



UNIVERSITY OF THE PHILIPPINES DILIMAN  
OFFICE FOR THE ADVANCEMENT OF TEACHING  
**CITIZEN'S CHARTER**  
**(EXTERNAL SERVICES)**



## SECONDMENT APPLICATION AND CONTRACT

Processing Secondment Application and Contact

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>
<b>Classification:</b>	<b>Highly Technical</b>
<b>Type of Transaction:</b>	<b>Government to Government</b>
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to Chancellor through channels (Letter should be initiated by the faculty involved and should be endorsed by the Head of Unit and the Dean) 2. Invitation/Request form/Appointment 3. Memorandum of Agreement (MOA)/ Contract of Secondment 4. Faculty profile (justification and/or distribution of teaching load, if profile exceeds 15% mark) 5. Certification of no budgetary outlay (if needed) 6. Document Routing System (DRS)	Requesting Unit

7. Employee Slip 8. Personnel Clearance 9. Draft Service Record	Human Resource Development Office (HRDO)
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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application request for Secondment with attached MOA/ Contract with personnel clearance from Human Resource Development Office (HRDO)  Manual or Electronic submission at <a href="mailto:ovcaa.oatdiliman@up.edu.ph">ovcaa.oatdiliman@up.edu.ph</a>	1. Receive/encodes details of request in the OAT Diliman document tracking  1.1 Receive DRS and forwarded to concerned personnel	None	10 minutes	Receiving Personnel OAT Diliman
	1.2 Encode and evaluate details of application to the OAT Diliman database	None	1 hour	Administrative Aide OAT Diliman
	1.3 Draft/Finalize referral slip to Diliman Legal Office	None	1 day	Administrative Aide/ Director OAT Director
	1.4 Forward referral slip with attached secondment application with MOA for review	None	1 hour	Releasing Personnel OVCAA Central Office
2. Wait for Diliman Legal Action	2. Diliman Legal Office receive application from OAT Diliman  2.1 Diliman Legal Office review the application with the attached MOA/Contract  2.2 Return MOA/Contract of secondment application with appropriate action to OAT Diliman	None	30 minutes	Receiving Personnel Diliman Legal Office
		None	3 days	Assigned Lawyer Diliman Legal Offices
		None	30 minutes	Releasing Personnel Diliman Legal Office
3. Wait for OAT Diliman and OVCAA action	3. OAT Diliman receive secondment application from Diliman Legal Office  3.1 Evaluates/review application for OAT Diliman Director initials/endorsement  3.2 Review evaluation of application for initials/ endorsement of OAT Diliman Director, if found in order  3.3 Forward to OVCAA-Central Office for appropriate action  3.4 OVCAA-Central Office receive application from OAT Diliman for VCAA appropriate action  3.5 VCAA appropriate action on the request	None	30 minutes	Receiving Personnel OAT Diliman
		None	1 hour	Administrative Aide OAT Diliman
		None	2 days	Director OAT Diliman
		None	10 minutes	Releasing Personnel OAT Diliman
		None	30 minutes	Receiving Personnel OVCAA Central Office
		None	1 day	Vice Chancellor for Academic Affairs (VCAA)

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## SECONDMENT APPLICATION AND CONTRACT

