**ELC Form 2 (Revised 7 July 2017)**

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| --- |
| Date Accomplished (DD-MM-YYYY): / / |
| Academic Year: Semester: |

**APPLICATION FOR EXTENSION LOAD CREDIT (ELC)**

***TO BE SUBMITTED TOGETHER WITH ELC FORM 1 (FOR PERSONALLY-FUNDED EXTENSION WORK)***

***OR A COPY OF SIGNED MOA/GRANT CONTRACT (FOR EXTERNALLY-FUNDED EXTENSION WORK)***

**FACULTY INFORMATION**

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_ **Sex**: **[ ]** **1**-Male **2**-Female

Surname / First Name / Middle Initial

**College/Unit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Inst./Dept./Division:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position:** **[ ]** **1**-Instructor\* **2**-Assistant Prof. **3**-Associate Prof. **4**-Full Professor **Rank:** \_\_\_\_\_\_\_\_\_\_

\*may only be eligible if WITHOUT Study Load Credit

**Nature of Involvement: [ ] 1-**Program Leader **2**-Project Leader **3**-Others (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EXTENSION WORK INFORMATION**

**Project Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Extension Agenda Theme/Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Funding Source: [ ] 1-**Personally Funded **2-**External Funding  **Name of Funding Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Classification of Funding Institution [ ] 1-**UP Diliman **2-**UP System **3-**DOST  **4-**Phil Gov’t (except UP/DOST)

**5-**NGO  **6-**Private  **7-**Others (Please specify)

**Date Started** (DD-MM-YYY)**: \_\_\_\_\_\_\_\_\_\_\_** **Date of Expected Completion** (DD-MM-YYY)**: \_\_\_\_\_\_\_\_\_\_\_ Funding Source: \_\_\_\_\_\_\_\_\_\_\_\_**

**Expected Output: [ ] 1-**Final Report **2**-Presentation in conference/colloquium **3**-Others (Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ELC APPLICATION ELC TOTAL UNIT/S REQUESTED \_\_\_\_\_\_\_\_\_\_\_\_**

**Type of Application**: **[ ]** **1**-Renewal/Extension\* **2**-New\*\*

\*For renewal/extension, date of submission to OEC-OVCRD of Progress/Final Report or proof of output of latest ELC grant (DD-MM-YYYY): \_\_\_\_\_\_\_\_\_\_

\*\* For NEW applications, please attach ELC Form 1 if personally funded projects, or copy of signed MOA/Grant Contract if externally funded project

**Are you also applying for RLC/CWLC for this semester? [ ]**  **1**-No **2**-Yes **If yes, number of RLC/CWLC units requested**: \_\_\_\_\_\_\_

# I certify that all information/data in this form are true to the best of my knowledge. I understand that a report or proof of output is to be submitted to OVCRD thru OEC at the end of the semester or term for which ELC is granted and at the end of the project period. I further certify that I have no overdue accountabilities for OVCRD-funded and managed projects.

# **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# **Applicant’s Signature over Printed Name**

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**RECOMMENDATION ELC TOTAL UNIT/S RECOMMENDED \_\_\_\_\_\_\_\_\_**

We certify that we have reviewed this ELC application and that the requested extension load credit/s was/were pre-assigned based on the College/Unit’s approved Extension Work Agenda for the Academic Year. We further certify that this application complies with the College/Unit’s detailed guidelines for extension work and was evaluated by the College Executive Board or equivalent body.

# **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# *Signature over Printed Name of Department Chair Signature over Printed Name of College Dean/Unit Director*

# *Date: Date:*

**ENDORSEMENT: APPROVAL: ELC TOTAL UNIT/S APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_**

*(for 3.0 units or less) (for more than 3.0 units ELC/RLC/CWLC combined)*

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**LENORE P. DELA CRUZ FIDEL R. NEMENZO, D. SC. EVANGELINE C. AMOR, PH. D. MICHAEL L. TAN, PH. D.**

OEC Director Vice-Chancellor for Vice Chancellor for Chancellor

Research and Development Academic Affairs