



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

CHECKLIST OF REQUIREMENTS

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

WHERE TO SECURE

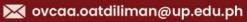
1. Letter request addressed to Chancellor through channels (Letter should be initiated by the faculty involved and should be endorsed by the Head of Unit and the Dean) 2. Invitation/Request form/Appointment 3. Memorandum of Agreement (MOA)/ Contract of Secondment 4. Faculty profile (justification and/or distribution of teaching load, if profile exceeds 15% mark) 5. Certification of no budgetary outlay (if needed) 6. Document Routing System (DRS)		Requesting Un	it		
7. Employee Slip 8. Personnel Clearance 9. Draft Service Record		Human Resource Development Office (HRDO)			
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)	Receive/encodes details of request in the OAT Diliman document tracking Receive DRS and forwarded to concerned personnel	None	10 minutes	Receiving Personnel OAT Diliman	
Manual or Electronic submission at ovcaa.oatdiliman@up.edu.ph	1.2 Encode and evaluate details of application to the OAT Diliman database	None	1 hour	Administrative Aide OAT Diliman	
ovcad.outdiiiman@ap.edd.pii	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	None	30 minutes	Receiving Personnel Diliman Legal Office	
	2.1 Diliman Legal Office review the application with the attached MOA/Contract	None	3 days	Assigned Lawyer Diliman Legal OfficeS	
	2.2 Return MOA/Contract of secondment application 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 Evaluates/review application for OAT Diliman Director initials/endorsement	None	1 hour	Administrative Aide OAT Diliman	
	3.2 Review evaluation of application for initials/ endorsement of OAT Diliman Director, if found in order	None	2 days	Director OAT Diliman	
	3.3 Forward to OVCAA-Central Office for appropriate action	None	10 minutes	Releasing Personnel OAT Diliman	
	3.4 OVCAA-Central Office receive application from OAT Diliman for VCAA appropriate action	None	30 minutes	Receiving Personnel OVCAA Central Office	
	3.5 VCAA appropriate action on the request	None	1 day	Vice Chancellor for Academic Affairs (VCAA)	











SECONDMENT APPLICATION AND CONTRACT

Processing Secondment Application and Contact

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

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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 3.8.1 Release application in the DRS	None	1 hour	Releasing Personnel OVCAA Central Office 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
	TOTAL:	None	9 days, 8 hrs, 30 mins.	

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

Office or Division:		Office for the A	Office for the Advancement of Teaching (OAT) Diliman Highly Technical			
Classification:	Highly Technic					
Type of Transaction:		Government to	Governmen	t		
Who may avail:		UP Diliman Fac	ulty			
CHECKLIST OF R	EQUIREM	ENTS		WHERE TO SEC	CURE	
Letter request address Implementation plan Draft MOA/MOU/Conti Document Routing Sys	acts of Aw	ards	Requesting	Unit		
5. Certification of no bud	lgetary out	:lay	Requesting	Unit and Diliman B	udget Office	
CLIENT STEPS	AGE	ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBL	
1. Submit letter request with attached MOA/MOU and Contract of Awards with complete attachments Manual or Electronic submission at ovcaa.oatdiliman@up.edu.ph	request i docume 1.1 Receiv	e/encodes details of n the OAT Diliman nt tracking e DRS and forwarded rned personnel	None	10 minutes	Receiving Personnel / Administrative Aide OAT Diliman	
	applicati	e details of on to the OAT database	None	1 hour	Senior Project Assistan for Faculty Affairs (Teaching Practice) OAT Diliman	
		ate request for o Diliman Legal Office	None	2 days	Senior Project Assistan for Faculty Affairs (Teaching Practice)/ Director OAT Diliman	
	attached MOA/MO	rd referral slip with I with attached U/Contracts of or review	None	1 hour	Releasing Personnel OVCA Central Office	
2. Wait for Diliman Legal Action		n Legal Office receive on from OAT Diliman	None	30 minutes	Receiving Personnel Diliman Legal Office	
	the attac	in Legal Office review thed MOA/MOU/ of award	None	3 days	Assigned Lawyer Diliman Legal Office	
	Contract	n MOA/MOU/ of award with ate action to OAT	None	30 minutes	Releasing Personnel Diliman Legal Office	
3. Wait for OAT Diliman and OVCAA action	secondn	liman receive nent application from egal Office	None	30 minutes	Receiving Personnel OAT Diliman	
	3.1 Reque Budgeta	est Certificate of No ry Outlay	None	3 days	Senior Project Assistan for Faculty Affairs (Teaching Practice) / Director OAT Diliman	
					Director	

