



UNIVERSITY OF THE PHILIPPINES
Office of the Vice President for Academic Affairs

CITIZEN'S CHARTER
2025 (1st Edition)



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I. Mandate

The Office of the Vice President for Academic Affairs (OVPAA) is dedicated to supporting UP in providing relevant, inclusive and equitable quality education across various disciplines. Through its subunits and affiliated offices, the OVPAA supports the University in creating innovative responses to the changing demands and conditions within the education sector and beyond. By promoting faculty development, setting quality benchmarks, recognizing research and creative achievements, supporting cutting-edge research, and enhancing curriculum and instruction, the OVPAA works to strengthen UP's capabilities in ensuring that the needs of diverse communities are effectively met.

II. Vision

The OVPAA envisions a dynamic environment that helps support UP in scientific and artistic inquiry by upholding rigorous ethical, quality and efficiency standards while promoting innovation and growth.

III. Mission

The OVPAA aims to create an enabling environment that supports development in teaching, research and public service at UP. Through its programs, policies and processes, the OVPAA seeks to help UP better align its goals and priorities with the realities of an ever-evolving higher education landscape.

IV. Service Pledge

As part of the UP community, the OVPAA is committed to advancing the University's mission to contribute to a society that values science and creativity as a cornerstone of development and human understanding. In particular, the OVPAA pledges to:

1. Support UP in consistently promoting the highest academic standards and leveraging opportunities to enhance the quality of its teaching, research and public service
2. Assist UP in creating collaborative platforms across all disciplines toward a strong culture of research and creative work
3. Help UP advance the exploration and dissemination of evidence-based knowledge critical for national and global development
4. Deliver responsive, transparent and efficient service to all stakeholders, both internal and external
 - 4.1 All applicants or requesting parties who are within the premises of the OVPAA prior to the end of official working hours and during lunch break shall be attended to (R.A. 11032, section 21 (f));
5. Uphold professionalism, accountability and ethical leadership in all its activities and initiatives





V. List of Services

Unit	Page Nos.
Office of the Vice President for Academic Affairs (Central) Internal Services A. Administrative 1. Issuance of Travel Authority B. Curriculum and Instruction 1. Review and Endorsement of a Curricular Proposal A. Submission and Review of Curricular Proposals B. Curricular Proposals for Revision of a Degree Program/Non-GE course C. Curricular Proposals for Institution/Adoption of a Degree Program/Non-GE course endorsed by the CU Curriculum Committee D. Curricular Proposals for Institution/Adoption of a Degree Program/Non-GE course endorsed by the CU University Council 2. Review and Endorsement of Curricular Proposal for a GE course A. Submission and Review of GE Course Curricular Proposal B. Curricular Proposals for Revision/Institution of a GE Course endorsed by the CU Curriculum Committee C. Curricular Proposals for Revision/Institution of a GE Course endorsed by the University Council C. Faculty Development 1. Review and Endorsement of Faculty Appointments 2. Review and Processing of Applications for the UP Teaching Assistantship Program A. Review of Prospective Teaching Assistants B. Notification of Approval and Releasing of the Funding Check Memo C. Review and Releasing of the Certification of Workload D. Processing and Endorsement for the Second Semester E. Notification of Approval and Releasing of the Funding Check Memo 3. Review and Processing of Applications to the Visiting Professor Program A. Review and Endorsement of Application B. Processing of Request for Transfer of Funds	



Unit	Page Nos.
C. Notification and Release of FCM to Unit 4. Review and Processing of PhD and Master's Fellowship Grant Applications 5. Review and Processing of Research Dissemination Grant Applications D. Research 1. Processing of the International Publication Award (IPA) Applications 2. Processing of All Requests Related to OVPA Research Grants/Programs (Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG), Emerging Interdisciplinary Research Program (EIDR)) 3. Processing of Notarized Contract, Progress Report Submission and Fund Releases Related to the Implementation of Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG) and Emerging Interdisciplinary Research Program (EIDR) 4. Processing of all applications to awards handled and endorsed by OVPA (SPS/SSPPS/One UP/SCS)	
UP Center for Integrative and Development Studies External Services 1. Receiving of Letters, Memorandum, Contract of Service, Job Orders, Bills, etc. 2. Addressing Inquiries from External Entities in Relation to UP CIDS Research Functions and Activities 3. Processing of Policy Insights, Book Reviews, and Essays for the UP CIDS Philippine Journal of Public Policy 4. Production of PJPP Full-Length Research Manuscripts 5. Use Of Library and Resource Center of UP CIDS Internal Services 1. Hiring Non-UP Contractual Research Personnel Contract of Services (COS) 2. Hiring Non-UP Contractual Research Personnel Job Order (JO) 3. Hiring of Additional Appointments for UP Employees Participating in UP CIDS Programs or Projects Office Order (OO) 4. Processing of Purchase Request (NOT more than 50,000.00 pesos) for the UP CIDS Program Event 5. Processing of Purchase Request (more than 50,000.00 pesos) for the	



Unit	Page Nos.
UP CIDS Program Events 6. Processing of Reimbursements for UP CIDS Programs 7. Processing of Payment for Honoraria/s Straight Fee/Personnel 8. Addressing Inquiries, Requests and Other Concerns from UP CIDS Research Programs and Projects i. Addressing Minor Concerns ii. Addressing Special/Complex Concerns 9. Request for Hiring Records for All UP CIDS Research Personnel (Contract of Services, Job Orders, Office Orders)	
UP CIFAL Philippines External Services 1. Sustainable Development Goals For Transformational Business (SDGs4BIZ) - Capacity-Building Activities 2. Sustainable Development Goals For Higher Education (SDGs4HE) - Capacity-Building Activities 3. Sustainable Development Goals For Good Governance (SDGs4GoodGov) - Capacity-Building Activities 4. Professional Course On Global Migration (PCGM) 5. Professional Course On Digital Governance And Cybersecurity (PCDGC) 6. Professional Course On Water Governance (PCWG) 7. External Research And Development - External Funding 8. External Research And Development - Commissioned Research Internal Services 1. UP Needs-Assessment Exercise - Capacity-Building Activities 2. Annual UP Strategic Conference On Sustainable Development - Capacity-Building Activities 3. Internal Research And Development	
Center for Women's and Gender Studies (CWGS) External Services 1. Application for Day Care Center Services 2. Gender Sensitive Psychosocial Assistance and Peer Counseling 3. Library Services 4. Request for GAD Training, Technical Assistance, and/or Consultancy 5. Research Grant 6. Review of Women's Studies Publication Process Internal Services	



Unit	Page Nos.
1. Borrowing of Equipment or Furniture 2. Borrowing of Official Vehicle 3. Reservation and Use of Conference Room	
UP Korea Research Center (UP KRC) External Services 1. Payment To The Supplier – Catering Services, Hotel Venue, Room Accommodation, Printing Services, Van Rental Internal Services 1. Research Project Management And Publication 2. Workshop, Conferences, Lecture Series, Film Festival 3. Essay Writing Contest, Speech Contest, Theses/Dissertation Submission 4. Scholarship Grant 5. Linkages & Partnerships 6. Processing Of Reimbursement Vouchers 7. Processing Of Payment For Honoraria/Straight Fee/Job Order/Contract Of Service – Research Projects 8. Processing Of Payment For Non-Up Contractuals – Admin	
Office of Admissions (OAdms) External Services 1. UP College Admissions Test (UPCAT) 1.1 UPCAT Applications 1.2 UPCAT Test Administration 1.3 UPCAT Release of Results 2. UPG Requests 3. UPCAT Data Requests Internal Services 1. UPCAT Data Requests 2. Law Aptitude Exam (LAE) Test Administration 3. Undergraduate Admissions Test (UGaT)	
Office of Oil Linkages Internal Services 1. Agreement Processing and Management 2. Processing of Nominations for Inbound Students from UP Partner Universities (System-Level) 3. Processing of Nominations for Outbound Students to UP Partner Universities (System-Level) 4. Granting of Internationalization Scholarships and Financial Assistance	
Office of Student Development Services External Services	



Unit	Page Nos.
1. Data Request - Undergraduate Student Distribution in UP System	
UP Philippine Genome Center (UP PGC) External Services 1. Administrative Services Department 2. Biobanking Core Facility 3. Biological Sample Repository 4. Core Facility Of Bioinformatics 5. Clinical Genomics Laboratory (Cgl) 6. Dna Sequencing Core Facility 7. Protein, Proteomics, And Metabolomics Facility (PPMF) Internal Services 1. Administrative Services Department 2. Biobanking Core Facility 3. Core Facility Of Bioinformatics 4. Clinical Genomics Laboratory 5. Dna Sequencing Core Facility 6. Protein, Proteomics, And Metabolomics Facility (PPMF)	
UP Press External Services 1. Sale of UP Press Titles/ Consigned Books at the UP Press Bookstore 2. Publishing Services 3. Release of Royalty Payment Internal Services 1. Personal Services 2. Payments of Goods and Services 3. Payments of Printing and Binding Services	



Office of the Vice President for Academic Affairs (Central)



INTERNAL SERVICE

1. Issuance of Travel Authority

Processing and issuance of Travel Authority for UP System officials and employees traveling abroad for official business or personal purposes, subject to approval by the UP President.

