



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

*DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101
+632 9285107 or +632 9818500 local 2583 | ovcaa.upd@up.edu.ph*

MEMORANDUM NO. GEC-OVCAA-CEPL 26-001

TO : ALL DEANS, COLLEGE SECRETARIES, DEPARTMENT CHAIRS, INSTITUTE DIRECTORS, GE COORDINATORS, AND STUDENT RECORDS EVALUATORS

THROUGH : 
MARIA VANESSA P. LUSIAG-OYZON, Ph.D.
Vice Chancellor for Academic Affairs
and Chair, UPD GE Committee

FROM : 
CHARLES ERIZE P. LADIA
Director
and Member-Secretary, UPD GE Committee

SUBJECT : Approved Policies on the Selection, Tenure, Terms of Reference (TOR), and Entitlements of GE Coordinators at UP Diliman

DATE : 10 August 2026

This is to respectfully inform everyone of the Policies on the Selection, Tenure, Terms of Reference (TOR), and Entitlements of GE Coordinators at UP Diliman, recently approved by Chancellor Edgardo Carlo L. Vistan II on 3 August 2026. Please refer to the attached document.

In response to the request of the Ad Hoc Committee on Honoraria Rates, Representation and Transportation Allowance (RATA), the UPD GE Committee developed a proposal to standardize the policies, TOR, and entitlements of GE Coordinators. The proposal underwent a series of reviews and deliberations by the Committee during its 67th, 68th, and 69th meetings, held on 7 October 2025, 2 December 2025, and 19 February 2026, respectively. It was subsequently finalized through an ad referendum conducted via email from 25 February to 4 March 2026 before its initial submission. The proposal was further reviewed and updated during the Committee's 71st meeting on 14 July 2026 to address the feedback of the Office of the Vice Chancellor for Administration, and was subsequently resubmitted and approved by the Chancellor.

Please be guided accordingly.

Thank you.

cc: HRDO, OVCA, and OC



UNIVERSITY OF THE PHILIPPINES
Diliman, Quezon City

OFFICE OF THE VICE-CHANCELLOR
FOR ADMINISTRATION

28 July 2026

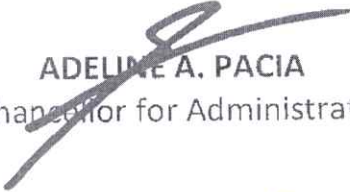
Atty. Edgardo Carlo L. Vistan II
Chancellor
U.P. Diliman, Q.C.

Dear Chancellor Vistan,

Respectfully endorsing the proposed Policies on the Selection, Tenure, Terms of Reference, and Entitlements of GE Coordinators in UP Diliman, including the provision of a monthly honorarium of P4,392.00 for the College/School/Institute and Department GE Coordinators of academic units offering Diliman-21 General Education (GE) courses and GE electives. As discussed and endorsed by the UPD GE committee.

For your consideration and approval please.

Thank you.


ADELINE A. PACIA
Vice Chancellor for Administration

ACTION OF THE CHANCELLOR:

☒

Approved
Favorably endorsed

☐

Disapproved
Noted

3 Aug. 2026
Date


EDGARDO CARLO L. VISTAN II
Chancellor



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**Proposed Policies on the Selection, Tenure, Terms of Reference,
and Entitlements of GE Coordinators in UP Diliman**

	Policies and Terms of Reference for GE Coordinators	Details
1	Policy on the selection	Given the scope of duties and responsibilities of GE Coordinators, a tenured faculty member or a faculty member on tenure track shall be considered for the position. For GE-Offering Units, it is ideal to appoint a regular faculty member with experience in teaching or authoring a GE course. If this is not feasible, any faculty member who appreciates the role of the GE Program in the formation of the desired UP graduate may also be appointed to the position. The selection of a GE Coordinator is a decision of the academic unit, taking into account the above-mentioned qualifications.
2	Policy on the tenure	2.1 GE Coordinators, appointed by the Dean at the College level, serve a term of one to three years, co-terminus with the Dean. They may be reappointed at the discretion of the incumbent Dean. 2.2 GE Coordinators, appointed by the Department Chair/Institute Director at the Department level, serve a term of one year. They may be reappointed at the discretion of the incumbent Department Chair/Institute Director.
3	Terms of Reference	
3.1	For academic units with no undergraduate programs and students AC CL IIS SOLAIR SURP TMC	3.1.1 The designation of a GE Coordinator is not necessary.
3.2	For academic units that <u>do not offer GE courses</u> but have undergraduate programs and students CEd CHK CSWCD NCPAG STAT VSB	3.2.1 The designation of a GE Coordinator is not necessary; GE Coordinator responsibilities may be added to the tasks of the current administrators of the unit, such as the Associate Dean, College Secretary, Undergraduate Program Coordinator, etc. 3.2.2. Communicates with and updates the academic unit on GE-related developments 3.2.3. Oversees and ensures the timely preparation and processing of the unit's GE course proposals, should the unit decide to offer a GE course



