



UNIVERSITY OF THE PHILIPPINES
DILIMAN, QUEZON CITY

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-ECA 17-045

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

FROM : 
EVANGELINE C AMOR, PhD
Vice-Chancellor for Academic Affairs 

SUBJECT : Call for Proposals for the Academic Program Improvement (API) Grant 2018

DATE : 25 September 2017

Pursuant to Memorandum No. OVCAA 2017-64, we would like to invite you to submit proposals for funding under the UP System's Academic Program Improvement (API) grant.

The **completed 2015 or 2018 Internal Academic Assessment and Development System (iAADS) of the proponent unit is required** for this API proposal cycle. Academic units that have completed their iAADS can submit specific proposals on the identified gaps and plans for improvement/development of the unit. The following are the priority areas for API funding for 2018:

1. Development and improvement of curricular programs (focus on content, pedagogy and resource material development of GE courses, undergraduate majors courses, and postgraduate courses; quality assurance;
2. Planning for massive PhD faculty development in the next 2 years (K to 12 transition) to increase the number of PhDs from 30% to 50% in all UP units vis-à-vis planning of teaching, research, creative work, administrative and public service activities per unit;
3. Planning and training to produce research, creative work, and policy grant proposals
4. Planning and training to produce research, creative work, and policy publications and other new knowledge output;
5. Planning and training to mainstream IT/new technology for enhanced pedagogy;
6. Planning and training to forge linkages with international collaborators, industry, and government agencies, e.g., research collaboration strategies, on-the-job trainings (OJTs) of students, externships of faculty;
7. Specific proposals pertaining to the results of the iAADS (if focus is different from Items 1-6 above).

We would like to remind you of the following important guidelines regarding the use of API funds:

1. Each proposed activity/project **must be completed, at the latest, by end of December 2018.**
2. The following **cannot** be charged against API funds: Capital Outlay/Equipment Outlay (CO.EO); Personnel Service/s (PS), e.g. compensation such as salaries; and international travel.
3. The enclosed OVCAA-API Form 10.3 should be used for proposal preparation. Note that the OVCAA has added some reminders in the form.

Specific guidelines from the OVCAA for each priority area

Item 1: Curriculum planning

Proposals for both continuing and new curriculum planning workshops are accepted. Depending on the number of proposals to be submitted, the OVCAA may prioritize and shortlist Item 2 proposals.

Item 2: Planning for PhD faculty development

- a. The activity should preferably be a one-day workshop for faculty development planning.
- b. API funding support shall be for expenses for meals during the workshop, with maximum allotment of ₱500 per person per day.
- c. There will be no budget allocation for venue rental. As such, units are encouraged to hold their workshop in UP Diliman. Units that wish to hold their workshop outside the campus would need to tap other sources of funds for payment of venue rental fees.
- d. Likewise, there will be no budget allocation for honoraria of resource persons. Should resource persons be invited, their honoraria will be paid using other sources of funds.
- e. Units that will avail of Item 2 funding will submit a detailed PhD faculty development plan containing the following information:
 - i. For department/units with currently less than 50% PhD faculty, strategies for increasing the number of PhD faculty to at least 50% of total faculty within the next three years should be identified. Also, OVPAA grants to be tapped, if any, should be specified.
 - ii. For departments/units with currently 50% or more PhD faculty, strategies for the next 3 years for retaining current PhD faculty and/or increasing the proportion of PhD faculty (i.e., strategies for recruitment, renewal, or securing tenure of PhD faculty) should be identified. OVPAA grants to be tapped, if any, for the implementation of the strategies be specified.

Item 3-6: Planning and training activities

- a. Planning workshops under any of Items 3-6 will follow the same guidelines listed for Item 1 (see above).
- b. For training activities, fees for resource persons may be charged against API funds.
- c. The expected output of the planning and/or training activities is a detailed plan for, at the maximum, the next 3 years with respect to the focus of the pertinent API 2017 priority area.

Item 7: Other than Items 1-6, planning activity motivated by the results of iAADS

To reiterate, the activity/project to be proposed must be in line with results of the unit's iAADS.

The deadline for the submission of proposals is on **25 October 2017, 5:00PM**. All proposals should be submitted in hard and soft copies, and should be accompanied by a cover letter **addressed to the Chancellor through the Vice-Chancellor for Academic Affairs**. Please course hard copy submissions through the Office for the Advancement of Teaching (OAT) c/o Ms. Adel Intervalo and e-mail soft copy submissions to apimonitoring.diliman@gmail.com.