Processing Secondment Application and Contact

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>Government to Government</b>			
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Return to OAT Diliman with action for releasing	None	10 minutes	Releasing Personnel OVCAA Central Office
	3.7 OAT Diliman receive request from OVCAA-Central Office with VCAA action	None	30 minutes	Receiving Personnel OAT Diliman
	3.8 Release application to the Office of the Chancellor	None	1 hour	Releasing Personnel OVCAA Central Office
	3.8.1 Release application in the DRS			Releasing Personnel OAT Diliman
4. Wait for Chancellors' appropriate action	4. Office of the Chancellor receive referral of endorsement with the attached secondment application and MOA/ Contracts from OAT Diliman	None	30 minutes	Receiving Personnel Office of the Chancellor
	4.1 Chancellor's appropriate action on the request/ application	None	2 days	Chancellor Office of the Chancellor
	4.2 Office of the Chancellor release application with appropriate action	None	30 minutes	Releasing Personnel Office of the Chancellor
5. Wait for the notice of approval	5. HRDO received approve application from Office of the Chancellor	None	30 minutes	Receiving Personnel HRDO
	5.1 HRDO release notice of approval of request	None	30 minutes	Releasing Personnel HRDO
6. Receive notice/copy of approved application	6. Requesting unit received notice/copy of approved request from HRDO	None	30 minutes	Receiving Personnel Requesting Unit
<b>TOTAL:</b>		None	<b>9 days, 8 hrs, 30 mins.</b>	

Note: If there is a need for BOR approval, the process might take longer than usual.



# MEMORANDUM OF AGREEMENT/UNDERSTANDING AND CONTRACT OF AWARDS (MOA/MOU TEACHING RELATED ONLY)

Processing and Review of MOA/MOU and Contract of Awards teaching related only

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>
<b>Classification:</b>	<b>Highly Technical</b>
<b>Type of Transaction:</b>	<b>Government to Government</b>
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request addressed to Chancellor 2. Implementation plan 3. Draft MOA/MOU/Contracts of Awards 4. Document Routing System (DRS)	Requesting Unit
5. Certification of no budgetary outlay	Requesting Unit and Diliman Budget Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request with attached MOA/MOU and Contract of Awards with complete attachments  Manual or Electronic submission at <a href="mailto:ovcaa.oatdiliman@up.edu.ph">ovcaa.oatdiliman@up.edu.ph</a>	1. Receive/encodes details of request in the OAT Diliman document tracking  1.1 Receive DRS and forwarded to concerned personnel	None	10 minutes	Receiving Personnel / Administrative Aide OAT Diliman
	1.2 Encode details of application to the OAT Diliman database	None	1 hour	Senior Project Assistant for Faculty Affairs (Teaching Practice) OAT Diliman
	1.3 Evaluate request for referral to Diliman Legal Office	None	2 days	Senior Project Assistant for Faculty Affairs (Teaching Practice)/ Director OAT Diliman
	1.4 Forward referral slip with attached with attached MOA/MOU/Contracts of award for review	None	1 hour	Releasing Personnel OVCA Central Office
2. Wait for Diliman Legal Action	2. Diliman Legal Office receive application from OAT Diliman	None	30 minutes	Receiving Personnel Diliman Legal Office
	2.1 Diliman Legal Office review the attached MOA/MOU/ Contract of award	None	3 days	Assigned Lawyer Diliman Legal Office
	2.2 Return MOA/MOU/ Contract of award with appropriate action to OAT Diliman	None	30 minutes	Releasing Personnel Diliman Legal Office
3. Wait for OAT Diliman and OVCAA action	3. OAT Diliman receive secondment application from Diliman Legal Office	None	30 minutes	Receiving Personnel OAT Diliman
	3.1 Request Certificate of No Budgetary Outlay	None	3 days	Senior Project Assistant for Faculty Affairs (Teaching Practice) / Director OAT Diliman  Director Diliman Budget Office
	3.2 Evaluates/review application for OAT Diliman Director initials/endorsement	None	1 hour	Senior Project Assistant for Faculty Affairs (Teaching Practice) OAT Diliman

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# MEMORANDUM OF AGREEMENT/UNDERSTANDING AND CONTRACT OF AWARDS (MOA/MOU TEACHING RELATED ONLY)

