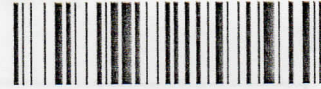




UNIVERSITY OF THE PHILIPPINES
Quezon City

to posting website



OC10002005

OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAEP 16-43

DATE : 16 August 2016

TO : Chancellors and UP Cebu Acting Chancellor

FROM : Alfredo E. Pascual
President *[Signature]*

SUBJECT : Evaluation of Applications to the One U.P.
Professorial Chair and Faculty Grant Awards Under
the First Call

FOR WIDE DISSEMINATION TO THE FACULTY

The first-call applications for the One U.P. Professorial Chair and Faculty Grant Awards will now enter the Evaluation Phase. The process will be from 31 August (Wednesday) to 12 October 2016 (Wednesday).

Applications submitted by the 18 July 2016 deadline will now be accessible to the Unit Awards Committee (UAC) for verification and endorsement. If the UAC has questions about the scores, it can request the applicant to provide additional supporting documents.

The faculty may still submit additional documents physically for the consideration of the concerned UAC. Based on the submitted documents, the UAC Chair has the authority to allow an applicant to access his/her account and update the application. The detailed procedures for this will be provided to the UAC Chairs in a separate email.

Enclosed: Timetable for Evaluation of the First Call Applications

NOTED *for dissemination*

NYMIA P. SIMBULAN, MPH, DrPH
Vice Chancellor for Academic Affairs

01 SEPP 2016

**Timetable for the Evaluation Phase of the Applications to the
One U.P. Professorial Chair and Faculty Grant Awards
Under the First Call**

DATE 2016	ACTIVITY
31 August	<p>Evaluation Module of the Academic Data Collection Portal (ADCP – adcp.up.edu.ph) becomes available for access.</p> <p><u>Notice to Unit Awards Committee Chair (UAC) and Members:</u> If you have not yet submitted your UP Email address to request access to the Evaluation Module, please contact the Office of the Chancellor. You will then be emailed initial instructions on how to navigate the Evaluation Module.</p>
1-14 September (14 days)	Verification and Endorsement of Applications by the UAC
14-18 September (4 days)	Review and Endorsement by the Head of the Academic Unit (Institute/Department/Center)
19-23 September (5 days)	Review and Endorsement by the Dean
24-29 September (6 days)	Review and Endorsement by the Chancellor
30 September – 4 October (5 days)	Review and Endorsement by the System Awards Committee (SAC)
5-7 October (3 days)	The President approves the SAC endorsements for successful applications.
	Announcement of Awards
8 October	Applicants will be informed by email about the decision on their application.
8-12 October (5 days)	<p>Appeals Period</p> <p>Appeals must be resolved at the UAC level. Approved appeals must go through the same channels until it reaches the final President's Approval.</p>
TBA	Disbursement of Awards.

Detailed instructions will be sent to the UP Email Addresses of the UAC Members, Unit Heads, Deans, and Chancellors.