Office or Division	Office of the Vice President for Academic Affairs
Classification	Complex
Type of Transaction	G2G
Who may Avail	University of the Philippines System Officials, Faculty, REPS
Checklist of Requirements	Where to Secure
A travel request letter, signed by both the requestor and the head of office, must be addressed to the UP President through the Vice President for Academic Affairs (VPAA). The letter should include details such as travel dates, destination, purpose, funding source, and entitlements.	The requestor will draft the travel request letter.
For official trips: a. The request must include an official letter of invitation. b. A travel report must be submitted in accordance with Memorandum No. JFA 2024-15.	a. The organizer of the event must provide an official letter of invitation. b. The requestor will draft the travel report .
For personal trips: a. The request must include only the travel request letter and the leave application form.	Civil Service Form No. 6 (Application for Leave Form) may be secured at the Human Resource Development Office.

1. Issuance of Travel Authority				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The requestor will submit the necessary document to OVPAA through the document routing system (DRS).	1. The OVPAA staff will receive the request via DRS and verify the documents.	N/A	1 minute	Administrative Section Staff
	2. The OVPAA staff will prepare the documents for the VPAA's	N/A	2 minutes	Administrative Section Staff



1. Issuance of Travel Authority				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	recommendation for approval.			
	3. The OVPAA staff will draft the travel authority for the VPAA's signature.	N/A	2 minutes	Administrative Section Staff
	4. The VPAA will review and approve the request and sign the travel authority.	N/A	2 days	Vice President for Academic Affairs
	5. The OVPAA staff will endorse the approved travel request to the OSU via DRS.	N/A	1 minute	Administrative Section Staff
	6. OSU will forward the request to the OP via DRS.	N/A	1 day	Office of the Secretary of the University
	7. The UP President will approve the travel request	N/A	3 days	UP President
	8. OP will return the approved request to the OVPAA via DRS.	N/A	1 minute	Office of the President
	9. The OVPAA staff will notify the requestor about the signed travel authority.	N/A	1 day	Administrative Section Staff
	10. The requestor will receive the signed travel authority.	N/A	1 minute	Requestor
TOTAL			7 days and 8 minutes	



2. Review and Endorsement of a Curricular Proposal

Submission of curricular proposals for revision, institution, and adoption of degree programs for review and endorsement of OVPAA.

Office or Division	Office of the Vice President for Academic Affairs		
Classification	Highly Technical		
Type of Transaction	G2G - Government to Government		
Who may Avail	UP Constituent Universities		
Checklist of Requirements		Where to Secure	
All curricular proposals submitted to OVPAA must:			
a. be in the standard curricular proposal templates		Templates are accessible here: https://bit.ly/up-tl-curriculum	
b. be endorsed by their respective Vice Chancellor for Academic Affairs and Chancellor.		Secure endorsement from the Office of the Vice Chancellor for Academic Affairs and Office of the Chancellor	

1. Review and Endorsement of a Curricular Proposal				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission and Review of Curricular Proposals (A)				
1. Proponent submits the endorsed curricular proposal to OVPAA through the Document Tracking System (DRS) of the University.	A-1. Receives the proposal through DRS and forwards it to OVPAA Curriculum & Instruction Section through the same platform.	N/A	1 minute	OVPAA Records Section/Personnel
	A-2. Receives the proposal in DRS and enters the information in the Curricular Proposal database. The Section downloads all the documents and uploads them to a shared Google Drive folder.	N/A	10 minutes	Curriculum & Instruction Section Staff
	A-3. Reviews the proposal if it	N/A	7 days	Curriculum & Instruction Section Staff



1. Review and Endorsement of a Curricular Proposal				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	follows the prescribed format, updated references, etc. If the proposal was previously reviewed by the OVPAA, check whether the previous comments were addressed in the recently submitted proposal.			
	A-4. Forwards the proposal to the AVPAA for Curriculum and Instruction via email for further review	N/A	5 minutes	Curriculum & Instruction Section Staff
	A-5. Reviews the proposal based on the curricular proposal review manual.	N/A	3 days	AVPAA for Curriculum & Instruction
Curricular Proposals for Revision of a Degree Program/Non-GE course (B)				
	B-1. Reverts the reviewed proposal to the Curriculum & Instruction Section staff together with comments, if any, or endorsement.	N/A		
	B-1A. If the proposal is only approved at the Curriculum Committee level of the CU, endorse	N/A	5 minutes	AVPAA for Curriculum & Instruction



1. Review and Endorsement of a Curricular Proposal				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	it back to the CU for the action of their University Council, through the VPAA. The AVPAA may also recommend the proposal for endorsement subject to revisions.			
	B-1B. If the proposal is already approved by the University Council , endorse it to the Vice President for Academic Affairs for consideration and endorsement to the President for approval.	N/A	5 minutes	AVPAA for Curriculum & Instruction
	B-2. Endorses the proposal to the corresponding recipient based on step no. A-1A or A-1B.	N/A	3 days	VPAA
	B-3. Uploads the comments/endorsement in the DRS and send it to the corresponding recipient based on step no. A-1A or A-1B	N/A	5 minutes	Curriculum & Instruction Section Staff
	TOTAL		10 days, 31 minutes	
Curricular Proposals for Institution/Adoption of a Degree Program/Non-GE course endorsed by the CU Curriculum Committee (C)				
	The process starts at Step A.	N/A	10 days, 16 minutes	
	C-1.	N/A		



1. Review and Endorsement of a Curricular Proposal				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Reverts the reviewed proposal to the Curriculum & Instruction Section staff together with comments, if any, or endorsement.			
	C-1A. If the proposal is approved by the CU's Curriculum Committee and the AVPAA has no further comments, endorse it to the Academic Affairs Committee for their consideration through the Vice President for Academic Affairs.	N/A	5 minutes	AVPAA for Curriculum & Instruction
	C-1B. If the proposal is approved by the CU's Curriculum Committee and AVPAA has comments, send the comments to the proponent, through the Vice Chancellor for Academic Affairs or Associate Dean for Academic Affairs, via email and inform them that the proposal is endorsed to the AAC subject to revisions.	N/A	5 minutes	AVPAA for Curriculum & Instruction
	C-2. Sends the final endorsed proposal to the AAC	N/A	5 minutes	Curriculum & Instruction Section Staff



1. Review and Endorsement of a Curricular Proposal				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Secretariat.			
	C-3. Sends the proposal to the committee members prior to the meeting.	N/A	5 minutes	AAC Secretariat
	C-4. Reviews and discusses the proposal in a regular committee meeting	N/A	4 days	AAC
	C-5A. If the proposal is endorsed by the AAC to the President's Advisory Council (PAC) with no further comments, transmit it to the PAC Secretariat with the endorsement letter via DRS. Simultaneously, send the proposal to the OVPPF and OVPA for their review prior to the PAC meeting.	N/A	5 minutes	Curriculum & Instruction Section Staff
	C-5B. If the proposal is endorsed by the AAC to the PAC subject to revisions, inform the proponents via email and DRS for their appropriate action.	N/A	5 minutes	Curriculum & Instruction Section Staff
	C-6. The section receives the PAC endorsement of the	N/A	10 minutes	Curriculum & Instruction Section Staff



1. Review and Endorsement of a Curricular Proposal				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	curricular proposal and informs the CU or autonomous college of the endorsement via DRS.			
	TOTAL		15 days, 1 hour, 1 minute	
Curricular Proposals for Institution/Adoption of a Degree Program/Non-GE course endorsed by the CU University Council (D)				
	The process starts at Step A.		10 days, 16 minutes	
	D-1. Reverts the reviewed proposal to the Curriculum & Instruction staff together with comments, if any, or endorsement.	N/A		
	D-1A. If the proposal is approved by the University Council and there are no further comments from the AVPAA, endorse it to the VPAA for consideration and endorsement to the President for approval.	N/A	5 minutes	AVPAA for Curriculum & Instruction Curriculum & Instruction Section Staff
	D-1B. If the proposal is approved by the University Council but with comments from the AVPAA, return it to the proponent, through DRS, for appropriate action.	N/A	5 minutes	AVPAA for Curriculum & Instruction Curriculum & Instruction Section Staff
	D-2. Transmit the proposal to the	N/A	5 minutes	Curriculum & Instruction Section Staff



1. Review and Endorsement of a Curricular Proposal				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	appropriate recipient based on steps no. D-1A and D-1B			
	D-3. Endorses the proposal for the endorsement of the President to the Board of Regents.	N/A	3 days	VPAA
	D-4. Transmits the proposal together with the endorsement letter to the Office of the Secretary of the University (OSU) via DRS.	N/A	5 minutes	Curriculum & Instruction Section Staff
	D-5. The section receives the approval of the curricular proposal by the BOR and informs the proponents of the approval.	N/A	5 minutes	Curriculum & Instruction Section Staff
TOTAL			13 days, 51 minutes	

2. Review and Endorsement of Curricular Proposal for a GE Course

Submission of curricular proposals for revision, reconfiguration, and institution of GE courses for review and endorsement of OVPA.

