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MEMORANDUM NO. OVCAA-MVLO 24-059

TO : DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS, and
FACULTY MEMBERS

FROM : MARIA VANESSA LUSUNG-OYZON, Ph.D.
Vice-Chancellor for Academic Affairs

SUBJECT : Reminders on the Guidelines of Administrative Load Credits (ALC)

DATE : 19 July 2024

This is to remind all deans, directors, heads of academic units, and faculty members of the following guidelines on administrative load credits (ALC):

1. All appointments to administrative positions in the constituent universities (CUs) are **delegated to the Chancellor** ([Online Faculty Manual 7.1.1.1 Approval of administrative work assignment](#)).
2. **All colleges have an ALC allocation** based on the number of full-time and part-time faculty members ([see College ALC Allocation formula](#), pp.5-6); thus, it is assumed that the colleges have properly allocated the ALCs to their institutes/divisions/ departments.
3. **The heads of units must apply** for the appropriate administrative load credit of all faculty members under their department/college based on the Guidelines on Administrative Load Credits (ALCs) ([Memorandum No. OVCAA-MTTP 22-077](#)).
4. The heads of units may apply via [UTAK form](#) for individual request **OR** via email for batch requests ([OVCAA Citizen's Charter](#), pp. 80-83). Batch requests are highly encouraged for renewal of administrative positions with ALCs. The requirements for all applications are as follows:
 - a. duly accomplished UTAK Form / Letter of request;
 - i. with justification if the position is newly created/approved OR if an existing position did not originally have an assigned ALC.
 - b. updated organization structure/s (if the Administrative position is new); and,
 - c. complete data on all faculty members from their respective college as of date of request in spreadsheet format. The columns of the spreadsheet include:
 - i. Name
 - ii. Department
 - iii. Indicate whether they are full-time or part-time
 - iv. Title of Admin position, if applicable (write N/A if faculty has no admin position)

- v. ALC Units Approved
- vi. Type of Admin Position (Department-level, College-level, University-level or System-level)

Thank you for your cooperation and efforts to ensure that these reminders shall be disseminated to all faculty members.