

UNIVERSITY OF THE PHILIPPINES

Lower Ground Floor, PHIVOLCS Bldg.
C.P. Garcia Ave., Diliman, Quezon City 1101
Tel.: 927-2567, 981-8500 loc. 4046; Tel. Fax: 927-2568
E-mail: ovcrd@up.edu.ph; Website: <http://www.ovcrd.upd.edu.ph>

OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. FRN 19-058

**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 for the Second Semester, A.Y. 2019-2020

DATE : 04 December 2019

The OVCRD is now accepting applications for Research Load Credit/Creative Work Load Credit (RLC/CWLC) for the Second Semester, A.Y. 2019-2020. The deadline for submission is **Friday, 24 January 2020**. Early submissions are encouraged.

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. 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

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