



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
**UNIVERSITY OF THE PHILIPPINES DILIMAN**

DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101  
+632 9285107 or +632 9818500 local 2583 | [ovcaa.upd@up.edu.ph](mailto:ovcaa.upd@up.edu.ph)

**MEMORANDUM NO. OVCAA MTTP 22-077**

**TO :** All Deans, Directors and Heads of Academic Units

**FROM :** *Theresa T. Payongayong*  
MA. THERESA T. PAYONGAYONG, PhD  
Vice-Chancellor for Academic Affairs

**SUBJECT :** Guidelines on Administrative Load Credits

**DATE :** 02 November 2022

This is to inform you that the Board of Regents, through President Danilo L. Concepcion, has approved the recommendations of the UP Diliman Administrative Load Credits (ALC) Committee on October 10, 2022 for system-wide implementation. Please be guided by the following policies on ALC assignments and entitlements, as summarized below:

- On the FACULTY LOAD CREDIT, the following policies are retained:
  - ✓ Regular full-time faculty members must have a minimum of 12 units per semester or 24 units per Academic Year (AY). Those WITHOUT administrative position/s require a minimum of six (6) units Teaching Load Credit (TLC) per semester.
  - ✓ Regular full-time faculty can have a maximum total load credit [the sum of TLC, ALC, Extension Load Credit (ELC), Research Load Credit/Creative Workload Credit (RLC/CWLC), and Study Load Credit (SLC)] of 18 units per semester or 36 units per Academic Year.
- To further improve the distribution of faculty load credits, the Committee recommended the digitization of the Faculty Service Record (FSR) with the collaboration of the following Offices/Systems, namely: Computerized Registration System (CRS), Human Resource Development Office (HRDO), Office of the Vice Chancellor for Research and Development (OVCRD), and Office for the Advancement of Teaching (OAT).
- The Committee also recommended the alignment of deadlines of load credits by the OAT, HRDO and OVCRD to ensure that the FSR can be generated by the CRS one week before the deadline for its submission.
- On FIXED AND VARIABLE ALCs
  - ✓ The Committee has come up with an updated table on ALC assignments, covering "fixed" and "variable" ALCs, and other positions already existing in some colleges. (Please refer to the Table provided in the link below.)

- ✓ For other administrative positions not mentioned in the Table, ALC units may be given, subject to the approval of the Chancellor. The recommended ALC units should be based on the level of difficulty of the required tasks, the nature of the functions, the size of the college/department, and the approved organizational structure.
- ✓ Further, recommendations not covered by the existing organization structure must come with strong justifications and updated organizational structures.
- On REVISED COMPUTATION FOR TOTAL COLLEGE ALC ALLOCATION
  - ✓ The Committee has deemed it necessary to change the current College ALC Allocation Formula, given the reorganizations and additional mandated administrative positions resulting from the expansion of the University's functions.
  - ✓ The factor of the current formula for total college ALC allocation will be changed from .85 unit to one (1) unit, effectively increasing the ALC load credit allotment for each faculty member.

For the full details on the above-mentioned policies, please refer to this [LINK](#) to the approval of the proposed revised ALC of UP Diliman.

Thank you for your usual cooperation.