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 CubillanVice 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. |