



UNIVERSITY OF THE PHILIPPINES

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OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. GAC 20-014

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

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

SUBJECT : Call for RLC/CWLC Applications, 1st Semester AY 2020-2021

DATE : 02 October 2020

We are now accepting applications for Research Load Credit/Creative Work Load Credit (RLC/CWLC) for the 1st semester AY 2020-2021. The deadline for submission of applications is **Friday, 30 October 2020.**

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

- a) RLC/CWLC guidelines and application forms may be downloaded from the OVCRD website <http://www.ovcrd.upd.edu.ph/grants/rcwlc/>
 - RLC/CWLC application form for funded and personally-funded projects (UP Form 67-C, Revised 1 July 2020)
Please accomplish Application Form (sheet 1) and Projects List (sheet 2).
 - Sample Research/Creative Work Contract (for personally-funded projects)
- b) For funded projects, please attach a copy of proposal (for proposals under review) or a copy of Memorandum of Agreement or Notice of Approval. For projects without funding (personally-funded), please submit accomplished and signed Research/Creative Work Contract.
- c) We will accept fully accomplished and endorsed application forms submitted only by the College. Individual applications from faculty members will not be processed. There should be a cover letter signed by the Dean with a list/summary of all the endorsed applications. Colleges are to submit endorsed applications to rlc.cwlc.upd@up.edu.ph.
- d) Complete and endorsed applications from Colleges/Units will be initialed by the Director of Research Management Office and endorsed by the Vice Chancellor for Research and Development.
- e) The Research Management Office will endorse the list of RLC/CWLC applications for personally-funded projects and those more than 3.0 units to the Office of the Vice Chancellor for Academic Affairs and Office of the Chancellor for endorsement/approval.

For further inquiries, you may get in touch with Ms. Sofia Belen A. Sarte at email address sasarte@up.edu.ph

We look forward to receiving your RLC/CWLC applications.

Thank you.

cc: Chancellor Fidel R. Nemenzo, D.Sc.
Vice Chancellor for Academic Affairs Ma. Theresa T. Payongayong, Ph.D.