Processing and Review of MOA/MOU and Contract of Awards teaching related only

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>
<b>Classification:</b>	<b>Highly Technical</b>
<b>Type of Transaction:</b>	<b>Government to Government</b>
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Review evaluation of application for initials/ endorsement of OAT Diliman Director, if found in order with attached referral slip to partner university	None	2 days	Director OAT Diliman
	3.4 Release/send referral slip to the partner university for signature of MOA/MOU/ Contract of award	None	1 day	Releasing Personnel OAT Diliman  OVCAA Central Office (through LBC)
	3.5 Partner university receive MOA/MOU/ Contract of awards through LBC and after signature return the documents to OAT Diliman	None	10 days	Receiving Personnel / Releasing Partner University
	3.6 OAT Diliman receive the MOA/MOU/ Contract of awards with signature of partner university	None	30 minutes	Receiving Personnel OAT Diliman
	3.7 Draft and finalize referral slip for VCAA initials/ endorsement	None	2 days	Senior Project Assistant / Director OAT Diliman
	3.8 Forward to OVCAA-Central Office for appropriate action	None	10 minutes	Releasing Personnel OAT Diliman
	3.9 OVCAA-Central Office receive application from OAT Diliman for VCAA appropriate action	None	30 minutes	Receiving Personnel OVCAA Central Office
	3.10 VCAA appropriate action on the request	None	2 days	Vice Chancellor for Academic Affairs (VCAA)
	3.11 Return to OAT Diliman with action for releasing	None	10 minutes	Releasing Personnel OVCAA Central Office
	3.12 OAT Diliman receive request from OVCAA-Central Office with VCAA action	None	30 minutes	Receiving Personnel OAT Diliman
	3.13 Release application to the Office of the Chancellor	None	1 hour	Releasing Personnel OVCAA Central Office
	3.13.1 Release application in the DTS			Releasing Personnel OAT Diliman
4. Wait for Chancellors' appropriate action	4. Office of the Chancellor receive referral of endorsement with the attached MOA/ MOU/ Contract of Award from OAT Diliman	None	30 minutes	Receiving Personnel Office of the Chancellor
	4.1 Chancellor's appropriate action on the MOA/MOU/ Contract of awards	None	3 days	Chancellor Office of the Chancellor
	4.2 Office of the Chancellor release application with appropriate action	None	30 minutes	Releasing Personnel Office of the Chancellor

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## MEMORANDUM OF AGREEMENT/UNDERSTANDING AND CONTRACT OF AWARDS (MOA/MOU TEACHING RELATED ONLY)

Processing and Review of MOA/MOU and Contract of Awards teaching related only

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>Government to Government</b>			
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>			
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Wait for the notice of approval	5. OAT Diliman received signed MOA/MOU/ Contract of awards from Office of the Chancellor	None	30 minutes	Receiving Personnel OAT Diliman
	5.1 Notarization of MOA/MOU/ Contract of awards	None	3 days	Authorized Person
6. Wait for BOR approval	6. Draft and finalize referral of accomplished MOA/MOU for BOR approval	None	1 day	Senior Project Assistant for Faculty Affairs (Teaching Practice) / Director OAT Diliman
	6.1 OAT Diliman Office release accomplished MOA/MOU/ Contract of awards to OSU	None	30 minutes	Releasing Personnel OVCAA Central Office
	6.1.1 Office of the Secretary (OSU) receive accomplished MOA/MOU/ Contract of awards from OAT Diliman	None	30 minutes	Receiving Personnel Office of the Secretary
7. Receive notice/copy of endorse MOA/MOU	7. Requesting unit received notice/copy of approved MOA/MOU	None	30 minutes	Receiving Personnel Requesting Unit
<b>TOTAL:</b>		None	<b>32 days, 10 hrs, 30 mins.</b>	



