



**UNIVERSITY OF THE PHILIPPINES**



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

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**MEMORANDUM NO. FRN 19-057**

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

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

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

**DATE : 3 December 2019**

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The OVCRD is now accepting applications for Extension Load Credit (ELC) for the Second Semester, A.Y. 2019-2020. The deadline for submission is **24 January 2020 (Friday)**. Early submissions are encouraged.

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/>.

Please take note of the following reminders:

1. Applicants should submit their original signed ELC application forms to the OVCRD through the Office of Extension Coordination (OEC) not later than the deadline;
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.

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

We encourage more faculty members to apply for this coming semester and devote time for extension work.

Thank you very much for your continuing support.

*Enclosed:* Annex A. ELC Guidelines  
Annex B. ELC Application Form (Revised December 2019)  
Annex C. ELC Report Form (Revised December 2019)

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