




UNIVERSITY OF THE PHILIPPINES

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OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. FRN 16-050

TO : DEANS, DIRECTORS AND HEADS OF UNITS
ALL FACULTY

FROM : 
FIDEL R. NEMENZO, D.Sc.
Vice-Chancellor for Research and Development

SUBJECT : Call for Submission of RLC/CWLC and ELC Applications, 2nd Semester A.Y. 2016-2017

DATE : 5 December 2016

We are now accepting applications for **Research/ Creative Work Load Credit (RLC/CWLC)** and **Extension Load Credit (ELC)** for the 2nd semester AY 2016-2017. Per Faculty Manual, the deadline for submission of applications is on the first day of regular registration for the semester, **10 January 2017**. We encourage early submission of the applications even before the end of the 1st semester.

We are now piloting a new online system for **ELC applications** (for both funded and personally funded projects) to be implemented starting this 2nd semester of AY 2016–2017. As we transition from the manual to the online application, we hope the enclosed primer on the use of the ELC online system will help you. Please register at the ELC Online Application System, <http://oec.ovcrd.upd.edu.ph/oec/start>. The ELC Guidelines and forms may also be downloaded from <http://oec.ovcrd.upd.edu.ph/oec/downloads/>.

For **RLC/CWLC applications**, we shall receive applications in batches by College. We would like to remind you with the following guidelines:

1. For **RLC/CWLC with funded projects**, please note that applications that are not completely filled up or missing the following attachments (as applicable) shall be returned to the Colleges unprocessed:
 - a. Capsule Proposal in case of project on proposal stage to a funding agency;
 - b. Actual Grant Contract/ MOA (with line item budget) in case of approved/ ongoing project;
 - c. Proof of Extension for project extending beyond the date of completion per actual contract/ MOA; and
 - d. *Progress/ Final Report* of the latest grant of RLC/CWLC.
2. For **personally funded projects**, RLC/CWLC applications duly approved by the unit will be accepted with the following attachments:
 - a. Proposal Form
 - b. Research/ Creative Work Contract between the Department and the faculty
 - c. *Progress/ Final Report* of the latest grant of RLC/CWLCAll documents can be downloaded from <http://www.ovcrd.upd.edu.ph/grants/rcwlc/>.

As in the previous semesters, RLC/CWLC and ELC applications submitted beyond the deadline must have an endorsement letter from the Head of Unit stating the reason for late submission. Likewise, please note that applications from Colleges/Units that have not submitted their respective research agenda and/or extension agenda or from faculty members with overdue accountabilities with the OVCRD, will be returned unprocessed.

For further inquiries, please call Mr. Jayceel Novio at VoIP 4050 (*for RLC/CWLC*) and Ms. Hazel Meking at VoIP 2621 (*for ELC*).

We look forward to receiving your load credit applications.

Thank you.

Enclosed:

1. Annex A (ELC Guidelines)
2. Annex B (ELC Form 1)
3. Annex C (ELC form 3)
4. Primer on ELC Online Application System

cc: Chancellor Michael L. Tan
Vice-Chancellor for Academic Affairs Benito M. Pacheco