



GENERAL EDUCATION CENTER
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

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MEMORANDUM NO. GEC-OVCAA-NAKG 21-012

TO : ALL DEANS, DIRECTORS AND HEADS OF ACADEMIC UNITS
ALL COLLEGE SECRETARIES AND GE COORDINATORS
ALL PROGRAM ADVISERS
ALL STUDENT RECORDS EVALUATORS

THROUGH : *Theresa T. Payongayong*
MA. THERESA T. PAYONGAYONG, Ph.D.
Vice-Chancellor for Academic Affairs

FROM : **NANCY A. KIMUELL-GABRIEL, Ph.D.**
Director

Digitally signed by Kimuell-Gabriel Nancy Adriano
Date: 2021.12.09 20:15:46
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SUBJECT : GE Coordinator's Duties and Responsibilities

DATE : 7 December 2021

Warm greetings!

As agreed upon during the 47th UPD GE Committee Meeting on 7 December 2021, this is to respectfully inform everyone of the duties and responsibilities of a GE Coordinator, as follows:

1. Participates and represents the academic unit in meetings and other activities of the University related to GE
2. Reports/relays updates on GE to academic unit
3. Oversees and monitors the preparation and processing of unit's GE course proposals
4. Leads in the assessment of GE courses
5. Reviews and finalizes the unit's submission of pertinent information/data requested by the GEC, OVCAA and OVPAA
6. Coordinates with concerned GE Offering Unit/s through the College Secretary on the requests for slots for students before the start of pre-enlistment for the semester (please use the attached OUR Course Offering Coordination Request Form)
7. Acts on any GE-related concerns encountered by the unit

All GE Offering Units are enjoined to appoint their respective GE Coordinator/s. Recommendations shall be processed through HRDO PUSO.

For ALC concerns, you may coordinate with the Office of the Vice-Chancellor for Academic Affairs.

Thank you.