



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

24 March 2021

URGENT!

OVPAA Memorandum No. 2021-50

To: **The Chancellors
UP System Offices**

Cc: Vice Chancellors for Academic Affairs
Vice Chancellors for Research/Extension/Development
Directors of Offices under OVPAA

CAUT

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

Subject: **Work from Home Arrangements of the Office of the Vice-President for Academic Affairs**

This is to inform you that the Office of the Vice-President for Academic Affairs is completely shifting to Work-from-Home Arrangements until 4 April 2021 as a public health precautionary measure.

In light of this measure, please take note of the following:

- Forms and letters submitted to OVPAA must be properly documented in the Document Tracking System (DTS) **AND** sent to records.ovpaa@up.edu.ph. We reiterate the importance of emailing documents to this address for them to be processed. Unlike the University Information System (UIS), the DTS does not yet have the feature that automatically informs users of documents to be received. Since we have a very limited staff complement, we are unable to assign a staff to focus daily on sifting through all the DTS documents in search of those meant for OVPAA. Our Office will therefore need your email to records.ovpaa@up.edu.ph before your document can be received in the OVPAA DTS.
- For specific inquiries and concerns, please email the following:

Email Address	For Concerns related to the
aac.ovpaa@up.edu.ph	Academic Affairs Committee
awards.ovpaa@up.edu.ph	Artist Productivity System and Scientific Productivity System
balikphd.ovpaa@up.edu.ph	Balik PhD Recruitment Program

Email Address	For Concerns related to the
curriculum.ovpaa@up.edu.ph	Curriculum and Remote Learning
data.ovpaa@up.edu.ph	Data collection e.g. university rankings, PASUC surveys
ecwrg.ovpaa@up.edu.ph	Enhanced Creative Work and Research Grant projects (ECWRG)
eidr.monitoring@up.edu.ph	Emerging Interdisciplinary Research Program (EIDR)
fellowship.ovpaa@up.edu.ph	Faculty, REPS and Administrative Staff Development Program Fellowships
ge.ovpaa@up.edu.ph	General Education Program
ipa.ovpaa@up.edu.ph	<ul style="list-style-type: none"> • International Publication Awards
ovpaa.adcp@up.edu.ph	One UP Professorial Chairs and Faculty Grants (One-UP)
pcari@up.edu.ph	UP-based Philippine California Advanced Research Institute (PCARI) research projects
rdg.ovpaa@up.edu.ph	UPS Research Dissemination Grant
reps.ovpaa@up.edu.ph	Research Extension Professional Services (REPS) staff
qa.ovpaa@up.edu.ph	Academic Assessment and Development (AAD) System/Quality Assurance/QA
tatf.ovpaa@up.edu.ph	UP Teaching Assistantship/Teaching Fellowship Program

- A UP-based OVPAA staff—who will be working in the office from 9:00-5:00 pm on 25-26 March and 29-31 March 2021—will answer the OVPAA landline or VOIP calls of UP constituents and the general public and refer them to specific program staff or any of the offices under OVPAA, if needed.
- For calls about pressing concerns, please contact Ms. Nancy de Quiros (0998-5898067) who will provide the contact number of the relevant official or staff if needed.