



UNIVERSITY OF THE PHILIPPINES
DILIMAN

CITIZEN'S CHARTER

2. General Education Center

The **General Education Center (GEC)** provides support to colleges or units in the development of concepts, pedagogies, materials and all resources pertaining to GE courses.

It supports the interdisciplinary nature of the GE courses by coordinating with and among the faculty members from various academic units who can teach each course; compiles and disseminates GE instructional materials, in coordination with ILC and UL; and plans and conducts workshops and training programs to enhance GE teaching in coordination with OAT. It also consolidates the review and evaluation of the GE program and the GE courses, and supports GE-related research projects. Furthermore, the GEC provides support to colleges or units in the development of concepts, pedagogies, materials and all resources pertaining to GE courses.

In helping achieve OVCAA's mandate, GEC's banner goal is to create "*convergence*."

Director: **Dr. Nancy A. Kimuell-Gabriel**
Professor, College of Arts and Letters

Type of Service: External

1. Request/Appeal for crediting of GE course/s

a. Manual Submission and Processing

Pursuant to Memorandum No. OVCAA-ECA 19-480 dated 6 November 2019, the University Council Committee on Student Admissions, Progress and Graduation affirms its resolution to delegate the authority to process requests/appeals of students concerning GE courses to the GEC effective first semester of AY 2019-2020. Most of the requests/appeals of students, which pertain to crediting of GE course/s, need the approval of the UPD GE Committee.

Office or Division:	General Education Center (GEC)	
Classification:	Highly Technical	
Type of Transaction:	Government-to-Citizen	
Who may avail:	UPD students	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request letter with narrative and justification addressed to the Department Chair/Institute Director or Dean, together with the following supporting documents: - Curriculum checklist - Student's records with grades - Copy of syllabus of GE course/s that are requested to be credited		Requesting Party Student Records Evaluator Student Records Evaluator GE Offering Unit
2. Justification letter by the Department Chair/ Institute Director endorsed by the College Secretary and Dean		Department Chair/Institute Director, College Secretary and Dean

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Department Chair/Institute Director through the SRE, for endorsement of the College Secretary and Dean and submission to GEC	1. Receive the required documents endorsed by the Dean and encode in the Office Document Tracking System	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Review the required documents, research pertinent provisions and/or precedent cases, and prepare preliminary evaluation report for GEC Director's consideration 1.1.1 Prepare a request letter to concerned GE Offering Unit	None	1 Day	<i>University Research Associate II</i> GEC
	1.2 Review the preliminary evaluation report, provide comments, and sign the request letter or affix e-signature 1.2.1 Refer to concerned GE Offering Unit for evaluation and recommendation	None	1 Day	<i>Director</i> GEC <i>Junior Office Associate</i> GEC
	1.3 Review, evaluate and recommend 1.3.1 Prepare and send a recommendation letter to GEC	None	5 Days	Concerned GE Offering Unit
	1.4 Receive the recommendation letter and encode in the Office Document Tracking System 1.4.1 Refer to the UPD GE Committee for final decision and approval	None	2 Hours	<i>Receiving personnel</i> GEC <i>Junior Office Associate</i> GEC

	1.5 Review and evaluate the required documents and recommendation by the concerned GE Offering Unit (via ad referendum or face-to-face/Zoom meeting) for final decision - If in order, approve the request/appeal - If there is a need for additional info or strong justification, send back to requesting party	None	5 Days <i>Note: There is no Regular UPD GE Committee Meeting. It is scheduled as the need arises and depends on the required quorum.</i>	UPD GE Committee
	1.6 Prepare a letter regarding the UPD GE Committee's action	None	4 Hours	Junior Office Associate GEC
	1.7 Review and sign the letter or affix e-signature	None	2 Days	Director GEC VCAA OVCAA
2. Receive the notice of action on the request	2. Release the letter regarding UPD GE Committee's action	None	4 Hours	Releasing personnel GEC
TOTAL:		None	15 Days, 2 Hours and 15 Minutes	

b. Online Submission and Processing

Pursuant to Memorandum No. OVCAA-ECA 19-480 dated 6 November 2019, the University Council Committee on Student Admissions, Progress and Graduation affirms its resolution to delegate the authority to process requests/appeals of students concerning GE courses to the GEC effective first semester of AY 2019-2020. Most of the requests/appeals of students, which pertain to crediting of GE course/s, need the approval of the UPD GE Committee.

