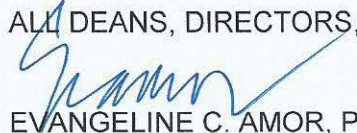


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OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-ECA 17-017

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM :  EVANGELINE C. AMOR, Ph.D. ^{EdD}
Vice-Chancellor for Academic Affairs

SUBJECT : 2017 Orientation Program for New UP Diliman Faculty

DATE : 31 July 2017

The Office of the Vice-Chancellor for Academic Affairs (OVCAA), with the Office for the Advancement of Teaching (OAT), will be conducting an Orientation Program for New UP Diliman Faculty. The Orientation program, which will cover academic and administrative policies and programs that UP Diliman faculty need to familiarize themselves with, will have two sessions:

- **18 September 2017 (Monday), 1:00 PM – 5:30 PM** – this session will focus on academic matters
- **25 September 2017 (Monday), 8:00 AM – 12:30 PM** – this session will focus on administrative matters

Both sessions will be at the **National Engineering Center (NEC) Audiovisual Room**. Enclosed is the tentative program for the orientation.

While priority is given to new faculty members, other faculty members could be accommodated depending on the availability of slots. In this connection, please send us your list of suggested participants through an email to ovcaa.oatdiliman@up.edu.ph (Attention: Daizy Agao). The deadline for submission of the list suggested participants is on **Friday, 8 September 2017, 5:00 P.M.**

The OAT is the coordinating office for the event. Should you have questions, clarifications or suggestions regarding the Orientation, please contact the OAT via the email address given above or VOIP 2562.

We look forward to your new faculty's participation in the Orientation.

Thank you very much.