



UNIVERSITY OF THE PHILIPPINES
DILIMAN **QUEZON CITY**

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OFFICE OF THE CHANCELLOR

17 February 2023

MEMORANDUM NO. FRN-23-007

TO : Deans, Directors, and Heads of Units

SUBJECT : Policy on the selection and Terms of Reference for Quality Assurance Officers for UP Diliman

The approval of the Board of Regents (BOR) of the Quality Assurance (QA) Policy of the UP System affirms the commitment of the university to meeting standards of academic excellence in higher education.¹

Degree-granting units (DGUs) in the university are enjoined to participate in internal quality assurance (IQA) and external quality assurance (EQA) activities that will help improve the DGUs academic performance and operational efficiency. These IQA and EQA activities also serve as a basis for the UP Administration to evaluate requests for additional resources and grant institutional incentives and awards.

A mechanism to implement these IQA and EQA activities is now institutionalized through the UP QA System. This system includes the engagement of QA Officers at the College and DGU levels who will be principally responsible for assisting their respective unit heads in implementing QA activities.

Appended in this email is the policy for the selection of QA Officers and their respective Terms of Reference for QA Officers for your compliance.

Thank you for your continued support for QA initiatives of UP Diliman.


FIDEL R. NEMENZO, D.Sc.
Chancellor

¹ [Memorandum No. OVPAA 2022-66](#): The UP Quality Policy

Annex 1: Policy on the Selection and Tenure of QA Officers

In recognition of the duties and responsibilities of College QA Officers and Department/Institute QA Officers, it is recommended that a tenured faculty with no appointed administrative position be designated for the position. This will also protect the faculty from having any conflict of interest while enforcing the QA mandates of the position.

The appointed College QA Officer and Department/Institute QA Officer shall serve a term of three (3) years and will each be given a 3-unit Administrative Load Credit (ALC) that is not subject to overload. This entitlement will be computed against the maximum ALC allotted to the college, and the annual ALC allowed for a faculty member. The College Dean and Department Chairperson/Institute Director may appoint more than one QA Officer. The 3 unit ALCs will be allotted pro-rated based on level of effort among the appointed QA Officers.

In the event that the ALCs to be granted to the College QA Officers and Department/Institute QA Officers exceed the allotment of the College and/or the faculty member, as vetted by the Vice Chancellor for Academic Affairs (OVCAA), the Dean of the College may request for honoraria for the concerned College QA Officer and/or Department/Institute QA Officer in the amount of Php 2,500.00 per month for 3 ALC units or pro-rated according to ALC units assigned to more than one QA officer. This request shall be addressed to the Chancellor and coursed through the UP Diliman Quality Assurance Office Director. The request will be reviewed and granted subject to the availability of funds.

APPROVED:



FIDEL R. NEMENZO, D.Sc.

**Chancellor 17 February 2023
U.P. Diliman**

Annex 2: Terms of Reference of College QA Officers

1. Set college-level QA goals for the short-term (3 years), medium-term (6 years) and long-term (9 years) in line with the goals set by the College QA Unit/Committee;
2. Spearhead the implementation of the System, UPD, and College QA initiatives;
 - 2.1. Identify funding sources for QA-related initiatives at the College level and assist Departments/Institutes in accessing funds from other sources in the university (e.g., Academic Program Improvement Fund, etc.)
 - 2.2. Lead college QA committee-level IQA activities:
 - 2.2.1. Enforce Department/Institute compliance with the Internal Assessment and Development System (iAADS) Report submissions.
 - 2.2.2. Consolidate and review results of the iAADS Report and the Self-Assessment Report (SAR) of Departments/Institutes to identify opportunities for improvement and assist in the planning of activities to address gaps.²
 - 2.2.3. Enforce Department/Institute compliance to the submission of the Post-IAADS Report or 3-year Strategic Plans
 - 2.3. Lead in the college committee-level EQA activities
 - 2.3.1. Enforce Department/Institute compliance with SAR submissions
 - 2.3.2. Review Department/Institute SAR in preparation for external assessment.
 - 2.3.3. Consolidate and review results of post-external assessment activities of DGUs and assist DGUs in planning and executing improvement plans as suggested by the external assessment bodies
3. Disseminate all QA-related information, memoranda, and announcements released by the System QA and UPD-Quality Assurance Office throughout the College.

APPROVED:



FIDEL R. NEMENZO, D.Sc.

Chancellor 17 February 2023

U.P. Diliman

² Assistance can come in the form of referring DGUs to offices within UPD (e.g., the UPD Quality Assurance Office, the Diliman Information Office, offices of the Vice Chancellors and their sub-offices, etc)

Annex 3: Terms of Reference for Department/Institute QA Officers

1. Serve as the Department/Institute point person for all QA activities.;
2. Enforce compliance with QA submissions, activities, and other QA programs;
 - 2.1. Ensure the adoption of the UPD Quality Management System in the Department/Institute. Document policies, processes, and procedures of the Department/Institute in the QA Manual and ensure that this is regularly updated and disseminated to all stakeholders.
 - 2.2. Coordinate and document all QA-related activities in the DGU and ensure that the degree program/s are quality-assured.
 - 2.3. Work with the Department Chair/Institute Director and other stakeholders in drafting, consolidating data, and timely submission of iAADS, SARs, and other QA-related submissions.
 - 2.4. Assist the DGU Chairperson/Director in the conduct of post-assessment activities (internal and external), and propose measures to address areas of improvement identified through the assessment activities they carried out.
3. Implement QA initiatives and disseminate all QA-related information, memoranda, and announcements released by the System QA, UPD-QAO, and College Unit/Committee to all members of the Department/Institute.

APPROVED:



FIDEL R. NEMENZO, D.Sc.

**Chancellor 17 February 2023
U.P. Diliman**