

## SERVICES AND FACILITIES<sup>ab</sup>

### OFFICE OF THE CHANCELLOR (OC)

The Chancellor is the executive officer and the head of the faculty of the Constituent University, Ex officio. S/he is directly responsible to the President for the administration of UPD and also performs other functions that the Board of Regents or the President may delegate to him/her.

The Office of the Chancellor is the executive office of UP Diliman. It supervises campus operations through the related offices of the Vice Chancellors.

The following offices/units are under the Office of the Chancellor:

- Technology Management Center
- Archaeological Studies Program
- Center for Ethnomusicology
- Center for International Studies
- Sentro ng Wikang Filipino
- Information Office
- Legal Office
- Balay Kalinaw and Kapit-Balay
- Office for Initiatives in Culture and the Arts
- Computer Center
- UP Theatre
- Diliman Gender Office
- Diliman Office of Anti-Sexual Harassment
- National Service Training Program (NSTP) Office
- Department of Military Science and Tactics

#### Contact details:

Contact numbers.: +63-2-9295401, +63-2-9271835, +63-2-981-8500  
locals 2558, 8511

Email: [oc.upd@up.edu.ph](mailto:oc.upd@up.edu.ph), [ocupd08@gmail.com](mailto:ocupd08@gmail.com)

Website: <http://www.upd.edu.ph/~oc/>

Office Address: 2nd floor, South Wing Quezon Hall, UP Diliman, Quezon City 1101, Philippines

### UP CENTER FOR ETHNOMUSICOLOGY

The UP CENTER FOR ETHNOMUSICOLOGY is a center for music research with material collections on the musics and musical traditions in the Philippines, Southeast Asia, and representative areas from other continents. The Center was founded by Dr. Jose M. Maceda (1917-2004), composer, ethnomusicologist, pianist, philosopher, scholar, and National Artist. The Center was established by the UP Board of Regents in its 1110th meeting held on 26 June 1997. The core holding of the Center is the Jose Maceda Collection, consisting of library and archive materials. It includes sound recordings, field notes, video, film, still photographs, and other documentary items as well as musical instruments, and original music compositions that were put together by Dr. Maceda, his research staff, and other scholars since 1953. Together with Dr. Maceda's personal collections which were officially transferred

and deposited at the U.P. Center for Ethnomusicology last 22 September 2005, the collection was inscribed in the UNESCO Memory of the World Register in August 2007, as an item of documentary heritage of exceptional value.

The Center is directly administered by the Office of the Chancellor and provides direct access to the faculty and graduate students of the College of Music, as well as other units of the University. The Center has established linkages with international institutions and individual scholars, several of whom have also deposited copies of their studies and research in the collection. It has produced LP recordings of traditional Philippine and Southeast Asian music, journals, books, a research manual, and other educational materials, and has organized various local and international symposia, conferences, and performances.

#### Collection

The UPCE offices are located at the second floor, main building of the U.P. College of Music, Abelardo Hall, UP Diliman Campus. The library houses books, serials, theses, dissertations, and published scores; the archives contain music scores of Dr. Jose Maceda's compositions, photographs, slides, posters, fieldnotes, and audio materials such as . . . sound recordings, video tapes, DVDs and CDs; and the instrumentarium contains a variety of musical instruments: aerophones, chordophones, idiophones, and membranophones.

The collections are mainly concerned with the musics of the world's cultures with emphasis on traditional and ethnic repertoires, as well as orally transmitted folk sound expressions in the Philippines and Southeast Asia. Other subject areas of the collection are philosophy, religion, history, anthropology, linguistics, mathematics, and literature in which majority of the collections are written in various languages such as Filipino, French, German, Dutch, Spanish, Italian, Portuguese, Chinese, Indonesian, Japanese, Korean, Indian, Thai, Malay, Burmese, Vietnamese, Arabic, Russian, and English.

#### **Principal Activities**

- 1) Academic and applied music research; course requirements
- 2) Publication of *Musika Jurnal* and other scholarly works
- 3) Continuing individual and collaborative field and archival research

#### **Facilities**

- 1) Card catalogues of print materials arranged alphabetically by author and subject for library materials, in accordance with the Library of Congress Classification System (LCCS)
- 2) Card catalogue with special classification system for the instruments and audio materials (tape collection)
- 3) Collection catalogue through I-Lib and the Center's own web portal
- 4) Open stacks
- 5) Reading area
- 6) Access station for digitized data for fieldnotes, photographs, and audio field recordings.

#### **Services**

- 1) Reference Service
- 2) Instruments for viewing and loan

<sup>a</sup> Write up updated by the Offices as of 17 January 2014

<sup>b</sup> The list of units under the office of the Chancellor and Office of the Vice Chancellors was based on the Organizational Chart prepared by the Office of the Chancellor

- 3) Music scores for reading and loan
- 4) Digital manuscripts and photographs databank
- 5) Digital audio databank
- 6) Archiving/storage of materials in various media/format
- 7) Field research
- 8) Special projects

*Service Hours:*

*Monday to Friday, 900a.m.-400p.m.*

*Contact details:*

*Telefax: +63-2-9257139*

*Email: upethno@gmail.com*

*Website: http://upethnom.com*

*Office Address: UP Center for Ethnomusicology, Room 210-212, 218-220, Abelardo Hall, College of Music, Diliman, Quezon City, 1101 Philippines*

### **SENTRO NG WIKANG FILIPINO (SWF)**

Inaprobahan ng Lupon ng mga Rehente ang pagtatatag ng Sentro ng Wikang Filipino (SWF) noong 29 Mayo 1989 at and kauna-unahang tanggapan nito ay pinasinayaan noong 29 Nobyembre 1989. Naging pangunahing tungkulin ng SWF ang pangangasiwa sa implementasyon ng Patakarang Pangwika (1989) sa Sistemang Unibersidad ng Pilipinas. Unti-unti, nagtatag din ng SWF sa iba't ibang yunit ng UP tulad ng Los Baños, Manila, Visayas/Iloilo, Mindanao, Baguio, Cebu, at Tacloban.

Pangunahing itinakda ng Patakarang Pangwika ng UP ang Filipino bilang midyum ng pagtuturo sa Unibersidad sa di-gradwadong lebel sa loob ng isang rasonableng panahon ng transisyon. Sa panahong ito, pasisiglahin ang paggamit ng Filipino sa pananaliksik, gawaing ekstensiyon, at bilang wika ng opisyal na komunikasyon. Alinsunod dito, naging pangunahing gawain ng SWF and sumusunod:

- 1) ang pagsuporta sa paggawa ng mga teksbuk at iba pang kagamitang panturo;
- 2) ang pagpapaulad ng pananaliksik sa Filipino at iba pang wika sa Pilipinas; at
- 3) ang pagsusulong ng pagsasalin ng mga materyal na panturo.

Sa panahong ding iyon, ang Departamento ng Filipino at Panitikan ng Pilipinas, Kolehiyo ng Arte at Literatura kasama ang Kolehiyo ng Edukasyon at Departamento ng Lingwistik ng Kolehiyo ng Agham Panlipunan at Pilosopiya, ang nangunguna sa pagtuturo ng wika, pananaliksik, serbisyong ekstensiyon kaakibat ang tunguhin ng ebolusyon ng wikang Filipino sa panahon ng transisyon. Samantala, and SWF naman ang naging pangunahing tagasuporta sa mga gawain ng mga iskolar sa Filipino at ibang wika sa Pilipinas.

Ngunit, matapos ang higit sa sampung taon o panahon ng transisyon, sa ika 1147 pulong ng Lupon ng mga Rehente noong 21 Disyembre 2000, sa pamumuno ni Dr. Ma. Serena I. Diokno, inirekomenda ang debolusyon ng SWF mula Sistemang UP tungong Diliman na lamang na maituturing na tanging aktibong SWF sa kasalukuyan.

Sa kasalukuyan, sa ilalim ng Opisina ng Tsanselor, ipinagpapatuloy pa rin ng SWF ang mandato nitong itaguyod ang wikang Filipino bilang midyum ng pagtuturo, pananaliksik at publikasyon, at opisyal na komunikasyon sang-ayon sa probisyon sa wika ng Konstitusyong 1987 sa pamamagitan ng sumusunod na proyekto:

- 1) Aklatang Bayan na naglalathala ng iba't ibang teksbuk sa Filipino sa iba't ibang larang at disiplina;
- 2) Pagdevelop ng diksiyonaryo ng wikang Filipino at mga glosari sa iba't ibang disiplina;
- 3) Gawad Saliksik Wika na nagkakaloob ng pondo sa mga mananaliksik sa wikang Filipino;
- 4) Bantay-Wika na sumusubaybay sa gamit ng wikang Filipino sa internet;
- 5) Saliksikang Filipino na isang online database na naglalaman ng maraming pananaliksik sa wikang Filipino at ibang wika sa Pilipinas;
- 6) Paglalathala ng Gabay sa Editing at Gabay sa Ispeling na manwal sa tamang pagbaybay at estilo sa pagsusulat upang palaganapin ang estandarisadong Filipino lalo na sa mga publikasyong pang-akademya, midya, at teknikal;
- 7) Daluyan Journal na isang online, open access na refereed journal sa wikang Filipino upang itampok ang iba-ibang paksa sa iba-ibang disiplina gamit ang wikang Filipino;
- 8) Taunang-seminar-workshop sa mga guro sa loob at labas ng UP hinggil sa epektibong pagtuturo sa Filipino, at iba pa; at
- 9) Komite sa Wika na nagmomonitor ng paggamit sa wikang Filipino sa bawat yunit sa UP at nangunguna sa mga proyektong pangwika na may kinalaman sa pagtuturo at pananaliksik.

Sinisikap ng SWF na muling mapalakas ang wikang Filipino bilang wika ng karunungan at makapaglingkod dito sa UP at sa bayan.

*Contact details:*

*Contact numbers: +63-2-981-8500 locals 4583-85*

*Telefax: +63-2-924-4747*

*Email: sentrongwikangfilipino\_diliman@yahoo.com*

*Website: www.sentrofilipino.upd.edu.ph*

*Office Address: 3rd Floor School of Urban and Regional Planning Building, E. Jacinto Street, UP Diliman, Quezon City 1101, Philippines*

### **UP DILIMAN INFORMATION OFFICE (UPDIO)**

The UP Diliman Information Office (UPDIO) is the public information and communications arm of UPD. It is tasked to provide accurate, comprehensive, and timely information on UPD's plans, programs and activities to the University's various stakeholders as befitting of UP's stature as the country's national university. The office maintains the official UPD website at [www.upd.edu.ph](http://www.upd.edu.ph) and publishes UPdate Diliman, the official UPD newsletter. UPDIO is a unit under the Office of the Chancellor created by Executive Order 94-11 as approved by the Board of Regents at its 1082nd Meeting on 16 December 1994.

### **UP DILIMAN LEGAL OFFICE (UPDLO)**

The UP Diliman Legal Office (UPDLO), a staff office reporting directly to, and is under the supervision of the Chancellor of Diliman. It:

- 1) Provides and renders legal opinion, advice, and assistance to the Chancellor and to other officials of UP Diliman and refers requests for opinion regarding matters which have System-wide policy implications to the Vice President for Legal Affairs; as required by University.
- 2) Handles judicial cases involving the operations of UP Diliman: ejection, unlawful detainer, forcible entry, breach of contract, specific performance, correction of entries in Civil Registries, violation of the Anti-Squatting law, and other laws;

- 3) Prepares, drafts and/or reviews contracts, documents, agreements, or undertaking involving UP Diliman or any of its colleges, schools or units;
- 4) Assists the Chancellor or the Executive Committee in the investigation, resolution, and disposition of disciplinary matters involving UP Diliman students who are charged with violating University rules and other regulations on discipline;
- 5) Assists the Chancellor in the investigation and resolution of administrative cases in which the UP Diliman employees are the respondents;
- 6) Performs and undertakes such other functions and responsibilities as may from time to time be assigned to the Chief Legal Officer by the Chancellor concerning legal matters affecting UP Diliman;
- 7) Prepares and submits comment/recommendation as part of the basic papers endorsed by the Chancellor to the President for appropriate actions in all matters affecting UP Diliman;
- 8) Handles legal matters relative to renegeing fellows (Administrative Order No. PERR-06-31 dated 20 April 2006), intellectual property, and alternative dispute resolution.

### **BALAY KALINAW/IKEDA HALL AND KAPIT-BALAY**

Balay Kalinaw/Ikeda Hall is an event and activity venue for academic, civic, and cultural activities and other social gatherings.

Kapit-Balay is a housing facility for official guests of the University. Transients are also accepted depending on the availability of rooms.

#### *Contact details:*

*Telephone nos. (Telefax): +63-2-920-4843; +63-2-426-1460*

*Email: upbalay@hotmail.com*

*Office Address: Guerero corner Dagohoy Streets, UP Diliman, Quezon City 1101, Philippines*

### **UPD OFFICE FOR INITIATIVES IN CULTURE AND THE ARTS**

The Office for Initiatives in Culture and the Arts (OICA) was established in March 1999 by virtue of a decision made by the Board of Regents during its 1128th meeting on 28 January 1999. The OICA is under the direct supervision of the Office of the Chancellor. It assumes the functions of the dissolved UP Diliman Committee on Arts and Culture and is tasked to formulate policies, guidelines, plans, and programs on artistic and cultural activities for the UP Diliman Campus. With its vision of advancing UP Diliman to the forefront of artistic and cultural engagement in the Philippines, OICA has created four key programs for the systematization and enrichment of the university's artistic and cultural endeavors. These programs are: Artist Support, Audience Development, Venue Development, and Cultural Exchange. Under these programs, various UPD artists and artistic groups as well as artistic and cultural initiatives from different UPD units and organizations are given financial and technical assistance. In addition, OICA has also proactively developed and implemented its own projects to further enhance the initiatives from various sectors of the university.

#### **Artist Support**

The Artist Support Program gives educational entitlement to the members of UP Diliman's official performing groups through tuition fee waivers. This program also gives financial incentives to artists and performers through honoraria and public recognition through citations.

Financial assistance is also given to various artist-support projects such as uniform and costume productions as well as to the staging of actual productions and exhibitions.

#### **Audience Development**

The Audience Development Program promotes the cultivation of critical education and appreciation of culture and the arts through financial and technical assistance given to cultural productions, performances, workshops, and exhibitions by student and faculty organizations, performing groups, colleges and other UP units in various arenas such as theatre, dance, literature, music, architecture, and visual arts.

#### **Venue Development**

The Venue Development Program coordinates the creation, development, and maintenance of venues such as galleries, museums, archives, auditoriums, and theaters in UP Diliman for exhibitions, performances, and research. OICA initiates partnerships/collaborative work between and among the various units/ colleges to maximize the participation of UP Diliman specialists in the activities of the program.

#### **Cultural Exchange**

This program promotes the participation of UP Diliman in cultural and artistic endeavors at the national, regional, and global arenas. This program supports mutually enriching partnerships with the UP autonomous units and other cultural institutions through collaborative projects, such as conferences, workshops, performances, and other forms of dissemination.

### **UNIVERSITY OF THE PHILIPPINES COMPUTER CENTER (UCC)**

The University Computer Center was established in 15 September 1966 by the University of the Philippines for one primary purpose: to provide high-speed computer services for the use of the university faculty, administration, and studentry in academic research, administration and instruction [750th Meeting of the Board of Regents]. In its first two years, it received grants from the Ford Foundation and IBM Corporation, which enabled it to acquire an IBM S 360/40 mainframe. The Center became operational in April 1968 with Professor Jose Maria de Castro as its first Director.

