



**UNIVERSITY OF THE PHILIPPINES**  
3F, Quezon Hall, Diliman, Quezon City  
Tele/Fax: (632) 9264736; 9818500 local 2528 or 2529  
Email: ovpaa@up.edu.ph

**OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

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Memorandum No. OVPAA 2018-16

To: All Chancellors

From:   
Maria Cynthia Rose Banzon Bautista  
Vice-President for Academic Affairs

Subject: Additional Guidelines for the UP Arts Productivity System CY 2018

Below are additional guidelines for the UP Arts Productivity System for CY 2018.

1. UP Artists whose appointments ended in December 2015 are also eligible to apply. The period of evaluation of accomplishments for renewal is during the term of appointment, e.g., from January 2013-December 2015.
2. The following application documents are requested for submission to the UP System
  - a. 7 sets of the application form with CU scores properly endorsed by CU officials
  - b. 1 set of proof of creative works (e.g., book, audio CDs, film videos, etc.; to be returned after evaluation)
  - c. CD containing the application form (in Excel format) and the attachments (in jpeg or pdf formats).

Thank you.

Cc: Vice Chancellors for Research and Development/Extension  
Vice Chancellors for Academic Affairs