

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-BMP 16-186

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : Office for the Advancement of Teaching (OAT) Diliman:
Functions, Programs and Services

DATE : 30 June 2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the Office for the Advancement of Teaching (OAT) Diliman, formerly the Office of the Director of Instruction (ODI). At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of OAT Diliman

As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), OAT Diliman has the following main functions:

- a. Teaching Support: (1) initiate or coordinate programs for faculty development and recognition; (2) collaborate with the Interactive Learning Center (ILC) Diliman and the University Library (UL) Diliman in the development and promotion of education technologies; and (3) facilitate UP Diliman's local or national academic linkages related to teaching;
- b. Evaluation and Assessment of Teaching: (1) manage the administration and processing of the Student Evaluation of Teaching (SET); and (2) provide the University with timely and critical information regarding the performance of its academic programs and implementation of its policies related to teaching; and
- c. Faculty Affairs: (1) coordinate administrative matters concerning UP Diliman faculty loading, including but not limited to the management of the Faculty Service Record (FSR) database, computation of faculty overload honorarium, offering of small classes, and processing of applications for the limited practice of profession; and (2) facilitate data integration with the computerized information management systems being implemented across the UP System.

Programs and Services of OAT Diliman

Existing Programs and Services

OAT Diliman will continue to implement and enhance the following existing programs and services (from the former ODI) under its **Teaching Support** function:

- Conduct of the Teaching Effectiveness Course in January (1st week) and June (3rd week) of each year;
- Conduct of seminars/workshops under the University Teaching (UT) program;
- Conduct of the Orientation for New UP Diliman Faculty in the 1st semester of each academic year; and
- Provision of secretariat support to the University Council Committee on University Instruction.

Effective August 2016, OAT Diliman **will cease to be** the lead support office for General Education (GE) programs and services; this role will be assumed by the newly established GE Center (Memorandum No. OVCAA-BMP 16-187).

In line with its **Evaluation and Assessment of Teaching** function, OAT Diliman will continue to:

- Manage the scheduling of SET answering for each academic term, provide support to academic units and UP offices in need of SET data, and undertake analyses of SET data;
- Assist in the review of proposals from academic units regarding projects/activities related to curricular review and faculty development; and
- Organize symposia/colloquia/fora to facilitate discussions and deliberations on University policies and guidelines related to teaching and academic programs in general.

New Programs and Services

With the OVCAA's reorganization, OAT Diliman assumes the new function of being the coordinating office for **Faculty Affairs**. Consequently, the Office will take on some programs and services currently being handled by other OVCAA offices or other UP Diliman Offices. Additionally, the Office will take on other programs and services as part of the expansion of its functions, from the former ODI to the new OAT Diliman.



The transition plan for the Office's new programs and services is outlined below.

Program / Service	Currently handled by	To be handled by OAT Diliman starting:
<i>Function 1: Teaching Support</i>		
Processing of MOAs on UP Diliman's local or national academic linkages related to teaching	OEC	July 2016
Processing of request for permission to teach in other local HEIs	OEC	July 2016

Program / Service	Currently handled by	To be handled by OAT Diliman starting:
<i>Function 3: Faculty Affairs</i>		
Management of the FSR database	OVCAA Central Office	Transition ongoing; to be completed by end of 2016
Processing of overload honorarium		
Processing of request for permission to open small classes		
Processing of application for Study Load Credit		
Processing of application for limited practice of profession	OEC	August 2016

Other programs and services consistent with the functions of OAT Diliman shall be announced from time to time.

Kindly also note the new website and official email of OAT Diliman:

 <http://oat.upd.edu.ph/>
 ovcaa.oatdiliman@up.edu.ph (Attention: Ms. Evangeline Dionisio)

Thank you.

cc: Chancellor, Dr. Michael L. Tan
 All Vice-Chancellors
 OAT Diliman Director, Dr. Violeda A. Umali