Office or Division:	General Education Center (GEC)	
Classification:	Highly Technical	
Type of Transaction:	Government-to-Citizen	
Who may avail:	UPD students	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Request letter with narrative and justification addressed to the Department Chair/Institute Director or Dean, together		Requesting Party

<p>with the following supporting documents:</p> <ul style="list-style-type: none"> - Curriculum checklist - Student's records with grades - Copy of syllabus of GE course/s which are requested to be credited <p>2. Justification letter by the Department Chair/ Institute Director, endorsed by the College Secretary and Dean</p>		<p>Student Records Evaluator Student Records Evaluator GE Offering Unit</p> <p>Department Chair/Institute Director, College Secretary and Dean</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Department Chair/Institute Director through the SRE, for endorsement of the College Secretary and Dean, and submission to GEC via email at gec_ovcaa.upd@up.edu.ph	1. Receive the required documents endorsed by the Dean via email and encode in the Office Document Tracking System	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Review the required documents, research pertinent provisions and/ or precedent cases, and prepare preliminary evaluation report for GEC Director's consideration 1.1.1 Prepare a request letter to concerned GE Offering Unit	None	1 Day	<i>University Research Associate II</i> GEC
	1.2 Review the preliminary evaluation report, provide comments, and sign the request letter or affix e-signature 1.2.1 Refer to concerned GE Offering Unit via email for evaluation and recommendation	None	1 Day	<i>Director</i> GEC <i>Junior Office Associate</i> GEC
	1.3 Review, evaluate and recommend	None	5 Days	Concerned GE Offering Unit

	1.3.1 Prepare and send a recommendation letter to GEC via email			
	1.4 Receive the recommendation letter via email and encode in the Office Document Tracking System 1.4.1 Refer to the UPD GE Committee via email for final decision and approval	None	1 Hour	<i>Junior Office Associate GEC</i>
	1.5 Review and evaluate the required documents and recommendation by the concerned GE Offering Unit (via ad referendum or face-to-face/Zoom meeting) for final decision <i>- If in order, approve the request/ appeal</i> <i>- If there is a need for additional info or strong justification, send back to requesting party</i>	None	5 Days <i>Note: There is no Regular UPD GE Committee Meeting. It is scheduled as the need arises and depends on the required quorum.</i>	UPD GE Committee
	1.6 Prepare a letter regarding the UPD GE Committee's action	None	4 Hours	<i>Junior Office Associate GEC</i>
	1.7 Review and sign the letter or affix e-signature	None	2 Days	<i>Director GEC</i> VCAA OVCAA
2. Receive notice of action on the request	2. Release the letter regarding the UPD GE Committee's action, via email	None	15 Minutes	<i>Releasing personnel GEC</i>
TOTAL:		None	14 Days, 5 Hours and 30 Minutes	

2. Request to use the GE materials at the OVCAA Curriculum Group Resource Center

UPD faculty, students and other clientele may use the GE materials available at the OVCAA Curriculum Group Resource Center. The GE materials include the System GE modules, course guides, readings, course packs and reports, among others.

Office or Division:	General Education Center (GEC)			
Classification:	Simple			
Type of Transaction:	Government-to-Government, Government-to-Citizen			
Who may avail:	UPD faculty, students, and other clientele			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Sign in the logbook		OVCAA Curriculum Group Resource Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the logbook and deposit personal belongings at the receiving counter	1. Stow away deposited personal belongings and issue a numbered card	None	15 Minutes	<i>Staff GEC</i>
2. Use the GE materials		None	1 Day <i>Note: The OVCAA Curriculum Group Resource Center is open during weekdays from 8:00 AM to 5:00 PM.</i>	
3. If done, sign out on the logbook and give back the number.	3. Return the personal belongings of the user.	None	15 Minutes	<i>Staff GEC</i>
TOTAL:		None	1 Day and 30 Minutes	

Type of Service: Internal

1. Request for a copy of the GE course syllabus

a. Manual Submission and Processing

A UPD academic unit or faculty member may request a copy of the GE course syllabus approved by the UP Office of the President and use this for face-to-face or remote teaching of GE. Aside

from the hard copies available at the OVCAA Curriculum Group Resource Center, the GEC also offers e-copies.

