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**Office of the Vice President for Academic Affairs**

2 February 2021

**OVPAA Memorandum No. 2021-19**

**For:** The Vice-Chancellors for Academic Affairs  
University Registrars

**Through:** The Chancellors

*CRB*

**From:** Maria Cynthia Rose Banzon Bautista  
Vice-President for Academic Affairs

**Re: GUIDELINES FOR THE REMAINDER OF AY 2020-2021**

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As we continue with remote teaching and learning for the remainder of Academic Year 2020-2021, please be guided by the following:

**COURSE PACK COMPLETION**

Completed course packs — composed of a course guide/detailed syllabus and learning resources with study guides, assignment and/or activity guides — should be uploaded in the CU Learning Management System or distributed through USBs or as printed material, as needed, by the 1 March 2021 start of classes for the Second Semester AY 2020-2021.

Faculty members with more than two (2) full course packs to prepare may make available at least half of the course pack for each of these courses, covering the first half of the semester, by 1 March 2021, and the remaining half by 5 April 2021.

**COURSE PACK INCENTIVE**

Only course packs for courses offered in the Second Semester / Trimester AY 2020-2021 are eligible for course pack incentives unless the course pack incentive was previously given for the course (i.e. if the course was offered also in the First Semester / Trimester AY 2020-2021). Course packs for courses offered in the Second Semester / Trimester AY 2020-2021 that were offered in the First Semester / Trimester AY 2020-

2021 but have not been granted course pack incentives may be eligible for 50% of the incentive in the Second Semester / Trimester AY 2020-2021.

An honorarium of Php 9,000.00 will be given for every **complete course pack** prepared for a 3-unit course, pro-rated among faculty involved in the preparation. The individual faculty, department chairs/institute directors, and deans must ensure the completeness of the course packs before submission to the Office of the Vice Chancellor for Academic Affairs.

When more than one faculty is involved in the preparation of the course pack, the honorarium will be pro-rated based on the number of faculty who collaborated, with each faculty receiving not less than Php 3,000.00. However, the total honorarium paid for a course pack should not exceed Php 15,000.00. In instances when more than five faculty are involved in the preparation of a course pack, then the Php 15,000.00 will be pro-rated among the faculty.

Multiple course pack preparations for the same course will be treated as a collaboration, and the grant of the course pack incentive shall be as outlined in the previous paragraph.

In instances when the faculty needs to fulfill the required total load credit (TLC) for the semester, a credit unit incentive of 1.5 unit per course pack prepared for a 3-unit course may be applied for, subject to the approval of the academic unit and contingent on the available faculty resource vis-a-vis courses that need to be offered for the semester. **The credit course incentive shall not be used for teaching overload and for reducing one's workload.**

Teaching Assistants (TAs) and Teaching Fellows (TFs) are not entitled to the incentive; they may be given only the credit load incentive.

Lecturers who are involved in the preparation of **complete course packs** may be given an honorarium commensurate to their involvement in the course pack preparation as outlined above.

## **SUSPENDED ACADEMIC RULES**

For the Second Semester AY 2020-2021, only the rule on the regular course load of students is suspended. For this semester, the regular course load will remain to be 12 units. In the Midyear 2021, students may enroll up to 9 units of course credits.

Further, students who incurred an INC or 4.0 in the First Semester / Trimester AY 2019-2020, may be allowed to complete the INC or remove the 4.0 up to the end of the Second Semester / Trimester AY 2020-2021, correspondingly. This is in view of the shortened Second Semester AY 2019 - 2020 and Second / Third Trimester AY 2019 - 2020.

A student enrolled in a course in the First Semester / Trimester AY 2020-2021 that is a prerequisite to another shall be allowed to enroll in the latter course for credit in the Second Semester / Trimester AY 2020-2021, despite having a grade of INC.

## **COPYRIGHT GUIDELINES**

[OVPAA Memorandum 2020-91](https://ttbdo.up.edu.ph/policies/copyright-guidelines/) issued on 17 August 2020 provided guidelines and FAQs in using and incorporating copyrighted materials in course packs. In addition to the said guidelines, the Technical Working Group for Copyright curated and developed guidelines and resources, specifically on fair use, obtaining third party permissions, and copyright ownership and licensing. These guidelines are available at <https://ttbdo.up.edu.ph/policies/copyright-guidelines/>.

## **STUDENT EVALUATION OF TEACHING (SET)**

The SET should be administered in the Second Semester / Trimester AY 2020-2021 and Midyear 2021. The SET instrument for these terms will be for developmental purposes and will not be used for faculty performance evaluation.

## **GRADING SYSTEM**

1. The established University grading system shall be applied in the Second Semester / Trimester AY 2020-2021 and Midyear 2021.
2. As provided by the Second Semester AY 2019-2020 guidelines in the light of COVID-19, the faculty are reminded that a DRP is submitted for students who failed to complete requirements by 31 May 2021 in courses with deferred grade in the Second Semester AY 2019-2020.
3. A DRP submitted in the First Semester AY 2020-2021 will be annotated as “due to COVID-19” in the transcript of records.
4. If a student applied for honorable dismissal before 31 May 2021, courses with deferred grade will be given a DRP by the faculty concerned. However, if the student complied with the requirements prior to application for honorable dismissal, then a final grade should be given by the faculty.

## **APPOINTMENT OF TAs/TFs**

The effectivity of appointment of Teaching Associates (TAs) and Teaching Fellows (TFs) for the Second Semester AY 2020-2021 will be from 1 February – 30 June 2021.

## **ADDITIONAL REMINDERS**

1. The recommended class size is 25 for an undergraduate course and 15 for a graduate course subject to the nature of the course and the availability of faculty resource of the academic unit.
2. Academic units are encouraged to institutionalize a mechanism for student monitoring and support through advising by possibly expanding the role of the registration advisers or creating a program advising system.

Thank you for your continued cooperation.