Office or Division	Office of the Vice President for Academic Affairs
Classification	Highly Technical
Type of Transaction	G2G - Government to Government



Who may Avail	UP Constituent Universities
Checklist of Requirements	Where to Secure
All curricular proposals submitted to OVPAA must:	
a. be in the standard curricular proposal templates .	Templates are accessible here: https://bit.ly/up-tl-curriculum
b. be endorsed by their respective Vice Chancellor for Academic Affairs and Chancellor.	Secure endorsement from the Office of the Vice Chancellor for Academic Affairs and Office of the Chancellor

2. Review and Endorsement of Curricular Proposal for a GE Course

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission and Review of GE Course Curricular Proposal (A)				
CUs and autonomous college submits the endorsed GE course proposal to OVPAA Main through the Document Routing System (DRS).	A-1. Receives the proposal in DRS and forwards it to the OVPAA Curriculum and Instruction Section through the same platform.		5 minutes	OVPAA Records Section/Personnel
	A-2. Receives the proposal in the DRS and enters the information in the Curricular Proposal database. The Section downloads all the documents and uploads them to a shared Google Drive folder.		10 minutes	Curriculum & Instruction Section Staff
	A-3. Reviews the proposal if it follows the prescribed format and with complete attachments.		7 days	Curriculum & Instruction Section Staff
	A-4. Transmits to the AVPAA for Curriculum and		5 minutes	Curriculum & Instruction Section Staff



2. Review and Endorsement of Curricular Proposal for a GE Course				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Instruction.			
	A-5. Reviews the proposal.		3 days	AVPAA for Curriculum and Instruction
Curricular Proposals for Revision/Institution of a GE Course endorsed by the CU Curriculum Committee (B)				
	B-1. Forwards via email the reviewed proposal to the UP System GE Council for their initial review, and set the meeting for presentation and discussion.		10 minutes	Curriculum & Instruction Section Staff
	B-2. Presents the proposal to the UP System GE Council.		4 days	Proponents and UP System GE Council
	B-3A. If the UP System GE Council has suggested revisions, request the proponent/s to submit a revised proposal via DRS.		5 minutes	Curriculum & Instruction Section Staff
	B-3B. If the UP System GE Council has no further comments and endorses the proposal for the action of the University Council, the section transmits it back to the CU or autonomous college together with an official		5 minutes	Curriculum & Instruction Section Staff



2. Review and Endorsement of Curricular Proposal for a GE Course

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	endorsement letter addressed to the Vice Chancellor for Academic Affairs or Associate Dean for Academic Affairs through DRS.			
	TOTAL		14 days, 36 minutes	
Curricular Proposals for Revision/Institution of a GE course endorsed by the University Council (C)				
	The process starts at Step A.		10 days, 16 minutes	
	C-1. Recommends the proposal to the VPAA for endorsement to the President for approval		5 minutes	AVPAA for Curriculum and Instruction Curriculum & Instruction Section Staff
	Endorses the proposal to the President for approval		3 days	VPAA
	C-2. Transmits the proposal together with the endorsement letter to the Office of the Secretary of the University (OSU) via DRS.		5 minutes	Curriculum & Instruction Section Staff
	C-3. The section receives the approval of the curricular proposal by the BOR and informs the proponents of the approval.		5 minutes	Curriculum & Instruction Section Staff
	TOTAL		13 days, 31 minutes	



A. Faculty Development

INTERNAL SERVICE

1. Review and Endorsement of Faculty Appointments

Evaluation of applications for endorsement to the Office of the President for faculty appointment matters (tenure, waiver of tenure, sabbatical, extension beyond compulsory



retirement and for the renewal/reappointment, reclassification and change status of part time to full time of full professors)

Office or Division	Office of the Vice President for Academic Affairs		
Classification	Highly Technical		
Type of Transaction	G2G - Government to Government		
Who may Avail	UP Constituent Universities		
Checklist of Requirements		Where to Secure	
All endorsements submitted to OVPAA must:			
1. have complete attachments and supporting documents		Documentary Requirements disseminated via OVPAA Memo 2022-112 ; OVPAA Memo 2022-152 ;	
2. include a Basic Paper endorsed by the VCAAs/ADAA and the Chancellors/Dean UPTC and supporting documents		Basic Paper from HRDO	
All services provided by the OVPAA are free of charge			

1. Review and Endorsement of Faculty Appointments			
CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
Office of the Chancellor/UPTC Dean submits Basic Paper and supporting documents of faculty via the DRS	1. Receives the DRS entries for the different types of faculty appointment.	1 minute	Faculty Development Section Staff
	2. Evaluates the DRS entry using the checklist for the completeness of the documentary requirements.	5 minutes	Faculty Development Section Staff/
	3. Reviews the Basic Paper (BP) of the application documents.	30 mins	Faculty Development Section Staff
	3.1 If the information in the(BP is complete, Appointments-Evaluator emails the initial evaluation of the documents to the AVPAA-FD.	5 mins	
	3.2 If the BP is incomplete or relevant documents are still needed to complete the evaluation, the application is returned to the CU	5 mins	Faculty Development Section Staff



1. Review and Endorsement of Faculty Appointments			
CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	(OVCAA/HRDO) through DRS.		
	4. Reviews the summary and emails to the Appointments-Evaluator one of the following: 4.1 a recommendation to the VPAA; 4.2 further instruction to the staff	30 mins	AVPAA for Faculty Development
	4.2.1. Prints the recommendation with the BP and sends to the VPAA for signature; or	5 mins	Faculty Development Section Staff
	3.2.2 Returns to the CU (OVCAA/HRDO) through DRS.	10 mins	Faculty Development Section Staff
	5. Signs the BP.	1 day (or upon the availability of the signatory)	VPAA
	6. Scans and uploads in the DRS the signed BP with the application documents and releases the DRS to OSU.	10 mins	Faculty Development Section Staff
	END		
TOTAL		1 day, 1 hour, 41 minutes	

2. Review and Processing of Applications for the UP Teaching Assistantship Program

Evaluation of applications for endorsement to the Office of the President for the UP Teaching Assistantship Program (Teaching Associates/Teaching Fellows)

Office or Division	Office of the Vice President for Academic Affairs
Classification	Complex
Type of Transaction	G2G - Government to Government



Who may Avail	UP Constituent Universities		
Checklist of Requirements		Where to Secure	
OVPAA Forms 13.1 & 13.2 Application Form OVPAA Form 13.3 Renewal Form OVPAA Form 13.4 Terminal Report		OVPAA Website OVCAA	
All services provided by the OVPAA are free of charge			

2. Review and Processing of Applications for the UP Teaching Assistantship Program

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
Phase 1	Review of Prospective Teaching Assistants		
	1.OVPAA releases a memorandum on the <i>Call for Applications to the UP Teaching Assistantship Program (New/Renewal) for AY 202x-202y</i> at least 2 months before the start of the first semester of the current academic year.	1 minute	VP for Academic Affairs (VPAA), AVPAA for Faculty Development (AVPAA-FD), OVPAA Staff TATF Staff
	2. Shares to the OVCAAs the individual Google Sheet of each CU, referred to in the memorandum as Table 1. <i>List of Teaching Assistants for AY 202x-202y</i> .	1 minute	Faculty Development Section Staff
Unit enters information of recommended Teaching Assistants in Table 1 and submits to OVPAA	3.Receives the recommended names of teaching assistants as indicated in Table 1 from the Office of the Chancellor.	1 minute	Faculty Development Section Staff
	4. Reviews the Table 1 of each CU and submits to the AVPAA-FD for final review	1 day	Faculty Development Section Staff
	5. Reviews the entries in Table 1 for completeness and accuracy of information.	1 day	AVPAA-FD
	6. If entries in Table 1 are deemed complete and accurate, AVPAA-FD recommends preparation of TATF documents for the VPAA endorsement to the OP.	5 minutes	AVPAA-FD
	7. Prepares an endorsement letter to the President indicating the list of names in Table 1.	1 day	Faculty Development Section Staff



