



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. Anna Sibayan-Sarmiento**
Associate Professor, College of Arts and Letters

Type of Service: External

1. Appeal for crediting of GE course/s

a. Online Submission and Processing (General Case)

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 appeals from students concerning GE courses to the GEC, effective the first semester of AY 2019-2020. Most of the student appeals, which pertain to the crediting of GE course/s, require the approval of the UPD GE Committee.

Office or Division:	General Education Center (GEC)	
Classification:	Complex	
Type of Transaction:	Government-to-Citizen	
Who may avail:	UPD students	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Appeal letter with narrative and justification addressed to the GEC Director endorsed by the Department Chair/Institute Director and/or Dean, together with the following supporting documents: - True Copy of Grades or TOR issued by the previous constituent university - True Copy of Grades issued by the current UPD college/unit - Copy of curriculum checklist with grades		Requesting Party Previous Constituent University - Office of the College Secretary Office of the College Secretary Student Records Evaluator

- Copy of the syllabus of the GE/non-GE courses to be credited 2. Justification letter by the college secretary endorsed by the Dean 3. Additional letters from other concerned parties		Department/Institute or concerned GE Offering Unit College Secretary Student Records Evaluator, program adviser, or other concerned parties		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the appeal to the GEC through the UP UTAK (utak.upd.edu.ph) by filling out the required information and uploading the documentary requirements <i>Note: The appeal must then be endorsed online by the Student Records Evaluator, Department Chair/Institute Director, College Secretary, and Dean/Director.</i>	1. Receive and record the appeal endorsed by the Dean through UP UTAK	None	10 Minutes	University Research Associate II GEC
	1.1 Review the accuracy of the information and the completeness of the documentary requirements 1.1.1 Research precedent cases and/or pertinent academic rules and provisions, and prepare a preliminary evaluation report for the GEC Director's consideration 1.1.1.1 If everything is in order and the appeal has a precedent case, endorse it to the UPD GE Committee (c/o GEC Director) through UP UTAK	None	2 Days and 4 Hours <i>Note:</i> If additional documentary requirements are needed, revert to the requesting party through UP UTAK. The speed of processing is contingent on the prompt compliance of	University Research Associate II GEC

			the Requesting Party.	
	1.2 Review and endorse it for submission to the UPD GE Committee (c/o GEC Director) through UP UTAK	None	1 Day	Director GEC
	1.3 Review and endorse it for submission to the UPD GE Committee (c/o GEC Director) through UP UTAK	None	1 Day	University Research Associate I OVCAA VCAA OVCAA
	1.4 Review the appeal and prepare the remarks for submission to the UPD GE Committee (c/o GEC Director) through UP UTAK	None	1 Day	University Research Associate II GEC
2. Receive the notice of action on the appeal	2. Input the remarks into UP UTAK and submit the final action to the Requesting Party	None	1 Day	Director GEC
TOTAL:		None	7 Days	

b. Online Submission and Processing (Special Case)

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 appeals from students concerning GE courses to the GEC, effective the first semester of AY 2019-2020. Most of the student appeals, which pertain to the crediting of GE course/s, require 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. Appeal letter with narrative and justification addressed to the GEC Director endorsed by the Department Chair/Institute Director and/or Dean, together with the following supporting documents:		Requesting Party