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Diliman Budget Office

Senior Project Assistant

for Faculty Affairs

(Teaching Practice)

OAT Diliman





3.2 Evaluates/review

application for OAT Diliman

Director initials/endorsement





None

1 hour

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

Office or Division: Office for the				of Teaching (C	
Classification:		Highly Technic	al		
Type of Transaction	:	Government to	Governmen	t	
Who may avail:		UP Diliman Fac	ulty		
CLIENT STEPS	AGI	ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	applicati endorser Director,	w evaluation of on for initials/ ment of OAT Diliman if found in order with I referral slip to Iniversity	None	2 days	Director OAT Diliman
to the po		se/send referral slip rtner university for e of MOA/MOU/	None	1 day	Releasing Personnel OAT Diliman
		of award			OVCAA Central Office (through LBC)
	MOA/MO awards t after sigr	er university receive U/ Contract of hrough LBC and nature return the nts to OAT Diliman	None	10 days	Receiving Personnel / Releasing Partner University
	моа/мо	Diliman receive the U/ Contract of vith signature of university	None	30 minutes	Receiving Personnel OAT Diliman
		and finalize referral CAA initials/ nent	None	2 days	Senior Project Assistant Director OAT Diliman
	Company (1977)	ard to OVCAA-Central appropriate action	None	10 minutes	Releasing Personnel OAT Diliman
	3.9 OVCA	A-Central Office			Receiving Personnel

4. Wait for Chancellors' appropriate action

the DTS **OAT Diliman** 4. Office of the Chancellor receive referral of endorsement with the Receiving Personnel 30 minutes None attached MOA/ MOU/ Office of the Chancellor Contract of Award from **OAT Diliman**

None

None

None

None

None

30 minutes

2 days

10 minutes

30 minutes

1 hour

None 3 days Office of the Chancellor Contract of awards 4.2 Office of the Chancellor Releasing Personnel release application with 30 minutes None Office of the Chancellor appropriate action

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Chancellor

Receiving Personnel

OVCAA Central Office

Vice Chancellor for

Academic Affairs (VCAA)

Releasing Personnel

OVCAA Central Office

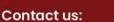
Receiving Personnel

OAT Diliman

Releasing Personnel

OVCAA Central Office

Releasing Personnel







receive application from OAT

Diliman for VCAA appropriate

3.10 VCAA appropriate action

3.11 Return to OAT Diliman

with action for releasing

3.12 OAT Diliman receive

Office with VCAA action

Office of the Chancellor

3.13.1 Release application in

4.1 Chancellor's appropriate

action on the MOA/MOU/

request from OVCAA-Central

3.13 Release application to the

on the request







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

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

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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Wait for the notice of approval	5. OAT Diliman received signed MOA/MOU/ Contrac of awards from Office of th Chancellor	t None	30 minutes	Receiving Personnel OAT Diliman
	5.1 Notarization of MOA/MO Contract of awards	J/ None	3 days	Authorized Person
6. Wait for BOR approval	6. Draft and finalize referra accomplished MOA/MOU f BOR approval	Nono	1 day	Senior Project Assistant for Faculty Affairs (Teaching Practice) / Director OAT Diliman
	6.1 OAT Diliman Office relect accomplished MOA/MOU/ Contract of awards to OSU	se 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	d 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
	TOTAL	None	32 days, 10 hrs, 30 mins.	







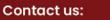


METROBANK OUTSTANDING FILIPINOS NOMINATIONS FOR THE ENDORSEMENT OF THE UNIVERSITY TO THE METROBANK FOUNDATION INC.