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		3.2.4. Serves as the point person for GE coordination, research, and incubation-related projects (e.g., Construct of the UPD GE Objectives and other GE initiatives) 3.2.5. Facilitates the unit’s submission of pertinent information/data requested by the GEC, OVCAA and OVPAA, and other institutions 3.2.6. Coordinates with relevant GE-Offering Unit/s to manage student slot requests prior to each semester’s pre-enlistment <i>(Pursuant to Memorandum No. GEC-OVCAA-NAKG 21-012: GE Coordinator’s Duties and Responsibilities)</i>																																																										
3.3	For academic units that <u>offer GE electives</u> and have undergraduate programs and students <table><tr><th>GE-Offering Units</th><th>GE Courses</th></tr><tr><td>CA</td><td>L Arch 1</td></tr><tr><td>CAL-DAS</td><td>Art Stud 2</td></tr><tr><td>CAL-DAS</td><td>PHILARTS 1</td></tr><tr><td>CAL-DECL</td><td>CW 10</td></tr><tr><td>CAL-DECL</td><td>Eng 11</td></tr><tr><td>CAL-DECL</td><td>Eng 12</td></tr><tr><td>CAL-DECL</td><td>Eng 30</td></tr><tr><td>CAL-DEL</td><td>EL 50</td></tr><tr><td>CAL-DFPP</td><td>Fil 18</td></tr><tr><td>CAL-DFPP</td><td>Fil 25</td></tr><tr><td>CAL-DFPP</td><td>Fil 30</td></tr><tr><td>CAL-DFPP</td><td>MPs 10</td></tr><tr><td>CAL-DFPP</td><td>Pan Pil 17</td></tr><tr><td>CAL-DFPP</td><td>Pan Pil 19</td></tr><tr><td>CAL-DFPP</td><td>PS 21</td></tr><tr><td>CAL-DSCTA</td><td>Theatre 11</td></tr><tr><td>CAL-DSCTA</td><td>Theatre 12</td></tr><tr><td>CFA</td><td>FA 28</td></tr><tr><td>CFA</td><td>FA 30</td></tr><tr><td>CHE-DFSN</td><td>FN 1</td></tr><tr><td>CMC-UPFI</td><td>Film 10</td></tr><tr><td>CMC-UPFI</td><td>Film 12</td></tr><tr><td>CMu</td><td>MuC 10</td></tr><tr><td>CMu</td><td>MuD 1</td></tr><tr><td>CMu</td><td>MuL 8</td></tr><tr><td>CMu</td><td>MuL 9</td></tr><tr><td>COE-GE</td><td>GE 1</td></tr><tr><td>CS-IB</td><td>Bio 1</td></tr></table>	GE-Offering Units	GE Courses	CA	L Arch 1	CAL-DAS	Art Stud 2	CAL-DAS	PHILARTS 1	CAL-DECL	CW 10	CAL-DECL	Eng 11	CAL-DECL	Eng 12	CAL-DECL	Eng 30	CAL-DEL	EL 50	CAL-DFPP	Fil 18	CAL-DFPP	Fil 25	CAL-DFPP	Fil 30	CAL-DFPP	MPs 10	CAL-DFPP	Pan Pil 17	CAL-DFPP	Pan Pil 19	CAL-DFPP	PS 21	CAL-DSCTA	Theatre 11	CAL-DSCTA	Theatre 12	CFA	FA 28	CFA	FA 30	CHE-DFSN	FN 1	CMC-UPFI	Film 10	CMC-UPFI	Film 12	CMu	MuC 10	CMu	MuD 1	CMu	MuL 8	CMu	MuL 9	COE-GE	GE 1	CS-IB	Bio 1	3.3.1 These units must designate a GE Coordinator who, in coordination with their respective Deans, participates and represents their faculty in meetings and other activities of the University related to GE 3.3.2 Communicates with and updates the academic unit 3.3.3 Oversees and ensures the timely preparation and processing of the unit’s GE course proposals and/or revisions 3.3.3.1 Such responsibility does not prevent the GE Coordinator from being the proponent of the proposal or revision 3.3.4 Serves as the point person for GE coordination, research, and incubation-related projects (e.g., Construct of the UPD GE Objectives and other GE initiatives) 3.3.5 Initiates workshops and other GE-related activities within the unit 3.3.6 Facilitates the unit’s submission of pertinent information/data requested by the GEC, OVCAA and OVPAA, and other institutions 3.3.7 Serves as the COCR point person for GE courses during the pre-enlistment period every semester and hence coordinates with other relevant GE-Offering Unit/s to manage student slot requests prior to each semester’s pre-enlistment 3.3.8 Serves as the liaison of the GEC to the Dean for urgent requests to add more slots and sections during the enrollment period 3.3.9 Handles various GE-related concerns, such as policy clarifications, crediting appeals, and similar matters, in coordination with the GEC <i>(Pursuant to Memorandum No. GEC-OVCAA-NAKG 21-012: GE Coordinator’s Duties and Responsibilities)</i>
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CS-IC	Chem 1
CS-IESM	Env Sci 1
CS-IM	Math 2
CS-IM	MATH 10
CS-MSI	MS 1
CS-NIGS	Geol 1
CS-NIMBB	MBB 1
CS-NIP	Physics 10
CSSP	SAS 1
CSSP	SOSC 3
CSSP-Anthro	Anthro 10
CSSP-Geog	Geog 1
CSSP-History	Kas 2
CSSP-Ling	Lingg 1
CSSP-Philo	ETHICS 1
CSSP-Philo	Philo 10
CSSP-Philo	Philo 11
CSSP-Socio	Socio 10
CSSP-UPPI	Demo 1
SLIS	LIS 10
UPSE	Econ 11

