OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA ECA 19 – 503

TO Deans, Directors, Heads of Academic Units and SAE Officers

FROM **EVANGELINE C. AMOR, PhD**
Vice Chancellor for Academic Affairs

DATE 4 December 2019

SUBJECT Submission of Self-Assessment Reports (SAR)

Please be informed that the deadline of submission of the Self-Assessment Report (SAR) is extended until **15 January 2020**. Degree-granting units who would be able to submit on or before the deadline will be entitled to additional PhP 50,000.00 MOOE incentive.

Submission will be through the UVLE Course: **Self-Assessment Report 2019**. Deans, directors, and heads of academic units will already be pre-enrolled in the course as soon it is available. Deans, directors, and heads of academic units are also expected to submit/upload their unit's SAR in the designated module of their college and/or department.

Submitted SARs must follow the prescribed AUN-QA format. Sample SARs are available at the UVLE Course: **Sustaining Academic Excellence in UP**.

Should you have any questions and/or clarifications, you may contact Mr. Mike Madriaga at qa.upd@up.edu.ph or local 2555.