Over the decades, it has managed to provide computer services not only to the University but to other government units and offices as well. As advancements in computing technology evolved with more offices and departments having access to their own computers, the role of the Computer Center has changed to cope with these developments.

In the 1990s, the Computer Center was largely responsible not only for setting up Local Area Networks within the university, but interconnecting these networks as well. This decade also marked the rise of the Internet, with the Center involved in connecting the University with rest of the world. UP is also one of the first universities in the Philippines to deploy a campus-wide fiber-optic network of its scale. In its meeting on 22 February 2001, the BOR approved "in line with the devolution of system units to the relevant constituent university," the transfer of the administration of the Center from the UP System to UP Diliman, under its Office of the Chancellor [1148th Meeting of the Board of Regents].

In the early 2000s, the Computer Center continued to provide high-speed network access to the Internet, catering to more than ten thousand clients daily, interconnecting Local Area Networks between offices and departments, providing computing services for other units such as processing Student Tuition Fee Assistance Programs (STFAP) forms, and assisted other units in software development such as the Computerized Registration System (CRS) in tandem with the OVCAA (the CRS System now being under the OUR), Document Tracking System (Docutrak), UP Webmail, iLib (now under the Main Library), and the University Virtual Learning Environment (UVLe, now under the DILC).

Through the Intercampus Networking and Communications Project, also spearheaded by the Computer Center, the center was even more successful in providing and interconnecting fiber optic backbones in all the autonomous campuses of the University. In line with the “Linux Revolution” call of then UP President Francisco Nemenzo, the Center spearheaded the Linux Open Office training and migration of the different Units in the University. To date, the University Computer Center (renamed from UP Computer Center in 2002), provides free copies and repositories of many Linux Operating System distributions as well as free and open-source softwares.

The University Computer Center in Diliman now maintains one of the largest campus networks in the country, having laid more than 50 kilometers of fiber optic cables, deployed and maintains over 100 wireless hotspots, 1024 Voice over IP (VoIP) phones (in cooperation with the UPD PABX Office), and hosts over 50 UPD websites through its servers. In 2008, UP Diliman has successfully implemented its first native IPv6 peering with DOST-ASTI’s Philippine Research, Education and Government Network (PREGINET).

On 07 June 2011, UP Diliman rolled out full IPv6 implementation in its campus, with more than 15,000 clients and 100 LANs connected—one of the first in the country ([ipv6.upd.edu.ph](http://ipv6.upd.edu.ph)). It has also launched the first official time for use of the whole UP Diliman ([time.upd.edu.ph](http://time.upd.edu.ph), CAS Memo “Official Standard Time for UP Diliman” circulated 17 April 2012).

From its original mandate, the Center’s thrust is now to provide and maintain high-speed connectivity to the Internet and inter-unit data and voice connectivity within the Campus. It also provides hosting and data-encoding services, and maintains DILNET accounts used for accessing many ICT services in UPD (webmail, CRS, UVLe, iLib among others). The Center also assists other units in providing the University timely, efficient, innovative, resilient, and service-oriented ICT solutions and services.

#### UNIVERSITY OF THE PHILIPPINES THEATRE

The University Theatre, better known as Villamor Hall in the honor of the first Filipino UP President—Ignacio Borbon Villamor, is UP’s venue for gala performances such as plays and orchestral concerts. UP’s original theater, a relic from the liberation era built by the American Forces for the entertainment of battle-weary soldiers, continued to be used by UP in its early days in Diliman. The first modernization occurred in 1960 during the term of UP President Vicente de Guzman Sinco. Designed by former University Architect Roberto A. Novenario, it had a seating capacity of 3,000. Lack of construction funds led to the reusing of the old steel frames of the original hangar-type theatre. The second reconstruction was done during the incumbency of UP President

Edgardo J. Angara and Diliman Chancellor Ernesto Tabujara in the mid-80s. Architect Ben Soriano designed the present theatre with a seating capacity of 2,400, complete with air-conditioning facility.

#### DILIMAN GENDER OFFICE

##### *Our Vision:*

- A Truly Humane Campus
- Gender Sensitive
- Striving for Gender Equality & Equity
- Safe from gender violence

##### *What is the U.P. Diliman Gender Office (UPDGO)?*

The UP Diliman Gender Office (UPDGO) under the Office of the Chancellor was established in 1999 to promote gender equality and to mainstream gender sensitivity and responsiveness in teaching, research, extension work, and administration in UP Diliman.

The UPDGO is a UP Diliman unit mandated to promote gender rights as human rights. It aims for gender justice and works toward the realization of a campus free of gender discrimination and gender oppression, and safe from all gender violence like sexual harassment, rape, battering, and gay and lesbian bashing.

Specifically, the UPDGO:

- 1) provides technical assistance in the review and development of gender courses and integration of a gender perspective in the academic curricula;
- 2) conducts and organizes seminars, fora and research toward encouraging discussions and developing a gender sensitive analysis and understanding of gender, gender issues, gender relations and sexuality;
- 3) provides counseling services and gender wellness programs primarily but not exclusively to the UP Diliman constituents regardless of gender identity and orientation;
- 4) provides technical assistance to the different academic and administrative units in making the planning and budgeting process gender responsive;
- 5) coordinates gender-related activities within U.P. Diliman;
- 6) encourages extension activities and campaigns and;
- 7) assists in the activities and in performance of duties of the U.P. Diliman Gender and Development Committee

##### *UPDGO Services*

- 1) Gender sensitive and feminist crisis counseling;
- 2) Gender sensitivity training, feminist intervention seminars and other gender related capacity-building activities;
- 3) Gender information dissemination and;
- 4) Referrals for those who need gender-related services outside UP Diliman.

##### *Contact details:*

*Contact numbers: +63-2-981-85-00 local 2467 (Central)*

*Local 2464 (Counseling); Direct line: 9269053*

*Office Address: The UP Diliman Gender Office (UPDGO), 2nd Floor of Benton Hall, M. Roxas Street, UP Diliman, Quezon City 1101, Philippines*

Email: [updgo@up.edu.ph](mailto:updgo@up.edu.ph), [humanecampus@gmail.com](mailto:humanecampus@gmail.com)  
Website: <http://www.upd.edu.ph/~dgo/>  
FB page: University of the Philippines Diliman Gender Office (UPDGO)

### **DILIMAN OFFICE OF ANTI-SEXUAL HARASSMENT (OASH)**

The Office of Anti-Sexual Harassment was formally established in 2003 following the provisions set forth by the UP Implementing Rules and Regulations of the Anti-Sexual Harassment Act of 1995, notified by the BOR on 30 July 1998.

Through its creation, the University further affirms its commitment to provide a secure and conducive learning and working environments for students, faculty members and employees free from sexual harassment and all forms of sexual intimidation and exploitation.

The OASH is tasked to do the following:

- 1) Receive and document sexual harassment complaints;
- 2) Facilitate and coordinate preliminary and formal investigation of sexual harassment and complaints;
- 3) Undertake information and educational activities to the end that the University policy, rules, regulations, and procedures on sexual harassment are disseminated and become part of academic culture;
- 4) Creatively design or formulate informal procedures of such nature as to elicit trust and confidence on the part of interested parties in resolving problems arising from cases or incidents of sexual harassment, including counseling and grievance management;
- 5) Provide security and support measures to aggrieved parties or victims in sexual harassment cases; and
- 6) In every appropriate case, constitute a Hearing Committee for the formal investigation of sexual harassment complaints.

Contact details:

Contact numbers: +63-2-981-8500 local 2465 or 2466

Email: [oash@up.edu.ph](mailto:oash@up.edu.ph)

Website : [www.oash.upd.edu.ph](http://www.oash.upd.edu.ph)

FB page: UP Diliman OASH

Office Address : 2/F Benton Hall, M. Roxas St., UP Diliman, Quezon City, 1101, Philippines

### **NATIONAL SERVICE TRAINING PROGRAM (NSTP)**

The UP Diliman NSTP is a newly formed office under the Office of the Chancellor aimed at promoting and applying the university's primary goal to serve the people and the nation through espousing the spirit of volunteerism within and outside the UP community.

The UP Diliman NSTP Office was officially established by virtue of a decision made by the Board of Regents during its 1288th BOR Meeting on 20 June 2013. Its function is to administer, manage, and coordinate all NSTP offerings and activities in UP Diliman in accordance with Republic Act 9163 of 2001 and its duly approved implementing rules and regulations. It is also tasked to ensure that the objectives of the NSTP are achieved for all UP Diliman students regardless of their home colleges and departments.

Under the Republic Act No. 9163, NSTP is defined as "a program aimed at enhancing civic consciousness and defense preparedness in the youth by developing the ethics of service and patriotism while

undergoing training in any of its three (3) program components. Its various components are specially designed to enhance the youth's active contribution to the general welfare."

#### **Our Tasks:**

- 1) To be a center of NSTP-related matters in UP Diliman.
- 2) To undertake a participatory and collaborative process in designing the NSTP UP Diliman Program that encapsulates the NSTP IRR and freedom of education, diversity and the independence of each College/Unit/Discipline to draw from its own particular body of knowledge.
- 3) To ensure the rights and welfare of faculty and students and to draw up University protocols that affect NSTP Programs.
- 4) To facilitate projects that strengthen community service amongst UP Diliman students.

#### **Three NSTP Program Components:**

- 1) CWTS (1-2) or "Civic Welfare Training Service" refers to programs or activities contributory to the general welfare and the betterment of life for the members of the community or the enhancement of its facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morals of the citizenry.
- 2) LTS or "Literacy Training Service" is a program designed to train students to become teachers of literacy and numeracy skills to school children, out of school youth, and other segments of society in need of their service.
- 3) ROTC or "Reserve Officers' Training Corps" is a program institutionalized under Sections 38 and 39 of Republic Act No. 7077 designed to provide military training to tertiary level students in order to motivate, train, organize and mobilize them for national defense preparedness.

#### **Our Activities:**

- Educational Discussions
- Literacy Programs
- Campaigns
- Workshops
- Relief Operations
- Disaster Response
- Disaster Rehabilitation
- Productions
- Livelihood Projects
- Others (Soup kitchen, Module Development, etc.)

Contact details:

Contact number: +63-2-928-2886

Email Address: [updilimannstp@yahoo.com](mailto:updilimannstp@yahoo.com)

Website: [www.nstp.upd.edu.ph](http://www.nstp.upd.edu.ph)

Facebook: [www.facebook.com/nstpupd](http://www.facebook.com/nstpupd)

### **DEPARTMENT OF MILITARY SCIENCE AND TACTICS (DMST)**

The DMST aims to train and develop students in the fundamentals of military science. It produces basic ROTC graduates qualified for integration as reservists and advanced ROTC graduates for commission as officers both in the regular and reserve components of the Armed Forces of the Philippines. This mandate comes from the 1987 Philippine Constitution as implemented by the newly enacted National Service Training Program (NSTP), RA 9163.

The enhanced ROTC program focuses on training and practical exercises demonstrating the application of the military science subjects under the course such as: marksmanship, rappelling, first aid, map reading, and land navigation. Leadership and discipline are also emphasized during training.

The DMST occupies a complex composed of six main buildings, including the Vanguard Hall, quarters for cadet officers, and facilities for sports, martial arts, air rifle & pistol marksmanship, and rappelling. It has a parade ground with a permanent reviewing stand, the Gen. Antonio Luna Parade Ground. Other areas within the UP Diliman campus are used for practical exercises and field maneuvers, while live firing and field artillery training exercises are conducted at Fort Andres Bonifacio, Metro Manila and other military camps including Fort Magsaysay, Nueva Ecija and Camp O'Donnel, Tarlac.

### **OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS (OVCAA)**

The Vice Chancellor for Academic Affairs assists the Chancellor in coordinating curricular, instructional, extension, library, and other academic programs in UP Diliman.

The OVCAA is in charge of development and implementation of quality and responsive programs, systems and mechanisms in curricular, instructional, and extension work that ensure the attainment of the University of the Philippines Diliman's goals and objectives.

The following offices are under the OVCAA:

- Office of the University Registrar
- Office of the Director of Instruction
- Diliman Interactive Learning Center
- University Library
- Office of Extension Coordination

*Contact details:*

*Contact number: +63-2-928 2889*

*Telefax: +63-2-928-2889*

*Email: ovcaa@ovcaa.upd.edu.ph*

*Website: <http://www.ovcaa.upd.edu.ph>*

*Office Address: Room 203, 2/F, DILC Bldg., Magsaysay Ave. cor Apacible St., UP Diliman, Quezon City 1101, Philippines*

### **OFFICE OF THE UNIVERSITY REGISTRAR (OUR)**

The OUR is the repository of all the Academic records and serves as the Secretariat of the University Council which is the highest academic body of the University and its standing committees. It serves the students before, during, and after their stay in the University— from the time of application to graduation and even after. It also serves the faculty, the university administration, its alumni and the general public.

*Contact details:*

*Contact number: +63-2-927-6084*

*Telefax: +63-2-927-6084*

*Email address: our@up.edu.ph*

*Website: [www.our.upd.edu.ph](http://www.our.upd.edu.ph)*

*Office address: OUR Bldg. Kalaw corner Quirino Streets, UP Campus, Diliman, Quezon City 1101, Philippines*

### **Admission and Registration Section (ARS)**

- 1) processes applications of transfer applicants from other schools and non-regular students (special, non-degree, exchange students and cross-registrants from UP units and other schools)
- 2) issues university admission slips to all new students and old returning students
- 3) processes certificates of eligibility of admitted law students
- 4) processes photo ID cards of students, faculty, employees and retirees of the University
- 5) assesses matriculation fees of foreign students, those with privileges and other scholarships
- 6) reviews college assessment of fees
- 7) evaluates credentials submitted and computes GWA of transfer applicants
- 8) processes claims for refund of matriculation fees, change of matriculation, dropping, leave of absence (LOA), and change of name
- 9) prepares certificates of enrollment for scholars/grantees, certificates of grade equivalents, and certifications of medium of instruction
- 10) generates reports of billing for the preparation of bills for scholarship agencies
- 11) coordinates advance registration of freshmen, preparation of freshmen blocks and the regular registrations
- 12) processes University clearances of students
- 13) prepares instructional materials to be sent to all Diliman UPCAT qualifiers

*Contact details:*

*Contact numbers: : +63-2-981-8500 locals 4555, 4556*

*Direct Line: +63-2-928-8369*

*Email: admission.our@upd.edu.ph*

### **Records Management and Appraisal Section (RMAS)**

- 1) evaluates records of students for graduation, extension of residency/readmission
- 2) prepares diplomas and computes General Weighted Average (GWA) grades of scholars, honor students, and graduates
- 3) classifies, consolidates, and files hard copies of student records and faculty reports of grades
- 4) records removal and completion grades and all other pertinent data on students
- 5) verifies enrollment and degrees of students
- 6) issues honorable dismissal to students
- 7) issues certified text of diplomas

*Contact details:*

*Contact numbers: +63-2-981-8500 locals 4559, 4563*

*Telefax: +63-2-927-6084*

*Email address: records.our@up.edu.ph*

### **Transcript of Records (TOR) Section**

- 1) prepares Official Transcript of Records (OTR), Certificates of Graduation (COG), Course Descriptions (CD), and English Translation of Diplomas (DT)
- 2) issues Certificate of Authentication and Verification (CAV)
- 3) verifies/authenticates above documents

*Contact details:*

*Contact numbers: +63-2-981-8500 locals 4561, 4562*

*Telefax: +63-2-927-6084*

*Email address: transcript@up.edu.ph*

**Publications and UC Secretariat Section (PUCSS)**

- 1) coordinates the production of various OUR publications such as the UPD General Catalogue, brochures, and commencement souvenir program
- 2) acts as the secretariat and central archive of the University Council and its various committees

*Contact details:*

*Contact numbers: +63-2 981-8500 locals 4554, 4558*

*Email: uc.secretariat.upd@gmail.com*

**Central Administrative (ADMIN) Section**

- 1) monitors the incoming and outgoing communications and documents
- 2) attends to general inquiries and referrals from other offices and the general public
- 3) services the different sections of the OUR

*Contact details:*

*Contact numbers: +63-2-981-8500 locals 4555, 4556*

*Telefax: +63-2-927-6084*

*Email address: admin.our@up.edu.ph*

**Computerized Registration and Student Records Section (CRSRS)**

The CRSRS section of the OUR provides an array of services to students, faculty, and administrators of the University, [both technical and non-technical in nature]. The section is mainly responsible for the maintenance of the Computerized Registration System (CRS) of the University. A section head supervises the support team to ensure smooth operations year round. The section also houses the CRS Development Team, which is headed by a project manager who reports directly to the University Registrar and coordinates closely with the section head. The team is in-charge of enhancement and development of the CRS program by creating new modules and other functionalities. The support team is responsible for providing services to CRS clients such as responding to telephone or email queries on technical matters related to CRS. The support team can directly provide technical assistance such as verification of data entry, completion/removal/change of grade online, validation of class lists and students, change of matriculation, dropping, leave of absence tagging, and other CRS concerns.