2. Review and Processing of Applications for the UP Teaching Assistantship Program

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	8. Signs endorsement.	1 day (upon availability of signatory)	VPAA
	9. Releases signed endorsement in DRS to OP thru the OVPPF for budget clearance.	5 minutes	Faculty Development Section Staff
	End of Phase 1	4 days, 13 minutes	
Phase 2	Processing of the budget clearance and approval Processing of transfer of funds		BULSA/OVPPF/SBO/OP DRS/OVPPF/SBO/ACCTG/CASH OFFICE
Phase 3	Notification of Approval and Releasing of the Funding Check Memo		
	1. Upon receipt of DRS notification via email, retrieves approval from DRS.	2 minutes	Faculty Development Section Staff
	2.Pre pares certification on the appointment of the teaching assistants for the First Semester.	1 day	Faculty Development Section Staff
	3.Reviews certification before submitting to the VPAA for signature.	30 minutes	Faculty Development Section Staff
	4.Signs certifications.	1 day (upon availability of signatory)	VPAA
	5.Releases the certifications to each CU thru email and DRS.	5 minutes	Faculty Development Section Staff
	6.Receives through email and DRS the FCM released by SB	1 minute	Faculty Development Section Staff
	7.Furnishes the OVCAA a copy of the FCM with the approved endorsement with Annex 1 by email and DRS.	2 minutes	Faculty Development Section Staff
	END of PHASE 3	2 days, 40 minutes	
Phase 4	Review and releasing of the Certification of Workload		
	1.Receives through email and DRS the Annex 2 (<i>Certificate of Work/Study Load</i>) and the Form 5 of each teaching assistant from the OVCAA.	1 minute	Faculty Development Section Staff



2. Review and Processing of Applications for the UP Teaching Assistantship Program

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	2.Checks the actual study and work loads against the approved study and work loads and indicates the amount of benefits for the first semester.	1 day	Faculty Development Section Staff
	3.Reviews the certificate of work/study load and submits it to the VPAA for approval.	1 day	Faculty Development Section Staff
	4.Approves certification.	1 day (upon availability of signatory)	VPAA
	5. Scans approved certification and emails e-copy to the OVCAA.	1 day	Faculty Development Section Staff
	6.Receives from the Office of the Chancellor the complete and fully accomplished application form of each teaching assistant, OVPA Form 13.1-13.2 (a month after the start of classes)	5 minutes	Faculty Development Section Staff
	7.Checks the application form for completeness and endorses to the VPAA for signature.	2 days	Faculty Development Section Staff
	8.Signs approval for Renewal and signs recommendation for New applications.	1 day (upon availability of signatory)	VPAA
	9.Staff attaches the approved list with the signed Renewal application forms.	1 day	Faculty Development Section Staff
	10.Scans and emails to OVCAA the approved lists of teaching assistants as well as signed renewal application forms.	2 days	Faculty Development Section Staff
	End of Phase 4	10 days, 6 minutes	
Phase 5	Processing and Endorsement for the Second Semester		
Unit submits new applications for the Second Semester not included in the	Prepares the request for the transfer of the 2nd tranche of UPS subsidy for the Second Semester .	3 days	Faculty Development Section Staff



2. Review and Processing of Applications for the UP Teaching Assistantship Program

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
first endorsement.			
	Draft 2nd tranche transfer of funds/new application for review and approval of the AVPAA	1 day	AVPAA
	Request for transfer of funds for approval and signature of the VPAA	1 day (upon availability of signatory)	VPAA
	Releases the request to OVPPF.	1 day	Faculty Development Section Staff
	End of Phase 5	6 days	
Phase 6	Procedure same as Phase 2 : Processing of the budget clearance and approval for new applications Processing of transfer of funds		BULSA/OVPPF/S BO/OP DRS/OVPPF/SBO /ACCTG/CASH OFFICE
Phase 7	Notification of Approval and Releasing of the Funding Check Memo		
	1. Furnishes the OVCAA a copy of the 2nd tranche of FCM with the approved endorsement and Annex 1.	5 minutes	Faculty Development Section Staff
	2. Receives Annex 2 (<i>Certificate of Work/Study Load</i>) and the Form 5 of each teaching assistant for the Second Semester from the OVCAA.	5 minutes	Faculty Development Section Staff
	3. Checks the actual load (TA units) against the approved recommended study/work load and indicates the amount of benefits for the Second Semester.	1 day	Faculty Development Section Staff
	4.Reviews the certificate and submits it to the VPAA for approval.	1 day	Faculty Development Section Staff
	5.Approves Certificate of Work Load for the Second Semester.	1 day (upon availability of signatory)	VPAA
	6.Scans approved certification and emails the e-copy to the OVCAA.	1 day	Faculty Development Section Staff



2. Review and Processing of Applications for the UP Teaching Assistantship Program

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	7.Receives the fully accomplished Renewal form of each teaching assistant, OVPAA Form 13.3 from the Office of the Chancellor.(a month after the start of classes)	2 minutes	Faculty Development Section Staff
	8.Checks the Renewal form for completeness and endorses to the VPAA for signature.	1 day	Faculty Development Section Staff
	9.Signs approval in the Renewal form.	1 day (upon availability of signatory)	VPAA
	10.Scans and emails the e-copy of the signed Renewal form to OVCAA	1 day	Faculty Development Section Staff
	11.For Midyear applications, follow Phase 5.	6 days	Faculty Development Section Staff
	End of Phase 7	13 days & 12 mins	
Phase 8	Submission of Terminal Report		
Unit/CU submits terminal report via DRS/email	12. Review terminal report submitted.	30 minutes	Faculty Development Section Staff
	13. Submits to VPAA for review and approval	1 day	AVPAA
	14. Submits to VPAA for signature	1 day (upon availability of signatory)	VPAA
	15. Scans and send copy of signed Terminal Report to OVCAA	10 minutes	Faculty Development Section Staff
	End of Phase 8	2 days and 40 minutes	
Subtotal Phase 1		4 days & 13 mins	
Phase 2		N/A	BULSA/OVPPF/SBO/OP DRS/OVPPF/SBO/AC CTG/CASH OFFICE
Phase 3		2 days & 40 mins	
Phase 4		10 days & 6 mins	
Phase 5		6 days	



2. Review and Processing of Applications for the UP Teaching Assistantship Program

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	Phase 6	N/A	BULSA/OVPPF/SBO/OP DRS/OVPPF/SBO/AC CTG/CASH OFFICE
	Phase 7	13 days & 12 mins	
	Phase 8	2 days and 40 mins	

3. Review and Processing of Applications to the Visiting Professor Program

Review and evaluation of applications for endorsement to the Office of the President for the Visiting Professor Program recommended by the CUs.

Office or Division	Office of the Vice President for Academic Affairs		
Classification	Complex		
Type of Transaction	G2G - Government to Government		
Who may Avail	UP Constituent Universities		
Checklist of Requirements		Where to Secure	
OVPAA-VPP Form 7		OVPAA Website	
All services provided by the OVPAA are free of charge			

3. Review and Processing of Applications to the Visiting Professor Program

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
PHASE 1	Review and Endorsement of Application		
Submit duly endorsed VPP Application Form and its annexes to OVPAA via DRS	1. Receives the DRS entries for the different types of appointment.	1 minute	OVPAA Records/Admin Section Staff
	2. Receives and evaluates the VPP application for the completeness of the required documents.	5 minutes	Faculty Development Section Staff



3. Review and Processing of Applications to the Visiting Professor Program

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	3. Once all requirements are complete after coordinating with units, drafts initial review endorsement for review and recommendation of the AVPAA	1 day	Faculty Development Section Staff
	4. Reviews the summary and emails to the staff the recommendation	1 day	AVPAA for Faculty Development
	5. Receives recommendation of AVPAA-FD and processes application for signature of the VPAA	30 mins	Faculty Development Section Staff
	6. Signs the application for endorsement to the President.	1 day (depending on the availability of signatory)	VPAA
	7. Releases endorsed application to OP thru OSU via DRS	30 mins	Faculty Development Section Staff
	END of PHASE 1	3 days, 1 hour and 6 mins	
PHASE 2	Processing of approval of application		OSU/OP
PHASE 3	Processing of Request for Transfer of Funds		
	1. Receives copy of approval via DRS	5 minutes	Faculty Development Section Staff
	2. Notifies units of the approval and coordinates for the actual cost of airfare of the VPP for inclusion in the request for transfer of funds.	1 day	Faculty Development Section Staff
Submits actual cost of airfare	3. Prepares transfer of funds for review and approval of AVPAA.	1 day	Faculty Development Section Staff



3. Review and Processing of Applications to the Visiting Professor Program

CLIENT STEPS	AGENCY ACTION	PROCESSING TIME	PERSON RESPONSIBLE
	4. Reviews transfer of funds.	1 day	AVPAA for Faculty Development
	5. Receives recommendation of AVPAA-FD and processes transfer of funds for signature of the VPAA	1 day	Faculty Development Section Staff
	6. Signs the transfer of funds	1 day (depending on the availability of signatory)	VPAA
	7. Releases the signed transfer of funds to OVPPF for processing of FCM via DRS.	30 minutes	Faculty Development Section Staff
	END of PHASE 3	5 days and 35 minutes	
PHASE 4	Processing of Funding Check Memo		DRS/OVPPF/SBO
PHASE 5	Notification and Release of FCM to unit		
	1. Receives notification of FCM via email and DRS	5 minutes	Faculty Development Section Staff
	2. Emails a copy of the FCM to the unit and releases DRS to the OVCAA. FCM for processing of the unit.	10 minutes	Faculty Development Section Staff
	END of PHASE 4	15 mins	
	Subtotal Phase 1	3 days, 1 hour and 6 minutes	
	Subtotal Phase 2	N/A	
	Subtotal Phase 3	5 days and 35 minutes	
	Subtotal Phase 4	N/A	
	Subtotal Phase 5	15 minutes	



4. Review and Processing of PhD and Master's Fellowship Grant Applications

Endorsement of application to the Office of the President for the Faculty, REPS and Administrative Staff Development (Master's, PhD, Post-doctoral) to improve the number of University personnel with advanced degrees.