Office or Division:	General Education Center (GEC)			
Classification:	Simple			
Type of Transaction:	Government-to-Government			
Who may avail:	UPD Academic Units and Faculty			
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 required document to GEC	1. Receive the required document and encode in the Office Document Tracking System	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Review and approve the request	None	30 Minutes	<i>Supervisor and Director</i> GEC
	1.2 Prepare a copy of the syllabus and transmittal slip	None	1 Hour	<i>Junior Office Associate</i> GEC
2. Receive a copy of requested syllabus	2. Release a copy of the syllabus	None	4 Hours	<i>Releasing personnel</i> GEC
TOTAL:		None	5 Hours and 45 Minutes	

b. Online Submission and Processing

A UPD academic unit or faculty member may request a copy of the GE course syllabus approved by the UP Office of the President and use this for face-to-face or remote teaching of GE. Aside from the hard copies available at the OVCAA Curriculum Group Resource Center, the GEC also offers e-copies.

Office or Division:	General Education Center (GEC)			
Classification:	Simple			
Type of Transaction:	Government-to-Government			
Who may avail:	UPD Academic Units and Faculty			
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 required document to GEC via email at gec_ovcaa.upd@up.edu.ph	1. Receive the required document via email and encode in the Office Document Tracking System	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Review and approve the request	None	30 Minutes	<i>Supervisor and Director</i> GEC
	1.2 Prepare a copy of the syllabus and transmittal slip	None	1 Hour	<i>Junior Office Associate</i> GEC
2. Receive a copy of requested syllabus via email	2. Release a copy of the syllabus via email	None	15 Minutes	<i>Releasing personnel</i> GEC
TOTAL:		None	2 Hours	

2. Request for evaluation and approval of GE course proposal

a. Manual Submission and Processing

Pursuant to Memorandum No. OVCAA-ECA 17-052, OVPAA Memorandum No. 2017-78, Memorandum No. PDLC 18-27, and Memorandum No. PDLC 18-47, only reconfigured, revised and newly instituted GE courses based on the new UP GE framework can be offered starting first semester of AY 2018-2019. As part of the implementation of the UPD 2017 GE Program, academic units shall request for evaluation and approval of their GE course proposal to be able to offer a GE course to students.

Office or Division:	General Education Center (GEC)		
Classification:	Highly Technical		
Type of Transaction:	Government-to-Government		
Who may avail:	UPD Academic Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Request letter endorsed by the Dean		Requesting Party (Proponent)	
2. GE course proposal evaluated and endorsed by the UPD GE Cluster Committee		Requesting Party and UPD GE Cluster Committee (GE Course Proposal Templates are available at the GEC website: https://gec.upd.edu.ph/updated-ge-course-proposal-templates/)	
3. Presentation of the GE course proposal during Meetings of the UPD GE Cluster Committee, UPD GE Committee, System GE Council and UPD UC Curriculum Committee		Requesting Party (Proponent)	
4. Serve as panelist/resource person during		Requesting Party (Proponent)	

<p>the presentation of the GE course proposal at the University Council Meeting</p> <p>5. Work on the necessary revisions of the GE course proposal based on the comments/ suggestions of Committees, if needed</p>		<p>Requesting Party (Proponent)</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the required documents to GEC, as endorsed by the Dean and UPD GE Cluster Committee</p>	<p>1. Receive the required documents endorsed by the Dean and UPD GE Cluster Committee and encode in the Office Document Tracking System</p>	<p>None</p>	<p>15 Minutes</p>	<p><i>Receiving personnel</i> GEC</p>
	<p>1.1 Include in the agenda of the UPD GE Committee and do the needed pre-meeting preparations</p>	<p>None</p>	<p>1 Day</p> <p><i>Note: There is no Regular UPD GE Committee Meeting. It is scheduled as the need arises and depends on the required quorum.</i></p>	<p><i>UPD GE Committee Secretariat</i> GEC</p>
<p>2. Present the GE course proposal during the UPD GE Committee Meeting</p>	<p>2. Review and evaluate the GE course proposal</p> <p>- <i>If in order, the Committee will approve and endorse the GE course proposal to the System GE Council through OVPAA</i></p> <p>- <i>If needed, the proponent may work on the necessary revisions based on the Committee's comments/ suggestions</i></p>	<p>None</p>	<p>1 Day</p>	<p>UPD GE Committee</p>
	<p>2.1. Receive the GE course proposal endorsed by the UPD GE Committee for agenda in the System GE Council Meeting and do the necessary preparations</p>	<p>None</p>	<p>1 Day</p> <p><i>Note: There is no Regular System GE Council Meeting. It is scheduled as the need arises and depends on</i></p>	<p>System GE Council Secretariat OVPAA</p>