The following are the regular tasks of the section:

- 1) Data entry and verification of various types of data from source documents such as Manual Grades, Change of Matriculation, Dropping Slips, Completion/Removal Grades, Change of Grade, and Leave of Absence;
- 2) Checking, validating, and encoding pertinent information of students and grades into the CRS database;
- 3) Updating profiles, other pertinent information in the CRS, and payment status of students;
- 4) Providing telephone, email, and other forms of technical support for CRS users, including answering queries, providing direct technical assistance, and referring issues to the appropriate entities for resolution, in an effective, timely, and courteous manner;

- 5) Providing statistical data, generating report of grades, and printing of Form 5As, class list, and class offerings; and
- 6) Assisting in computerized freshman registration and in the preparation of UPCAT materials.

This section also assists the Administration and Registration Section (ARS) in the preparation and collation of UPCAT materials to be sent to the Diliman UPCAT qualifiers.

*Contact details:*

*Contact number: +63-2-981-8500 local 4560*

*Email: crssupport@list.upd.edu.ph*

**OFFICE OF THE DIRECTOR FOR INSTRUCTION (ODI)**

The quality of instruction naturally reflects the quality of education of the university. Instruction is very fundamental to UPD's tradition of pursuing academic excellence and competence. The Office of the Director of Instruction (ODI) is truly determined to live up to its vision of 'quality education in the premier university.' ODI is one of the offices under the Office of the Vice Chancellor for Academic Affairs. Its main mission is for the development of programs to ensure wholistic and effective teaching. The ODI specifically addresses the areas of instructional methodology, course/syllabus design, assessment, and teaching effectiveness. The Director provides leadership in the development, coordination, and monitoring of a system of continuing evaluation of instruction in UP Diliman.

**Student Evaluation of Teachers (SET)**

A tool to evaluate and improve the quality of teaching in the University.

**University Teaching (UT) Seminars**

It is an over-all title for the different short training activities ODI offers and/or manages for UP Diliman. Through these, concerns of faculty as well as trends, issues, and practices observed in university teaching are tackled.

**Teaching Effectiveness Course (TEC)**

The TEC is a 5-day experiential course leading to the design, development, try-out, and revision of teaching plans.

*Contact details:*

*Contact number: +63-2-981-8500 local 2562*

*Telefax: +63-2-924-7722*

*Email: teachupd@gmail.com*

*Website: <http://ovcaa.upd.edu.ph/odi/>*

*Office Address: Rm 101 Diliman Interactive Learning Center (DILC) Building, Magsaysay Avenue corner Apacible Street, UP Diliman, Quezon City 1101, Philippines*

**DILIMAN INTERACTIVE LEARNING CENTER**

The Diliman Interactive Learning Center (DILC) is mandated to support the interactive learning process at the University through the development and production of multimedia materials as well as the development and implementation of educational technologies.

DILC engages the UPD faculty in the appropriate and integrative use of educational technologies. It also helps showcase the best of UP education and, with its online contents, reach out to the larger public.

1) **Instructional Materials Development.** As a result of collaborative work with the UPD faculty, the DILC produced various materials now available at the DILC website ([dilc.upd.edu.ph](http://dilc.upd.edu.ph)).

*Learning Objects.* Learning objects are self-contained, reusable interactive resources from a variety of fields. In producing these materials, the faculty authors are helped by instructional designers, content editors, language editors, and multimedia developers.

*Vodcast.* Vodcasts are video materials viewable or downloadable from the Web.

*Podcast.* Web-based audio files playable or downloadable from the Web.

2) **UVLe.** The University Virtual Learning Environment (UVLe) is an online course management system that enables instructors to:

- a) organize their classes around topics, themes, weekly schedules
- b) upload digitized materials and share them with students
- c) link relevant materials from other sites
- d) post announcements that will be sent out automatically to students
- e) create online forums and wikis for students to participate in.

3) **IskWiki!** iskWiki! (“isko/a” + “wiki”) is a community wiki of the University of the Philippines. Launched on February 16, 2009, it is a learning platform and a knowledge repository. Among its many uses for faculty and researchers include:

- a) collaborative environment for class projects
- b) publication of research and teaching interests
- c) publication of abstracts, pre-prints, reports
- d) platform for collaborative writing with colleagues, choosing when and which part to publish
- e) profile of research projects
- f) update on research progress

*More information on the iskWiki! service is available at [iskwiki.upd.edu.ph](http://iskwiki.upd.edu.ph)*

4) **Videoconference.** The DILC videoconference facility enables people in different locations to interact simultaneously. Through videoconference, researchers can collaborate with peers in other institutions without loss of time due to travel.

5) **Iskstreaming.** Launched in March 2009, Iskstreaming (“isko/a” + “streaming”) is an audio streaming service that enables UP units to directly stream their lectures, symposia, and other activities to the cyberspace in real time, at no additional cost. These live audio streams are accessible using different popular media players. While the DILC continues to offer live audio-video streaming, audio streaming is more flexible in terms of technical setup and is easier on the bandwidth and other resources.

With DILC’s Iskstreaming, DZUP 1602 is made available online as an audio stream.

6) **Iskpace.** Iskpace (“isko/a” + “space”) is an interactive map of the University of the Philippines. It can be used to locate facilities, map events, index geotagged information, visualize research data. Available at [iskpace.upd.edu.ph](http://iskpace.upd.edu.ph)

7) **DILC Webchat.** It is a chat service that is used to support DZUP’s interaction with its audience, to solicit feedback for UVLe and other DILC services. Available at [dilc.upd.edu.ph/index.php/chat](http://dilc.upd.edu.ph/index.php/chat)

8) **Obletorr.** Obletorr (“Oble” - oblation + “torrent”) is DILC’s Bittorrent tracker that complements UVLe’s file upload feature (now limited to 50Mb per file). BitTorrent distributes large files efficiently and encourages the sharing of limited bandwidth. Obletorr can:

- a) facilitate the sharing of class projects (like videos, photos, data sets, databases) that involve files larger than 50Mb
- b) provide alternative means of distributing DILC contents
- c) help distribute official UP media files
- d) help distribute efficiently open source applications within the University (as opposed to downloading the apps from sites outside UP, which takes up substantial bandwidth that may slow down overall network traffic going in and out of UP)

Obletorr is available at [obletorr.upd.edu.ph](http://obletorr.upd.edu.ph).

9) **Training and Orientation Programs.** DILC offers training seminars on the appropriate and integrative use of educational technologies. While these are primarily offered to the UPD faculty and REPS, occasionally we get participants from other CUs. DILC also conducts orientation sessions with the different UP units to introduce DILC services to its constituents or to try to forge collaborative projects with these units. For the development of its staff, DILC conducts skills-oriented training that may also be participated in by UPD faculty and REPS.

10) **UPD.Pages** ([pages.upd.edu.ph](http://pages.upd.edu.ph)). UPD.Pages is an easy-to-use platform for the creation and maintenance of online sites for UPD units and projects as well as for profiles of UPD faculty and researchers.

11) **Conference.UPD** ([conference.upd.edu.ph](http://conference.upd.edu.ph)). Conference.UPD is a conference management system to manage academic conference participation and submission, review, and publication of conference materials.

*Contact details:*

*Contact numbers: +63-2-9209556 , +63-2-981-8500 local 2058*

*Email address: [dilc@upd.edu.ph](mailto:dilc@upd.edu.ph)*

*Website: <http://dilc.upd.edu.ph>*

*Office Address: Diliman Interactive Learning Center, Apacible corner Magsaysay Street, UP Diliman, Quezon City 1101, Philippines*

## **UP DILIMAN LIBRARY NETWORK**

### **General Information**

Since its establishment in 1922, the UP Library has grown from a smattering of libraries in Padre Faura and Los Baños to a system of seven University Libraries, providing the information, research and extension needs of the constituent universities located in Diliman, Los Baños,



## 58 Services and Facilities

Manila, Visayas, Mindanao, Baguio, and Open University, each excelling in their mandated academic disciplines.

The University Library's mission is to provide access to, and delivery of information services and resources to students, faculty, research, extension and professional staff (REPS), and administrative staff in support of teaching, learning, research, extension and creative functions of the UP Diliman through the utilization of information and communication technologies (ICTs).

The University Library has networked its 39 college and unit libraries and is ready to network with the other constituent university libraries for an integrated library resource in the UP System.

### Access

The University Library website may be accessed at <http://www.mainlib.upd.edu.ph>, while the Web Online Public Access Catalog (OPAC) may be accessed at <http://www.ilib.upd.edu.ph>. Access to online databases subscribed by the University is via IP Address authentication and is therefore limited to users accessing from within any of the University's Constituent units using computers connected to its network. Other library materials may be accessed through local databases and foreign indexes housed in the various UP Diliman libraries. Some of the online subscriptions offer remote access using user login and password. Furthermore, the University Library maintains pages in the UP Iskwiki, <http://iskwiki.up.edu.ph>

The libraries are open Mondays through Saturdays. They are closed on Sundays and holidays. Due to demands from the UP community, the General Reference and Electronic Resources Section, Main Library has been kept open until midnight Mondays through Fridays since 2000, in which the use of the resources, services and facilities such as WebOPAC, Internet, and extended borrowing of books from other library sections are offered after 5:00 p.m. Altogether, the libraries of UP Diliman, which are strategically located in different parts of the campus, have a seating capacity of 4,530 readers at any given time.

### Services and Facilities

The University Library primarily serves the students, faculty, researchers, officials, and employees of the University. Non-members of the University such as researchers from other institutions, government offices, and the private sector may also avail themselves of the library services, subject to the University library rules. Using new information and communication technologies (ICTs), the University Library offers the following services:

- 1) Bibliography and indexing
- 2) Ask-a-Librarian (Chat reference)
- 3) Database searching
- 4) Reader's advisory
- 5) WebOPAC and local online databases, e.g., Index to Philippine Newspapers, Index to Philippine Periodicals, eUARD, etc.
- 6) Current awareness services
- 7) Document delivery
- 8) Interlibrary loan and referrals
- 9) Interactive Virtual Tour Emulation (INVITE)
- 10) Electronic Bulletin Board (EBB)
- 11) Specific library instruction
- 12) Online library instructions (Web-based and podcast)

- 13) Library orientations and tours
- 14) Extended reading (Midnight services)
- 15) Extended check in/out
- 16) Learning Commons
- 17) Audiovisual room
- 18) Discussion rooms
- 19) TLC Multimedia rooms
- 20) Conference rooms
- 21) Reading zone
- 22) Dubbing service
- 23) Internet access
- 24) Wi-Fi® (Wireless Fidelity) network
- 25) Microfilm reading and scanning
- 26) Photocopying
- 27) Preservation
- 28) Printing
- 29) Digitization (RoBook Scanner)
- 30) Bindery
- 31) Microfilm laboratory
- 32) Barcode and library security machines
- 33) CDS/ISIS & iLib software

### Resources

The total book and non-book collections of the UP Diliman Libraries numbers 1,162,947 volumes, which include books, pamphlets, bound periodicals, theses and dissertations, microforms, audio and video cassettes, VHS, CD, VCD and other non-print materials. The serial collection totals 55,406 broken down as follows: 19,966 print titles and 33,719 unique e-journal titles in various online databases. The University Library has access to nine (9) major multidisciplinary online databases, namely:

- 1) ProQuest Central (accessible within UP System)
- 2) ScienceDirect Freedom Collection (accessible within UP System)
- 3) Gale Virtual Reference Library (accessible within UP System)
- 4) Philippine eLib (accessible within UP System)
- 5) Scopus (accessible within UP System)
- 6) EBSCO Academic Search Complete (accessible within UP Diliman and UP Los Baños)
- 7) JSTOR Arts and Sciences Collections (accessible within UP Diliman only)
- 8) Reader's Guide to Periodical Literature (accessible within UP Diliman only)
- 9) EBSCO Filipiniana eBooks (accessible within UP Diliman only)
- 10) Project Muse (accessible within UP System)

A total of 23 subject/specialized online databases on Physical Sciences, Engineering, Business, Economics and Education are also accessible within the University. Seven (7) of the subject/specialized online databases are funded by the Department of Science and Technology (DOST) for the Engineering Research and Development for Technology (ERDT) Program through the UP College of Engineering.