<ul style="list-style-type: none"> - True Copy of Grades or TOR issued by the previous constituent university - True Copy of Grades issued by the current UPD college/unit - Copy of curriculum checklist with grades - Copy of the syllabus of the GE/non-GE courses to be credited <p>2. Additional letters from other concerned parties</p> <p>3. Justification letter by the College Secretary Endorsed by the Dean</p>		<p>Office of the College Secretary</p> <p>Office of the College Secretary</p> <p>Student Records Evaluator Department/Institute or concerned GE Offering Unit</p> <p>Student Records Evaluator, program adviser, or other concerned parties College Secretary</p>		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the appeal to the GEC through the UP UTAK (utak.upd.edu.ph) by filling out the required information and uploading the documentary requirements</p> <p><i>Note: The appeal must then be endorsed online by the Student Records Evaluator, Department Chair/Institute Director, College Secretary, and Dean/Director.</i></p>	<p>1. Receive and record the appeal endorsed by the Dean through UP UTAK</p>	None	10 Minutes	University Research Associate II GEC
	<p>1.1 Review the accuracy of the information and the completeness of the documentary requirements</p> <p>1.1.1 Research precedent cases and/or pertinent academic rules and provisions, and prepare a preliminary evaluation report for the GEC Director's consideration</p> <p>1.1.1.1 If there is no precedent case, refer it to the concerned GE offering</p>	None	<p>2 Days and 4 Hours</p> <p><i>Note:</i> If additional documentary requirements are needed, revert to the Requesting Party through UP UTAK. The speed of</p>	University Research Associate II GEC

	unit for preliminary evaluation through UP UTAK		processing is contingent on the prompt compliance of the Requesting Party.	
	1.2 Review and endorse it to concerned GE offering unit for preliminary evaluation through UP UTAK	None	1 Day	Director GEC
	1.3 Review and endorse it to concerned GE offering unit for preliminary evaluation through UP UTAK	None	1 Day	University Research Associate I OVCAA VCAA OVCAA
	1.4 Review the appeal and its supporting documents, and prepare a preliminary evaluation along with a recommendation	None	6 Days <i>Note:</i> The speed of processing is contingent on the GE offering unit head/s. Some of them make decisions through meetings, which may cause delays in processing.	Concerned GE Offering Unit
	1.5 Receive the GE Offering Unit's response and schedule a UPD GE Committee meeting to deliberate on the appeal	None	5 Days <i>Note:</i> There is no regular UPD GE Committee meeting; it is scheduled as needed. The difficulty in securing the required	University Research Associate II OVCAA

			quorum may cause delays in convening a meeting.	
	1.6 Review and deliberate on the appeal to determine the final action	None	4 hours	UPD GE Committee
	1.7 Prepare the remarks based on the UPD GE Committee's decision for GEC Director's consideration	None	1 Day	University Research Associate II GEC
2. Receive the UP Diliman GE Committee's decision through UP Mail	2. Input the remarks into UP UTAK and submit the final action to the Requesting Party	None	1 Day	Director GEC
TOTAL:		None	19 Days and 30 minutes	

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.

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Director: **Dr. Anna Sibayan-Sarmiento**
Associate Professor, College of Arts and Letters

Type of Service: Internal

1. Request for a copy of the GE course syllabus

A UPD academic unit or faculty member may request a copy of the GE course syllabus, approved by the UP Office of the President, for teaching and other academic purposes.

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 the GEC via email at gec_ovcaa.upd@up.edu.ph	1. Receive and record the required document via email	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Review and approve the request	None	30 Minutes	<i>University Research Associate II</i> <i>Director</i>

				GEC
	1.2 Prepare a copy of the syllabus and the transmittal email, for approval of the GEC Director	None	1 Hour	<i>University Research Associate II</i> <i>Director</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 approval of GE course proposal (Institution)

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, or newly instituted GE courses based on the new UP GE Framework, can be offered starting the First Semester of AY 2018–2019. In line with the implementation of the UP Diliman 2017 GE Program, academic units are required to seek approval for their GE course proposals before offering them 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. Accomplished OVPAA-Curr-Form 3.0 (GE course proposal template) with endorsements from the following: - College Academic Affairs Committee or College Executive Board - College Assembly/Council or Graduate Council		Requesting Party (Proponent) <i>Note: GE Course Proposal Templates are available at the GEC website</i>		
2. Request letter for approval of proposal to institute a GE course endorsed by the Dean		Requesting Party (Proponent)		
3. Presentation of the GE course proposal for the meetings of the following: - UPD GE Cluster Committee - UPD GE Committee - UPD Curriculum Committee - System GE Council - President Advisory Council		Requesting Party (Proponent)		
4. Serves as a resource person during the presentation of the GE course proposal at the University Council and Board of Regents meetings		Requesting Party (Proponent)		
5. Works on the necessary revisions to the GE course proposal based on the comments		Requesting Party (Proponent)		