Office or Division	Office of the Vice President for Academic Affairs
Classification	Complex
Type of Transaction	G2G - Government to Government
Who may Avail	UP Constituent Universities
Checklist of Requirements	Where to Secure
Form 11.2 Fellowship Application Form Form 11.2A Midyear Progress Report Form 11.2B Application for Renewal Form 11.2C Terminal Report Form 11.3 PhD Incentive/Alternate/Sandwich Grant Application Form	OVPAA Website

4. Review and Processing of PhD and Master's Fellowship Grant Applications

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Phase 1 Initial Assessment of Application				
1. Submits fully accomplished FRASDP forms to the OVPAA	1. Receives the application form and pertinent documents through Document Routing System (DRS) and forwards it to OVPAA Resource Development.	None	1 min	OVPAA Records Officer/Personnel
	2. Receives the application form and pertinent documents through DRS and forwards all FRASDP applications to OVPAA FRASDP.	None	1 min	Faculty Development Section Staff
	3. Receives the application form and pertinent documents through DRS.	None	1 min	Faculty Development Section Staff



4. Review and Processing of PhD and Master’s Fellowship Grant Applications				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4. Reviews the completeness of documents and records the application received in FRASDP application monitoring sheet.	None	10 mins	Faculty Development Section Staff
	5. Reviews the application in terms of the plan of the unit, degree program to be pursued, chosen University, and the budget requested.	None	2 days	Faculty Development Section Staff
	6. Forwards the initial assessment of the application to AVPAA for Faculty Development for further review.	None	5 mins	Faculty Development Section Staff
	7. Reviews the initial assessment of the application ¹ (meritorious or non-meritorious) and forwards back to Faculty Development Section Staff.	None	1 day	AVPAA for Faculty Development
	8. Receives final assessment of AVPAA and forwards the result of the assessment to the applicant.	None	5 mins	Faculty Development Section Staff
2. Confirms the proposed FRASDP grant	9. Prepares an endorsement letter upon receipt of confirmation from the applicant and forwards to AVPAA for review.	None	30 mins	Faculty Development Section Staff
	END of PHASE 1		3 days and 53 mins	
Phase 2 Processing of Endorsement				

¹ 1275th BOR-Approved guidelines (For eligibility and benefits)



4. Review and Processing of PhD and Master's Fellowship Grant Applications

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	10. Endorses the application to VPAA for approval.	None	1 day	AVPAA for Faculty Development
	11. Signs the endorsement letter.	None	1 day (depending on the availability of signatory)	VPAA
	12. Forwards the signed endorsement letter to the Office of the President through Office of the Vice President for Planning and Finance via Budget Utilization, Liquidation and System Analytics (BULSA).	None	10 mins	Faculty Development Section Staff
Phase 2.1 Approval of the Endorsement and Budget Clearance by the OVPPF and Office of the President				
	END of PHASE 2		2 days and 10 minutes	
Phase 3 Processing of Contract				
	15. Prepares FRASDP contract for signature of fellow upon receipt of approved endorsement through BULSA.	None	30 mins	Faculty Development Section Staff
	16. Notifies the applicant of the approved application and forwards the contract to the applicant for signature.	None	5 mins	Faculty Development Section Staff
	END of PHASE 3		35 mins	
Phase 3.1 Processing of Contract by Applicant/CU				
Phase 4 Notarization of Contract				
1. Submits three (3) hard copies of signed FRASDP Contract to OVPA.	17. Signs the FRASDP contract.	None	1 day (depending on the availability of signatory)	VPAA



4. Review and Processing of PhD and Master's Fellowship Grant Applications				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	18. Notifies the Fellow to notarize the contract.	None	5 mins	Faculty Development Section Staff
	END of PHASE 4		1 day and 5 mins	
Phase 5 Processing of the Request for Transfer of Funds				
2. Submits one (1) copy of notarized contract to OVPA.	19. Prepares the request to transfer the initial funds for Year 1 upon receipt of notarized contract and forwards to AVPA for endorsement.	None	10 mins	Faculty Development Section Staff
	20. Endorses the request for the transfer of funds to VPAA.	None	1 day	AVPA for FD
	21. Signs the request for the transfer of fund (ToF).	None	1 day (depending on the availability of signatory)	VPAA
	22. Signed ToF is forwarded to the Office of the Vice President for Planning and Finance (OVPPF) for processing via DRS.	None	5 mins	Faculty Development Section Staff
Phase 5.1 Processing of the Transfer of Funds by OVPPF				
	END of PHASE 5		2 days and 15 mins	
Phase 6 Releasing of Funding Check Memo of the First Tranche of Funds				
	24. Receives the FCM from the SBO staff via DRS.	None	5 mins	Faculty Development Section Staff
	25. Forwards the FCM to the FRASDP Fellow and Office of the Vice Chancellor for Academic Affairs (OVCAA) or Office for International Linkages (OIL).	None	5 mins	Faculty Development Section Staff
	END of PHASE 6		10 mins	
Phase 7 Processing of Midyear Progress Report				
3. Submits Midyear	26. Reviews the midyear progress	None	1 day	Faculty Development



4. Review and Processing of PhD and Master's Fellowship Grant Applications

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Progress Report to OVPAA via DRS after 6 months into the academic year. The following documents must be included: 1. Midyear progress report 2. Study plan 3. Grades or certification of progress report signed by immediate adviser/supervisor If applicable, the Fellow must submit a copy of the accommodation contract/receipt.	report and attachments for completeness, and forwards to AVPAA for further review.			Section Staff
	27. Reviews and recommends the processing of the second tranche of funds to VPAA.	None	1 day	AVPAA for FD
	28. Notifies the applicant of the recommended budget via email.	None	5 mins	Faculty Development Section Staff
4. Confirms the proposed FRASDP grant for second tranche	29. Prepares the request for transfer of funds.	None	30 mins	Faculty Development Section Staff
	30. Endorses the request for the transfer of funds to VPAA.	None	1 day	AVPAA for FD
	31. VPAA Signs the request for the transfer of funds (ToF).	None	1 day (depending on the	VPAA



4. Review and Processing of PhD and Master’s Fellowship Grant Applications				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			availability of signatory)	
	32. Forwards the signed ToF request to the OVPPF for processing via DRS.	None	10 mins	Faculty Development Section Staff
	END of PHASE 7		4 days and 45 mins	
Phase 7.1 Processing of the Transfer of Funds by OVPPF				
Phase 8 Releasing of Funding Check Memo of the First Tranche of Funds				
	33. Receives the FCM from the SBO staff via DRS.	None	5 mins	Faculty Development Section Staff
	34. Forwards the FCM to the FRASDP Fellow and Office of the Vice Chancellor for Academic Affairs (OVCAA) or Office for International Linkages (OIL).	None	5 mins	Faculty Development Section Staff
	END of PHASE 8		2 days and 10 mins	
Phase 9 Processing of the Renewal Application				
5. Submits the endorsed Renewal Application Form and its annexes via DRS after the academic year. The following documents must be submitted to the OVPA: 1. Application for renewal form 2. Study plan 3. Grades or certification of progress report signed by immediate adviser/supervisor	35. Reviews the renewal application and attachments for completeness, and forwards to AVPA for further review.	None	1 day	Faculty Development Section Staff



4. Review and Processing of PhD and Master's Fellowship Grant Applications

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
If applicable, the Fellow must also submit the following through channels: 1. Liquidation report 2. Notice of scholarship 3. Accommodation contract or receipt				
	36. Repeat steps 27-28 for the review of application	None	1 day and 5 mins	AVPAA for FD, Faculty Development Section Staff
	END of PHASE 9		2 days and 5 mins	
Phase 10 Processing of the Request of Transfer of Funds for Renewal				
6. Confirms the proposed FRASDP grant for the academic year	37. Repeat steps 29-32.	None	2 days and 40 mins	Faculty Development Section Staff, AVPAA for FD, VPAA,
Phase 10.1 Processing of the Transfer of Funds for Renewal by OVPPF				
	38. Repeat steps 33-34.	None	10 mins	Faculty Development Section Staff
	END of PHASE 10		2 days, 50 mins	
Phase 11 Termination of Fellowship				
7. Submits terminal report upon completion of degree. The following documents must be included: 1. Terminal report	48. Reviews the terminal report form and attachments for completeness, and prepares a FRASDP certificate of clearance for the review of AVPAA	None	30 mins	Faculty Development Section Staff