			<i>the required quorum.</i>	
3. Present the GE course proposal during the System GE Council Meeting	3. Review and evaluate the GE course proposal - <i>If in order, the Council will approve and endorse the GE course proposal to the UPD UC CC through GEC and OUR</i> - <i>If needed, the proponent may work on the necessary revisions based on the Council's comments/ suggestions</i>	None	1 Day	System GE Council
	3.1 Receive the GE course proposal endorsed by the System GE Council, do the necessary preparations, and coordinate with the UPD UC CC through OUR	None	1 Hour	<i>Junior Office Associate GEC</i>
	3.2 Receive the GE course proposal for agenda in the UPD UC CC Meeting and do the necessary preparations	None	1 Day <i>Note: The Regular UPD UC CC Meetings are scheduled thrice every academic year (per semester). Special Meetings are scheduled as the need arises.</i>	<i>UPD UC CC Secretariat OUR</i>
4. Present the GE course proposal during the UPD UC CC Meeting	4. Review and evaluate the GE course proposal - <i>If in order, the Committee will approve and endorse the GE course proposal to the UPD UC</i> - <i>If needed, the proponent may work on the necessary revisions based on the Committee's comments/ suggestions</i>	None	1 Day	UPD UC CC
	4.1 Receive the GE course proposal endorsed by the UPD UC CC for agenda in	None	2 Days <i>Note: The Regular UPD</i>	<i>UCSS OUR</i>

	the UPD UC Meeting and do necessary preparations		<i>UC Meetings are scheduled thrice every academic year (per semester). Special Meetings are scheduled as the need arises.</i>	
5. Serve as panelist/resource person during the presentation of the GE course proposal at the UPD UC Meeting	5. Review and evaluate the GE course proposal - <i>If in order, the Council will approve and endorse the GE course proposal to the UP President, through channels</i> - <i>If needed, the proponent may work on the necessary revisions based on the Council's comments/ suggestions</i>	None	1 Day	UPD UC
	5.1 Prepare the endorsement letter for VCAA's signature, together with a copy of the UPD UC-approved GE course proposal 5.1.1 Review and countersign the endorsement letter or affix e-signature 5.1.2 Release to OVCAA	None	1 Day	Junior Office Associate GEC Director GEC Releasing personnel GEC
	5.2 Review and sign the endorsement letter or affix e-signature 5.2.1 Release to OC	None	1 Day	VCAA OVCAA Releasing personnel OVCAA
	5.3 Receive the documents and encode in the Office Document Tracking System 5.3.1 Prepare an endorsement letter to the President, through channels, for the Chancellor's signature 5.3.2 Review and sign the endorsement letter or affix e-signature	None	2 Days	Receiving personnel OC Staff OC Chancellor OC