Process and Review of the Metrobank Outstanding Filipinos Nomination

Office or Division: Classification: Type of Transaction:		Office for the Advancement of Teaching (OAT) Diliman				
		Highly Technic	Highly Technical Government to Business UP Diliman Faculty			
		Government to				
Who may avail:	UP Diliman Fac					
CHECKLIST OF	REQUIREM	ENTS		WHERE TO SEC	CURE	
 Duly accomplished nomination from online and printed hard copy (may vary as prescribe by Metrobank Foundation 			Metrobank Fou of Teaching (C	undation Inc./ Offic DAT) Diliman	ce for the Advancement	
2. Supporting documer Foundation	nts indicated	d by Metrobank	Personal docu	ments of the nom	inee	
CLIENT STEPS	AGE	ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBI	
1. Wait for the call	SACTOR ROLL STREET	e of call for ons to partner es	None	Pause-clock	Metrobank Foundation Inc.	
		nination of call for ions to UP Diliman	None	1 day	University Research Associate / Senior Proje Assistant OAT Diliman	
2. Submit duly accomplished application/nomination forms for Metrobank Outstanding Filipinos	of Nomin Diliman o and forw	ve/encodes details lation form in the OAT document tracking arded to ed personnel	None	10 minutes	Receiving Personnel OAT Diliman	
with complete attachments Manual or Electronic submission at	nominati	de application/ on details to the OAT database	None	1 hour	University Research Associate / Senior Proje	
ovcaa.oatdiliman@up.edu.ph	2.3 Pre-E	valuation of the ons	None	3 days	Assistant OAT Diliman	
	2.4 Forwo		None	10 minutes	Releasing Personnel OAT Diliman	
		A-Central Office application/ ion	None	30 minutes	Receiving Personnel OVCAA Central Office	
	2.6 Recor	mmendation by	None	1 day	Vice Chancellor for Academic Affairs (VCA	
	2.7 Returi releasing	n to OAT Diliman for 3	None	10 minutes	Releasing Personnel OVCAA Central Office	
	applicati endorser	oiliman receive on/nomination with nent from Central Office	None	30 minutes	Receiving Personnel OAT Diliman	
	of the Ch final sele endorser	arded to the Office ancellor for the ction and ment of one nominee etrobank Foundation	None	1 hour	Releasing Personnel OVCAA Central Office	
3. Wait for Chancellor's appropriate action	receives	of the Chancellor the application/ on from OAT Diliman	None	30 minutes	Receiving Personnel Office of the Chancello	
	and endo	cellor's final selection orsement of one to the Metrobank on Inc.	None	2 days	Chancellor Office of the Chancello	

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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

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

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CLIENT STEPS	AGENCY ACTION	FEES 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.	
	TOTAL:	None	9 days, 5 hrs.		



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

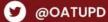
Office for the Advancement of Teaching (OAT) Diliman Office or Division: **Classification: Highly Technical Government to Business** Type of Transaction: Who may avail: **UP Diliman Faculty**

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	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	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
Manual or Electronic submission at	2.2 Encode application/ nomination details to the OAT Diliman database	None	1 hour	University Research Associate / Senior Project
ovcaa.oatdiliman@up.edu.ph	2.3 Pre-Evaluation of the nominations	None	3 days	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 BPI Foundation	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 endorsed list of nominees for BPI Foundation	None	2 days	Chancellor Office of the Chancellor

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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

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

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CLIENT STEPS	AGENCY ACTION	FEES 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
	TOTAL:	None	8 days, 5 hrs.	



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

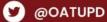
Office for the Advancement of Teaching (OAT) Diliman Office or Division: **Highly Technical Classification:** Type of Transaction: **Government to Business** Who may avail: **UP Diliman Faculty**

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished nomination from online and printed hard copy (may vary as prescribe by Bato Balani Foundation Inc.)		Bato Balani Foundation Inc.		
2. Supporting documents indicated by Bato Balani Foundation Inc.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the call	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 ovcaa.oatdiliman@up.edu.ph	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
	2.3 Pre-Evaluation of the nominations	None	3 days	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

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

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CLIENT STEPS	AGENCY ACTION	FEES 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.
	TOTAL:	None	8 days, 4 hrs. 40 mins.	





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