4. Review and Processing of PhD and Master's Fellowship Grant Applications

In Review and Processing of PhD and Master's Fellowship Grant Applications				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Liquidation report or certification of funds release 3. Diploma and/or the certificate of completion of the degree where it was taken 4. Certified copy of the return to duty				
	49. Reviews and endorses certificate of completion to VPAA for approval.	None	1 day	AVPAA FD
	50. Signs certificate of completion	None	1 day (depending on the availability of signatory)	VPAA
	51. Forwards signed certification of completion to fellow	None	5 min	Faculty Development Section Staff
	END of PHASE 11		2 days and 35 mins	
Subtotal Phase1			3 days and 23 mins	
Phase 2			3 days and 53 mins	
Phase 3			35 mins	
Phase 4			1 day and 5 mins	
Phase 5			2 days and 15 mins	
Phase 6			10 mins	
Phase 7			4 days and 45 mins	
Phase 8			2 days and 10 mins	
Phase 9			2 days and 5 mins	
Phase 10			2 days and 50 mins	



4. Review and Processing of PhD and Master's Fellowship Grant Applications

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Phase 11	2 days and 35 mins	

5. Review and Processing of Research Dissemination Grant Applications

Service Name: Submission of Research Dissemination Grant (RDG) Application via DRS

Service Information: Submission of Duly-Endorsed Research Dissemination Grant (RDG) Application to the Authority

Office or Division	Office of the Vice President for Academic Affairs
Classification	Complex
Type of Transaction	G2G - Government to Government
Who may Avail	UP Constituent Universities
Checklist of Requirements	Where to Secure
OVPAAR-DG Form 6.0 (Application Form) Form 6.1 (Conference Report) Form 6.2 (Promissory Note)	OVPAAR Website

5. Review and Processing of Research Dissemination Grant Applications

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Phase 1 Review and Endorsement of Applications				
1. Submission of duly-endorsed application form (OVPAAR-DG Form 6.0).	1. Receives application through the Document Routing System (DRS) and forwards application to Faculty Development Section Staff.	None	2 mins	OVPAAR Records Officer
	2. Receives the applications via DRS per cycle and	None	20 mins	Faculty Development Section Staff



5. Review and Processing of Research Dissemination Grant Applications				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	checks the completeness of supporting documents.			
	3. Notifies the applicant through email, confirming the receipt of the application.	None	10 mins	Faculty Development Section Staff
	4. Assigns code per application.	None	5 mins	Faculty Development Section Staff
	5. Encodes the application form in the RDG monitoring sheet.	None	2 hrs	Faculty Development Section Staff
	6. Assigns prioritization per application.	None	5 mins	Faculty Development Section Staff
	7. Forwards the summary of application to AVPAA for evaluation.	None	3 mins	Faculty Development Section Staff
	8. Reviews the summary of application for evaluation and recommends and affixes their initials on the application forms.	None	1 day	AVPAA for Faculty Development
	9. Forwards the application forms for signature of VPAA.	None	5 mins	Faculty Development Section Staff
	10. Signs the application forms that are recommended for approval.	None	1 day (depending on the availability of signatory)	VPAA



5. Review and Processing of Research Dissemination Grant Applications				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	11. Scans the signed application forms.	None	10 mins	Faculty Development Section Staff
	12. Transmits the signed application forms via DRS through the Office of Secretary of the University (OSU) for approval of the Office of the President (OP).	None	1 day	Faculty Development Section Staff
	End of Phase 1		3 days, 3 hrs	
Phase 1.1 Approval of Application by the Office of the President				
Phase 2 Processing of Approval				
	13. Notifies the applicants through email, whether their application has been approved or disapproved.	None	5 mins	Faculty Development Section Staff
	14. For recipients of RDG grants, notifies the grantees through email which includes a reminder to submit a promissory note and conference report form.	None	5 mins	Faculty Development Section Staff
	End of Phase 2		10 mins	
Phase 3 Processing of Disbursement Voucher for Monetary Award				
2. Submission of duly-signed promissory note (OVPA-RDG Form 6.2).	15. Receives the promissory note through DRS.	None	5 mins	Faculty Development Section Staff
	16. For non-Landbank users, will prepare a check endorsement for approval of the	None	1 day	Faculty Development Section Staff, OVPA



5. Review and Processing of Research Dissemination Grant Applications				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Vice President for Administration (VPA).			
	17. Utilizes a Google Form to input the grantee's details, facilitating the registration process within the Budget Utilization, Liquidation and System Analytics (BULSA)	None	5 mins	Faculty Development Section Staff
	18. Prepares the Disbursement Voucher (DV) for initials of AVPAA	None	10 mins	Faculty Development Section Staff
	19. Forwards the DV to VPAA for signature.	None	5 mins	Faculty Development Section Staff
	20. Signs the DV.	None	1 day (depending on the availability of signatory)	VPAA
	21. Scan the signed DV, attach the approved application form and accompanying supporting documents.	None	10 mins	Faculty Development Section Staff
	22. Uploads the scanned documents to BULSA.	None	10 min	Faculty Development Section Staff
	23. Forwards the hard copy to OVPAA messenger for delivery to UPSAO for further processing.	None	30 mins	Faculty Development Section Staff, OVPAA Messenger
	End of Phase 3		2 days, 1 hr, 15 mins	



5. Review and Processing of Research Dissemination Grant Applications				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Phase 3.1 Approval of Disbursement Voucher by OVPPF and OVPAA and Release of Monetary Award by OVPAA				
Phase 4 Notification of Release of Funds				
	24. Notifies grantees via email regarding the status of the DV. Once approved, the Faculty Development Section Staff will inform that the grant was deposited to their Landbank account.	None	5 mins	Faculty Development Section Staff
	25. For non-Landbank users, Faculty Development Section Staff will notify them that they can claim the check at the UP System Cash Office or it has been deposited to their account.	None	5 mins	Faculty Development Section Staff
	End of Phase 4		10 mins	
Phase 5 Conference Report				
3. Submission of duly-endorsed conference report (OVPAA-RDG Form 6.1).	26. Receives the conference report for monitoring.	None	5 mins	Faculty Development Section Staff
	End of Phase 5		5 mins	
Subtotal Phase 1			3 days, 3 hrs	
Phase 2			10 mins	
Phase 3			2 days, 1 hr, 15 mins	
Phase 4			10 mins	
Phase 5			5 mins	



B. Research

INTERNAL SERVICE

1. Processing of the International Publication Award (IPA) Applications

The purpose of the award is to encourage faculty, REPS, and students to contribute to the body of knowledge in their respective fields/discipline by publishing in internationally respected journals that are peer-reviewed and adhere to high standards of scholarship.

Processing of the International Publication Award (IPA) applications of eligible UP faculty, REPS, and students who have published their papers in internationally recognized, peer-reviewed journals that maintain high scholarly standards.

Office or Division	Office of the Vice President for Academic Affairs
Classification	Highly Technical
Type of Transaction	G2G
Who may Avail	Faculty, REPS, Project Personnel, Student, Administrative and Medical Staff, UP Unit (Institute, Department, Center, etc.)
Checklist of Requirements	Where to Secure
Submission of the following fully accomplished forms: IPA Form 4.1 (IPA Application Form - Journal Article) IPA Form 4.2 (Layman's Summary) IPA Form 4.3 (Notice of Award for Institutional Award Form) IPA Form 4.4 (IPA Application Form - Book/Book Chapter)	IPA Forms are accessible in the OVPAA Website: https://ovpaa.up.edu.ph/ipa-forms/



1. Processing of the International Publication Award (IPA) Applications

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of fully accomplished IPA forms to the OVPAA	1. The OVPAA IPA staff receives the application from the applicant.	None	5 minutes	OVPAA IPA Staff (Junior Project Assistant & Senior Project Assistant)
	2. The OVPAA IPA staff assesses the application based on eligibility requirements.	None	30 minutes	OVPAA IPA Staff (Junior Project Assistant & Senior Project Assistant)
	3. The OVPAA IPA staff evaluates the monetary award based on amounts stated in IPA guidelines.	None	5 minutes	OVPAA IPA Staff (Junior Project Assistant & Senior Project Assistant)
	4. The OVPAA IPA staff generates certificate for the author share and unit share of eligible IPA recipients.	None	30 minutes	OVPAA IPA Staff (Junior Project Assistant & Senior Project Assistant)
	5. The OVPAA IPA staff forwards the certificate for the author share and unit share to the OVPAA Staff (Senior Project Officer).	None	10 minutes	OVPAA IPA Staff (Junior Project Assistant & Senior Project Assistant)



