

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

DIRECT LINE: (632) 928-5107
VoIP: TRUNKLINE 981-8500 LOCAL 2583
FAX:(632) 928-5107
E-MAIL: ovcaa@ovcaa.upd.edu.ph

MEMORANDUM NO. OVCAA-BMP 16-187

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL HEADS OF NON-ACADEMIC UNITS
ALL FACULTY MEMBERS AND STAFF
ALL STUDENTS



FROM : BENITO M. PACHECO, Ph.D. †
Vice-Chancellor for Academic Affairs

SUBJECT : General Education Center (GEC) Diliman: Functions, Programs and Services

DATE : 30 June2016

In line with the implementation of Executive Order No. PAEP 16-02 dated 26 April 2016 on the Reorganization of the UP Diliman Office of the Vice-Chancellor for Academic Affairs (OVCAA) as approved by the Board of Regents during its 1316th Meeting on 31 March 2016, we request dissemination of the following information pertaining to the new General Education Center (GEC) Diliman. At the same time we thank all the offices concerned for their full cooperation and support to the programs and services of the academic affairs offices.

Functions of GEC Diliman

The GEC Diliman is an entirely new administrative unit of the OVCAA with the mission of helping to unify the implementation of UP Diliman's GE Program, coordinating access to and utilization of GE resources, and supporting GE-related research and development. As one of the eight (8) offices under the OVCAA (in Annex A Organizational Setup, Memorandum No. OVCAA-BMP 16-185), GEC Diliman has the following main functions:

- a. Coordination: (1) support the interdisciplinary nature of GE courses by coordinating with and among faculty members from various academic units who can teach each course; (2) compile and disseminate GE instructional materials, in coordination with the Interactive Learning Center (ILC) Diliman and University Library (UL) Diliman; and (3) plan and conduct workshops and training programs to enhance GE teaching, in coordination with the Office for the Advancement of Teaching (OAT) Diliman;
- b. Research: (1) consolidate the review and evaluation of the GE program and the GE courses; and (2) support GE-related research projects; and
- c. Incubation: provide support to colleges or units in the development of concepts, pedagogies, materials, and all resources pertaining to GE courses.

Programs and Services of GEC Diliman

As a newly created office, the GEC Diliman is set to start operations in July 2016. Specific programs and services that the Center will undertake will be drawn up in consultation with the

academic units, the UP Diliman GE Committee, and the OVCAA. To kick-start its operations, the Center will take on the coordination of GE-related events and activities currently handled by the Office for Advancement of Teaching (formerly ODI). Specifically, the GEC Diliman will:

- Coordinate activities for the planning and conduct of the 2016 UP Diliman GE Conference;
- Organize symposia/colloquia/fora on UP Diliman's GE Program;
- Provide technical support to the UP Diliman GE Committee; and
- Serve as the repository of reports and other resource documents pertaining to UP Diliman's GE Program.

Other programs and services consistent with the functions of GEC Diliman shall be announced from time to time.

While the GEC Diliman's office is still being set up, all documents pertinent to the GE Program will be received by the OVCAA Central Office, c/o Ms. Jessica Pagaduan.

For inquiries, please contact Dr. Carlene P. C. Pilar-Arceo, GEC Director, at cayen@math.upd.edu.ph. Inquiries by phone will be received by Ms. Jessica Pagaduan at VOIP 2584.

GE resource documents will remain in the OAT website (<http://oat.upd.edu.ph/>) until the GEC Diliman website is set up.

Thank you.

cc: Chancellor, Dr. Michael L. Tan
All Vice-Chancellors
GEC Diliman Director, Dr. Carlene P. C. Pilar-Arceo