided that the head of the Office of the University Registrar shall be the University Registrar while the head of the University Library shall be the University Librarian.

SECTION 13. Transfer of the Office of Extension Coordination (OEC). The Office of Extension Coordination (OEC) is hereby transferred from the OVCAA to the Office of the Vice Chancellor for Research and Development (formerly, Office of Research Coordination) in order to expand its activities relating to institutional extension projects and programs in parallel with institutional research and creative works, while some of the former OEC functions are hereby reassigned to other offices under the OVCAA as included in the preceding sections, i.e., OIL and OAT (formerly ODI).

SECTION 14. Transfer of the National Service Training Program (NSTP). The National Service Training Program (NSTP) is hereby realigned from the Office of the Chancellor to the OVCAA as it handles an academic requirement (service training) that is mandated by national law.

SECTION 15. Transfer of Functions and Resources. Unless otherwise provided in this Executive Order, the transfer of functions arising out of the restructuring of offices and sub-units shall include applicable appropriations, records, equipment, and such property as may be necessary.

SECTION 16. Personnel. The reorganization of the OVCAA Diliman offices under this Executive Order shall protect the tenure and benefits of permanent staff of the University. To the maximum extent possible, the filling up of staff positions in the new offices and sub-units shall be from existing personnel who are qualified. The currently authorized staff pattern in the OVCAA Diliman offices is shown in the organizational chart of ANNEX A.

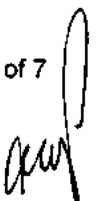
SECTION 17. Authority to Issue Implementing Rules. The Chancellor and Vice Chancellor for Academic Affairs are hereby authorized to issue such memoranda, orders, and regulations as may be necessary for the proper implementation of this Executive Order.

SECTION 18. Authority to Adjust Budgetary Allocation. The Chancellor of U.P. Diliman is hereby authorized to make the necessary adjustments in the internal operating budget of U.P. Diliman in accordance with the provisions of this Executive Order, subject to approval of the President and the Board of Regents.



SECTION 19. Repealing Clause. All Executive Orders, memoranda, and other administrative issuances or provisions thereof that are inconsistent with this Executive Order are hereby repealed or modified accordingly.

SECTION 20. Effectivity. This Executive Order shall take effect immediately.

A handwritten signature in black ink, appearing to be 'D. Trump', is located at the bottom right of the page.





UNIVERSITY OF THE PHILIPPINES  
Quezon City

OFFICE OF THE PRESIDENT

EXECUTIVE ORDER NO. PAEP 16-02A

DATE : 15 July 2016

TO : Chancellor, UP Diliman  
Vice Chancellor for Academic Affairs, UP Diliman

cc : Vice Presidents  
Secretary of the University  
Assistant Vice Presidents, Assistant Secretary of the University  
Vice Chancellor for Research and Development, UP Diliman  
Vice Chancellor for Student Affairs, UP Diliman  
Directors of units under the UP Diliman Office of the  
Vice Chancellor for Academic Affairs

FROM : Alfredo E. Pascual *Alfredo E. Pascual, OIC*  
President

SUBJECT : **Updated Annex A of Executive Order No. PAEP 16-02 dated  
26 April 2016**

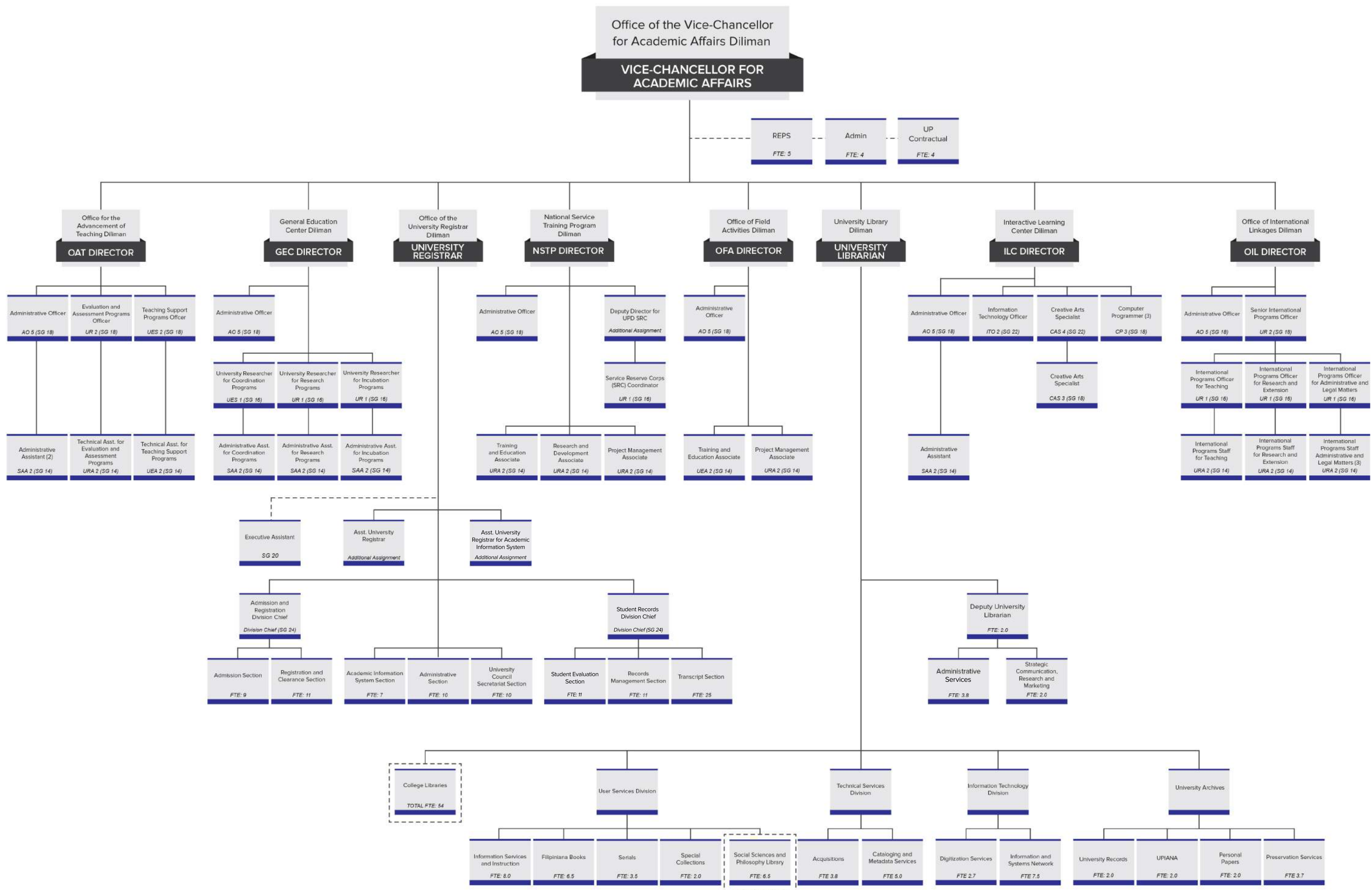
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The attached chart marked "OVCAA Organizational Setup, April 2016 (OUR and UL updated May 2016)" will replace Annex A of Executive Order No. PAEP 16-02 issued on 26 April 2016.

Please update your record on this subject.

*Enclosure: as stated*





**Annex A**  
OVCAA Diliman Organizational Setup  
April 2016 (OUR and UL updated May 2016)