1. Processing of the International Publication Award (IPA) Applications

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6. The OVPAA staff conducts the final review of the IPA application and ensures the correctness of the certificate.	None	30 minutes	Senior Project Officer
	7. The OVPAA staff (SPO) forwards the reviewed application to the OVPAA IPA Staff (SPA & JPA)	None	10 minutes	Senior Project Officer
	8. The OVPAA IPA staff transmits the application to AVPAA (Research) for endorsement.	None	10 minutes	OVPAIPA Staff (Junior Project Assistant & Senior Project Assistant)
	9. The OVPAA IPA staff transmits the endorsed application to VPAA for approval.	None	10 minutes	OVPAIPA Staff (Junior Project Assistant & Senior Project Assistant)
	10. The OVPAA IPA staff prepares the summary list of author and unit recipients for inclusion in the Transfer of Funds request.	None	1 hour	OVPAIPA Staff (Junior Project Assistant & Senior Project Assistant)
	11. The OVPAA IPA staff forwards the Transfer of Fund request to AVPAA (Research) for endorsement.	None	10 minutes	OVPAIPA Staff (Junior Project Assistant & Senior Project Assistant)



1. Processing of the International Publication Award (IPA) Applications

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	12. The OVPAA IPA staff forwards the endorsed Transfer of Funds request to VPAA for approval.	None	10 minutes	OVPAA IPA Staff (Junior Project Assistant & Senior Project Assistant)
	13. The OVPAA IPA staff submits the approved Transfer of Funds request to the Office of the Vice President for Planning and Finance (OVPPF) through the Document Routing System (DRS).	None	30 minutes	OVPAA IPA Staff (Junior Project Assistant & Senior Project Assistant)
	14. The OVPPF evaluates and processes the Transfer of Fund request.	None	-	OVPPF Staff
	15. The OVPAA IPA staff receives the Funding Check Memo (FCM) through Document Routing System (DRS).	None	5 minutes	OVPAA IPA Staff (Junior Project Assistant & Senior Project Assistant)
	16. The OVPAA IPA staff releases certificate and Funding Check Memo (FCM) to the units of International Publication Award (IPA) recipients through email	None	10 minutes	OVPAA IPA Staff (Junior Project Assistant & Senior Project Assistant)



1. Processing of the International Publication Award (IPA) Applications

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	TOTAL		04 hours, 42 minutes	

2. Processing of Application Related to OVPAA Research Grants/Programs (Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG), Emerging Interdisciplinary Research Program (EIDR))

Submission of Proposals to Avail Various Research Grants Managed by the OVPAA.

Office or Division	Office of the Vice President for Academic Affairs			
Classification	Highly Technical			
Type of Transaction	G2G			
Who may Avail	Faculty, REPS, Project Personnel, Student, Administrative and Medical Staff, UP Unit (Institute, Department, Center, etc.)			
Checklist of Requirements		Where to Secure		
Submission of the following fully accomplished forms: OVPAA Form 2.0 - EIDR Application Form OVPAA Form 3.0 - EIDR Full Proposal Form and Guidelines OVPAA Form 2.0 - Balik PhD Application Form OVPAA Form 3.0 - Balik PhD Full Proposal Form and Guidelines OVPAA Form 5.1 - ECWRG Application Form (doc) OVPAA Form 5.2 - ECWRG Application Form (pdf)		OVPAA Website		

2. Processing of Application Related to OVPAA Research Grants/Programs (Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG), Emerging Interdisciplinary Research Program (EIDR))

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of fully accomplished Application and Proposal forms to the OVPAA	Receives application forms.	None	5 minutes	Research Staff



2. Processing of Application Related to OVPAA Research Grants/Programs (Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG), Emerging Interdisciplinary Research Program (EIDR))

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Checks for completeness of documents submitted	None	1 day	Research Staff
	Sends to System Committee or AVPAA for evaluation	None	3 days	System Committee-in-Charge or AVPAA
	Receives review from System Committee or AVPAA	None	3 minutes	Research Staff
	Endorses the approved grant application to AVPAA for BOR Approval	None	30 minutes	Research Staff
	Endorses the approved grant application to VPAA for BOR Approval	None	30 minutes	AVPAA



2. Processing of Application Related to OVPA Research Grants/Programs (Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG), Emerging Interdisciplinary Research Program (EIDR))

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Endorses the approved grant application to for BOR Approval	None	30 minutes	VPAA
	Receives approval from BOR	None	22 days	Research Staff
	Drafts Letter of Approval and Contract for approved grants	None	2 days	Research Staff
	Endorses Drafts to AVPAA	None	30 minutes	Research Staff
	Signs and endorses to VPAA	None	1 day	AVPAA
	Approves and signs the documents	None	1 day	VPAA



2. Processing of Application Related to OVPAA Research Grants/Programs (Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG), Emerging Interdisciplinary Research Program (EIDR))

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Sends approved Letter and Contract to Project Leaders	None	30 minutes	Research Staff
Submits signed contract to OVPAA	Checks for completeness and compliance	None	1 day	Research Staff;
	Drafts letter to OVPPF for FCM preparation.	None	30 minutes	Research Staff
	Endorses the letter to OVPPF for signature of the VPAA	None	30 minutes	AVPAA
	Signs the letter to OVPPF	None	1 day	VPAA
	Endorses the request for FCM to OVPPF via Document Routing System (DRS)	None	1 day	Research Staff



2. Processing of Application Related to OVPA Research Grants/Programs (Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG), Emerging Interdisciplinary Research Program (EIDR))

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Reviews, approves, and processes the FCM	None	10 days	OVPPF/Finance Team
	Receives approved FCM	None	30 minutes	Research Staff
	Forwards FCM to the Project Leader	None	30 minutes	Research Staff
	Updates the monitoring report	None	30 minutes	Research Staff
TOTAL			43 days 5 hours 8 minutes	

3. Processing Progress Report Submission and Fund Releases Related to the Implementation of Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG) and Emerging Interdisciplinary Research Program (EIDR)

Submission of needed documents to the OVPA for the release of funds of approved grants of the Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG), Emerging Interdisciplinary Research Program (EIDR)



Office or Division	Office of the Vice President for Academic Affairs
Classification	Highly Technical
Type of Transaction	G2G
Who may Avail	Faculty, REPS, Project Personnel, Student, Administrative and Medical Staff, UP Unit (Institute, Department, Center, etc.)
Checklist of Requirements	
Where to Secure	
Submission of the following fully accomplished forms: OVPA-RES Form 4.0 OVPA-Form 4.1	OVPA Website

3. Processing Progress Report Submission and Fund Releases Related to the Implementation of Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG) and Emerging Interdisciplinary Research Program (EIDR)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Letter of Request, Progress Report, and Financial Report	Checks for completeness and compliance	None	5 minutes	Research Staff
	Forwards the reports/output to the System Committee or AVPA (Research) for evaluation	None	10 minutes	Research Staff
	Endorses the report/output for acceptance	None	1 day	System Committee/AVP AA
	Prepares the TOF for review of the AVPA	None	30 minutes	Research Staff



3. Processing Progress Report Submission and Fund Releases Related to the Implementation of Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG) and Emerging Interdisciplinary Research Program (EIDR)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Endorses the TOF to the VPAA for signing	None	10 minutes	AVPAA
	Signs the TOF	None	1 day	VPAA
	Receives the signed TOF	None	10 minutes	Research Staff
	Forwards the signed TOF to Office of the Vice President for Planning and Finance (OVPPF) through the Document Tracking System	None	30 minutes	Research Staff
	Receives the Funding Check Memo (FCM) from OVPPF through the DRS	None	10 days	OVPPF



3. Processing Progress Report Submission and Fund Releases Related to the Implementation of Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG) and Emerging Interdisciplinary Research Program (EIDR)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Forwards the FCM to the project leader via email	None	10 minutes	Research Staff
	Updates the monitoring report (Google databases)	None	30 minutes	Research Staff
TOTAL			12 days, 2 hours, 15 minutes	

4. Processing Closing of Program Related to the Implementation of Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG) and Emerging Interdisciplinary Research Program (EIDR)

Submission of needed documents to the OVPAA for the release of funds of approved grants of the Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG), Emerging Interdisciplinary Research Program (EIDR)

Office or Division	Office of the Vice President for Academic Affairs
Classification	Highly Technical
Type of Transaction	G2G
Who may Avail	Faculty, REPS, Project Personnel, Student, Administrative and Medical Staff, UP Unit (Institute, Department, Center, etc.)
Checklist of Requirements	
Where to Secure	
Submission of the following fully accomplished forms: OVPAA-RES Form 4.0 OVPAA Form 4.1	OVPAA Website



