



OFFICE FOR THE ADVANCEMENT OF TEACHING
(Formerly Office of the Director of Instruction)

Ref. No. OAT-OVCAA-VAU 0074

8 November 2016

For : **Deans, Directors, and Heads of Academic Units**
Subject : **9-13 January 2017 Teaching Effectiveness Course (TEC)**

The Office for the Advancement of Teaching (OAT, formerly the Office of the Director of Instruction or ODI) will be conducting the next Teaching Effectiveness Course (TEC) for the 2nd semester AY 2016-2017 on **9-13 January 2017** at the Teodoro Room, 3rd Floor, UP Institute for Small-Scale Industries (UP-ISSI).

The TEC is a 5-day (40 hours) experiential course leading to the design, development, try-out and revision of teaching plans. The activities are highly structured and cumulatively sequenced to achieve the intended learning outcomes (e.g., design of an effective teaching plan). The course is open to regular faculty, lecturers, teaching assistants, and teaching fellows. Priority is given to new faculty members but more experienced faculty members who wish to be updated on teaching approaches may also join the TEC.

All TEC sessions will start at 8:00 a.m. and end at 5:00 p.m. The course is free of charge but pre-registration is required. Due to the limited slots, we can only accept those who are **seriously interested and committed to attend the entire 5-day training**. Participants will be provided with lunch, snacks, and course kit. A certificate will be awarded to those who will **complete** the 5-day course.

We would greatly appreciate it if you could immediately disseminate information about the TEC schedule to your faculty so that those interested could calendar the activity. We would be grateful receiving the list of interested faculty from your unit on or before **15 December 2016**. Please email the list to ovcaa.oatdiliman@up.edu.ph.

Thank you very much.

Yours truly,

Violeda A. Umali, PhD
Director