Office of the Vice President for Academic Affairs

***HASAAN:***

**GENERAL EDUCATION PROGRAM ENHANCEMENT**

**Proposal Cover**

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| Date submitted: July 12, 2021 | Date received by OVPAA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| OVPAA identifier number (to be assigned by OVPAA) DTS-2021-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| **I. Lead Proponent information**:  Last name: Vallado First name: Maybel MI: F.  Department: Division of Humanities College: College of Arts and Sciences  Constituent University: □ Baguio □ Cebu □ Diliman □ Los Baños  □ Manila □ Mindanao □ Open University /□ Visayas  Highest degree: PhD Specialization: Communication  Address: Al Nahda 2, Dubai, UAE  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contact Number: +971559896253 Email: mfvallado@up.edu.ph |

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| **II. Employment information**:  Rank: Senior Lecturer 2 Status: □ Permanent □/ Temporary |

**Information of Project Team Members**

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| Full Name | Constituent University | Department, College | Rank | Specialization | Email Address |
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| **III. Qualifications/Relevant experiences of team members to undertake the project:**  Module Writer, AIDE (Asian Institute for Distance Education) from April 2017-July 2020)  Module Leader, Business English, Gulf College, Sultanate of Oman, May 2008 - March 2012  Module Leader, Academic English, Gulf College, Sultanate of Oman, May 2008 - March 2012  Assistant Professor 7, Division of Humanities, June 1995-2010 teaching GE Courses Comm 1,2,3 |

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| **IV. List of previous research/creative grants funded by UP System, if any**: | | | |
| Project | Grant | Duration | Grant Amount (in PhP) |
| Title of project 1 | ECWRG | 2014-2015 | 450,000.00 |
| Title of project 2 | OVCRD Outright Research Grant | 2013-2014 | 300,000.00 |

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**GENERAL EDUCATION PROGRAM ENHANCEMENT**

**Proposal Form**

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| 1. **TITLE OF PROPOSED PROJECT** |
| 1. **SIGNIFICANCE OF PROPOSED WORK**   (explain why work should be supported; maximum of 500 words) |
| **DURATION OF PROJECT**:  (Note: The project should be completed by 31 December 2021) |
| 1. **RESEARCH PROPOSAL** |
| 1. Abstract (maximum of 500 words) |
| 1. Background |
| 1. Objectives |
| 1. Framework (if applicable) and Methodology |
| F. Line Item Budget  You may download the form [here](https://drive.google.com/file/d/1ijtYAKkMkrU5qJ26rRkjGpa_qw0ty_4L/view?usp=sharing). Kindly separate budget for Personal Service (PS) and Maintenance and Other Operating Expenses (MOOE). Budget for project leader and team leaders' honorarium must be placed under PS. Staff under Contract of Service (COS) must be placed under professional services in MOOE.  Note: Budget is not more than P200,000 |
| 1. Work Plan (Gantt Chart). You may download the template [here](https://docs.google.com/spreadsheets/d/1S9PQQX_4ECLA43TF4Rk33XpgzwGfAKLvw_7Qo72Ravs/edit#gid=0). |
| 1. Expected Output/s   Final report, etc. |
| H. Duties and responsibilities of the project team members |
| I. Bibliography or References |

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| **ENDORSEMENTS**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DIRECTOR/DEPARTMENT CHAIR DEAN  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  VICE-CHANCELLOR FOR ACADEMIC AFFAIRS CHANCELLOR |

**NOTES (please read carefully):**

1. All proposals will be subjected to technical and administrative review by the CU GE Center/Committee and UP System GE Implementation Technical Working Group (TWG). In signing this document, the signatories attest that the proponent has no pending accountabilities from other or previous projects/grants (e.g. terminal and/or financial reports or outputs have been completed/submitted).
2. All reviewed/revised proposals will be submitted to the OVPAA on or before the deadline. An electronic copy of the proposal must be emailed by the GE Center/Committee to the GE Implementation TWG ([ge.ovpaa@up.edu.ph](mailto:ge.ovpaa@up.edu.ph)) before the deadline set by the OVPAA.
3. Funds are from the General Appropriations Act (GAA) fund. In the LIB, sundries/contingency/incidental/misc are not allowed. Please specify details. Any changes in the proposal should be communicated to the OVPAA through channels.
4. Approved project/s may be used to apply for research load credit (RLC).