and suggestions of the Committees/ Councils, if needed				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to GEC, with complete endorsements from the unit level and the UPD GE Cluster Committee via email at gec_ovcaa.upd@up.edu.ph	1. Receive and record the required documents with complete endorsements from the unit level and the UPD GE Cluster Committee	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Include the proposal in the agenda of the next UPD GE Committee meeting for discussion 1.2 Review the format, accuracy, and completeness of the information in the GE course proposal <i>Note: If revisions are needed, return the documents to the Requesting Party. The speed of processing will depend on the promptness of their compliance.</i>	None	1 Day <i>Note: There is no regular UPD GE Committee meeting; it is scheduled as needed. The difficulty in securing the required quorum may cause delays in convening a meeting.</i>	<i>UPD GE Committee Secretariat</i> GEC
2. Present the GE course proposal at the UPD GE Committee meeting	2. Review and deliberate on the GE course proposal	None	4 Hours	<i>UPD GE Committee</i>
	3. If everything is in order, prepare an endorsement letter to the UPD UC Curriculum Committee, to be signed by the GEC Director and VCAA 3.1 Sign the endorsement letter and release to OUR	None	1 Day	<i>Junior Office Associate</i> <i>Director</i> GEC

	<p><i>Note:</i> If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the UPD UC Curriculum Committee.</p>			
	<p>4. Receive and record the document</p> <p>4.1 Include the proposal in the agenda of the next UPD UC Curriculum Committee meeting, for discussion</p>	None	4 Hours	<p>Receiving personnel OUR</p>
5. Present the GE course proposal at the UPD UC Curriculum Committee meeting	<p>5. Review and deliberate on the GE course proposal</p> <p>5.1. If everything is in order, refer it to the OVCAA through the GEC</p> <p><i>Note:</i> If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the OVCAA through the GEC</p>	None	<p>1 Day</p> <p><i>Note:</i> The meeting schedule may cause delays in processing time.</p>	UPD UC Curriculum Committee
	<p>6. Receive and record the document</p> <p>6.1 Prepare an endorsement letter to the OC, to be signed by the GEC Director and VCAA</p> <p>6.2 Prepare a draft endorsement letter to the OVCAA, to be signed by the Chancellor</p> <p>6.3 Release to the OVCAA</p>	None	1 Day	<p>Receiving personnel Junior Office Associate</p> <p>Director GEC</p>
	<p>7. Receive and record the document</p> <p>7.1 Review and sign the endorsement letter to the Chancellor</p> <p>7.2 Release to the OC</p>	None	4 Hours	<p>Receiving personnel University Research Associate I</p> <p>VCAA OVCAA</p>

	<p>8. Receive and record the document</p> <p>8.1 Finalize the endorsement letter for Chancellor's signature</p> <p>8.2 Release to the OVPAA</p>	None	1 Day	<p><i>Receiving personnel</i></p> <p><i>OC staff</i></p> <p><i>Chancellor</i></p> <p><i>OC</i></p>
	<p>9. Receive and record the document</p> <p>9.1 Include the proposal in the agenda of the next System GE Council meeting for discussion</p>	None	4 Hours	<p><i>Receiving personnel</i></p> <p><i>OVPA</i></p>
10. Present the GE course proposal during the System GE Council meeting	10. Review and deliberate on the GE course proposal	None	<p>4 Hours</p> <p><i>Note:</i> <i>The meeting schedule may cause delays in processing time.</i></p>	System GE Council
	<p>10.1 If everything is in order, prepare an endorsement letter to the President's Advisory Council</p> <p>10.2 Sign the endorsement letter and release to the President's Advisory Council</p> <p><i>Note:</i> <i>If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the President's Advisory Council</i></p>	None	1 Day	<p><i>Staff</i></p> <p><i>VPAA</i></p> <p><i>OVPA</i></p>
	<p>11. Receive and record the document</p> <p>11.1. Include the proposal in the agenda of the next President's Advisory Council meeting for discussion</p>	None	4 Hours	<p><i>Receiving personnel</i></p> <p><i>OP</i></p>
12. Serve as a resource person during the	12. Review and deliberate on the GE course proposal	None	4 Hours	President Advisory Council

