



UNIVERSITY OF THE PHILIPPINES

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OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. GAC 21-029

**TO : DEANS, DIRECTORS, and HEADS OF UNITS
FACULTY, REPS, ADMINISTRATIVE STAFF, and STUDENTS**

FROM : DR. GONZALO A. CAMPOAMOR II
(Signature)
Vice Chancellor for Research and Development

SUBJECT: OFFICIAL EMAIL ADDRESSES OF UNITS UNDER THE OVCRD

DATE : 1 September 2021

To avoid delays in receiving, processing, and endorsement of documents addressed to or channeled through the OVCRD or any of the units under it, please be advised of the official email addresses used by each unit:

Email Concern / Description	Email Address
OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT (OVCRD)	
<ul style="list-style-type: none"> • General inquiries • Invitations and requests for meeting with the Vice Chancellor • Research proposal/MOA endorsements • Appointment of Visiting Research Fellows 	ovcrd@up.edu.ph
<u>Admin Section</u> <ul style="list-style-type: none"> • Official administrative related matters • Documents for submission to HRDO, Accounting Office, Budget Office and other UP Offices 	admin.ovcrd@up.edu.ph
OFFICE OF EXTENSION COORDINATION (OEC)	
<ul style="list-style-type: none"> • Extension Load Credits (ELC) application and concerns 	elc_application_oec_ovcrd.upd@up.edu.ph
<ul style="list-style-type: none"> • Extension Grant application and concerns 	extensiongrant_oec_ovcrd.upd@up.edu.ph
<ul style="list-style-type: none"> • Agreements requiring review/endorsement of the OEC 	agreementsreview_oec_ovcrd.upd@up.edu.ph
<ul style="list-style-type: none"> • Other concerns relating to the OEC 	oec.ovcrd@up.edu.ph
RESEARCH DISSEMINATION OFFICE (RDO)	
<ul style="list-style-type: none"> • Research Dissemination Grant (RDG) – Faculty • RDG - REPS • REPS Development Fund (REPS DF) • International Publication Award (IPA) • UP Diliman Journals Online 	rdo.ovcrd@up.edu.ph

RESEARCH MANAGEMENT OFFICE (RMO)	
<ul style="list-style-type: none"> • Matters related to all internal research and creative work grants of OVCRD • Matters related to externally-funded grants managed by OVCRD • Matters related to UP System grants • Matters related to RMO • Dissemination of calls for proposals / papers, nominations for awards, invitations to seminars / lectures • For matters related to Institutional Animal and Use Committee (IACUC) and Institutional Biosafety Committee (IBC) 	rmo.ovcrd@up.edu.ph
<ul style="list-style-type: none"> • Application for Research Load Credits / Creative Work Load Credits (RLC/CWLC) • Submission of progress and final reports for RLC/CWLC 	rlc.cwlc.upd@up.edu.ph
UP DILIMAN TECHNOLOGY TRANSFER AND BUSINESS DEVELOPMENT OFFICE (UPD-TTBDO)	
<ul style="list-style-type: none"> • General inquiries on Intellectual Property and Technology Transfer 	techtransfer.ovcrd@up.edu.ph
<ul style="list-style-type: none"> • All document submissions 	docs_ttbdo.upd@up.edu.ph
UP CENTER FOR ETHNOMUSICOLOGY (UPCE)	
<ul style="list-style-type: none"> • General inquiries • Invitations and requests for meeting with the Director • Official administrative related matters • Dissemination of Memos and announcements 	upethno.upd@up.edu.ph
<ul style="list-style-type: none"> • Requests for Library, Archive, and Instrumentarium Materials 	upethno_archive.upd@up.edu.ph
<ul style="list-style-type: none"> • Musika Jornal inquiries and concerns 	musikajornal@up.edu.ph
UP INSTITUTE FOR SMALL-SCALE INDUSTRIES (UP ISSI)	
<ul style="list-style-type: none"> • General inquiries 	info.issi@up.edu.ph
<u>Director's Office (DO)</u> <ul style="list-style-type: none"> • Invitations and requests for meeting with the UP ISSI Director • Invitations for individual UP ISSI staff to serve as resource speaker in training and extension services for the micro, small, and medium enterprise (MSME) sector • Requests for position papers/comments on bills and legislations related to MSME development • All other requests requiring the approval of the UP ISSI Director 	director_upissi.upd@up.edu.ph

<u>Administrative Delivery Division (ADD)</u> <ul style="list-style-type: none"> • Official administrative related matters • Documents for submission to HRDO, Accounting Office, Budget Office and other UP Offices • Requests for use of venue and UP ISSI facilities 	add_upissi.upd@up.edu.ph
<u>Business Enterprise Development Division (BEDD)</u> <ul style="list-style-type: none"> • Inquiries and partnerships for designing and implementing developmental projects for MSMEs • Requests for mentoring and advisory services for MSME clients 	enterprisedevt_issi.upd@up.edu.ph
<u>Research Division (RD)</u> <ul style="list-style-type: none"> • Matters related to research and publications of UP ISSI • Requests for electronic copy of UP ISSI publications available to the public • Requests for research proposals, concept notes/papers, abstracts/full papers related to the MSME sector • Inquiries regarding fora/symposia/conferences conducted by the UP ISSI Research Division 	issi.research@up.edu.ph
<u>Training and Entrepreneurship Education Division (TEED)</u> <ul style="list-style-type: none"> • Matters related to training program offerings of UP ISSI • Requests for training program proposals for MSMEs • Inquiries regarding the UP ISSI's Communities of Practice for Entrepreneurship (COPE) Webinar Series 	training_issi.upd@up.edu.ph
<u>MSME Library Resource Center</u> <ul style="list-style-type: none"> • General inquires on library services including online reference assistance • Dissemination of information resources to qualified library clients, libraries and government agencies • Storage of the Institute's electronic resources 	issi_library.upd@up.edu.ph

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For information and compliance.

Thank you.