



**UNIVERSITY OF THE PHILIPPINES**

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**OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND DEVELOPMENT**

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**MEMORANDUM NO. FRN 19-032**

**TO : DEANS, DIRECTORS AND HEADS OF ACADEMIC UNITS  
ALL FACULTY MEMBERS**

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

**SUBJECT : Call for Submission of RLC/CWLC Applications, 1st Semester AY 2019-2020**

**DATE : 16 July 2019**

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We are now accepting applications for Research Load Credit/Creative Work Load Credit (RLC/CWLC) for the 1st semester AY 2019-2020. The deadline for submission of applications is **Friday, 16 August 2019.**

In connection with this, please take note of the following reminders:

- a) Research/Creative Work Load Credit guidelines and application forms may be downloaded from the OVCRD website <http://www.ovcrd.upd.edu.ph/grants/rcwlc/>
  - RLC/CWLC application form (UP Form 67-C Revised 1 July 2019)
  - Sample Research/Creative Work Contract for personally-funded research/creative works
- b) Applicants should submit their fully accomplished encoded forms through email at [rlc.cwlc.upd@up.edu.ph](mailto:rlc.cwlc.upd@up.edu.ph). Kindly print the forms for signature/endorsement and submission to OVCRD through the Research Management Office (RMO) not later than the deadline.
- c) Faculty members with approved RLC/CWLCs in the previous semester must also submit their progress or final report endorsed by their College/Unit.
- d) Applications from Colleges/Units that have not submitted their detailed guidelines for assigning RLC/CWLC and their updated research agenda for AY 2019-2020, or from faculty members with overdue reports will be returned unprocessed.

For further inquiries, you may get in touch with Ms. Sofia Belen A. Sarte at telephone no. 981-8500 VoIP 4050, or at email address [sasarte@up.edu.ph](mailto:sasarte@up.edu.ph)

We look forward to receiving your RLC/CWLC applications.

Thank you.

Enclosed: 1. UP Form 67-C (Revised 01 July 2019)  
2. Sample Research/Creative Work Contract

cc: Chancellor Michael L. Tan  
Vice-Chancellor for Academic Affairs Evangeline C. Amor