presentation of the GE course proposal at the President's Advisory Council meeting			<i>Note: The meeting schedule may cause delays in processing time.</i>	
	<p>12.1 If everything is in order, the President will endorse it to the UPD UC</p> <p>12.2 Release to the OUR</p> <p><i>Note: If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the UPD UC</i></p>	None	1 Day	<p>Staff</p> <p>President OP</p>
	<p>13. Receive and record the document</p> <p>13.1 Include in the agenda of the next UPD UC meeting for discussion</p>	None	4 Hours	<p>UCSS OUR</p>
14. Serve as a resource person during the presentation of the GE course proposal at the UPD UC meeting	<p>14. Review and deliberate on the GE course proposal</p> <p>14.1 If everything is in order, refer the GE course proposal to the OVCAA through the GEC</p> <p><i>Note: If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, refer it to the OVCAA through the GEC.</i></p>	None	<p>1 Day</p> <p><i>Note: The meeting schedule may cause delays in processing time.</i></p>	<p>UPD UC</p>
	<p>15. Receive and record the document</p> <p>15.1 Prepare an endorsement letter to the OC, to be signed by the GEC Director and VCAA</p> <p>15.2 Prepare a draft endorsement letter to the OVCAA, to be signed by the Chancellor</p>	None	1 Day	<p>Receiving personnel</p> <p>Junior Office Associate</p> <p>Director GEC</p>

	15.3 Release to the OVCAA			
	16. Receive and record the document 16.1 Review and sign the endorsement letter to the Chancellor 16.2 Release to the OC	None	1 Day	<i>Receiving personnel</i> <i>University Research Associate I</i> VCAA OVCAA
	17. Receive and record the document 17.1 Finalize the endorsement letter for Chancellor's signature 17.2 Release to the OVCAA	None	1 Day	<i>Receiving personnel</i> <i>Chancellor</i> OC
	18. Receive and record the document 18.1 Review the GE course proposal and prepare an endorsement letter to the BOR 18.2 Release to the OSU	None	1 Day	<i>Receiving personnel</i> VPAA OVCAA
	19. Receive and record the document 19.1 Include the proposal in the agenda of the next BOR meeting for discussion	None	4 Hours	<i>Receiving personnel</i> OSU
20. Serve as a resource person during the presentation of the GE course proposal at the BOR meeting	20. Review and deliberate on the GE course proposal 20.1 Refer the BOR-approved GE course proposal to the OSU	None	1 Day <i>Note: The meeting schedule may cause delays in processing time.</i>	Board of Regents
	21. Review and record the document 21.1 Reflect the BOR decision on the GE course syllabus 21.2 Release to the UPD OC	None	1 Day	<i>Receiving personnel</i> OSU

	22. Receive and record the document 22.1 Furnish the OUR, OVCAA and GEC with e-copy of the document	None	4 Hours	<i>Receiving personnel</i> OC
23. Receive a copy of the BOR-approved GE course syllabus	23. Receive and record the document 23.1 Prepare a transmittal email to the Requesting Party, for GEC Director's consideration 16.2 Release to the Requesting Party	None	4 Hours	<i>Receiving personnel</i> <i>Junior Office Associate</i> <i>Director</i> GEC
TOTAL:		None	19 Days, 4 Hours and 15 Minutes	