These include subject databases accessible within UP Diliman:

- 1) American Chemical Society (ACS) Legacy Archives
- 2) CRCnetBase Engineering Collection (eBook)
- 3) IEEEExplore Online Journal
- 4) LOCUS (Siams Online Journal Archives 1953-1996)
- 5) McGraw-Hills Access Engineering (eBook)
- 6) SIAM Digital Library
- 7) Springerlink Online Journal

In addition to the collections found at the Main Library, there are college/unit libraries with collections geared towards the curricular and research needs of their respective colleges/units. These libraries are as follows:

MAIN LIBRARY	Books/Non-books (vols.)	Serials (titles)	AV Materials
Filipiniana Book	110,199	--	--
Filipiniana Serials & Special Collections	--	6,217	--
Foreign Serial	--	1,507	--
General Reference	38,496	--	--
Media Services	--	--	17,381
Social Science	84,683	711	--
UARD Theses/ Dissertations	12,417	793	--
Sub-Total	245,795	9,228	17,381

COLLEGE/UNIT LIBRARIES	Books/Non-books (vols.)	Serials (titles)	AV Materials
Archaeological Studies Program	2,312	63	--
Architecture	18,086	354	223
Arts and Letters	52,953	389	--
Asian Center	40,699	428	--
Asian Institute of Tourism	15,023	114	--
Business Administration	36,092	305	220
Economics	101,269	572	39
Education	62,459	895	--
Engineering	66,921	1,367	--
Fine Arts	13,618	19	134
Home Economics	38,174	395	25
Human Kinetics	3,961	126	690
Integrated School	44,525	472	--
Islamic Studies	5,515	43	1
Labor and Industrial Relations	12,445	5	10
Law	96,195	594	53
Library and Information Studies	12,411	242	291
Mass Communication	34,789	555	4,743
Music	46,606	6	14,866
Population Institute	7,168	140	--
Public Administration and Governance	35,792	368	203
Science	83,446	1,824	985

Social Work & Community Development	25,320	584	--
Statistics	8,541	130	--
Technology Management Center	2,225	39	--
Third World Studies Center	8,011	--	--
Urban and Regional Planning	27,782	693	90
Center for Nationalist Studies	150	--	100
Vanguard	2,000	--	--
UP Pampanga	12,664	16	--
Sub-total	917,152	10,738	22,673
GRAND TOTAL	1,162,947	19,966	40,054

Library resources are organized using the Library of Congress (LC) Classification Scheme, except for the UP Integrated School (UPIS) collection, which uses the Dewey Decimal Classification (DDC).

#### **Filipiniana and Special Collections**

The Main Library also houses the Filipiniana books, serials, and special collections. The Filipiniana Books collection includes printed books in the Philippines, books about the Philippines regardless of author, language and publisher's imprint; and, books written by Filipinos on any subject. On the other hand, the Filipiniana Serials collection consists of periodicals published by academic and research institutions, government agencies, societies, commercial publishers, etc., and extensive sets of national and regional newspapers, current as well as retrospective.

The Filipiniana Special Collections include the Rare Books and Rare Serials, Human Rights Papers (SELDA), Radical Papers, Biography File, Vernacular Papers (Bicol, Cebuano, Hiligaynon, Ilocano, Pampango, and Tagalog Collections), Local History File, Picture File, Art Collection, Maps, Historical Collections (Luther Parker, People's Court Papers and Japanese Occupation Papers), Rizaliana Collection, and the Speech Collection.

#### **University Archives and Records Depository**

This official archival agency of UP established in 1974 and located in the Main Library, contains University records of permanent value and permanent papers of University administrators, faculty, and alumni. Foremost of these are the official records of the Board of Regents, Executive Committee, University Council, administrative officials of the University, individual records of Diliman colleges and units, official UP publications such as the UP Gazette, UP Newsletter, Philippine Collegian, reports of committees created by the University President and Board of Regents, memorabilia, plaques, trophies, pins, posters, photographs, and theses and dissertations of the colleges. On display at the Archives are contributions of the UP to the celebration of the Centennial of the Republic of the Philippines in 1998.

The Archives maintains computerized indexes to the *Philippine Collegian*, *UP Gazette*, and the Minutes of the Meetings of the Board of Regents for easy retrieval by officials, students, and researchers.

### **The Main Library**

Located in the heart of the UP Diliman campus, the Main Library, which is the seat of library administration, is situated at Gonzalez Hall in the middle of the academic oval. It consists of eight readers services sections (Filipiniana Book, Filipiniana Serials, Special Collections, Media Services, General Reference and Electronic Resources, Social Sciences, Foreign Serials, and the University Archives and Records Depository); four technical sections (Acquisitions, Bibliography and Indexing/R&D, Cataloging and Computer Services); and the Administrative Services Department.

The bulk of the library collection in the social sciences, general reference, foreign serials, UPiana and other special collections are found in the Main Library. The Library's print and non-book collection is complemented and updated by extensive and multidisciplinary state-of-the-art electronic resources, which are accessible throughout the UP system.

In the Main Library alone, there are 20 OPAC terminals in the first floor lobby and more than 40 terminals for CD-ROM/Internet use in the General Reference and Electronic Resources Section, made available to library users from 8:00 a.m. to 12:00 midnight on weekdays and from 8:00 a.m. to 5:00 p.m. on Saturdays. Several computers are also provided in the other sections for library clients and staff use as well. To safeguard, and at the same time facilitate the circulation of library materials, a library security system with its prerequisite barcodes, barcode reader, magnetic strips, sensitizer-desensitizers and a closed circuit television were installed in the Main Library and other college/unit libraries.

#### *Contact details:*

*Contact number: +63-2-981-8500 local 2852*

*Telefax : +63-2-981-8500 local 2851*

*Email: upd\_genref@up.edu.ph, updgenref@gmail.com (Reference Librarians), rytarlit@gmail.com (University Librarian)*

*Website: www.mainlib.upd.edu.ph*

*Office Address: The University Library, University of the Philippines Diliman, Gonzalez Hall Apacible Street, Diliman, Quezon City 1101, Philippines*

### **OFFICE OF EXTENSION COORDINATION**

The Office of Extension Coordination (OEC)—a staff unit of the Office of the Vice Chancellor for Academic Affairs—enforces policies, standards and basic procedures on extension services, and in practice, serves as the international affairs office of UP Diliman. The OEC is mandated to develop and promote academic and socially-responsible extension programs, institutional linkages and scholarly exchange to strengthen and sustain U.P. Diliman's competitiveness in providing leadership in meeting the human resources needs of the country. The OEC initiates and assists in the establishment of linkages with international/local academic institutions, facilitates the exchange programs with partner universities, and coordinates the Limited Practice of Profession and Teaching in Other Institutions of the university. It also collects data on extension services and promotes the best practices in extension programs of the operating U.P. Diliman units.

#### *Contact details:*

*Contact number: +63-2-851-8500 local 2561; Telefax:+63-2-926-6590; Email: international@oec.upd.edu.ph; Website:http://ovcaa.upd.edu.ph/oec Office Address: 1st Floor DILC Building, Magsaysay Avenue corner Apacible Street, UP Diliman, Quezon City 1101, Philippines*

### **OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT (OVCRD)**

The Office of the Vice Chancellor for Research and Development (OVCRD) aims to promote and enhance R&D undertakings by, and in the University of the Philippines Diliman. Specifically, the OVCRD:

- 1) formulates policies and guidelines on R&D, which recognize and institutionalize R&D as a major undertaking of UP Diliman;
- 2) initiates measures and procedures to coordinate any and all research activities of UP Diliman with the proper offices and units;
- 3) implements these policies, guidelines, and procedures for the conduct of R&D activities;
- 4) identifies and prioritizes areas of R&D and, for this purpose, coordinates with relevant offices, agencies, and institutions, and regularly updates the UP Diliman research community on these priorities.

The creation of the OVCRD was approved by the UP Board of Regents at its 1124th meeting on 24 September 1998. The OVCRD is headed by the Vice Chancellor for Research and Development, and composed of the following units, each headed by a Director:

- Project Management and Resource Generation Office
- Research Dissemination and Utilization Office

It has a Technology Transfer Section, which also functions as the Innovation and Technology Support Office in partnership with the Intellectual Property Office of the Philippines. It also maintains facilities for research meetings open to students, faculty, and staff.

#### *Contact details:*

*Contact number: +63-2- 981-8500 local 4046*

*Telefax: +63-2-927-2568*

*Email: ovcrd@upd.edu.ph*

*Website: www.ovcrd.upd.edu.ph*

*Office Address: Lower Ground Floor, PHIVOLCS Building, CP Garcia Avenue, Diliman, Quezon City 1101, Philippines*

### **PROJECT MANAGEMENT AND RESOURCE GENERATION OFFICE (PMRGO)**

The PMRGO assists in project development by extending funding and technical assistance for research activities of faculty members, REPS and students, and ensures project accountability through overall project management of institutional and external grants. The Office also maintains and updates a database of UP Diliman's R&D activities and outputs.

The PMRGO processes the applications of faculty members for research load credits and creative work load credits, to form part of their faculty service. Moreover, the PMRGO identifies local and foreign sources of funds for UP Diliman's R&D activities, assists in formulating guidelines on resource generation, and coordinates with relevant offices and agencies to identify high-priority R&D areas.

The PMRGO also oversees the operations of the UP Diliman Institutional Ethics Review Committee (UPD IERC), the UP Diliman Institutional Biosafety Committee (UPD IBC) and the UP Diliman Institutional Animal Care and Use Committee (UP IACUC), and provides administrative support for the three committees.

*Contact details:*

*Contact number: +63-2-981-8500 local 4050*

*Email: pmrgo.ovcrd@upd.edu.ph*

**RESEARCH DISSEMINATION AND UTILIZATION OFFICE (RDUO)**

The RDUO disseminates the research and creative work outputs of UP Diliman faculty, researchers, and creative workers through several venues. It publishes three refereed journals: *Humanities Diliman*, *Science Diliman*, and *Social Science Diliman*. It organizes research colloquia and participates in the research and creative work dissemination activities of UP Diliman's R&D partners. The RDUO also maintains the website of the OVCRD, oversees the UP Diliman Journals Online portal, and publishes various print and online materials about R&D in the campus.

The RDUO coordinates the accreditation of all UP Diliman journals and assists them in gaining accreditation from institutions such as the Commission on Higher Education, Scopus, and Thomson-Reuters/ISI. The Office also processes the Research Dissemination Grant and International Publication Award applications in UP Diliman.

The Office assists UP Diliman researchers, creative workers and students regarding Intellectual Property Rights (IPR) concerns. Specifically, it takes charge of matters regarding copyrights, licensing agreements, and registration and/or commercialization of inventions and innovations in UP Diliman. The Office also houses patent databases that may be used for prior art searches.

Students doing their theses and dissertations can seek orientation and other forms of assistance from the Office regarding IP-related matters.

Currently, the RDUO has two sections: the Publications Section, which takes charge of the research dissemination activities and copyright-related matters; and the Technology Transfer Section, which handles the protection, patenting, deployment, and commercialization of the inventions and innovations of UP Diliman's researchers and creative workers.

*Contact details:*

*Publications Section*

*Contact numbers: +63-2-981-8500 local 4048; 436-8720*

*Email: research.dissemination1@upd.edu.ph;*

*research.dissemination2@upd.edu.ph*

*Technology Transfer Section*

*Contact numbers: +63-2-981-8500 locals 8763; 981-8763*

*Email: techtransfer.ovcrd@upd.edu.ph*

**OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION (OVCA)**

The Vice Chancellor for Administration assists the Chancellor in the administrative management of UP Diliman. The OVCA administers the university's physical, financial, and human resources.

The following offices in charge of administrative services in the OVCA are:

- Budget Office
- Human Resources and Development Office
- Accounting Office
- Cash Office
- Supply and Property Maintenance Office
- PABX Office
- Utilities Management Team

*Contact details:*

*Contact number: +63-2-981-8500 locals 2581, 2580, 2579*

*Website: www.ovca.upd.edu.ph*

*Office Address: Ground floor, South Wing Quezon Hall, UP Diliman, Quezon City 1101, Philippines*

**BUDGET OFFICE**

The Budget Office plans and assists in the preparation, authorization, implementation and accountability phases of the budget process in the University, evaluates budgetary implications and recommends appropriate action on all requests for staffing and other matters pertaining to Personal Services (PS), Construction Outlay (CO), Equipment Outlay (EO) and Maintenance and Other Operating Expenses (MOOE). Under the New Government Accounting System (NGAS) which took effect in year 2003, the Budget Office was mandated to take charge of controlling the allotment of the various colleges, units, and offices of the UP Diliman.

*Contact details:*

*Contact numbers: +63-2-436-3488 (Division A), +63-2-436-2808*

*(Division B), +63-2-436-2944 (Admin Services), +63*

*2-981-8500 local 3049 (Director's Office)*

*Fax: +63-2-928-3330 (Admin Services)*

*Office Address: 4th floor NEC bldg. F. Agoncillo cor Osmeña Sts. UP Diliman, Quezon City 1101, Philippines*

**HUMAN RESOURCE DEVELOPMENT OFFICE (HRDO)**

The Human Resources Development Office (HRDO) implements existing University and Civil Service policies on employee recruitment, appointment and performance evaluation, and administration of employee benefits including various modes of separation of employees. The HRDO also gives advice to top management on innovative implementation guidelines to simplify and rationalize procedures in recruitment, appointment, and evaluation processes including administration of employee benefits.

The HRDO has three composite divisions and the Administrative Section tasked to implement various human resources functions:

*Website: www.hrdo.upd.edu.ph*

**1. HR Planning and Research Division (HRPRD)**

*A. HR Planning and Research Section*

- 1) Conducts manpower needs forecasting/job analysis and job evaluation;
- 2) Evaluates requests for authority to fill/hire vacant items in the university
- 3) Processes requests for staffing modification, creation and filling of positions, including requests for exemption from the attrition law;
- 4) Sets and keeps records of qualification standards/skill requirement for all university positions and implement the position classification and compensation plan of the university;
- 5) Ensures proper management of the University's pool of vacant items and facilitate item modification plans.

Contact numbers: +63-2-9818500 locals 2570; 2574

*B. HR Monitoring and Evaluation Section*

- 1) Monitors compliance in submission of performance evaluation reports (Performance Targets and Performance Ratings)
- 2) Serves as secretariat to PERC which resolves grievances relative to performance ratings;
- 3) Facilitates implementation of actions agreed upon by PERC (Performance Evaluation Review Committee.)

Contact number: +63-2-9818500 local 2571

*C. HR Information Management Section*

- 1) Maintains and update the HRDO website;
- 2) Monitors employees' compliance with submission of Statement of Assets Liabilities and Networth;
- 3) Maintains 201 files of University personnel; and
- 4) Maintains and updates the university's computerized manpower data bank.

Contact numbers: +63-2-9818500 local 2578

**2. Human Resources Recruitment Division (HRRD)**

*A. HR Recruitment Section*

- 1) Implements University and Civil Service laws and rules on recruitment and appointment of personnel;
- 2) Posts published vacant plantilla/contractual positions in conspicuous places;
- 3) Administers initial documentary screening of qualified applicants to specific positions;
- 4) Administers initial examination to applicants;
- 5) Serves as secretariat to the Academic Personnel and Fellowship Committee (AcadPFC);
- 6) Coordinates with Training Section regarding conduct of job orientation programs for newly hired employees;
- 7) Refers qualified applicants to vacant positions, with approved authority to fill/hire, in various colleges/units;
- 8) Posts names of newly appointed/promoted personnel in the HRDO website;
- 9) Assesses non-UP Contract of Services and Job Orders for HRDO notation.