## METROBANK OUTSTANDING FILIPINOS NOMINATIONS FOR THE ENDORSEMENT OF THE UNIVERSITY TO THE METROBANK FOUNDATION INC.

Process and Review of the Metrobank Outstanding Filipinos Nomination

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>
<b>Classification:</b>	<b>Highly Technical</b>
<b>Type of Transaction:</b>	<b>Government to Business</b>
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished nomination from online and printed hard copy (may vary as prescribe by Metrobank Foundation)		Metrobank Foundation Inc./ Office for the Advancement of Teaching (OAT) Diliman		
2. Supporting documents indicated by Metrobank Foundation		Personal documents of the nominee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the call	1. Release of call for nominations to partner universities	None	Pause-clock	Metrobank Foundation Inc.
	1.1 Dissemination of call for nominations to UP Diliman	None	1 day	University Research Associate / Senior Project Assistant OAT Diliman
2. Submit duly accomplished application/nomination forms for Metrobank Outstanding Filipinos with complete attachments  Manual or Electronic submission at <a href="mailto:ovcaa.oatdiliman@up.edu.ph">ovcaa.oatdiliman@up.edu.ph</a>	2.1 Receive/encodes details of Nomination form in the OAT Diliman document tracking and forwarded to concerned personnel	None	10 minutes	Receiving Personnel OAT Diliman
	2.2 Encode application/nomination details to the OAT Diliman database	None	1 hour	University Research Associate / Senior Project Assistant OAT Diliman
	2.3 Pre-Evaluation of the nominations	None	3 days	Releasing Personnel OAT Diliman
	2.4 Forward to OVCAA-Central Office for VCAA recommendation	None	10 minutes	Releasing Personnel OAT Diliman
	2.5 OVCAA-Central Office receive application/nomination	None	30 minutes	Receiving Personnel OVCAA Central Office
	2.6 Recommendation by VCAA	None	1 day	Vice Chancellor for Academic Affairs (VCAA)
	2.7 Return to OAT Diliman for releasing	None	10 minutes	Releasing Personnel OVCAA Central Office
	2.8 OAT Diliman receive application/nomination with endorsement from OVCAA-Central Office	None	30 minutes	Receiving Personnel OAT Diliman
	2.9 Forwarded to the Office of the Chancellor for the final selection and endorsement of one nominee to the Metrobank Foundation Inc.	None	1 hour	Releasing Personnel OVCAA Central Office
	3. Wait for Chancellor's appropriate action	3. Office of the Chancellor receives the application/nomination from OAT Diliman	None	30 minutes
3.1 Chancellor's final selection and endorsement of one nominee to the Metrobank Foundation Inc.		None	2 days	Chancellor Office of the Chancellor

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**METROBANK OUTSTANDING FILIPINOS NOMINATIONS FOR THE ENDORSEMENT OF THE UNIVERSITY TO THE METROBANK FOUNDATION INC.**

Process and Review of the Metrobank Outstanding Filipinos Nomination

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>Government to Business</b>			
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>			
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Office of the Chancellor forwarded to OAT Diliman the final selection and endorsement of one nominee to the Metrobank Foundation Inc.	None	30 minutes	Releasing Personnel Office of the Chancellor
	3.3 OAT Diliman receive final nominee for submission to the Metrobank Foundation Inc. from the Office of the Chancellor	None	30 minutes	Receiving Personnel OAT Diliman
	3.4 OAT Diliman submit nomination to Metrobank Foundation Inc, Metro Plaza Makati	None	2 days	University Research Associate/ Senior Project Assistant OAT Diliman
4. Receive notice of application	4. Release notice to the nominee/s	None	Pause-clock	Metrobank Foundation Inc.
	<b>TOTAL:</b>	None	<b>9 days, 5 hrs.</b>	





## BPI-DOST SCIENCE AWARDS NOMINATIONS FOR THE DELIBERATION OF THE COMMITTEE AND ENDORSEMENT OF THE UNIVERSITY TO THE BPI FOUNDATION