**For academic units that offer
GE electives with no
undergraduate programs and
students**

GE-Offering Units	GE Courses
CIS	SEA 30
UPSA	Archaeo 2
UPSA	Arkiyoloji 1

**For academic unit that offers
both Diliman-21 GE courses and
GE electives (but is non-
proponent) and that has
undergraduate programs and
students**

GE-Offering Units	GE Courses
UPDEPPO	Fil 40
	Soc Sci 2
	SOSC 3
	Philo 1



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		3.4.9 Handles various GE-related concerns, such as policy clarifications, crediting appeals, and similar matters, in coordination with the GEC <i>(Pursuant to Memorandum No. GEC-OVCAA-NAKG 21-012: GE Coordinator's Duties and Responsibilities and the latest Administrative Order on the Reconstitution of the UP Diliman GE Committee)</i>
4	Policy on Entitlements	The following recommendations shall guide the determination of entitlements of GE Coordinators: 4.1 In compliance with Memorandum No. OVCAA MTTP 22-077: Guidelines on Administrative Load Credits, GE Coordinators shall be given three (3) units of administrative load credit (ALC). Note that only the combined TLC + ALC units (the latter to be covered by an official appointment) in excess of 12 units is subject to overload pay. <i>(Pursuant to Memorandum No. OVCAA MTTP 22-007: Guidelines on Administrative Load Credits)</i> 4.2 If the faculty member appointed to the GE Coordinatorship holds another administrative position, the total ALCs granted to the faculty for all administrative positions should not exceed six (6) units. <i>(Please see Section A. Faculty Load Credit of the Administrative Load Credits Committee Progress Report as of 23 December 2021. A link to this report can also be found in Memorandum No. OVCAA-MTTP 22-077.)</i> 4.3.1.a College/School/Institute GE coordinators of academic units that offer Diliman-21 GE courses and have undergraduate programs and students, aside from being given three (3) units of ALC, will likewise be given a monthly honorarium of Php 4,392. 4.3.1.b Department GE coordinators of academic units that offer Diliman-21 GE courses and have undergraduate programs and students, will be given a monthly honorarium of Php 4,392. 4.3.2. College/School/Institute GE coordinators of academic units that offer GE electives and have undergraduate programs and students, will be given a monthly honorarium of Php 4,392.