Contact numbers: +63-2-929-6530 (directline)  
+63-2-981-8500 local 2568

*B. HR Appointment Section*

- 1) Processes all kinds of recommendations for permanent/temporary/contractual appointments whether original, renewal, promotion,

reappointment, reemployment, reclassification, transfer, tenure or extension or regular appointment;

- 2) Processes Notification of Salary Increase due to longevity and Notifications of Salary Adjustments due to DBM across the board salary increases;
- 3) Issues Certificates of Employment, requests for ID, requests for Medical Certificates;
- 4) Verifies, prepares, and issues Service Records of employees;
- 5) Updates University Personnel plantilla;
- 6) Monitors inventory of all temporary/casual/contractual appointments;
- 5) Serves as secretariat to the Administrative Personnel and Fellowship Committee (AcadPFC)

Contact numbers: +63-2-929-6530 (directline)  
+63-2-981-8500 locals 2566, 2567

**3. Human Resources Development and Benefits Division (HRDBD)**

*A. HR Scholarship Section*

- 1) Processes application for local/foreign fellowship/scholarship and study grants;
- 2) Processes requests for special detail, sabbatical, and travel authority
- 3) Serves as member of the secretariat to the Administrative Personnel Fellowships Committee (AcadPFC) for monitoring of Administrative Development Fund and REPS Development Fund; and, the Reneging Fellows Committee;
- 4) Implements the Computer Loan Program;
- 5) Processes reduced fee for employees enrolling in UP

Contact numbers: +63-2-929-6530 (directline)  
+ 63-2-981-8500 locals 2576, 2577

*B. HR Benefits Section*

- 1) Maintains and updates employee leave records;
- 2) Implements and monitors all employee benefit programs regarding leaves, special leaves, loyalty awards, enrolment privilege of employees and their dependents, clothing, grocery, and rice allowances;
- 3) Coordinates with GSIS, PHILHEALTH, and PAGIBIG regarding mandated membership of employees;
- 4) Processes secondment, limited practice of profession, and retirement applications (compulsory/optional) and other modes of separation;
- 5) Serves as secretariat to the Financial Assistance Program for Hospitalization Expense (FAPHE).

Contact numbers: +63-2-981-8500 locals 2565; 2575

*C. HR Training Section*

- 1) Develops instruments for assessing training needs of specific target participants to a training program;
- 2) Designs training programs based on outcome of training needs including appropriate evaluation instruments;
- 3) Undertakes continuing assessment of various training interventions implemented to improve/update future training programs.

Contact numbers: +63-2-981-8500 local 2577

**4. Administrative Section**

- 1) Records and tracks all incoming and outgoing documents and official communications;

- 2) Distributes appropriate documents to concerned divisions for action;
- 3) Responds to inquiries and referrals from other units pertaining to human resources matters;
- 4) Makes final review of appointments, retirement, scholarship, and performance evaluation documents and other communications before final action of the Director;
- 5) Renders liaison service in processing papers for retirement (GSIS/DBM) and travel (DFA/BID).

Contact numbers: +63-2-929-6530 (direct line)  
+63-2-981-8500 locals 2513, 2564, 2568, 2569, 2572, 2573

#### **ACCOUNTING OFFICE**

The Accounting Office is mandated to provide an enabling and nurturing environment through a realistic and efficient maintenance of the Books of the University, processing of claims and development and conduct procedures to meet the needs of management and stakeholders.

Pursuant to the provisions of the Government Accounting and Auditing Manual (GAAM), Accounting Office aims to:

- 1) Produce information concerning past operations;
- 2) Provide a basis for guidance for future operations;
- 3) Provide for control of the acts of public bodies and officers in the receipt, disposition and utilization of funds and property; and
- 4) Report on the financial position and the results of operations of UP Diliman for the information of all persons/offices concerned.

Contact details:

Contact number: : +63-2-9209179

Email add: [updacctg@yahoo.com](mailto:updacctg@yahoo.com)

Office Address: 2nd Floor PNB Building, Apacible Street, UP Diliman, Quezon City 1101, Philippines

The UP Diliman Accounting Office has six (6) Sections namely;

- Bookkeeping Section
- Pre-Audit Section
- Payroll Section
- Withholding Tax and Reconciliation Section
- Electronic Data Processing Section
- Administrative and Records Management Section

#### **Bookkeeping Section**

The Bookkeeping Section handles the recording of financial transactions and operations in conformity with the generally accepted accounting principles and in accordance with pertinent laws and regulations. As mandated by GAAM, the accounts of UP Diliman shall be kept in such detail as is necessary to meet the needs of the University and at the same time be adequate to furnish the information needed by management and outside agency users.

Contact number: +63-2-981-8500 locals 2753, 2754, 2764

#### **Pre-Audit Section**

The Pre-Audit Section handles the pre-audit functions of the Commission on Audit when it shifted from pre-audit to post audit of financial transactions. It works within the GAAM fundamental principles which requires that all laws, rules, and regulations applicable to financial transactions have been faithfully adhered to and the general provision that all resources of the government shall be managed, expended or utilized in accordance with law and regulations, safeguard against loss or wastage through illegal or improper disposition, with a view to ensuring efficiency, economy, and effectiveness in the operation of the government.

Contact number: +63-2-981-8500 locals 2755, 2765

#### **Payroll Section**

The Payroll Section handles the preparation of the General Payroll of UP Diliman, the implementation of laws, regulations and procedures related to the payment of salaries, honoraria, allowances and remuneration of UPD personnel, implementation of the authorized payroll deductions and remittances thereof to the respective agency or creditors, and the preparation of special payroll and disbursement vouchers for those employees whose payrolls are not yet included or adjusted in the monthly regular payroll.

Contact number: +63-2-981-8500 locals 2757, 2758

#### **Withholding Tax Section**

The Withholding Tax Section handles the implementation of the mandated withholding tax deductions for the salaries, wages, and other remunerations received by the employees of UP Diliman and the mandatory withholding tax deduction from purchases and their remittances in accordance with the BIR implementing rules and regulations. It handles the maintenance of the Tax Database for both the employees of the UPD and its creditors/suppliers and produces withholding tax reports for submission to the BIR, DBM, and other outside agency users. It also handles the preparation of withholding tax forms for the employees and suppliers/creditors of UPD.

Contact number: +63-2-981-8500 local 2759

#### **Electronic Data Processing Section**

The Electronic Data Processing Section handles the maintenance of the computerized reports of the Accounting Office. It is in charge of the production of the computerized monthly general payroll and special payroll for benefits given to employees of the University. It handles the processing and production of the UP-Diliman Balance Sheet, Income Statements and other financial reports mandated by law for submission to COA, UP System, and DBM. It generates financial reports needed by management in the formulation of policies and in managing the day-to-day operations of the UPD.

Contact number: +63-2-981-8500 local 2756

### **Administrative and Records Management Section**

Administrative and Records Management Section handles the administrative operations of the Accounting Office, the tracking system for correspondence, memos, letters, inquiries, and the maintenance of the filing system of the office for the financial documents and reports that have to be preserved in accordance with the law. This section serves as the different sections of the Accounting Office.

*Contact number: +63-2-981-8500 local 2752*

### **CASH OFFICE**

The Diliman Cash Office is the deputized unit of the National Treasury relative to collection and safekeeping of government funds in the University. It is in charge, among others, of receiving payments and securing them until the same are deposited with the University's depository banks.

The Diliman Cash Office does not only serve as the steward of the University's funds but, in coordination with concerned offices/units, is also in charge of cash flow management and investments.

It also disburses all payables of the university such as reimbursement of expenses, salaries, allowances, honoraria, stipends, and payment for supplies, equipment, and Capital Outlay.

*Contact number: +63-2-9818500 locals 2766 (Check Preparation and RADA Sections), 2762 (Collection), 2761 (Check Releasing)*

### **SUPPLY AND PROPERTY MAINTENANCE OFFICE**

As a service unit, the SPMO is tasked to carry out the following general support functions:

- Process procurement requests for supplies and equipment and their corresponding acquisitions;
- Maintain inventory stocks of basic office supplies and their issuances to various requesting units;
- Maintain and update University property database (excluding buildings and library books);
- Dispose unserviceable properties and equipment;
- Process of GSIS insurance payments for University properties.

### **Procurement and Inspection Section**

- 1) Procures supplies, materials, equipment, and services for UP Diliman offices and units;
- 2) Provides information and technical advice to the different UP Diliman Offices/units relative to procurement of supplies, materials, equipment, and services;
- 3) Serves as Bids and Awards Committee (BAC) secretariat during the conduct of public bidding;
- 4) Inspects deliveries of newly acquired properties/equipment;
- 5) Assists the head of office in the review, evaluation, and development of procurement policies, system and procedures, and their corresponding implementation.

### **Property Inventory and Disposal Section**

The Property and Disposal Section is tasked to perform the following functions:

- 1) Maintains and updates the central inventory records of properties/equipment of the UPD;
- 2) Monitors and follow-up submission of inventory report;
- 3) Oversees and assists in the inventory-taking of UPD units;
- 4) Consolidates inventory reports;
- 5) In-charge of insurance of University properties/equipment, insurance claims;
- 6) Serves as the UPD liaison unit with the GSIS;
- 7) Reconciles physical inventory records with those of the Diliman Accounting Office;
- 8) In-charge of the disposal of supplies, materials, and equipment which are unserviceable/obsolete, condemned, or no longer needed properties of units;
- 9) In-charge of evaluating the scrap, unserviceable, and no longer needed properties of units;
- 10) Maintains database and records of condemned properties/equipment;
- 11) Provides list of condemned properties/equipment to Accounting Office for dropping from the book of accounts;
- 12) Issue property clearance of separated/retired employees;
- 13) Assists the head of office in the review, evaluation, formulation and development of inventory and disposal policies, systems and procedure, and their corresponding implementation.

### **Central Storeroom**

The Central Storeroom is tasked to perform the following functions:

- 1) Procures and maintains stocks of commonly used office supplies;
- 2) Monitors/follow-up the submission of Annual Procurement Plan;
- 3) Conducts regular inventory of stocks and monthly reconciliation with the Accounting Office;
- 4) As necessary, coordinates with concerned units to form modifications/revisions;
- 5) Assists the head of office in the review, evaluation, formulation and development of inventory and disposal policies, systems and procedure, and their corresponding implementation.

### **Administrative and Technical Support Services**

- 1) Receives and records incoming and outgoing communications;
- 2) Records, delivers, and files documents/communications;
- 3) Conducts pre-repair inspection;
- 4) Assists in inspection of deliveries

*Contact details:*

*Contact numbers: +63-2-981-8500 locals 4581 and 4582*

*Website: [www.spmo.upd.edu.ph](http://www.spmo.upd.edu.ph)*

*Office Address: Lakandula Stree, (back of Albert Hall) UP Campus, Diliman, Quezon City 1101, Philippines*

**PABX OFFICE**

The PABX unit functions as a service unit to provide, manage, optimize, and expand voice, fax, and related communication services to University units and constituents, including:

- 1) all routing, information and related operator assistance services
- 2) management and allocation of number and identifier resources for local and direct inward dialing endpoints
- 3) end-user billing for services
- 4) management, maintenance and monitoring of the physical infrastructure for voice communications, including installation and troubleshooting of copper and fiber optic cabling<sup>a</sup>
- 5) providing online and physical directory services<sup>a</sup>
- 6) configuration, management and monitoring of server-side voice components and associated services in coordination with network management personnel<sup>a</sup>
- 7) research, testing and deployment of new voice/multimedia messaging products and services<sup>a</sup>
- 8) coordination and monitoring of third-party provisioned services such as trunklines<sup>a</sup>

*Contact details:*

*Contact numbers: +63-2-9818500 locals 2071, 2077*

*Email: voip@upd.edu.ph*

*Website: directory.upd.edu.ph*

*Office Address: Ground floor, University Computer Center Building, Magsaysay Avenue corner Apacible Street, UP Diliman, Quezon City 1101, Philippines*

**UTILITIES MANAGEMENT TEAM**

The Utilities Management Team supervises the use of the electric and water utilities of the campus. Its office mandate has three tasks:

- 1) Monitor - to gather data on the electric and water bills of the campus
- 2) Report - perform analysis on utility data, and determine out-of-the-ordinary behavior such as water leaks or electrical groundings
- 3) Improve - Coordinate with the different offices of the campus to find efficient and cost-effective ways of electric and water use

*Contact details:*

*Contact number:*

*Email: philip\_zuniga@yahoo.com (current UMT team leader)*

*Office Address: First floor, Computer Center Building, Magsaysay Avenue, UP Campus, Diliman, Quezon City 1101, Philippines*

**OFFICE OF THE VICE CHANCELLOR FOR STUDENT AFFAIRS (OVCSA)**

The Vice Chancellor for Student Affairs assists the Chancellor in promoting the welfare of, and maintaining discipline among students. S/he is concerned with all activities that relate to students and student services—scholarships, learning assistance and tutorials, guidance and counseling, student complaints, student housing (dormitories), student organizations, student discipline, food services, and health service.

The Office of the Vice Chancellor for Student Affairs, through its offices, initiates and organizes the following student-related events:

- 1) Freshman Orientation Program
- 2) Freshman Welcome Assembly
- 3) University Student Council Election
- 4) *Philippine Collegian* Editorial Examination
- 5) Recognition Rites for University Scholars, Student Achievers and Outstanding Students Organizations, and
- 6) Competitions during the Christmas Program like Karolfest, Belen-Making Competition and Lantern-Making Competition.

The following offices/units are under the supervision of the OVCSA:

- Diliman Learning Resource Center (DLRC)
- Office of Counseling and Guidance (OCG)
- Office of Student Housing (OSH)
- Student Disciplinary Tribunal (SDT)
- University Food Service (UFS)
- Office of Scholarships and Student Services (OSSS)
- Office of Student Activities (OSA)
- UP DOST Core Group
- University Health Service

*Contact details:*

*Contact numbers: +63-2-928-2886, +63-2-981-8500 locals 2587, 2588*

*Email: ovcsa@upd.edu.ph, upd.ovcsa@gmail.com, ovcsa09@yahoo.com*

*Website: www.ovcsa.upd.edu.ph*

*Office Address: 1st Floor Southwing, Quezon Hall, UP Diliman, Quezon City 1101, Philippines*

**DILIMAN LEARNING RESOURCE CENTER (DLRC)**

Learning Resource Centers (LRCs) were established by the UP Board of Regents on 17 April 1997 to supplement, complement, and coordinate all learning assistance programs and instructional support services to students in each campus and to ensure that the goal of promoting academic excellence will be realized in a more caring and nurturing environment. The Diliman Learning Resource Center (DLRC), simultaneous with LRCs of other autonomous UP units, was institutionalized on 28 April 1997. It is supervised by the Office of the Vice Chancellor for Student Affairs and is headed by a Director.

When it opened in 1997, the DLRC was based at the National Engineering Center. In 1998, through the funding assistance of then Congressman Manuel “Mar” Roxas II, the former dining hall of Kamia Residence Hall was converted into the base of DLRC.

<sup>a</sup>Functions performed in coordination with the University Computer Center



The DLRC offers free peer-assisted tutorials in Mathematics (Algebra, Trigonometry and Calculus), Science (Chemistry, Physics, and Biology) and Engineering Sciences as well as simulated examinations, i.e., intensive written exams designed, conducted, and discussed by competent peer tutors. It also provides students with internet-ready computers for their research, reviewers and self-learning modules in Mathematics, Chemistry and Physics, and a well-maintained area conducive to studying, project-making, or small group meetings.

*Contact details:*

*Contact number: +63-2-981-8500 local 4622*

*Email: dlrc\_tutors@gmail.com*

*Website: www.ovcsa.upd.edu.ph/dlrc.htm*

*Office Address: Diliman Learning Resource Center, Kamia Residence Hall, Epifanio delos Santos Street, UP Diliman, Quezon City 1101, Philippines*

### OFFICE OF COUNSELING AND GUIDANCE (OCG)

The Office of Counseling and Guidance (OCG) is committed to the holistic development of students so that they realize their potential to acquire skills and values that will enable them to become socially responsible and well-rounded leaders of a global society.

