




GENERAL EDUCATION CENTER  
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
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**MEMORANDUM NO. GEC-OVCAA-AMSS 23-002**

**TO** : ALL DEANS, COLLEGE SECRETARIES, DEPARTMENT CHAIRS,  
INSTITUTE DIRECTORS AND GE COORDINATORS

**THROUGH** :  **MARIA VANESSA P. LUSUNG-OYZON, Ph.D.**  
Vice-Chancellor for Academic Affairs

**FROM** :  **ANNA SIBAYAN-SARMIENTO, Ph.D.**  
Director

**SUBJECT** : Revised Flowchart on the Adoption of GE Courses

**DATE** : 11 September 2023

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This is to inform everyone of the attached Memorandum No. OVPAA 2023-96: Revised Flowchart on the Adoption of GE Courses. For reference and guidance, please.

Thank you.

cc: Office of the University Registrar



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS  
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21 July 2023

**Memorandum No. OVPAA 2023-96**

To : **GE Coordinators**

Through: **The Vice Chancellors for Academic Affairs**

From :   
**Leo DP Cubillan**  
Vice President for Academic Affairs

Subject: **REVISED FLOWCHART ON THE ADOPTION OF GE COURSES**

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To address concerns raised in the process of adoption of GE courses across Constituent Universities (CUs), the UP System GE Council came up with a revised flowchart to facilitate the adoption process.

For your information and guidance.

Thank you.

**CU A (ADOPTING CU)**

**CU B (CU OFFERING THE GE COURSE BEING ADOPTED)**

START

A faculty member with concurrence of potentially involved faculty in the Department/Institute/College from CU A writes a letter to CU B addressed to the Department Chair/Institute Director who offers the GE course.

Endorsed by the Dean of adopting academic unit

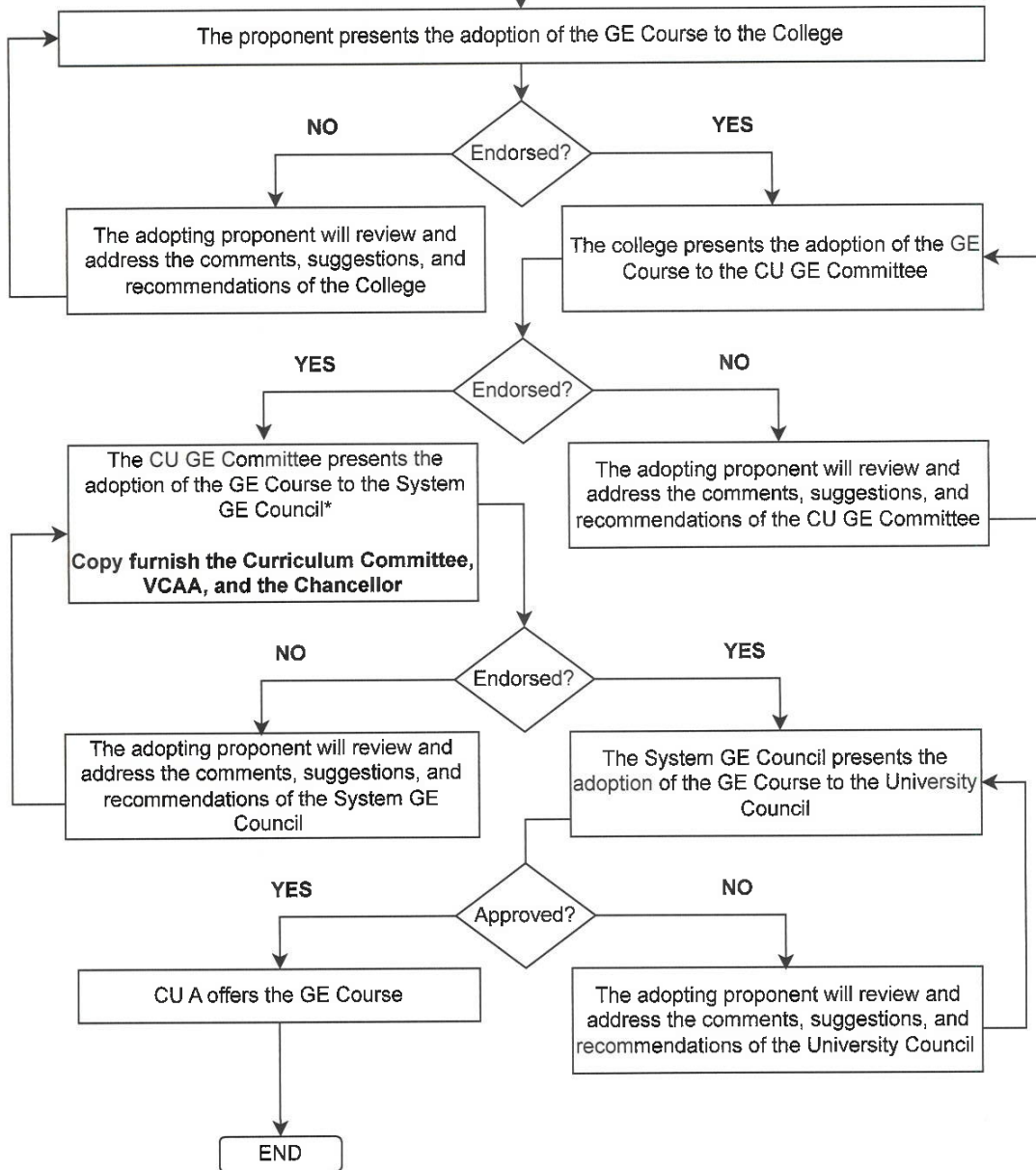
The Department Chair/Institute Director who is offering the course reviews and evaluates the request.

The Department Chair/Institute Director transmits their comments, suggestions, and recommendations to the adopting Department/Institute/College of CU A.

Copy furnished the Dean, CU GE Committee, VCAA, and Chancellor of CU B.

The Department/Institute receives the communication and finalizes the proposal to adopt the GE Course offered in CU B

**CU A (GE COURSE ADOPTING PROCESS)**



Note: In lieu of the presentations, a written endorsement from the CU GE Committee to the System GE Council is sufficient.