



General Education Center (GEC)

Internal Services



1. Request for evaluation and endorsement of GE course proposal/s

Request of college/ unit for evaluation and endorsement of its proposal for reconfiguration/ revision/ institution of a GE course for endorsement to System GE Council

Office or Division:	General Education (GE) Center			
Classification:	Highly Technical			
Type of Transaction:	Government to Government			
Who may avail:	GE Offering Unit in the UPD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Accomplished GE Course Proposal Template 2. Covering letter		General Education (GE) Center Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to GE Center through the concerned UPD GE Cluster Committee	1. Receive the required document and encode in the Office Document Tracking System	None	15 Minutes	<i>Office Associate for Research Programs</i> GEC
	2. Review the format of the submitted GE course proposal	None	1 Hours	<i>Office Associate for Incubation Programs</i> GEC
	3. Include in the agenda of the UPD GE Committee meeting	None	1 Hours	<i>Supervisor</i> GEC
	4. Evaluate the proposal for endorsement to the System GE Council	None	14 days	UPD GE Committee
	5. Update the unit regarding the Committee's action	None	1 Hours	<i>Office Associate for Incubation Programs</i> GEC
	6. Do revisions per Committee's comments/ suggestions	None	5 days	College/ unit
	7. Endorse and forward the GE course proposal to the System GE Council	None	1 Hours	<i>Office Associate for Research Programs</i> GEC
TOTAL:		None	20 Days, 4 Hours	



2. Request for a copy of GE course syllabus

Request of unit for a copy of GE course syllabus approved by the UP Office of the President

Office or Division:	General Education (GE) Center			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	GE Offering Unit in the UPD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to GE Center	1. Receive the request letter and encode in the Office Document Tracking System	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.2 Review and approval of the request	None	20 Minutes	<i>Supervisor and Director</i> GEC
	1.3 Prepare a copy of the syllabus	None	20 Minutes	<i>Office Associate for Incubation Programs</i> GEC
	1.4 Release the copy	None	5 Minutes	<i>Releasing personnel</i> GEC
TOTAL:		None	1 Hour	

3. Request for simple data or report on GE matters

Request of unit for simple data or report regarding GE matters available at the GE Center

Office or Division:	General Education (GE) Center			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	GE Offering Unit in the UPD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting party		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to GE Center	1. Receive the request letter and encode in the Office Document Tracking System	None	15 Minutes	<i>Receiving personnel</i> GEC
	2. Review and approval of the request	None	30 Minutes	<i>Supervisor and Director</i> GEC
	3. Prepare a copy of the syllabus	None	1 Hours	<i>Office Associate for Incubation Programs</i> GEC
	4. Release the copy	None	5 Minutes	<i>Releasing personnel</i> GEC
TOTAL:		None	2 Hours	

4. Request for complex data or report on GE matters

Request of unit for complex data or report regarding GE matters

Office or Division:	General Education (GE) Center			
Classification:	Complex			
Type of Transaction:	Government to Government			
Who may avail:	GE Offering Unit in the UPD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to GE Center	1. Receive the request letter and encode in the Office Document Tracking System	None	15 Minutes	<i>Receiving personnel</i> GEC
	2. Review and approval of the request	None	30 Minutes	Supervisor and GE Center Director
	3. Prepare the data/ report in coordination with concerned Office/s	None	6 Days	Office Associate for Incubation Programs
	4. Review/ finalize the data	None	2 Hours	Supervisor and GE Center Director
	5. Release the copy	None	5 Minutes	Releasing personnel Office Associate for Incubation Programs



TOTAL:	None	6 Days, 2 Hours, 50 Minutes	
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5. Request to use the OVCAA Curriculum Group Resource Center as venue

Request of unit to use the OVCAA Curriculum Group Resource Center as venue for meetings and other activities

Office or Division:	General Education (GE) Center			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	GE Offering Unit in the UPD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter		Requesting party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request letter to GE Center	1. Receive the request letter and encode in the Office Document Tracking System	None	15 Minutes	Receiving personnel Office Associate for Research Programs
	2. Review/ approval of the request	None	10 Minutes	Supervisor and GE Center Director
	3. Release of the approval	None	5 Minutes	Releasing personnel Office Associate for Research Programs
TOTAL:		None	30 Minutes	

6. Request to use GE materials

Request of unit to use GE materials at the OVCAA Curriculum Group Resource Center

Office or Division:	General Education (GE) Center			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	GE Offering Unit in the UPD			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		