




OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. GAC 22-020

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, First Semester A.Y. 2022-2023**

DATE : **21 June 2022**

We are now accepting applications for Extension Load Credit (ELC) for the First Semester AY 2022-2023. **All submissions must be done electronically.** We have prepared an online application form for ELC using Google Form. This will hopefully discourage hardcopy submissions.

Please take note of the following reminders:

Faculty	Department/ Institute	College	OVCRD
Application	Pre-Assignment	Endorsement	Approval
A faculty member should apply for ELC using the Google form https://bit.ly/ELC_f0rm2021 . The completed Google form will generate a PDF sent through email. The faculty should sign the PDF and then send it to his/her Department/ Institute for evaluation and pre assignment of the load credit.	The ELC application form is evaluated based on the College/Unit's extension agenda. The Dept./Inst. should submit to its College the following: - All signed PDF forms from the faculty members - A summary of the pre assigned ELC to its College (see Annex A for the template).	The College evaluates and endorses the ELC applications. The following should be electronically signed and submitted to the Office of the Vice Chancellor for Research and Development (OVCRD) at elc_application_oec_ovcrd.upd@up.edu.ph : - All signed PDF forms - A complete list/ summary of faculty/ ELC applications (see Annex A for the template).	The OVCRD, through the Office of Extension Coordination (OEC), checks the complete list and validates it through the responses from the Google form. The OVCRD approves the ELC applications and submits them to the Office of the Chancellor through Office of the Vice Chancellor for Academic Affairs.
The Google form will be open until 25 July 2022 only. The PDF copy of the ELC should be signed before it is transmitted.	To give ample time for the College to prepare a complete list, the summary must be submitted to the College on or before 5 August 2022 .	The deadline for submission to OVCRD is on Wednesday, 10 August 2022 .	OVCRD will send the PDF of the approved ELC applications to the College/ Unit on or before 15 September 2022 .

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

For further inquiries, you may contact the staff-in-charge Ms. Janeve N. Ali at oec.ovcrd@up.edu.ph. We look forward to receiving your ELC applications.

Thank you.

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