



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA MTP 23-007

To : Deans/Directors, Department Chairs, and Institute Directors

From : *Theresa T. Payongayong*
MA. THERESA T. PAYONGAYONG, PhD
Vice Chancellor for Academic Affairs

Subject : RE: OVPAA Memorandum 2023-24: *CURRICULAR PROPOSAL
SUBMISSION TO OVPAA*

Date : 21 February 2023

Please be guided by the attached OVPAA Memorandum 2023-24 on the submission of the following to the Office of the Vice President for Academic Affairs (OVPAA):

- Proposal to revise degree programs
- Proposal to institute new degree programs
- Proposal to institute, revise, and reconfigure GE courses
- Proposal to institute/revise course offerings

All proposals should follow the template and must include the following:

- The date of endorsement of the UC Curriculum Committee (CC) or the University Council (UC), whichever is applicable, in the upper right-hand corner of the main proposal
- Version number of the proposal, written in the prescribed format
- Endorsement letter duly signed by the Chancellor

Thank you.



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Office of the Vice President for Academic Affairs

20 February 2023

OVPAA Memorandum 2023-24

To : The Vice Chancellors for Academic Affairs

From : 
Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs

Subject: CURRICULAR PROPOSAL SUBMISSION TO OVPAA

This memorandum is being issued as a guide in submitting curricular proposals to the UP Office of the Vice President for Academic Affairs (OVPAA).

A. Templates

Academic units are required to follow the templates provided by the OVPAA¹.

- [OVPAA-Curr Form 1.0](#) for curricula proposals for revision of degree programs
- [OVPAA-Curr Form 2.0](#) for proposals for institution of new degree programs
- [OVPAA-Curr Form 3.0](#) for proposals for institution, revision, and reconfiguration of GE courses
- [OVPAA-Curr Form 4.0](#) for course syllabus

All proposals should have the following:

- **Endorsement letter** duly signed by the Chancellor. It should include the date of endorsement of the UC Curriculum Committee (CC) or the University Council (UC), whichever is applicable depending on what step the curricular proposal is based on the review process.
- Include the **date of endorsement** of the CC and UC in the upper right-hand corner of the main proposal, whichever is applicable.

Ex. CC 3 Sep 2022 | UC 10 October 2022

- Include **version number** following the format below
 - a. CC 1.0 for proposals endorsed by the CC for review of the OVPAA. If the OVPAA has further comments that require revisions, submit the revised proposal to OVPAA and change the version number to 'CC 1.1' and so on.

¹ The curricular templates can only be accessed using a UP email address (@up.edu.ph).

- b. UC 1.0 for proposals endorsed by the UC for review of the OVPAA. Same version numbering as that of CC (a).
- **Include continuous line and page numbers.** This is for easier review and referencing.

B. Flowcharts

The flowcharts for curricular proposals can be accessed through the following links:

- [Flowchart for institution and revision of a degree program](#)
- [Flowchart for institution, revisions, and reconfiguration of a GE course](#)
- [Flowchart for adoption of a degree program](#)
- [Flowchart for adoption of a GE course](#)
- [Flowchart for adoption of a non-GE course](#)

Note: All CC-endorsed curricular proposals should be endorsed by the OVPAA for UC action before it can be part of the agenda of the UC.

C. Schedule of submissions

Proposals for OVPAA Review prior to UC Action

Activity	1st Cycle	2nd Cycle	3rd Cycle	Remarks
Usual UC dates	February/March	June/July	September/October	
Proposals for curricular revision				
Review of OVPAA	January 1-15 of every year	May 15-30 of every year	August 1-15 of every year	Release result of review within 5 working days upon receipt ²
Proposals for degree program institution				
Review of OVPAA	December 1-15 of previous year	April 1-15 of every year	July 1-15 of every year	Release result of review within 5 working days upon receipt ³
Review of the AAC	All proposals received every 15th of the month will be tabled in the AAC next month			AAC meeting is every 2nd Tuesday of every month

All curricular proposals should be submitted to OVPAA Curriculum & Instruction Team (OVPAA-Curr) through the Document Tracking System (DRS) of the University.

1. The *Title* should follow this format: "CU: Proposal for the [Institution/Revision] of [Degree Program/Course]".
2. If the proposals are uploaded in a Google Drive folder, make sure that the general access is set to "University of the Philippines".
3. If the proposal has gone through review by the OVPAA before, include the summary of OVPAA comments and the proponent's responses.

D. Resources

Resources, such as memoranda, guidelines, etc., can be accessed through the Teaching and Learning website at <https://bit.ly/up-rtl-curriculum>.

² If there are a number of proposals received by the OVPAA, the result of the review should be released not later than 15 working days upon receipt.

³ If there is a number of proposals received, they should be released not later than 15 working days upon receipt.