3. Request for approval of GE course proposal (Revision)

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, or newly instituted GE courses based on the new UP GE Framework can be offered starting the First Semester of AY 2018–2019. In line with the implementation of the UP Diliman 2017 GE Program, academic units are required to seek approval for their GE course proposals before offering them 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. Accomplished OVPAA-Curr-Form 3.0 (GE course proposal template) with endorsements from the following: - College Academic Affairs Committee or College Executive Board - College Assembly/Council or Graduate Council		Requesting Party (Proponent) <i>Note: GE Course Proposal Templates are available at the GEC website</i>	
2. Request letter for approval of proposal to institute a GE course endorsed by the Dean		Requesting Party (Proponent)	
3. Presentation of the GE course proposal for the meetings of the following: - UPD GE Cluster Committee - UPD GE Committee - UPD Curriculum Committee		Requesting Party (Proponent)	

- System GE Council - President Advisory Council 4. Serves as a resource person during the presentation of the GE course proposal at the University Council and Board of Regents meetings 5. Works on the necessary revisions to the GE course proposal based on the comments and suggestions of the Committees/ Councils, if needed		Requesting Party (Proponent)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to GEC, with complete endorsements from the unit level and the UPD GE Cluster Committee via email at gec_ovcaa.upd@up.edu.ph	1. Receive and record the required documents with complete endorsements from the unit level and the UPD GE Cluster Committee	None	15 Minutes	<i>Receiving personnel</i> GEC
	1.1 Include the proposal in the agenda of the next UPD GE Committee meeting for discussion 1.2 Review the format, accuracy, and completeness of the information in the GE course proposal <i>Note: If revisions are needed, return the documents to the Requesting Party. The speed of processing will depend on the promptness of their compliance.</i>	None	1 Day <i>Note: There is no regular UPD GE Committee meeting; it is scheduled as needed. The difficulty in securing the required quorum may cause delays in convening a meeting.</i>	<i>UPD GE Committee Secretariat</i> GEC
2. Present the GE course proposal at the UPD GE Committee meeting	2. Review and deliberate on the GE course proposal	None	4 Hours	<i>UPD GE Committee</i>
	3. If everything is in order, prepare an endorsement	None	1 Day	<i>Junior Office Associate</i>

	<p>letter to the UPD UC Curriculum Committee, to be signed by the GEC Director and VCAA</p> <p>3.1 Sign the endorsement letter and release to OUR</p> <p><i>Note: If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the UPD UC Curriculum Committee.</i></p>			<p><i>Director GEC</i></p>
	<p>4. Receive and record the document</p> <p>4.1 Include the proposal in the agenda of the next UPD UC Curriculum Committee meeting for discussion</p>	None	4 Hours	<p><i>Receiving personnel OUR</i></p>
5. Present the GE course proposal at the UPD UC Curriculum Committee meeting	<p>5. Review and deliberate the GE course proposal</p> <p>5.1. If everything is in order, refer it to the OVCAA through the GEC</p> <p><i>Note: If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the OVCAA through the GEC</i></p>	None	<p>1 Day</p> <p><i>Note: The meeting schedule may cause delays in processing time.</i></p>	<p>UPD UC Curriculum Committee</p>
	<p>6. Receive and record the document</p> <p>6.1 Prepare an endorsement letter to the OC to be signed by the GEC Director and VCAA</p> <p>6.2 Prepare a draft endorsement letter to the OVCAA, to be signed by the Chancellor</p> <p>6.3 Release to the OVCAA</p>	None	1 Day	<p><i>Receiving personnel Junior Office Associate</i></p> <p><i>Director GEC</i></p>

