



OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. GAC 21-005

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

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

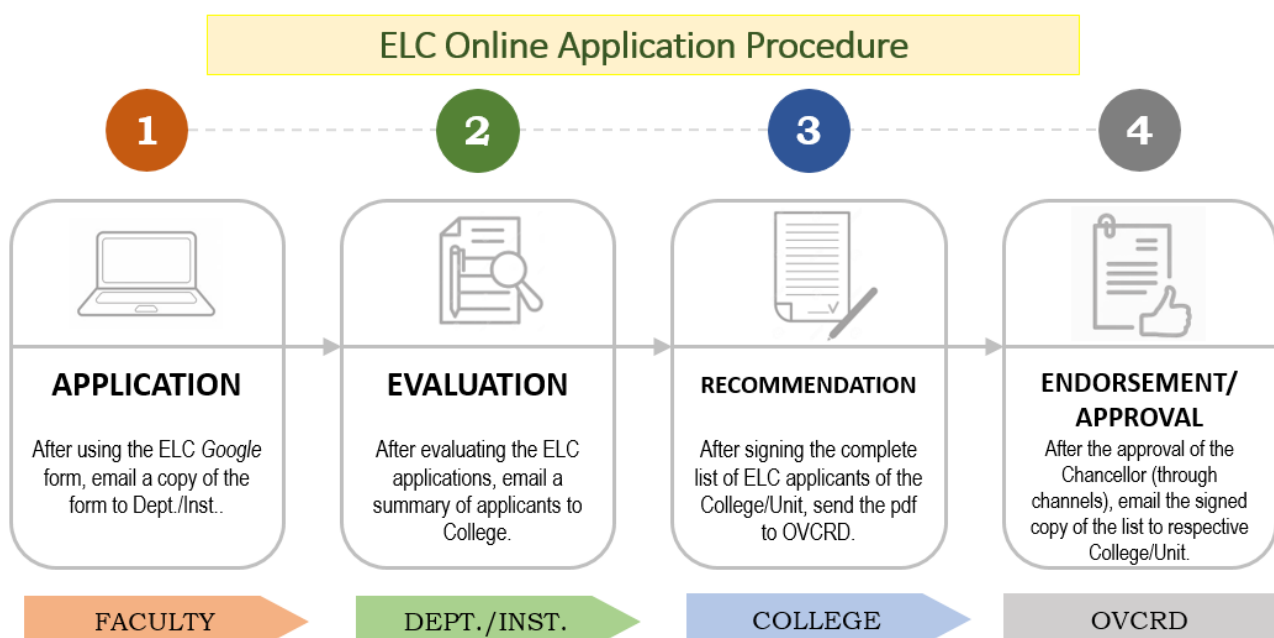
SUBJECT : Call for Submission of ELC Applications, 2nd Semester A.Y. 2020-2021

DATE : 17 February 2021

The OVCRD, through the Office of Extension Coordination, is now accepting applications for Extension Load Credit (ELC) for the Second Semester AY 2020-2021. Due to the pandemic, we will continue using the Google form. **All applications must be submitted electronically.**

Please take note of the following reminders:

1. Application – A faculty member must apply for ELC using Google form <https://bit.ly/ELC-online-form> and email the copy to his/her Department/Institute for evaluation and pre-assignment of the load credit. **The Google form will be open until 05 March 2021** only.
2. Evaluation – The ELC Google form application is evaluated based on the College/Unit's extension agenda. The Department/Institute should submit a **summary of the pre-assigned ELC** to its College on or before **19 March 2021**.
3. Recommendation– The College evaluates and recommends the ELC applications. A **complete list of ELC faculty applicants** is electronically signed and submitted to OVCRD at [elc_application_oec_ovcrd.upd@up.edu.ph.](mailto:elc_application_oec_ovcrd.upd@up.edu.ph), on or before **26 March 2021**. (see Annex A for the template)
4. Endorsement and Approval – The OVCRD, through the Office of Extension Coordination (OEC), checks the complete list and validates the responses from the Google form. The VCRD pre-approves all ELC applications and will submit a **master list** to the OC through OVCAA for approval.





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Since we are still in a pandemic, please consider the safety of everyone involved in the extension project. Please refer to the COVID-19 advisories issued by UP Diliman and the relevant guidelines from the Department of Health.

For further inquiries, please email elc_application_oec_ovcrd.upd@up.edu.ph.

We look forward to receiving your ELC applications.

Thank you.

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

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