OVPAA Form 13.3 (July 2020)

**UP Teaching Assistantship Program**

Renewal Form

| Type of Teaching Assistant: 🞏Teaching Fellow 🞏 Teaching Associate | | | | | | | | | | | |
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| 1. Personal Information | | | | | | | | | | | |
| Last Name | | | | | First Name | | | | Middle Name | | |
| Contact Information | | | | | | | | | | | |
| Email address | | | | | | | Tel. no. | | Mobile no. | | |
| 2. Academic Record | | | | | | | | | | | |
| Degree | | | | Program | | | | Dept/College/CU | | Expected date of graduation | |
| Master’s | | | |  | | | |  | |  | |
| PhD | | | |  | | | |  | |  | |
| 3. Teaching Assistantship Information | | | | | | | | | | | |
| Constituent University | | | | | | | | College | | | |
| Department/Institute | | | | | | | | | | | |
| Start date of ORIGINAL appointment as TATF  🞏1st Sem/Tri 🞏2nd Sem/Tri  AY \_\_\_\_\_\_\_\_ | | | | | | | Start date of RENEWAL as TATF  🞏1st Sem/Tri 🞏2nd Sem/Tri 🞏2nd Sem/Tri  AY \_\_\_\_\_\_\_\_ | | | | |
| 4. Proposed courses to assist in with specific tasks and duties | | | | | | | | | | | |
| Course | | | TA Units | | | | Specific tasks and duties | | | | |
|  | | |  | | | |  | | | | |
| 5. Postgraduate courses to take (Course/units) | | | | | | | | | | | |
| 4. Check if Annexes 1-6 (listed on Page 2) are attached  🞏 Annex 1 🞏 Annex 2 🞏 Annex 3 🞏 Annex 4 🞏 Annex 5 🞏 Annex 6 | | | | | | | | | | | |
| 5. Applicant’s Signature: | | | | | | | |  | | | |
|  | | Name and Signature | | | |  | | Date |  | | |
| 5. Endorsements: | | | | | | | | | | | |
| Department Chair/Institute Director: | | | | | | | | Dean: | | | |
|  | Name and Signature/Date | | | | |  | | Name and Signature/Date | | |  |
| Vice Chancellor for Academic Affairs: | | | | | | | | Chancellor: | | | |
|  | Name and Signature/Date | | | | |  | | Name and Signature/Date | | |  |
| 6. Approved: | | | | | | | | | | | |
|  | Leo DP Cubillan Vice President for Academic Affairs | | | | | | | | | |  |

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| **IMPORTANT**  Please ensure that the following required documents are attached to the application form.  🞏 Annex 1: Report of the TA/TF on the program to include the following:   1. academic progress c. teaching enhancement and training 2. plans for the semester/term d. research and creative work mentoring   🞏 Annex 2: Evaluation report of the Faculty-in-Charge (FIC) on the TA/TF (for every course assisted/handled)  🞏 Annex 3: Student Evaluation of Teachers (SET) for the courses handled in the previous semester/term  🞏 Annex 4: Official report of grades for the previous semester/term  🞏 Annex 5: Certification from the program/dissertation adviser specifying the progress of the TA/TF with course work/dissertation  🞏Annex 6: Recommendation letters from the FIC that the TA/TF will be assisting for the incoming semester/term. |