### Process and Review of the BPI-DOST Science Awards Nominations

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>
<b>Classification:</b>	<b>Highly Technical</b>
<b>Type of Transaction:</b>	<b>Government to Business</b>
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished nomination from online and printed hard copy (may vary as prescribe by BPI Foundation Inc.)  2. Supporting documents indicated by BPI Foundation Inc.		BPI=DOST/BPI Foundation Inc.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the call	1. Release of call for nominations to partner universities	None	Pause-clock	BPI-DOST/BPI Foundation Inc.
	1.1 Dissemination of call for nominations to UP Diliman	None	1 day	Releasing Personnel OVCAA Central Office  University Research Associate / Senior Project Assistant OAT Diliman
2. Submit duly accomplished application/nomination forms for BPI-DOST Science awards with complete attachments  Manual or Electronic submission at <a href="mailto:ovcaa.oatdiliman@up.edu.ph">ovcaa.oatdiliman@up.edu.ph</a>	2.1 Receive/encodes details of Nomination form in the OAT Diliman document tracking and forwarded to concerned personnel	None	10 minutes	Receiving Personnel OAT Diliman
	2.2 Encode application/nomination details to the OAT Diliman database	None	1 hour	University Research Associate / Senior Project Assistant OAT Diliman
	2.3 Pre-Evaluation of the nominations	None	3 days	Releasing Personnel OVCAA Central Office
	2.4 Forward to OVCAA-Central Office for VCAA recommendation	None	10 minutes	Receiving Personnel OVCAA Central Office
	2.5 OVCAA-Central Office receive application/nomination	None	30 minutes	Vice Chancellor for Academic Affairs (VCAA)
	2.6 Recommendation by VCAA	None	1 day	Releasing Personnel OVCAA Central Office
	2.7 Return to OAT Diliman for releasing	None	10 minutes	Receiving Personnel OAT Diliman
	2.8 OAT Diliman receive application/nomination with endorsement from OVCAA-Central Office	None	30 minutes	Releasing Personnel OVCAA Central Office
	2.9 Forwarded to the Office of the Chancellor for the final selection and endorsement of one nominee to the BPI Foundation	None	1 hour	Receiving Personnel Office of the Chancellor
3. Wait for Chancellor's appropriate action	3. Office of the Chancellor receives the application/nomination from OAT Diliman	None	30 minutes	Chancellor Office of the Chancellor
	3.1 Chancellor's final selection and endorsed list of nominees for BPI Foundation	None	2 days	Releasing Personnel OVCAA Central Office

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**BPI-DOST SCIENCE AWARDS NOMINATIONS FOR THE DELIBERATION OF THE COMMITTEE AND ENDORSEMENT OF THE UNIVERSITY TO THE BPI FOUNDATION**

Process and Review of the BPI-DOST Science Awards Nominations

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>
<b>Classification:</b>	<b>Highly Technical</b>
<b>Type of Transaction:</b>	<b>Government to Business</b>
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>

CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Office of the Chancellor forwarded to OAT Diliman the final selection and endorsement of one nominee to the BPI Foundation	None	30 minutes	Releasing Personnel Office of the Chancellor
	3.3 OAT Diliman receive final nominee for submission to the BPI Foundation from the Office of the Chancellor	None	30 minutes	Receiving Personnel OAT Diliman
	3.4 OAT Diliman submit nomination to BPI Foundation	None	1 day	University Research Associate/ Senior Project Assistant OAT Diliman
4. Receive notice of application	4. Release notice to the nominee/s	None	Pause-clock	BPI-DOST/BPI Foundation
	<b>TOTAL:</b>	None	<b>8 days, 5 hrs.</b>	



