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OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. GAC 20-013

TO : DEANS, DIRECTORS, HEADS OF UNITS,
All Faculty

FROM : GONZALO A. CAMPOAMOR II, Ph.D.
Vice Chancellor for Research and Development

SUBJECT : Extending the Deadline for ELC Applications, 1st Semester AY2020-2021

DATE : 24 September 2020

In relation to our memo (Memorandum No. GAC 20-007) dated 28 August 2020, the deadline for submission of the endorsed list of faculty members with Extension Load Credit (ELC) applications from the Colleges/Units is tomorrow, 25 September 2020.

However, due to requests from several academic units, the OVCRD is extending the deadline for submission of ELC application until **Friday, 09 October 2020**. All Colleges/Units must submit a complete list of endorsed faculty members with ELCs through email using the enclosed format - Annex A.

Individual applications recorded from the online form will be considered "not endorsed" by their College/Unit if the College/Unit fails to submit the said list.

This would give ELC applicants more time to prepare documents for submission and for their academic units to endorse the ELCs. **The online form will be available until October 2.**

For further inquiries, you may contact the staff-in-charge at ltnovio@up.edu.ph.

Thank you.

Enclosed: ANNEX A: College/Unit's ELC Applicants

cc: Fidel R. Nemenzo, D.Sc., Chancellor
Ma. Theresa T. Payongayong, Ph.D., VCAA