	5.3.3 Release to OSU			<i>Releasing personnel</i> OC
	5.4 Receive the documents, encode in the Office Document Tracking System, and release to OVPAA	None	2 Hours	<i>Receiving/releasing personnel</i> OSU
	5.5 Receive the endorsement letter and UPD UC-approved GE course proposal, encode in the Office Document Tracking System, and refer to the AVPAA and VPAA for final review and endorsement to the Office of the President 5.5.1 Review and endorse the UPD UC-approved GE course proposal to the President 5.5.2 Release the document to UP OP	None	2 Days	<i>Receiving staff</i> OVPAA AVPAA and VPAA OVPAA <i>Releasing staff</i> OVPAA
	5.6 Receive the UPD UC-approved GE course proposal endorsed by the OVPAA and refer to the EVP for signature (on behalf of the President) 5.6.1 Review and approve the UPD UC-approved GE course proposal endorsed by the OVPAA 5.6.2 Release the approved UPD GE course to OSU	None	2 Days	<i>Receiving personnel</i> UP OP EVP UP OP <i>Releasing personnel</i> UP OP
	5.7 Receive the UP OP-approved UPD GE course, record in the Office Document Tracking System and furnish a copy to OVPAA and OC	None	4 Hours	<i>Receiving/releasing personnel</i> OSU
	5.8 Receive a copy of the UP OP-approved UPD GE course, record in the Office Document Tracking System and furnish a copy to OVCAA and OUR	None	1 Day	<i>Receiving/releasing personnel</i> OC
	5.9 Receive a copy of the UP OP-approved UPD GE course, record in the Office Document Tracking System and furnish a copy to GEC	None	4 Hours	<i>Receiving personnel</i> OVCAA

6. Receive a copy of the UP OP-approved UPD GE course	6. Receive a copy of the UP OP-approved UPD GE course, record in the Office Document Tracking System, and release a copy to requesting party/proponent through the Dean	None	4 Hours	<i>Receiving/releasing personnel</i> GEC
TOTAL:		None	19 Days, 7 Hours and 15 Minutes	

b. Online Submission and Processing

Pursuant to Memorandum No. OVCAA-ECA 17-052, OVPAAs Memorandum No. 2017-78, Memorandum No. PDLC 18-27, and Memorandum No. PDLC 18-47, only reconfigured, revised and newly instituted GE courses based on the new UP GE framework can be offered starting first semester of AY 2018-2019. As part of the implementation of the UPD 2017 GE Program, academic units shall request for evaluation and approval of their GE course proposal to be able to offer a GE course to students.

Office or Division:	General Education Center (GEC)			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government			
Who may avail:	UPD Academic Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter endorsed by the Dean 2. GE course proposal evaluated and endorsed by the UPD GE Cluster Committee 3. Presentation of the GE course proposal during Meetings of the UPD GE Cluster Committee, UPD GE Committee, System GE Council and UPD UC Curriculum Committee 4. Serve as panelist/resource person during the presentation of the GE course proposal at the University Council Meeting 5. Work on the necessary revisions of the GE course proposal based on the comments/suggestions of Committees, if needed		Requesting Party (Proponent) Requesting Party and UPD GE Cluster Committee (GE Course Proposal Templates are available at the GEC website: https://gec.upd.edu.ph/updated-ge-course-proposal-templates/) Requesting Party (Proponent) Requesting Party (Proponent) Requesting Party (Proponent)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to GEC, as	1. Receive the required documents endorsed by the Dean and UPD GE Cluster Committee via email and	None	15 Minutes	<i>Receiving personnel</i> GEC

endorsed by the Dean and UPD GE Cluster Committee via email at gec_ovcaa.upd@up.edu.ph	encode in the Office Document Tracking System			
	1.1. Include in the agenda of the UPD GE Committee and do the necessary preparations	None	1 Day <i>Note: There is no Regular UPD GE Committee Meeting. It is scheduled as the need arises and depends on the required quorum.</i>	UPD GE Committee Secretariat GEC
2. Present the GE course proposal during the UPD GE Committee Meeting	2. Review and evaluate the GE course proposal - <i>If in order, the Committee will approve and endorse the GE course proposal to the System GE Council through OVPAA</i> - <i>If needed, the proponent may work on the necessary revisions based on the Committee's comments/ suggestions</i>	None	1 Day	UPD GE Committee
	2.1 Receive, via email, the GE course proposal endorsed by the UPD GE Committee for agenda in the System GE Council Meeting and do the necessary preparations	None	1 Day <i>Note: There is no Regular System GE Council Meeting. It is scheduled as the need arises and depends on the required quorum.</i>	System GE Council Secretariat OVPAA
3. Present the GE course proposal during the System GE Council Meeting	3. Review and evaluate the GE course proposal - <i>If in order, the Council will approve and endorse the GE course proposal to the</i>	None	1 Day	System GE Council