The OCG Offers counseling services rendered by professionally trained guidance services specialists;

Runs programs and services on career development, leadership training, life-skill workshop, stress management, wellness program, psychological testing and job placement; and

Helps students develop self-awareness and self-realization to increase their capacity for achievement and for finding solutions to various problem situations.

The programs and services of the OCG are open to all UP students free of charge and with a reasonable fee for non-UP individuals or groups. Regular counseling hours are from 8:00 a.m. to 6:00 p.m., Monday to Friday. Psychological testing and group activities are scheduled Monday to Friday during office hours and, upon special request, on Saturdays. Although an appointment for counseling is desirable, students with pressing concerns may walk in during office hours. Counseling sessions are confidential.

*Contact details:*

*Contact numbers: +63-2-929-5835; +63-2-981-8500 local 4501*

*Website: www.ovcsa.upd.edu.ph/ocgc.htm*

*Office Address: Office of Counseling and Guidance, Rooms 308-310, Vinzon's Hall, UP Diliman, Quezon City 1101, Philippines*

### OFFICE OF STUDENT HOUSING (OSH)

The Office of Student Housing (OSH) manages eleven (11) residence halls on campus. Six (6) are co-educational: Kalayaan exclusively for freshmen; Ipil and Kamagong for graduate students; Molave and Yakal for upperclassmen; and the International Center, generally for foreign students. Four (4) are exclusively for female students: Ilang-Ilang, Kamia and Sampaguita for undergraduates, and Sanggumay for graduate students. Lastly, there are the Concordia B. Albarracin Hall for undergraduate male students and Centennial 2 for female undergraduate students

Kalayaan, Molave, and Ilang-Ilang operate under the single fee system, which means that the total dorm fee includes payment for meals provided by canteen concessionaires at said residence halls. The other residence halls charge lodging fees only.

As the residence halls are subsidized by the University and have room for only a limited number of students, accommodation in these halls is a privilege. Admission is based on income bracket and region of origin. Priority is given to freshmen and those with the lowest incomes and with residences farthest from Metro Manila.

### Capacity of UPD Dormitories

The table below shows the capacity of each dormitory.

Residence Hall	Capacity
Ilang-ilang	279
International Center	125
Ipil	328
Kalayaan	564
Kamagong	78
Kamia	360
Molave	378
Sampaguita	300
Sanggumay	125
Yakal	386
Centennial Dorm Bldg. 1 and 2	272
<b>Total</b>	<b>3195</b>

In general, a bed, a mattress, a study table, a chair, and a locker are provided to each resident. Residents supply their own beddings. All the residence halls have access to a wi-fi internet connection. The halls are all within walking distance to the colleges and other facilities such as small restaurants, a shopping center, and the University Health Service.

*Contact details:*

*Contact number: +63-2-426-5708*

*Telefax: +63-2-981-8500 locals 4510, 4524*

*Office Address: Office of Student Housing, Kalayaan Residence Hall, Roces Avenue corner JP Laurel Street, UP Diliman, Quezon City 1101, Philippines*

### STUDENT DISCIPLINARY TRIBUNAL (SDT)

Is a quasi-judicial unit and serves as one of the disciplinary arms of the University under the supervision of the Office of the Vice Chancellor for Student Affairs. It receives and investigates complaints of misconduct committed by UP Diliman students. It conducts formal hearings, deliberates and recommends appropriate penalties for students when they are found guilty of the complaints against them.

All cases involving discipline of students under University Rules are subject to the jurisdiction of SDT, except the following which fall under the jurisdiction of the appropriate college or unit:

- 1) Violation of college or unit rules and regulations by students of the college, or
- 2) Misconduct committed by students of the college or unit within its classrooms or premises or in the course of an official activity.

SDT also issues certificates of good moral character and signs university clearances, leave of absence, and waivers of prerequisites.

*Contact details:*

*Contact numbers: +63-2-426-4940; +63-2-981-8500 local 4509*

*Email: sdt@up.edu.ph*

*Website: www.ovcsa.upd.edu.ph/sdt.htm*

*Office Address: Student Disciplinary Tribunal*

*Room 201-203, Vinzons Hall, University of the Philippines, Diliman, Quezon City 1101, Philippines*

### **UNIVERSITY FOOD SERVICE (UFS)**

The University Food Service serves nutritious, safe, wholesome, and reasonably priced food to students, faculty, staff, and guests.

The UFS operates three service units: Catering, Bakeshop and Vinzon's Grille. These units are supervised by professional Nutritionist-Dietitians. The Grille prepares and serves inexpensive but nutritious snacks and meals on weekdays. The Bakeshop bakes and sells a variety of bakery products such as cakes, pies, pastries, cookies, breads, rolls, and other kinds of pastries. The Catering unit provides catering services for all occasions within and outside the University campus.

The UFS also offers a Practical Training Program, a 200-250 hour training course designed to enable students to apply theories and concepts learned in the classroom to actual settings in food service establishments. This program is open to senior or graduating students of Nutrition and Dietetics, Food Service Administration, Hotel and Restaurant Administration or Hotel and Restaurant Institution and Management and other allied courses. The UFS Training Program, which started in 1980, is accredited by the Professional Regulation Commission (PRC) as a course for those who plan to take the government licensure examination for Nutritionist-Dietitians.

*Contact details:*

*Contact numbers: +63-2-929-2196; +63-2-981-8500 local 4519 (catering), 4518 (baking)*

*Website: www.ovcsa.upd.edu.ph/uvs.htm*

*Office Address: University Food Service, Ground Floor, Vinzons Hall, UP Diliman, Quezon City 1101, Philippines*

### **OFFICE OF SCHOLARSHIPS AND STUDENT SERVICES (OSSS)**

The Office of Scholarships and Student Services (OSSS) administers the financial assistance programs of the University. It implements policies and decisions on the Specialized Tuition and Financial Assistance Program (STFAP), private and government scholarship programs, student loan program, student and graduate assistantship program, and the adopt-a-student program.

The OSSS financial assistance programs are grouped based on the type of economic needs they can address. These are:

- 1) Programs that provide additional subsidy for tuition and school fees at the start of the semester. These include the STFAP and Government and Private Scholarship Programs that provide reduced tuition and school fees.
- 2) Programs that provide living allowance, on a monthly or semestral basis. These include government and private scholarship programs, student/graduate assistantship programs, and adopt that grant stipends and other allowances to support students during their stay in the University.
- 3) Programs that defer cash payments and provide emergency cash loans to different periods during the semester. These include loan facilities of the Student Loan Program that extend credit to students.

The Office also assists the Office of the Vice President for Academic Affairs (OVPA) and works with the Offices of Student Affairs (OSAs) from different constituent universities in handling UP System financial assistance programs and activities. To perform its functions, the OSSS works with different Offices and Units in UP, such as the University Registrar, the UP Computer Center, and the UP Accounting Office. The efficiency and effectiveness of these offices and units greatly determine the delivery time and relevance of financial assistance services of the OSSS.

The Office envisions UP to continuously support students who can be agents of social change for national progress. The OSSS's mission is to ensure that unavailability of financial resources will not be a constraint for students in obtaining a UP education.

At present, the OSSS undertakes different strategies to provide the required services so UP will remain accessible to all students, regardless of economic status, who have the capacity to benefit from its program. It is manned by a team composed of eighteen (18) personnel dedicated to provide relevant financial assistance services to students of UP Diliman.

*Contact details:*

*Contact numbers: +63 2-981-8500*

*Officer-in-Charge: local 4503; Email: osss@up.edu.ph*

*Student Loan program: local 4504; Email: loans@up.edu.ph*

*Adopt-a-Student Program: local 4504; Email: adopt@up.edu.ph*

*STFAP/Student and Graduate Assistantships: local 4505; Email: stfap@up.edu.ph*

*Scholarship Programs: UP VoIP Local 4506; Email: iskol@up.edu.ph*

*Telefax: +63-2-928-7228*

*Office Address: Rooms 305-306, 3rd Floor, Vinzon's Hall*

*Roxas cor. Shuster Avenue, UP Diliman, Quezon City 1101, Philippines*

### **OFFICE OF STUDENT ACTIVITIES (OSA)**

The Office of Student Activities serves as the central planning and coordinating body for student activities in UP Diliman to enhance the academic and leadership development as well as the social well-being of students. It has two-pronged programs for the general student population and for foreign students.

The University is home to more than 250 university-based student organizations. These are categorized as: academic, alliance, cause-oriented, community service, dormitory, fraternity/sorority, regional/provincial, religious, sports and recreation, socio-civic and special interest student

organizations. They contribute largely to the informal learning process in the University, to enhance their professional growth as individuals and as members of the scholarly community towards academic excellence.

Through its General Program for Student Organizations, the OSA processes applications for the registration of student organizations, which grants them official status in the University. The OSA also processes applications for, and awards *tambayan* spaces; facilitates meetings, joint activities, and exchange of ideas among student organizations; endorses requests for the use of the University facilities; endorses to particular offices the approval of the posting of activity announcements and promo materials; disseminates information on student activities, awards, contests, scholarships and the like; and provides administrative support to the *Philippine Collegian* Editorial Examination and the University Student Council elections.

The OSA also attends to the legal status and residency needs of all international students enrolled in UP Diliman through its International Students Program (ISP) as well as to foreign faculty involved in exchange programs from thirty-seven (37) different countries. In coordination with the Office of Extension Coordination (OEC) and the Office of International Linkages (OIL), the OSA assists foreign students, researchers and faculty in securing visas and other documents and other requirements. The OSA also serves as a liaison office between foreign students, faculty and researchers and government agencies such as the Department of Justice, the Department of Foreign Affairs, the Bureau of Immigration and Deportation, and the Bureau of Quarantine.

On the average, the ISP attends to some 220 foreign students per semester, who come from African nations including Eritrea, Ethiopia, Ghana, Kenya and Zimbabwe; European Nations including Finland, France, Germany, Russia, Poland, Spain, Netherlands, and the United Kingdom; American nations including Canada, United States of America, Bolivia, Chile and Colombia; Asian nation including Bangladesh, Cambodia, China, India, Indonesia, Japan, Korea, Mongolia, Myanmar, Nepal, Pakistan, Sri Lanka, Taiwan, Thailand, Syria, and Vietnam; and Australasian and Oceania nations including Australia, New Zealand and Vanuatu.

*Contact details:*

*Contact numbers: +63-2-981-8671, +63-2-981-8672  
+63-2-981-8500 locals 8671; 8672*

*Email: osa@upd.edu.ph, isp.osa@upd.edu.ph*

*Website: www.osa.upd.edu.ph*

*Office Address: Office of Student Activities, Vinzons Annex, Vinzons Hall, UP Diliman, Quezon City 1101, Philippines*

#### **UP DOST CORE GROUP**

Pursuant to Republic Act 7587, known as the Science and Technology Scholarship Act of 1994, the Department of Science and Technology through the Science Education Institute (SEI) implements the S&T Scholarship program. The Scholarship Program awards 3,500 slots each year. In Metro Manila, the majority of the qualifiers for baccalaureate degrees enroll in UP Diliman. Almost 1,000 scholars under the care of the UP-DOST Core Group receive a tuition subsidy of P 6,000 each per semester.

The UP-DOST Core Group also oversees yearly activities meant to enhance the performance of the scholars. These include the Summer Orientation and Enrichment Program (SOEP), an activity for incoming freshmen scholars; and the Summer Practical Training (SPT), an on-the-job training program for graduating scholars in the industry related to their respective courses. The office maintains a computer-based monitoring system to facilitate a reliable tracking of the academic status of the scholars. The UP-DOST Core Group also serves as liaison office for the facilitation of the release of funds due to scholars.

*Contact details:*

*Contact number: +63-2-927-5802*

*Website: www.ovcsa.upd.edu.ph/dost.htm*

*Office address: UP DOST Core Group, Kamia Residence Hall, Epifanio delos Santos Street, UP Diliman, Quezon City 1101, Philippines*

#### **UNIVERSITY HEALTH SERVICE**

As a primary hospital within the country's premier national university, the University Health Service (UHS) aspires to be a model health facility that provides excellent primary care and diagnostic services including meaningful public health care programs. From its original mandate of attending to the health needs of students only, the University Health Service (UHS) has evolved and expanded its clientele to also include employees and their dependents as well as other campus residents.

UHS is licensed by the Department of Health (DoH) and accredited by the Philippine Health Insurance Corporation (PhilHealth). It has a 50-bed capacity. It is fully capable of handling simple, uncomplicated and stable medical conditions and, to a limited extent, non-serious cases and conditions which require the services of medical specialists.

UHS has specialists—in the field of internal medicine, cardiology, endocrinology, orthopedic surgery, neurology, general surgery, obstetrics and gynecology, nephrology, dermatology, gastroenterology, psychiatry, ophthalmology, ear-nose and throat and allergology-immunology—who provide secondary care on an out-patient basis at the Specialty Clinics. UHS also provides medical ancillary services through its pharmacy, radiology, laboratory, dietary, and electrocardiography sections.

#### **UP Diliman Health and Wellness Management Committee**

The constitution of the UP Diliman Health and Wellness Committee was approved by the Chancellor in February 2013 to promote over-all wellness and healthy lifestyle among the campus mandated clientele that include the students, faculty and staff. The committee is tasked to:

- 1) Map out health needs of the campus mandated clientele;
- 2) Develop and manage wellness programs for staff;
- 3) Provide quality health care services;
- 4) Install a preventive public health program;
- 5) Provide support services for medical and health needs of mandated clientele;
- 6) Provide interactive and counterculture health venues for mandated clientele and adjacent communities.

**UP Diliman Housing Committee**

The UP Diliman Housing Committee recommends to the Chancellor policies and measures pertaining to housing units within the UP Diliman campus for regular personnel of UP Diliman and UP Manila. Representatives of the faculty, REPS, and administrative staff join the ex-officio members from the OVCCA, Office of the Vice Chancellor for Administration, Diliman Legal Office and UP System Office of the Vice President for Development to form the committee. The committee performs the following duties and responsibilities:

- 1) Recommending policies, programs, rules, and regulations on housing;
- 2) Conducting periodic review and recommending rental rates;
- 3) Passing upon applications for housing and recommending the awarding of housing units to qualified applicants;
- 4) Recommending the withdrawal of housing privilege pursuant to housing rules;
- 5) Recommending the imposition and collection of fines for the violation of housing rules or permits to undertake repair, extension of University housing units or 'self-built houses.'

**UP Diliman Transportation Committee**

The UP Diliman Transportation Committee is the multi-stakeholder advisory and consultative body that recommends to the Chancellor policies and measure for systematic and orderly campus traffic management. Regular members include the Vice Chancellor for Community Affairs as Chair, the Vice Chancellor for Student Affairs as Vice Chair and the Director of the Office of Community Relations as Secretary, while additional members from various UP units and the transportation sector in the campus are selected to complete the committee. The transportation Committee performs the following functions:

- 1) Recommending policies, guidelines, rules and regulations pertaining to transportation within the UP campus;
- 2) Studying and initiating programs such as road improvement, traffic route and rerouting scheme to improve the transportation system and traffic conditions within the campus;
- 3) Recommending the imposition and collection of fines and other penalties for traffic rule violations or permit to operate public utility vehicles;
- 4) Regulating collection of toll fees and permit-to-enter fees such as for car stickers and UP Driver's IDs.
- 5) Reviewing and approving applications and requests of public transport operators for new routes, terminals, parking spaces, etc.

