




OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND DEVELOPMENT

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MEMORANDUM NO. FRN 19-035

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

FROM :   
FIDEL R. NEMENZO, D.Sc. <sup>OIC</sup>  
Vice Chancellor for Research and Development

SUBJECT: Call for Submission of ELC Applications for the First Semester, A.Y. 2019-2020

DATE : 16 July 2019

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We are pleased to announce that the OVCRD is now accepting applications for Extension Load Credit (ELC) for the First Semester, A.Y. 2019-2020. We encourage more faculty members to apply for this coming semester and devote time for extension work.

Enclosed are the general guidelines and ELC application form which may also be downloaded from the OVCRD website, <http://www.ovcrd.upd.edu.ph/grants/extension-load-credits/>.

The deadline for submission is **16 August 2019 (Friday)**. Early submissions are encouraged. Please take note of the following reminders:

1. ELC applicants should submit their original signed ELC application forms to the OVCRD through the Office of Extension Coordination (OEC);
2. Faculty members with approved ELC in the previous semester must submit their progress or final report, endorsed by their College/Unit Head, using the ELC report form;
3. Applications from Colleges/Units that have not submitted their updated extension agenda for A.Y. 2019-2020 and unit-level detailed guidelines for assigning ELC, or from faculty members with overdue accountabilities with the OVCRD, will be returned unprocessed.
4. ELC applications submitted beyond the deadline must have an endorsement letter from the head of unit stating the reason for late submission.

In relation to this, we reiterate our request for Colleges/Units to submit to the OVCRD their (i) **updated Extension Agenda** for A.Y. 2019-2020 together with their (ii) **Detailed Guidelines for assigning ELC** as stated in the following provisions:

*"Each College or Unit, through the College Extension Office/Committee and, in consultation with the faculty of the institutes, departments, and divisions, shall adopt and annually update its extension agenda, to be used together with this [faculty] manual and the detailed guidelines of the College or Unit on Extension Load Credit (ELC).*

*"The Dean and College Executive Board (or equivalent body) may assign credit for extension activities subject to the detailed guidelines of the college or unit. Each academic unit is encouraged to develop its own operating manual on extension. In no case shall the ELC of a faculty member exceed three (3) units per semester." (134<sup>th</sup> UC meeting, 16 February 2015)*

We hope to receive your college/unit-level **Extension Agenda** and **Detailed ELC Guidelines** on or before **16 August 2019**.

For further inquiries, please call Mr. Jayceel Novio at VoIP 2621 or email to [lnovio@up.edu.ph](mailto:lnovio@up.edu.ph).

Thank you very much for your continuing support.

*Enclosed:*            Annex A. ELC Guidelines  
                          Annex B. ELC Form 1 - Application Form

*cc:*                    Chancellor Michael L. Tan, Ph.D.  
                          Vice-Chancellor for Academic Affairs Evangeline C. Amor, Ph.D.