MEMORANDUM NO. BMP 13-009

TO : DEANS AND HEADS OF UNITS
    ALL FACULTY

FROM : BENITO M. PACHECO, Ph.D.
       Vice Chancellor for Research and Development

SUBJECT: 2nd Year of Campaign to Assign RLC/ CWLC to Faculty

DATE : 2 April 2013

We are glad to report that our campaign in Academic Year 2012-2013 caused a significant increase in the number of faculty members with assigned RLC/ CWLC, from 144 in the 1st semester of 2010-2011 to 270 in the 2nd semester of 2012-2013.

For this the 2nd year of the campaign, kindly be reminded of the following milestones:

a) 6 May 2013 DEADLINE
   College/ Unit submits its updated Agenda for Research/ Creative Work through OVC RD, for OC note and coordination among Colleges/ Units (please see enclosed flowchart in last year’s Memo No. BMP 12-012 dated 21 March 2012);

b) 20 May 2013 DEADLINE
   For those applying for 1, 2, or 3 unit/s RLC/ CWLC without project funding, instead of using UP Form 67-C1c, please apply for RLC/ CWLC Grant at http://projects.ovc rd.upd.edu.ph/ovc rd/

c) 3 June 2013 DEADLINE
   OVC RD receives complete applications for RLC/ CWLC from each College/ Unit, using UP Form 67-C1a, b, d Revised 2 April 2013 as appropriate (please see new attached/ enclosed UP Form 67-C1a, b, d Revised 2 April 2013.xlsx);

d) 17 June 2013 DEADLINE
   OVC RD returns the approved RLC/ CWLC Application Forms, to be annexed to the Faculty Service Record [Form 67 (FSR)];

e) 6 July 2013 DEADLINE
   OVCAA receives complete Faculty Service Records (Memo. No. CAS-12-021)

Attached: UP Form 67-C1a, b, d Revised 2 April 2013.xlsx, to be submitted in original signed hardcopy and Excel file copy (the Excel file without the signatures is to be emailed to rlc.cwlc@gmail.com)

cc: Chancellor Caesar A. Saloma
    Vice-Chancellor for Academic Affairs Ronald S. Banzon