**Environment Protection and Waste Audit Committee**

The Environment Protection and Waste Audit Committee which formulates standards and guidelines on solid waste management in UP Diliman in the framework of Green monitors the compliance thereto through self-administered waste audit operations. The committee also holds seminars on proper waste disposal/segregation and implements incentive schemes for best practices in waste management.

As its implementing arm, the Waste Monitoring Team is constituted to conduct quarterly spot inspections, issue citation tickets to those who commit infractions against standards and provide assistance on matters concerning waste management.

**OFFICE OF THE VICE CHANCELLOR FOR COMMUNITY AFFAIRS (OVCCA)**

The OVCCA is tasked with ensuring a safe, clean, orderly, and peaceful environment for the UP Diliman community. Its concerns include the promotion and provision of primary health care services, upkeep of campus facilities and grounds, management of employee housing, campus transportation and traffic management, conduct of campus-wide sports fest and special events, solid waste management, among others.

To fulfill its mandate, the OVCCA supervises several offices that provide direct services to the UP community such as:

- Campus Maintenance Office
- Diliman Housing Office
- Office of Community Relations
- Office of the Campus Architect
- UP Diliman Police
- Business Concessions Office

The Vice Chancellor for Community Affairs also chairs committees that serve as advisory and consultative bodies to the Chancellor for matters pertaining to staff housing, transportation, waste management, and health and wellness.

To facilitate the successful and satisfactory delivery of services to UP constituents and other partners, response mechanisms have been put in place. Its multi-dimensional role requires the OVCCA to be involved in various undertakings inside and outside the campus.

*Contact details:*

*Contact numbers: +63-2-981-8500 locals 8600 and 8601; +63-2-928-2947*

*Email: ovcca.upd@gmail.com; ovcca@upd.edu.ph*

*Website: www.ovcaa.upd.edu.ph*

*Office Address: Lower Ground Floor, Quezon Hall, UP Diliman, Quezon City 1101, Philippines*

**CAMPUS MAINTENANCE OFFICE**

The Campus Maintenance Office is in charge of the overall upkeep of the University, including buildings and offices, dormitories and housing units, roads, sewers and drainage systems, parks and gardens, nurseries and the arboretum as well as hauling activities, fabrication and installation of street signs. Under its wing are three divisions namely, the Building and Maintenance Division (BMD), the Grounds Services and Arboretum Division (GSAD), and the Dormitories and Housing Maintenance Team (D&HMT).

**DILIMAN HOUSING OFFICE**

The Housing Office oversees the on-campus housing of employees and implements programs and measures to properly enforce the housing policies. It is responsible for keeping a strict inventory of housing units in the campus and ensuring the protection of the rights of employees when it comes to housing issues. The Housing Office also ascertains that obligations are fulfilled between tenant employees and the University.

On-campus housing is classified into the following categories and has the specified number of units:

TYPE OF HOUSING UNIT	No. of UNITS
Apartment	134
Bungalow	141
Cluster (Hardin ng Bougainvillea)	68
Cottage	6
Low-cost (Pook Amorsolo & Pook Aguinaldo)	386
Pioneer	17
Row House (Pook Amado Hernandez)	135
Walk-up (Hardin ng Rosas and Hardin ng Doña Aurora)	256
<b>TOTAL</b>	<b>1,143</b>

### OFFICE OF COMMUNITY RELATIONS

The Office of Community Relations performs the critical role as the U.P. Diliman's alter ego in relating with campus residents and local governments to promote close ties and cooperation between the University and the campus residents.

Its functions and responsibilities include developing and maintaining linkages with local community organizations; planning and coordinating community-based projects, developing and maintaining a databank of information on the UP Diliman population; assisting the Administration in formulating statements on local community issues; and assisting and advising the Administration in managing crises that involve local communities.

The OCR also serves as Secretariat to the UP Diliman Transportation Committee, thereby tasked to facilitate the Annual Renewal of Permit-to-Operate and UP Driver's ID Process for public utility vehicles operating inside the campus to ensure their road worthiness and compliance with environmental standards.

The following programs and mechanisms have been set up and are being managed by the OCR:

- 1) Self-built Housing Unit Monitoring
- 2) Traffic Management
- 3) Animal Welfare and Public Safety
- 4) LGU Coordination
- 5) Multi-Stakeholders Dialogue on Community Concerns.

### OFFICE OF THE CAMPUS ARCHITECT

The Office of the Campus Architect (OCA) was created by the Board of Regents on 29 April 1994. It was one of two offices created to replace the now defunct Campus Planning, Development & Maintenance Office (CPDMO):

It is the infrastructure and physical planning delivery agency of the Diliman Campus of the University of the Philippines. The OCA views architecture, planning, and engineering as service professions. As such, it believes that the successful implementation of a project resides in the congenial cooperation between OCA, the end-user and the contractor.

Functions:

- 1) Assist the Chancellor develop and implement the Land Use Plan of the UP Diliman campus;
- 2) Rationalize the architecture of the campus;
- 3) Plan and design buildings and supervise their construction;
- 4) Monitor work progress and certify work completion of private contractors;
- 5) Prepare specifications, estimates, and contract documents of campus projects.

### BUSINESS CONCESSIONS OFFICE

The Business Concessions Office (BCO) is assigned to the administrative control and supervision of all privately managed food and business formats in UP Diliman, which include temporary ad-hoc food sales, canteens, kiosks, spaces, and land leases which may include office, cellular sites, gas stations, banks and Automated Teller Machines (ATM) locators among others.

The BCO's main function is the effective and efficient collection of rentals, fees, and other sources of income derived from businesses in the University under its purview. It is also tasked with the evaluation and updating of contracts of business operators in the University together with the monitoring of their activities.

*Contact details:*

*Contact number: +63-02-981-8500 local 4040*

*Telefax: +63-02-925-6996*

*Email: businessconcessionsoffice@yahoo.com*

*Office address: Business Concessions Office, Office of the Vice Chancellor for Administration, Community Affairs Complex, E. Jacinto St., University of the Philippines, Diliman, Quezon City 1101, Philippines*

### OTHER UNITS

#### INSTITUTE FOR SMALL-SCALE INDUSTRIES (ISSI)

Established on 02 March 1966 pursuant to the bilateral agreement between the Republic of the Philippines and the Royal Kingdom of Netherlands, the University of the Philippines Institute for Small-Scale Industries is the pioneer organization dedicated to assist and promote the development of micro, small and medium enterprises (mSMEs) in the Philippines.

Its mandate was strengthened and decreed with the enactment of Republic Act No. 6041, "An Act Defining the Functions of the Institute for Small-scale Industries, University of the Philippines, Providing for its Financing and for other Purposes," signed on 04 August 1969. The law institutionalized ISSI as an organic research and extension unit of the University of the Philippines and defined its functions as follows: training, research, consultancy, extension services, and other acts necessary for the achievement of its objectives.

To date, UP ISSI remains eminent in mSME sector development. In keeping with its mission of creating and providing knowledge, know-how, and information to empower entrepreneurs to grow and prosper, it envisages to be the Center of Excellence for nurturing and advancing an entrepreneurial society by creating and developing sustainable,

viable, and globally competitive micro, small, and medium enterprises (mSMEs). It envisions itself to become the National Institute for Entrepreneurship and Innovation.

### **Programs and Services**

#### *Research and Publication*

- 1) Entrepreneurship Training Impact Evaluation Studies
- 2) Publication of the *Philippine Journal on Innovation and Entrepreneurship*
- 3) Enterprise Upgrading Experiences and Models
- 4) Biodiversity Enterprise Development Models
- 5) Best Practices in Enterprise Development
- 6) Internship Schemes and Models for Competency and Skills Development
- 7) Enterprise Incubation Action Research
- 8) Enterprise Sectoral Development Studies
- 9) Cluster Analysis Studies

#### *Training and Entrepreneurship Education Development*

- 1) Entrepreneurship
- 2) Leadership, Management, and Development
- 3) Marketing Management
- 4) Quality & Productivity Improvement/Technology/Innovation
- 5) Human Resource Development
- 6) Financial Management

#### *Business Enterprise Development*

- 1) Green Enterprises and Biodiversity Development Assistance
- 2) Value Chain Analysis Programs
- 3) Project Feasibility Study Workshops
- 4) Manufacturing Productivity and Extension Program
- 5) Enterprise Capability-building Extension Programs

#### *Information Technology and Enterprise Innovation*

- 1) Small Business Web Design for SMEs
- 2) UP ISSI E-bookstore
- 3) UP ISSI Emporium
- 4) e-Library
- 5) Small Business Innovation Center
- 6) E-Learning for Entrepreneurship Colloquium
- 7) Best Incubation for Tech Enterprise Start-ups

#### *Contact details:*

*Contact numbers: +63-2-920-6923 (telefax), +63-2-927-9238,  
+63-2-928-7076 to 79*

*Email: [info.issi@upd.edu.ph](mailto:info.issi@upd.edu.ph)*

*Website: [www.entrepreneurship.org.ph](http://www.entrepreneurship.org.ph)*

*Office Address: E.Virata Hall, E. Jacinto St., UP Diliman, Quezon City 1101, Philippines*

### **UP CENTER FOR WOMEN'S STUDIES (UPCWS)**

The founding of a center for women's studies in the University of the Philippines (UP) was initiated by a group of women faculty whose ideas and commitment to social justice, national development, and women empowerment moved then UP President Jose V. Abueva to issue Administrative Order No. 83 in July 1988, creating a committee to study the establishment of a system-wide center for women's studies to address the concerns and issues involving women in UP and the society. The Committee, which was tasked to draft the organizational structure,

prepare a program of action, and identify sources of financial, technical, and personnel support, was composed of 15 faculty members from the then four autonomous campuses of UP and was headed by Dr. Sylvia H. Guerrero as Chair.

A formal proposal for the creation of a university-wide center for women's studies was subsequently submitted to the President on September 16, 1988 and was approved by the Board of Regents at its 1,017th meeting on December 8, 1988, which paved the way for the operation of the UPCWS in October 1989.

### **Objectives**

The UPCWS aims to: (1) Create and sharpen awareness of women's and gender issues in UP, as well as in the larger society; (2) Encourage and strengthen teaching, research, extension, and advocacy programs on, and for, women; (3) Strengthen and vitalize multi- and interdisciplinary programs in women's studies; (4) Initiate the integration of gender concepts in academic curricula; (5) Promote incentives for, and the recognition of, women's achievements and contribution to national development and gender consciousness; and (6) Provide an organizational umbrella within UP for university-wide activities in women's/gender studies.

### **Programs and Services**

#### *Research*

The research program of the UPCWS focuses on the generation of empirical, theoretical, and policy-action data to support the teaching, publication, training, and outreach programs of UP. Its research projects are interdisciplinary and collaborative, drawing on the expertise of scholars from various disciplines.

The research program of the UPCWS covers a wide array of topics on women's/gender studies. Among the numerous research projects it has undertaken are on women's health, women's reproductive health, violence against women, women in governance, women and development, women and globalization, women and the judiciary, women in the academe, engendering the curriculum, women and the environment, women and the arts, women and the society, and adolescents and children.

#### *Publications*

The Review of Women's Studies (RWS) is the scholarly journal of the UPCWS. It publishes empirical studies, research reports, essays, interviews, feminist criticism, fiction, poetry, and women's art.

Aside from its journal, the UPCWS also produces books, primers, and advocacy materials that are used in UP and in other schools here and abroad, as well as in policy and program development of government and non-governmental organizations.

#### *Resource Materials*

The UPCWS has its own library, with a collection of books, both published and unpublished research papers, and video materials and documentary films on women's/gender studies for classroom teaching and gender sensitivity seminars and workshops. Among the subject areas covered are abused women, abused children, Filipino women artists, feminism, laws on women, women's health, migrant workers, women's role in Philippine history, incest, rape, prostitution, women's

rights, sexuality education, HIV/AIDS, gender and governance, domestic violence, parenting, sexual harassment, and statistical reference materials on women and men in the Philippines. Since 2012, the UPCWS library has been strengthening its resource collection. With the help of its partners and generous donors, the UPCWS now boasts of a thriving LGBT collection as well as a growing number of children's books and graphic novels.

#### *Training and Outreach*

The training and outreach program of the UPCWS focuses on building the capacity of the faculty to integrate women's/gender theories and topics into their regular courses. The core of gender trainers and extension in all UP campuses provide technical assistance and capacity building activities to different government agencies, schools, NGOs, funding institutions, communities, as well as private companies and organizations. The UPCWS takes pride in having developed several training manuals for gender sensitivity, gender-responsive planning, and feminist leadership and management, many of which have been widely disseminated and are now being used here and abroad.

The training team of the UPCWS consists of leading academicians and experts in the fields of women's/gender studies from the humanities and the social sciences and the professional fields of economics, education, law, nutrition, and the medical sciences. They are specialists in feminist research, gender and sexuality studies, reproductive health education, feminist counseling, GAD mainstreaming, leadership training, public administration, cultural studies, and communication and media studies.

#### **Other Programs and Services**

##### *Kalinga Day Care Center*

The Kalinga Day Care Center (KDCC), a joint project of the UPCWS and the UP Center for Women's Studies Foundation, Inc. (UPCWSFI), was established in June 1998 to assist working parents and guardians, particularly working and single mothers, in caring for their young children. It provides supplemental and custodial parental care to children during daytime when parents and guardians are not able to attend to their children's needs.

The KDCC is a non-formal, non-structured alternative learning environment where the teaching of academics is not the focus but the development of the child's positive self-image and love of learning. The KDCC aims to: 1) Provide a comfortable and safe environment for children ages 1.6 to 5.5 years; 2) Meet the developmental needs of children in a gender-fair and peaceful environment; and 3) Promote positive self-concept in children.

##### *Counseling*

Launched in November 1994, the crisis counseling service of the UPCWS provides a holistic intervention program for women in crisis situations and a safe haven, when necessary, where they can express options for sound decision-making. It caters to women from UP and its vicinity, as well as from nearby cities and provinces, offering face-to-face counseling and phone-in consultations. In partnership with the UP Health Service, the UP Diliman Police, and the UP Office of Legal Aid, it gives assistance and the proper referral to women counselees.

In 2004, the crisis counseling service was delegated to the UP Diliman

Gender Office, in support of the formalization of the Diliman-based gender office. At present, a crisis counseling service has been revived at the UPCWS with the assistance of the UPCWSFI.

##### *Curriculum Development*

Among the many strategies of the UPCWS to raise gender awareness in UP is the mainstreaming of gender in its various curricula, including the General Education (GE) Curriculum. From 2000 to 2005, the UPCWS has supported the implementation of the Revitalized General Education Program (RGEP) by developing GE courses on gender and society. Also, since 2000, it has conducted seminar-workshops to strengthen the gender component of the UP curricula, as well as mainstream gender in the GE programs of the various units. Seminars on gender issues, feminist theories, and gender-sensitive pedagogy have also been carried out toward faculty development.

##### *Scholarships and Grants*

In addition to its research program, the UPCWS also provides scholarships, grants, and awards to promising and outstanding women researchers and feminist scholars. Through the UPCWSFI, it has established the Lourdes Lontok-Cruz Awards for Outstanding Thesis and Dissertation in Women's and Gender Studies and the Amelita Go Support for Participants in Conferences on Women's Studies. Also, from 1996 to 1999, the UPCWS teamed up with the Edgardo J. Angara Research Fellowship to award 12 scholarships for students and 10 research fellowships for faculty and researchers per year.

