





OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. GAC 21-028

**TO :** Deans, Directors, Heads of Units  
All Faculty

**FROM :**   
GONZALO A. CAMPOAMOR II, PhD  
Vice Chancellor for Research and Development 

**SUBJECT :** Call for Submission of RLC/CWLC Applications for 1<sup>st</sup> Semester,  
AY 2021-2022

**DATE :** 01 September 2021

We are now accepting applications for Research Load Credit/Creative Work Load Credit (RLC/CWLC) for 1<sup>st</sup> Semester, AY 2021-2022. All submissions must be done electronically.

Please take note of the following application procedure and reminders:

Step 1	Step 2	Step 3	Step 4	Step 5
Faculty	Department/Institute	College	Faculty	OVCRD
A faculty member should download and fill out the RLC/CWLC application form (please see Annex A) and attach a project contract, if applicable (please see Annex B), and send as PDF file to the email address of their Department/	The Department/ Institute should submit to the College the signed PDF application form duly endorsed by the Chair/Director, as well as the project contract (if applicable), in PDF file.	The College evaluates and endorses the RLC/CWLC application form of the faculty member, with attached project contract (if applicable), and returns it to the individual faculty member through email.  The College then submits a complete list/summary of endorsed RLC/CWLC	Once the faculty member receives the fully-endorsed application form from their College, they will now fill out this Google form <a href="https://tinyurl.com/ysfhermu">https://tinyurl.com/ysfhermu</a> and upload the required files.	The OVCRD, through the Research Management Office (RMO), checks the complete list and validates the same through the responses submitted via the Google form. The OVCRD sends its endorsement/transmittal letter to the Office of the Chancellor through the

Institute for endorsement.		applications to <a href="mailto:rlc.cwlc.upd@up.edu.ph">rlc.cwlc.upd@up.edu.ph</a> (please see Annex C for the template).		Office of the Vice Chancellor for Academic Affairs.  Those applying for a 3-unit RLC/CWLC and below shall be endorsed up to the OVCRD level only.
		The deadline for submission to OVCRD is on <b>Friday, 24 September 2021.</b>	The Google form will be open for access until <b>Friday, 24 September 2021.</b>	OVCRD shall send the approved Transmittal Letter to the College/Unit by <b>Friday, 12 November 2021.</b>

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

For further inquiries, you may get in touch with Ms. Sofia Belen A. Sarte through email address at [rlc.cwlc.upd@up.edu.ph](mailto:rlc.cwlc.upd@up.edu.ph).

We look forward to receiving your RLC/CWLC applications. Thank you.

Enclosed: Annex A: RLC/CWLC Application form (Sheets 1 and 2)  
Annex B: Project Contract  
Annex C: Transmittal Letter

Cc: Dr. Fidel R. Nemenzo, Chancellor, UP Diliman  
Dr. Ma. Theresa T. Payongayong, VCAA, UP Diliman