The proposals will undergo review and the shortlisted proposals will be submitted to the OVPAA by **30 October 2017**. As such, it is anticipated that the earliest start date of the projects is **January 2018**. Proponents whose proposals will be approved for funding will be notified in writing by the OAT Director.

For inquiries, please call Ms. Adel Intervalo at VOIP 2562 or e-mail the API Monitoring Team at apimonitoring.diliman@gmail.com.

Thank you.

Encl: Memorandum No. OVPAA 2017-64
OVPAA-API Form 10.3
OVPAA-API Form 10.4



UNIVERSITY OF THE PHILIPPINES


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OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

14 September 2017

Memorandum No. OVPAA 2017-64

To: Chancellor Raymundo D. Rovillos, UP Baguio
Chancellor Liza D. Corro, UP Cebu
Chancellor Michael L. Tan, UP Diliman
Chancellor Fernando C. Sanchez, Jr., UP Los Baños
Chancellor Carmencita D. Padilla, UP Manila
Chancellor Sylvia B. Concepcion, UP Mindanao
Chancellor Melinda DP. Bandalaria, UP Open University
Chancellor Rommel A. Espinosa, UP Visayas

From: 
Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs

Subject: **Guidelines for the Academic Program Improvement Fund 2018**

We would like to inform you and your faculty of the focus and priority of the API funding for 2018. CUs may use the API 2018 funds for the following activities:

1. development and improvement of curricular programs (focus on content, pedagogy and resource material development of GE courses, undergraduate majors courses and postgraduate courses); quality assurance
2. planning for massive PhD faculty development in the next 2 years (K to 12 transition) to increase the number of PhDs from 30% to 50% in all UP units vis-a-vis planning of teaching, research, creative work, administrative and public service activities per unit
3. planning and training to produce research, creative work, and policy grant proposals
4. planning and training to produce research, creative work, and policy publications and other new knowledge output
5. planning and training to mainstream IT/new technology for enhanced pedagogy
6. planning and training to forge linkages with international collaborators, industry and government agencies, e.g., research collaboration strategies, on-the-job trainings (OJTs) of students, externships of faculty

Proposals should be submitted for each of the above priority activities. For this API proposal cycle, the completed 2015 or 2018 IAADS (Internal Academic Assessment and Development System) of the proponent unit is required. We are requesting the CUs to ensure that the API proponents comply with this requirement. Academic units that have completed their IAADS can submit specific proposals pertaining to their unit based on identified gaps and plans for improvement/development of the unit.

For the 2018 round of API proposals, the deadline will be on 30 October 2017 to allow for proposal review and preparation for fund release by January 2018. Submission of proposals in tranches before the deadline may also be done.

Please disseminate these and the attached revised API forms to your units and faculty for their information and guidance. Thank you.

**OVPAA-API Form 10.3
ACADEMIC PROGRAM IMPROVEMENT**

API PROJECT PROPOSAL

Proponent Unit (Dept/Inst, College):	Constituent University:	For AY:
Person-in-Charge:		Unit iAADS Score:
Title of Project:		
Total Amount of Project:		
Period of Implementation:	Place of Implementation:	
Prospective Clients/Beneficiaries:	No. of Participants (Minimum/Maximum):	
Brief Rationale of the Project:		
Objectives:		
Method/s:		
Expected Output/s:		
Project Outline:		
Resource Requirements:		
Evaluation Method/Instruments to be Used:		

**OVPAA-API Form 10.3
ACADEMIC PROGRAM IMPROVEMENT**

API PROJECT PROPOSAL

Line Item Budget			
Particulars	Quantity	Amount/Unit	Total Amount
		GRAND TOTAL	

**OVPAA-API Form 10.4
ACADEMIC PROGRAM IMPROVEMENT**

API PROJECT ACCOMPLISHMENT REPORT

Proponent Unit (Dept/Inst, College):	Constituent University:	AY:
Person-in-Charge:		
Title of Project:		
Total Amount of Project:		
Period of Implementation:	Place of Implementation:	
Clients/Beneficiaries:	No. of Participants:	
Accomplishments and Highlights of the Project:		
Problems Encountered:		
Recommendations:		
Plans:		