4. Processing Closing of Program Related to the Implementation of Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG) and Emerging Interdisciplinary Research Program (EIDR)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Endorsement Letter, Terminal Technical Report, Terminal Financial Report, and Publication Report	Checks for completeness and compliance	None	5 minutes	Research Staff
If applicable, submits proof of Return of Unexpended Funds	Forwards the reports/output to the System Committee or AVPAA (Research) for evaluation	None	5 minutes	Research Staff
	Endorses the report/output for acceptance	None	1 day	System Committee/AVPAA
	Prepares the TOF and Certificate of Completion (COC) for review of the AVPAA	None	30 minutes	Research Staff
	Endorses the TOF and COC to the VPAA for signing	None	10 minutes	AVPAA
	Signs the TOF and COC	None	1 day	VPAA



4. Processing Closing of Program Related to the Implementation of Balik PhD Recruitment Program (BPhD), Enhanced Creative Work and Research Grant (ECWRG) and Emerging Interdisciplinary Research Program (EIDR)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Receives the signed TOF and COC	None	10 minutes	Research Staff
	Forwards the signed TOF to Office of the Vice President for Planning and Finance (OVPPF) through the Document Tracking System	None	30 minutes	Senior Project Officer
	Receives the Funding Check Memo (FCM) from OVPPF through the DRS	None	10 days	OVPPF
	Forwards the COC and/or FCM to the project leader via email	None	10 minutes	Senior Project Officer
	Updates the monitoring report (Google databases)	None	30 minutes	Senior Project Officer
TOTAL			12 days, 2 hours, 20 minutes	



4. Processing of applications to awards handled and endorsed by OVPAA (SPS/SSPPS/One UP/SCS)

Submission of applications to Scientific Productivity System (SPS), Social Sciences and Philosophy Productivity System (SSPPS), One UP Professorial Chair and Faculty Grant Awards (One UP PC & FG), and Scientific Career System (SCS).

Office or Division	Office of the Vice President for Academic Affairs
Classification	Highly Technical
Type of Transaction	G2G
Who may Avail	UP Faculty and REPS with master's degree and/or doctorate in the disciplines applicable to the Award, subject to eligibility requirements;
Checklist of Requirements	Where to Secure
Submission of the fully accomplished forms: 1. UP_SPS_AppForm (for SPS) 2. OVPAA-SSPPS-Form1 (for SSPPS) 3. ONE UP online application form 4. NAST SCS application form	OVPAA Memo Call for applications (SPS/SSPPS) OVPAA website One UP portal: https://adcp.up.edu.ph/ OVPAA Memo Call for applications to SCS,s/on NAST SCS Website

4. Processing of applications to SPS, SSPPS, One UP PC&FG, SCS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of fully accomplished Application and forms to the OVPAA (via email/hard copies/online portal)	1. Receives the endorsed soft and/or hard copies of applications (SPS/SSPPS/SCS/ONE UP) from CUs	None	20 mins	Research Section Staff
	2. Assesses eligibility of applicants based on completeness of requirement	None	1 day	Research Section Staff



4. Processing of applications to SPS, SSPPS, One UP PC&FG, SCS)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	s submitted			
	3. Transmits the application to the System Committee for evaluation	None	1 day	Research Section Staff
	4. Evaluates the application based on the award criteria	None	5 days	Research Section Staff System Committee
	5. Convenes the System Committee to deliberate the final list of recommended applications	None	2 days	Research Section Staff
	6. Prepares the list of recommended applications for endorsement by the UP System Committee	None	1 day	Research Section Staff System Committee Unit Committee
	7. Endorses the list of recommended applications to the VPAA with the required	None	1 day	Research Section Staff System Committee



4. Processing of applications to SPS, SSPPS, One UP PC&FG, SCS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	supporting documents through a letter signed by the President			
	8. Endorses the recommended applications to the President for approval of the Board of Regents through a letter	None	1 day	VPAA
	9. Signs endorsement letter to NAST (for SCS); Signs approval letter	None	1 day	UP President
	10. For SCS: Transmits the hard copies of applications to DOST-NAST via delivery	None	1 day	Research Section Staff
	11. Issuance of appointment (except for SCS) to accepted applicants or regret	None	1 day	Research section staff VPAA



4. Processing of applications to SPS, SSPPS, One UP PC&FG, SCS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	letters to rejected applications			
	12. Facilitates the release of monetary awards (except for SCS)	None	3 days	Research section staff
	13. Conferment of Awardees (For SCS only: Receives updates from NAST via email)	None	1 day	VPAA System Committee OVPAAR Research Section
TOTAL			19 days, 20 minutes	

C. Quality Assurance

The UP System Quality Assurance does not provide direct services at the UP System level that would be subject to ARTA considerations.



VI. FEEDBACK AND COMPLAINTS

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	Clients may accomplish the Service Feedback Form through this link: https://upsystemdiliman.qualtrics.com/jfe/form/SV_eVfFOJwwgJS6IBg?Q_CHL=qr or QR code at the offices. Clients may also send an email to arta.ovpaa@up.edu.ph.
How feedback is processed	Client feedback submitted through the Service Feedback form is processed by the Office of the Vice President for Administration (OVPA) and forwarded to the OVPAA for appropriate action. Feedback received through email is acknowledged and processed by the OVPAA Staff-in-Charge. All feedback requiring an appropriate response or action shall be forwarded to the relevant OVPAA Section or offices. The relevant office shall submit its response within three (3) working days to OVPAA (arta.ovpaa@up.edu.ph). The OVPAA response shall then be forwarded to the client accordingly.
How to file a complaint	Clients may accomplish the Service Feedback Form through this link: https://bit.ly/OVPAA_CCSS or send an email to arta.ovpaa@up.edu.ph
How complaints are processed	The OVPAA staff-in-charge shall review and compile the complaints received. All complaints requiring an appropriate response or action shall be forwarded to



FEEDBACK AND COMPLAINTS MECHANISM

	the relevant offices. The relevant office shall submit its response within three (3) working days. Depending on the response of the unit, the OVPAA may conduct a preliminary review of the complaint before finalizing its response to the Client. The OVPAA response shall then be forwarded to the client accordingly.
Contact information of ARTA, PCC, and CCB	ANTI-RED TAPE AUTHORITY (ARTA) Website: arta.gov.ph Email: complaints@arta.gov.ph, info@arta.gov.ph Tel. No: 1-ARTA (2782) (02) 8246-79406:15 PM PRESIDENTIAL COMPLAINT CENTER (PCC) Website: 8888.gov.ph Email: pcc@malacanang.gov.ph Hotline: 8888 Tel. Nos. 8736–8645, 8736–8603, 8736–8606, 8736–8629, 8736–8621 CONTACT CENTER NG BAYAN (CCB) Website: contactcenterngbayan.gov.ph/ Email: email@contactcenterngbayan.gov.ph SMS: 0908–881–6565



VII. LIST OF OFFICES

OFFICE	ADDRESS	CONTACT INFORMATION
Office of the Vice President for Academic Affairs	Office of the Vice President for Academic Affairs University of the Philippines 3F North Wing Quezon Hall, UP Diliman Quezon City 1101 Philippines	(632) 89818500 local 2528/8722/2622 ovpaa@up.edu.ph
Center for Integrative and Development Studies (CIDS)	Ang Bahay ng Alumni, Lower Ground Floor, Magsaysay Avenue, University of the Philippines System, Diliman, Quezon City, Philippines	+632 8981-8500 loc. 4266 to 67 cids@up.edu.ph
UP CIFAL Philippines	3/F, School of Statistics New Building, Quirino Avenue cor. Kalaw Street, University of the Philippines, Diliman, Quezon City, Philippines 1101	(+63 2) 8-981-8500 loc. 3511 cifalphilippines@up.edu.ph
Center for Women's and Gender Studies (CWGS)	Magsaysay Avenue corner Ylanan Street University of the Philippines Diliman, Quezon City 1101 Philippines	+63.2.89818500 local 4226, 4231 cws@up.edu.ph
UP Korea Research Center (UP KRC)	University of the Philippines, Diliman, Quezon City	pkrc@up.edu.ph
Office of Admissions (OAdms)	Kalaw corner Quirino Streets in U.P. Diliman, Quezon City	+63 2 8981-8500 loc. 3287/3828/3830/3831 upcollegeapplications.oadms@up.edu.ph



UP Philippine Genome Center (UP PGC)	A. Ma. Regidor St., PGC Building, UP Diliman Campus, Quezon City, 1101	8 981-8500 Loc 4703 or 4704 pgc@up.edu.ph
UP Press	E. Delos Santos Street, University of the Philippines	locals 101 to 105 & 115 press@up.edu.ph , press.admin@up.edu.ph
Technology Transfer and Business Development Office (TTBDO)		+639985898023 ttbdo@up.edu.ph