	<p><i>UPD UC CC through GEC and OUR</i></p> <p><i>- If needed, the proponent may work on the necessary revisions based on the Council's comments/ suggestions</i></p>			
	<p>3.1 Receive the GE course proposal endorsed by the System GE Council via email, do the necessary preparations, and coordinate with the UPD UC CC through OUR</p>	None	1 Hour	<p><i>Junior Office Associate GEC</i></p>
	<p>3.2 Receive the GE course proposal for agenda in the UPD UC CC Meeting via email and do the necessary preparations</p>	None	<p>1 Day</p> <p><i>Note: The Regular UPD UC CC Meetings are scheduled thrice every academic year (per semester). Special Meetings are scheduled as the need arises.</i></p>	<p><i>UPD UC CC Secretariat OUR</i></p>
<p>4. Present the GE course proposal during the UPD UC CC Meeting</p>	<p>4. Review and evaluate the GE course proposal</p> <p><i>- If in order, the Committee will approve and endorse the GE course proposal to the UPD UC</i></p> <p><i>- If needed, proponent may work on the necessary revisions based on the Committee's comments/ suggestions</i></p>	None	1 Day	<p>UPD UC CC</p>
	<p>4.1 Receive the GE course proposal endorsed by the UPD UC CC for agenda in the UPD UC Meeting via email and do the necessary preparations</p>	None	<p>2 Days</p> <p><i>Note: The Regular UPD UC Meetings are scheduled thrice every academic year (per semester).</i></p>	<p><i>UC Secretariat OUR</i></p>

			<i>Special Meetings are scheduled as the need arises.</i>	
5. Serve as panelist/resource person during the presentation of the GE course proposal at the UPD UC Meeting	5. Review and evaluate the GE course proposal - <i>If in order, the Council will approve and endorse the GE course proposal to the UPD President through channels</i> - <i>If needed, the proponent may work on the necessary revisions based on the Council's comments/ suggestions</i>	None	1 Day	UPD UC
	5.1 Prepare the endorsement letter for VCAA's signature together with a copy of the UPD UC-approved GE course proposal 5.1.1 Review and countersign the endorsement letter or affix e-signature 5.1.2 Release to OVCAA via email	None	1 Day	Junior Office Associate GEC Director GEC Releasing personnel GEC
	5.2 Review and sign the endorsement letter or affix e-signature 5.2.1 Release to OC via email	None	1 Day	VCAA OVCAA Releasing personnel OVCAA
	5.3 Receive the documents via email and encode in the Office Document Tracking System 5.3.1 Prepare endorsement letter to the President, through channels, for the Chancellor's signature 5.3.2 Review and sign the endorsement letter or affix e-signature 5.3.3 Release to OSU via email	None	2 Days	Receiving personnel OC Staff OC Chancellor OC Releasing personnel OC
	5.4 Receive the documents via email, encode in the Office Document Tracking System, and release to OVCAA	None	2 Hours	Receiving/releasing personnel OSU

	<p>5.5 Receive the endorsement letter and UPD UC-approved GE course proposal via email, encode in the Office Document Tracking System and refer to the AVPAA and VPAA for final review and endorsement to the Office of the President</p> <p>5.5.1 Review and endorse the UPD UC-approved GE course proposal to the President</p> <p>5.5.2 Release the document to UP OP via email</p>	None	2 Days	<p><i>Receiving personnel</i> OVPAA</p> <p>AVPAA and VPAA OVPAA</p> <p><i>Releasing personnel</i> OVPAA</p>
	<p>5.6 Receive the UPD UC-approved GE course proposal endorsed by the OVPAA via email and refer to the EVP for signature (on behalf of the President)</p> <p>5.6.1 Review and approve the UPD UC-approved GE course proposal endorsed by the OVPAA</p> <p>5.6.2 Release the approved UPD GE course to OSU via email</p>	None	2 Days	<p><i>Receiving personnel</i> UP OP</p> <p>EVP UP OP</p> <p><i>Releasing personnel</i> UP OP</p>
	<p>5.7 Receive the UP OP-approved UPD GE course via email, record in the Office Document Tracking System and furnish a copy to OVPAA and OC via email</p>	None	1 Hour	<p><i>Receiving/releasing personnel</i> OSU</p>
	<p>5.8 Receive a copy of the UP OP-approved UPD GE course via email, record in the Office Document Tracking System, and furnish a copy to OVCAA and OUR via email</p>	None	1 Day	<p><i>Receiving/releasing personnel</i> OC</p>
	<p>5.9 Receive a copy of the UP OP-approved UPD GE course via email, record in the Office Document Tracking System, and furnish a copy to GEC via email</p>	None	1 Hour	<p><i>Receiving/releasing personnel</i></p>