	<p>7. Receive and record the document</p> <p>7.1 Review and sign the endorsement letter to the Chancellor</p> <p>7.2 Release to the OC</p>	None	4 Hours	<p><i>Receiving personnel</i></p> <p><i>University Research Associate I</i></p> <p>VCAA OVCAA</p>
	<p>8. Receive and record the document</p> <p>8.1 Finalize the endorsement letter for Chancellor's signature</p> <p>8.2 Release to the OVPAA</p>	None	1 Day	<p><i>Receiving personnel</i></p> <p><i>OC staff</i></p> <p><i>Chancellor</i> OC</p>
	<p>9. Receive and record the document</p> <p>9.1 Include in the agenda of the next System GE Council meeting for discussion</p>	None	4 Hours	<p><i>Receiving personnel</i> OVPAA</p>
10. Present the GE course proposal during the System GE Council meeting	10. Review and deliberate on the GE course proposal	None	<p>4 Hours</p> <p><i>Note: The meeting schedule may cause delays in processing time.</i></p>	System GE Council
	<p>10.1 If everything is in order, prepare an endorsement letter to the UPD UC</p> <p>10.2 Sign the endorsement letter and release to the OUR</p> <p><i>Note: If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, endorse it to the UPD UC</i></p>	None	1 Day	<p><i>Staff</i></p> <p>VPAA OVPA</p>
	11. Receive and record the document	None	4 Hours	UCSS OUR

	11.1 Include the proposal in the agenda of the next UPD UC meeting for discussion			
12. Serve as a resource person during the presentation of the GE course proposal at the UPD UC meeting	<p>12. Review and deliberate on the GE course proposal</p> <p>12.1 If everything is in order, refer the GE course proposal to the OVCAA through the GEC</p> <p><i>Note:</i> If revisions are needed, return the document to the Requesting Party. Once all revisions have been incorporated, refer it to the OVCAA through the GEC.</p>	None	<p>1 Day</p> <p><i>Note:</i> The meeting schedule may cause delays in processing time.</p>	UPD UC
	<p>13. Receive and record the document</p> <p>13.1 Prepare an endorsement letter to the OC, to be signed by the GEC Director and VCAA</p> <p>13.2 Prepare a draft endorsement letter to the OVCAA, to be signed by the Chancellor</p> <p>13.3 Release to the OVCAA</p>	None	1 Day	<p><i>Receiving personnel</i></p> <p><i>Junior Office Associate</i></p> <p><i>Director</i> GEC</p>
	<p>14. Receive and record the document</p> <p>14.1 Review and sign the endorsement letter to the Chancellor</p> <p>14.2 Release to the OC</p>	None	1 Day	<p><i>Receiving personnel</i></p> <p><i>University Research Associate I</i></p> <p>VCAA OVCAA</p>
	<p>15. Receive and record the document</p> <p>15.1 Finalize the endorsement letter for Chancellor's signature</p> <p>15.2 Release to the OVCAA</p>	None	1 Day	<p><i>Receiving personnel</i></p> <p><i>Chancellor</i> OC</p>
	16. Receive and record the document	None	1 Day	<p><i>Receiving personnel</i></p> <p>VPAA OVCAA</p>

	16.1 Review the GE course proposal and prepare an endorsement letter to the University President 16.2 Release to the OP			
	17. Receive and record the document 17.1 Review the GE course proposal 17.2 If everything is in order, approve the GE course syllabus 17.3 Release to OSU	None	1 Day	<i>Receiving personnel</i> <i>Staff</i> <i>University President</i> OP
	18. Review and record the document 18.1 Reflect the University President's decision on the GE course syllabus 18.2 Release to the UPD OC	None	1 Day	<i>Receiving personnel</i> OSU
	19. Receive and record the document 19.1 Furnish the OUR, OVCAA and GEC with e-copy of the document	None	4 Hours	<i>Receiving personnel</i> OC
20. Receive a copy of the BOR-approved GE course syllabus	20. Receive and record the document 20.1 Prepare a transmittal email to the Requesting Party, for GEC Director's consideration 20.2 Release to the Requesting Party	None	4 Hours	<i>Receiving personnel</i> <i>Junior Office Associate</i> <i>Director</i> GEC
TOTAL:		None	17 Days and 15 Minutes	