



**UNIVERSITY OF THE PHILIPPINES**

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**OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

6 December 2019

Memorandum No. OVPAA 2019-138

To : **The Vice Chancellors for Academic Affairs & the CU GE Coordinators**

From : **MARIA CYNTHIA ROSE BANZON BAUTISTA**  
Vice President for Academic Affairs

SUBJECT: **URGENT: Conduct of the GE Course Evaluation Survey for the 1<sup>st</sup> Semester  
AY2019-2020**

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The GE Course Evaluation Survey for faculty will be conducted from 12 December 2019 until 24 January 2020. The survey will proceed as follows: For each GE course, an email will be sent to the UP email addresses (@up.edu.ph) of all faculty members teaching the GE course about two days before the scheduled start of the course evaluation. The email, which is an invitation for the faculty to participate in the survey, will provide a brief explanation of the nature, purpose, and mechanics of the GE course evaluation. It will also include the link to the online survey for that GE course as well as the deadline for completing the course survey.

The survey can be accessed using a UP email address only. If a faculty member does not have a UP email address or he/she is unable to access his/her UP email for whatever reason, he/she should be advised to contact your CU/campus IT office or send a request to [helpdesk@up.edu.ph](mailto:helpdesk@up.edu.ph).

Please disseminate this information to all concerned faculty members. Thank you.