6. Receive a copy of the UP OP-approved UPD GE course via email	6. Receive a copy of the UP OP-approved UPD GE course via email, record in the Office Document Tracking System, and release a copy to requesting party/proponent through the Dean via email	None	1 Hour	<i>Receiving/releasing personnel</i> GEC
TOTAL:		None	18 Days, 6 Hours and 15 Minutes	

3. Request for the adoption of GE course/s

a. Manual Submission and Processing

Other UP Constituent Universities may request the adoption of UPD GE course/s to make GE teaching and learning more relevant and meaningful. The overall process flow is based on Memorandum No. OVPA 2020-79: Flowchart of Adoption of GE Courses, issued on 20 July 2020.

Office or Division:	General Education Center (GEC)			
Classification:	Highly Technical			
Type of Transaction:	Government-to-Government			
Who may avail:	UPD Academic Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter addressed to the UPD Chancellor through channels - Endorsed by the adopting CU's Dean, GE Coordinator, VCAA and Chancellor - Copy furnished the VCAA, GEC Director and Owner of the GE Course (Dean and Department Chair/Institute Director) 2. Request letter from the Chancellor of the adopting CU addressed to the UPD Chancellor (as cover letter)		Requesting Party Chancellor of the Adopting CU		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Chancellor of the adopting CU, through channels, for endorsement	1. Receive the required documents from the OVCAA as referred by the OC and encode in the Office Document Tracking System	None	15 Minutes	<i>Receiving personnel</i> GEC

to the UPD Chancellor				
	1.1 Prepare a referral letter to the Owner of the GE Course for GEC Director's signature 1.1.1 Sign the referral letter or affix e-signature 1.1.2 Release the referral letter	None	1 Day	<i>Research Assistant</i> GEC <i>Director</i> GEC <i>Releasing personnel</i> GEC
	1.2 Review and approve the request 1.2.1 Prepare an approval letter (for endorsement of the Dean if applicable) 1.2.2 Send to GEC	None	5 Days	Owner of the GE Course (Dean and Department Chair/ Institute Director)
	1.3 Receive the approval letter for GEC Director's endorsement and encode in the Office Document Tracking System 1.3.1 Sign the approval letter or affix e-signature 1.3.2 Refer to VCAA for endorsement	None	1 Day	<i>Receiving personnel</i> GEC <i>Director</i> GEC <i>Junior Office Associate</i> GEC
	1.4 Sign the approval letter or affix e-signature and send back to GEC afterwards	None	1 Day	VCAA <i>Releasing personnel</i> OVCAA
	1.5 Receive the approval letter endorsed by the VCAA and GEC Director 1.5.1 Prepare a transmittal letter for GEC Director's consideration 1.5.2 Sign the transmittal letter or affix e-signature 1.5.3 Release to OC for Chancellor's endorsement	None	1 Day	<i>Receiving personnel</i> GEC <i>Research Assistant</i> GEC <i>Director</i> GEC <i>Releasing personnel</i> GEC
	1.6 Sign the approval letter or affix e-signature and send back to GEC afterwards	None	2 Days	<i>Chancellor</i> <i>Releasing personnel</i> OC
	1.7 Receive the approval letter endorsed by the Chancellor, VCAA and GEC Director 1.7.1 Prepare a transmittal letter addressed to the Chancellor of the adopting CU, for GEC Director's	None	2 Days	<i>Receiving personnel</i> GEC <i>Research Assistant</i> GEC

	signature, together with a copy of the UP OP-approved UPD GE course 1.7.2 Sign the transmittal letter or affix e-signature			Director GEC
2. Receive the UPD's approval letter and a copy of the approved GE course syllabus forwarded by the Office of the Chancellor of the Adopting CU and furnish copies to the VCAA, GE Coordinator, Dean, Curriculum Committee and System GE Council <i>Note: The UPD's approval needs to be presented by the Adopting CU's GE Committee to their University Council for approval, to be able to offer the adopted GE course.</i>	2. Release the approval letter and a copy of the UP OP-approved GE course syllabus	None	<i>Note: Regular schedule of meetings are in the place. As the need arises, Special Meetings are scheduled.</i>	Releasing personnel GEC
TOTAL:		None	13 Days and 15 Minutes	