## THE MANY FACES OF THE TEACHER NOMINATIONS FOR ENDORSEMENT OF THE UNIVERSITY TO THE BATO BALANI FOUNDATION

Process and Review of the The Many Faces of the Teacher Nominations

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>
<b>Classification:</b>	<b>Highly Technical</b>
<b>Type of Transaction:</b>	<b>Government to Business</b>
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished nomination from online and printed hard copy (may vary as prescribe by Bato Balani Foundation Inc.)  2. Supporting documents indicated by Bato Balani Foundation Inc.		Bato Balani Foundation Inc.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the call	1. Release of call for nominations to partner universities	None	Pause-clock	Bato Balani Foundation Inc.
	1.1 Dissemination of call for nominations to UP Diliman	None	1 day	Releasing Personnel OVCAA Central Office  University Research Associate / Senior Project Assistant OAT Diliman
2. Submit duly accomplished application/nomination forms for the Many Faces/Bato Balani with complete attachments  Manual or Electronic submission at <a href="mailto:ovcaa.oatdiliman@up.edu.ph">ovcaa.oatdiliman@up.edu.ph</a>	2.1 Receive/encodes details of Nomination form in the OAT Diliman document tracking and forwarded to concerned personnel	None	10 minutes	Receiving Personnel OAT Diliman
	2.2 Encode application/nomination details to the OAT Diliman database	None	1 hour	University Research Associate / Senior Project Assistant OAT Diliman
	2.3 Pre-Evaluation of the nominations	None	3 days	University Research Associate / Senior Project Assistant OAT Diliman
	2.4 Forward to OVCAA-Central Office for VCAA recommendation	None	10 minutes	Releasing Personnel OAT Diliman
	2.5 OVCAA-Central Office receive application/nomination	None	30 minutes	Receiving Personnel OVCAA Central Office
	2.6 Recommendation by VCAA	None	1 day	Vice Chancellor for Academic Affairs (VCAA)
	2.7 Return to OAT Diliman for releasing	None	10 minutes	Releasing Personnel OVCAA Central Office
	2.8 OAT Diliman receive application/nomination with endorsement from OVCAA-Central Office	None	30 minutes	Receiving Personnel OAT Diliman
	2.9 Forwarded to the Office of the Chancellor for the final selection and endorsement of one nominee to the Bato Balani Inc.	None	1 hour	Releasing Personnel OVCAA Central Office
3. Wait for Chancellor's appropriate action	3. Office of the Chancellor receives the application/nomination from OAT Diliman	None	30 minutes	Receiving Personnel Office of the Chancellor
	3.1 Chancellor's final selection and endorsement of nominees to the Bato Balani Inc.	None	2 days	Chancellor Office of the Chancellor

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## THE MANY FACES OF THE TEACHER NOMINATIONS FOR ENDORSEMENT OF THE UNIVERSITY TO THE BATO BALANI FOUNDATION

Process and Review of the The Many Faces of the Teacher Nominations

<b>Office or Division:</b>	<b>Office for the Advancement of Teaching (OAT) Diliman</b>			
<b>Classification:</b>	<b>Highly Technical</b>			
<b>Type of Transaction:</b>	<b>Government to Business</b>			
<b>Who may avail:</b>	<b>UP Diliman Faculty</b>			
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Office of the Chancellor forwarded to OAT Diliman the final selection and endorsement of one nominee to the Bato Balani Inc.	None	30 minutes	Releasing Personnel Office of the Chancellor
	3.3 OAT Diliman receive final nominee for submission to the Bato Balani Inc. from the Office of the Chancellor	None	10 minutes	Receiving Personnel OAT Diliman
	3.4 OAT Diliman submit nomination to Bato Balani Inc.	None	1 day	University Research Associate/ Senior Project Assistant OAT Diliman
4. Receive notice of application	4. Release notice to the nominee/s	None	Pause-clock	Bato Balani Foundation Inc.
	<b>TOTAL:</b>	None	<b>8 days, 4 hrs. 40 mins.</b>	

## OFFICE FOR THE ADVANCEMENT OF TEACHING

Room 101, DILC Bldg. Magsaysay Avenue cor Apacible St.,  
University of the Philippines, Diliman, Quezon City 1101, Philippines  
Tel. No.981-8500 local 2562



Contact us:

 [oat.upd](https://www.facebook.com/oat.upd)

 [@OATUPD](https://twitter.com/OATUPD)

 [ovcaa.oatdiliman@up.edu.ph](mailto:ovcaa.oatdiliman@up.edu.ph)

 [www.oat.upd.edu.ph](http://www.oat.upd.edu.ph)