b. Online Submission and Processing

Other UP Constituent Universities may request the adoption of UPD GE course/s to make GE teaching and learning more relevant and meaningful. The overall process flow is based on Memorandum No. OVPA 2020-79: Flowchart of Adoption of GE Courses, issued on 20 July 2020.

Office or Division:	General Education Center (GEC)
Classification:	Highly Technical
Type of Transaction:	Government-to-Government

Who may avail:	UPD Academic Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter addressed to the UPD Chancellor through channels - Endorsed by the adopting CU's Dean, GE Coordinator, VCAA and Chancellor - Copy furnished the VCAA, GEC Director, and Owner of the GE Course (Dean and Department Chair/ Institute Director) 2. Request letter from the Chancellor of the Adopting CU addressed to the UPD Chancellor (as cover letter)		Requesting Party Chancellor of the Adopting CU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents via email to the Chancellor of the adopting CU, through channels, for endorsement to the UPD Chancellor	1. Receive the required documents via email from the OVCAA, as referred by the OC, and encode in the Office Document Tracking System	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Prepare a referral letter to the Owner of the GE Course for the GEC Director's signature 1.1.1 Sign the referral letter or affix e-signature 1.1.2 Release the referral letter via email	None	1 Day	<i>Research Assistant</i> GEC <i>Director</i> GEC <i>Releasing personnel</i> GEC
	1.2 Review and approve the request 1.2.1 Prepare an approval letter (for endorsement of the Dean if applicable) 1.2.2 Send to GEC via email	None	5 Days	Owner of the GE Course (Dean and Department Chair/ Institute Director)
	1.3 Receive the approval letter for GEC Director's endorsement via email, and encode in the Office Document Tracking System 1.3.1 Sign the approval letter or affix e-signature 1.3.2 Refer to VCAA via email for endorsement	None	1 Day	<i>Receiving personnel</i> GEC <i>Director</i> GEC <i>Junior Office Associate</i> GEC

	1.4 Sign the approval letter or affix e-signature and send back to GEC afterwards	None	1 Day	VCAA <i>Releasing personnel</i> OVCAA
	1.5 Receive the approval letter endorsed by the VCAA and GEC Director 1.5.1 Prepare a transmittal letter for GEC Director's consideration 1.5.2 Sign the transmittal letter or affix e-signature 1.5.3 Release to OC for the Chancellor's endorsement	None	1 Day	<i>Receiving personnel</i> GEC <i>Research Assistant</i> GEC <i>Director</i> GEC <i>Releasing personnel</i> GEC
	1.6 Sign the approval letter or affix e-signature and send back to GEC afterwards	None	2 Days	<i>Chancellor</i> <i>Releasing personnel</i> OC
	1.7 Receive the approval letter endorsed by the Chancellor, VCAA and GEC Director via email 1.7.1 Prepare a transmittal letter addressed to the Chancellor of the adopting CU, for GEC Director's signature, together with a copy of the UP OP-approved UPD GE course 1.7.2 Sign the transmittal letter or affix e-signature	None	1 Day	<i>Receiving personnel</i> GEC <i>Research Assistant</i> GEC <i>Director</i> GEC
2. Receive the UPD's approval letter and a copy of the approved GE course syllabus (manually or via email) forwarded by the Office of the Chancellor of the Adopting CU via email and furnish copies to the VCAA, GE Coordinator, Dean, Curriculum Committee and System GE Council	2. Release the approval letter and a copy of the UP OP-approved GE course syllabus via email	None	<i>Note: Regular schedule of meetings are in the place. As the need arises, Special Meetings are scheduled.</i>	<i>Releasing personnel</i> GEC

<p><i>Note: The UPD's approval needs to be presented by the Adopting CU's GE Committee to their University Council for approval, to be able to offer the adopted GE course.</i></p>				
TOTAL:		None	12 Days and 15 Minutes	