##### *Networking and Partnerships*

Through the efforts and continuous advocacy work of the UPCWS, various women's/gender offices were created in several colleges and universities in the country. The different UP campuses have their own women's/gender studies centers/offices. The UPCWS also helped in the establishment of the various Regional Gender Resource Centers (GRCs) in the country, which offer gender training, conduct research, and provide technical assistance in program development and evaluation to academic institutions and LGUs. Moreover, the UPCWS has provided technical assistance for the creation of women's/gender programs and services to numerous state and private colleges and universities in the country.

The UPCWS does collaborative efforts with various national organizations. The UPCWS has provided policy advice and training assistance to NGOs, different government agencies, LGUs, the legislative bodies, and the judiciary. The UPCWS has also played an active role in the crafting of pro-women legislation and their IRRs such as the laws on rape, sexual harassment, trafficking in persons, violence against women and their children, the Magna Carta of Women, and reproductive health.

The UPCWS is an active participant of several international associations. The UPCWS also reflects the country's adherence to various international instruments on women and human rights. Moreover, the UPCWS serves as the country's conduit to international educational and policy-making bodies with regard to women's/gender concerns.

##### *UP Center for Women's Studies Foundation, Inc.*

Founded in 1992, the UPCWSFI is composed of women and men dedicated to help the UPCWS in its efforts to raise the status of women in Philippine society through research, training, outreach, and dissemination of significant information about women.

Mirroring the objectives of the UPCWS, the UPCWSFI engages in activities that: 1) Encourage and implement research, advocacy, extension, and outreach programs on and for women; 2) Establish scholarships and professorial/research chairs in Women's Studies and Gender and Gender and Development; 3) Conduct, sponsor or underwrite seminars, training programs, and conferences towards the advancement of women/gender development; 4) Publish and disseminate research outputs of projects undertaken; 5) Assist in strengthening the library and resource collection on women's/gender studies; and (6) Manage and/or administer grants and donations of cash resources entrusted or given to the UPCWSFI for the foregoing purposes.

*Contact Details:*

*Contact Number: +63-2-9206950*

*Fax: +63-2-9206880*

*E-Mail: cws@up.edu.ph*

*Website: www.cws.up.edu.ph*

*Office Address: Magsaysay Ave. cor. Ylanan Rd., University of the Philippines, Diliman, Quezon City 1101, Philippines*

**UP CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES**

The UP Center for Integrative and Development Studies (CIDS) was established by the UP Board of Regents on 13 June 1985 as a unit that will harness the multidisciplinary expertise of the University of the Philippines. In its early years, the Center was under the Office of the UP President to facilitate its evolution into a systemwide intellectual arm of the University. On 22 February 2001, the direct responsibility for the Center was devolved by the UP Board of Regents to the UP Vice President for Academic Affairs in order to enhance the links of the Center with other academic units and programs.

In 2006 the Center has evolved to focus on burning issues by organizing forums that bring together UP scholars and stakeholders from government, the private sector, and civil society groups in healthy debate on converging or conflicting perspectives on the issues.

CIDS was mandated to develop a Burning Issues Program to clarify short-term policy options, on one hand, and an Eminent Fellows Program to help the Center anticipate and frame future issues on the other. The Special Projects activities give the CIDS the necessary flexibility to accommodate projects that do not fall within the main policy strategic areas but are likewise important for a particular timeframe.

CIDS activities are focused on fora and conferences to raise the quality of public discourse both for the university and the public in general. In addition, CIDS makes available to the public papers presented in the fora and conferences utilizing the UP Web at up.edu.ph.

*Contact details:*

*Contact numbers: +63-2-981-8500 locals 4266, 4267, 4268*

**UNIVERSITY OF THE PHILIPPINES PRESS**

The UP Press is the official publishing house for all the constituent units of the University of the Philippines System. Established in 1965, its primary function is to publish and disseminate scholarly and creative works that represent distinct contributions to knowledge in various fields of study.

The Press gives priority to critical or scholarly studies based on research in any academic discipline, and to literary works of high repute and excellent craft. These works undergo a rigorous review process, which ensures that the publications of the Press are profound contributions to the intellectual life of the University and the nation.

The Press operates a bookshop in UP Diliman, UP Cebu, and UP Mindanao (Davao City). UP students, alumni, faculty, and employees are entitled to a 10% on UPP books.

*Contact details:*

*Contact number: +63-2-925-3243*

*Telefax: +63-2-928-2558; +63-2-926-6642*

*Website: www.uppress.com.ph*

*Facebook: www.facebook.com/University of the Philippines Press*

*Twitter: www.twitter.com/uppress*

*Office Address: E. de los Santos Street, UP Diliman, Quezon City 1101, Philippines*

**OFFICE OF ALUMNI RELATIONS (OAR)**

The OAR links the alumni to the rest of the academic community by encouraging the maximum participation, involvement, support and commitment of the alumni to the University of the Philippines' social mission. It assists and represents UP and its Alumni Association (UPAA) in identifying, cultivating, and involving the alumni in institutional and alumni programs, events and activities both locally on-and-off campus, and in foreign venues whenever possible.

The OAR performs the following services for the alumni:

- 1) maintains data bank of alumni records;
- 2) recognizes alumni achievements;
- 3) collects and disseminates news/information on alumni matters through its publications and the OAR website;
- 4) publishes *The UP Alumni Updates* (online) and other publication materials;
- 5) networks with alumni chapters and UP Foundations;
- 6) assists the UPAA in fund campaigns, homecomings and reunions, scholarships, professorial chairs and faculty grants, Alumni Institutes, Alumni Council Meetings, continuing education, extramural studies, and the UP Padayon Office;
- 7) establishes government relations network; and
- 8) assists and coordinates with the faculty and alumni affairs officers of the constituent universities of UP

*Contact details:*

*Telephone: +63-2-981-8500 locals 4252 (staff), 4251 (director)*

*Telefax: +63-2-929-8226*

*Email: oar@up.edu.ph, up.alumnioffice@gmail.com*

*Website: alum.up.edu.ph*

*Office Address: University of Philippines System, Fonacier Hall (Alumni Center), Magsaysay Avenue, UP Diliman, Quezon City 1101, Philippines*

*Office hours are from 8:00 a.m. to 6:00 p.m., Monday to Friday.*

**UP DILIMAN NETWORK (DILNET)**

UP Diliman Network (DILNET) Project is an on-going, multi-layer, multi-component project aimed at building information and communications systems infrastructure at the UP Diliman Campus.



Started in 1994, the first phase was completed in 1995 with the help of a UNESCO grant that interconnected the College of Science and College of Engineering Libraries via fiber-optic cabling. Succeeding DILNET projects involved both inter-building connectivity through fiber-optic cable as well as structural cabling within key buildings in the campus.

DILNET is also behind the development and deployment of some online services such as the University Virtual Learning Environment (UVLE), an online service for students to conveniently access course materials; the Computerized Registration System (CRS), UP WebMail, and Docutrak, a system for network-based document tracking, routing, access and storage. Though most of these systems have now been delegated to their respective offices, DILNET continues to play a major role in integrating these services.

DILNET is responsible for providing the campus with fast and reliable Internet connectivity, with a current aggregate bandwidth of 125Mbps. It is also connected to various research institutions here and abroad through the Philippine Research, Education and Government Network (PREGINET).

Currently, DILNET is in its seventh phase and with the financial assistance from the system-wide eUP Project, aims to upgrade its fiber-optic backbone to 10-Gigabit speeds, enabling the campus to keep up with the pace of society's rapidly-evolving technological landscape.

#### *Contact detail:*

*Website: [www.dilnet.upd.edu.ph](http://www.dilnet.upd.edu.ph)*

*Facebook: [facebook.com/updilnet](https://www.facebook.com/updilnet)*

*Twitter: [twitter.com/dilnet](https://twitter.com/dilnet)*

### **JORGE B. VARGAS MUSEUM AND FILIPINIANA RESEARCH CENTER**

Jorge B. Vargas (1890-1980) was the country's first Executive Secretary, serving during the American Commonwealth period. He donated his collection of art, stamps, and coins, books, personal papers, and memorabilia to his alma mater, the University of the Philippines, to form the Jorge B. Vargas Museum and Filipiniana Research Center.

On 22 February 1987, the center was opened to the public. It preserves the collection donated by Vargas and conducts research, exhibitions, publications, and educational programs. It houses a museum, an archive, and a library devoted to Philippine history, art, and culture from the late 19th century until the post-war era.

Included in the art collection are works by late 19th century artists such as Lorenzo Guerrero, Simon Flores, Juan Luna, and Felix Hidalgo; and artists from the later period like Fabian de la Rosa, Fernando Amorsolo, Jorge Pineda, and Vicente Rivera. The modernist works of Victorio Edades, Juan Arellano, Diosdado Lorenzo, Vicente Manansala, Hernando Ocampo, and their peers are also represented.

#### **Flagship Programs**

##### ***Exhibitions***

The Vargas Collection is the permanent exhibition at the Main Gallery of artworks from the museum's collection. Works by Luna, Hidalgo, Amorsolo, Manansala, Edades among others scan the critical shifts from the Hispanic period to post-impressionism to the early phases of modernism in Philippine art.

Track Changes is a para-site exhibition that tries to explore the link of the permanent art collection and the archives as it seeks to initiate conversation between the collection and the other objects outside it.

The other galleries of the museum are dedicated to the holding of temporary exhibitions of contemporary art of local and international artists which change every now and then.

#### **Research**

##### ***Visible Storage***

The remaining artworks not exhibited at the Main Gallery of the museum are displayed in the Visible Storage. The visible storage provides opportunities for qualified researchers and specialists to undertake an in-depth study of the collection.

##### ***Library and Archives***

The library and archives house a vast collection of books, periodicals, documents, manuscripts, photographs, and memorabilia. The library and archives serve individual and institutional researchers.

#### **Educational Programs**

##### ***Education Kits***

The Museum develops and writes education guides for teachers and students for its permanent and temporary exhibitions which provide in-depth and interactive learning experience for grade school, high school and college students.

##### ***Talks and Walk-throughs***

In line with its exhibition programs, the museum facilitates talks and walk-throughs by exhibiting artists and invited curators. It provides dialogue with the audience and an intimate engagement with the artists or curators as creators/producers of artworks and exhibitions.

##### ***Contact details:***

**Contact numbers: +63-0-981-8500 locals 4021 to 4024**

**Email: [vargasmuseum@gmail.com](mailto:vargasmuseum@gmail.com)**

**Website: [www.vargasmuseum.upd.edu.ph](http://www.vargasmuseum.upd.edu.ph)**

**Office Address: Jorge B. Vargas Museum & Filipiniana Research Center, University of the Philippines, Roxas Avenue, Diliman, Quezon City 1101, Philippines**

### **UP CARILLON**

The UP Carillon or UP's Singing Tower is a 130-foot structure which stands beside the UP Theater.

The UP Carillon provides the stirring strains of the national anthem and "UP Beloved" which ring over the campus grounds every morning at 7:30. A half hour more of inspiring music follows afterwards.

The University Carillon was conceived as early as 1940. It was then called "The University of the Philippines Memorial Campanile." The efforts of construction were obstructed by the war but as soon as UP transferred most of its units to UP Diliman from Manila, the UP alumni Association started its campaign for the carillon fund. The carillon's 46 perfectly tuned bronze bells were bought with this fund. The bells were cast by the Van Bergren Bell, Chimes and Carillon Foundry of Holland. They were installed by a Dutch carilloner, Prof. Adrian Antonise.

The carillon's lofty tower was constructed under the supervision of architect Juan Nakpil. The late Philippine President Elpidio Quirino

presided at its inauguration on 01 August 1952. UP is one of the few universities in the world to have a carillon of its own.

### RECREATIONAL AND OTHER FACILITIES

A variety of recreational facilities for sports and games are situated all over the Diliman campus. UP Diliman students can avail themselves freely of these through the use of ID cards validated for the current semester.

The facilities are open Monday to Saturday, from 8:00 a.m. to 5:00 p.m., provided that there are no classes going on. Exclusive reservations with minimal fees may be made for Sundays and holidays. These facilities are the:

- 1) track and field oval, located behind the Alumni Center, where track races, relays, and football games can be held;
- 2) tennis courts, located beside the Engineering building and also near the shopping mall. Separate fees are charged by ballpickers for services rendered;
- 3) University gymnasium, along Commonwealth Avenue, with two basketball, four volleyball, and nine badminton courts, two dance areas, and facilities for table tennis, weightlifting, judo- karate wrestling, and dressing rooms and lockers;
- 4) softball, baseball, and soccer fields, in the Sunken Garden behind the University Library;
- 5) swimming pool, adjacent to the University Arcade; and
- 6) billiard and bowling facilities, housed in the UPAA Recreation Hall.

The Sports Physical Therapy Clinic (SPTC) is a joint project of the College of Allied Medical Professions of UP Manila and the College of Human Kinetics of UP Diliman. The clinic provides medical and physical therapy services, education and training along the lines of total health care, and research opportunities to University students, faculty and other interested parties who may wish to conduct studies on sports medicine and rehabilitation. The clinic is located on the second floor of the gymnasium.

### STORES AND SHOPS

The Diliman shopping mall includes the cooperative store and other various commercial establishments such as food shops, drug stores, optical clinics, gift shops, bookstore, laboratory supply shop, art shops, and grocery and dry goods stores. There are also several service shops such as dress, tailor, barber, beauty, photo, and shoe repair shops; and typing, mimeographing, bookbinding, document replication, messengerial, telegraphic, and payment center, as well as computer services.

### BANKING FACILITIES

Located near the shopping mall are two commercial banks. Others are located at the Bahay ng Alumni, and the Faculty Center. These banks offer such services as savings deposit, time deposit, checking account, demand drafts, and telegraphic transfers.

### COMMUNICATION FACILITIES

The postal office is near the shopping mall.

Pay telephones are available in almost all of the buildings on campus.

### TRANSPORTATION

Passenger jeepneys which operate inside the campus follow specific routes which enable them to pass by most of the academic buildings and, to some extent, the housing areas, for the convenience of the University constituency.

### OFFICE OF THE CHIEF SECURITY OFFICER (CSO)

The Office of the Chief Security Officer assists the Chancellor in the supervision and control of UPD security forces and manages/supervises the day-to-day operations in UP Diliman.

In case of EMERGENCY or should you need information on campus security, please contact any of the following:

*+63-2-981-8512 (CSO)*

*+63-2-928-3615 (Direct Landline, UPDP)*

*Local numbers: Dial UP Trunkline (+63-2-981-8500) and dial/ask:*

*4001 (OIC, UPDP); 4003 (TFSCHU-for illegal structures);*

*4005 (Investigation Section); 4006 (Chief Patrol);*

*4008 (UPDP Radio Room); 4034 (STPS/SSB);*

*113 and 1908 (Desk Officer)*

### TASK FORCE ON SOLID WASTE MANAGEMENT

The Task Force on Solid Waste Management was created with the primary goal of giving the UP Diliman community a more effective waste management program. This is also to fulfill RA 9003 or the Ecological Solid Waste Management Act of 2000.

The TFSWM has the following tasks to perform: formulate a Comprehensive U.P. Diliman Waste Management Plan; formulate guidelines for solid waste reduction in the campus; operate and maintain the University's materials recovery facility; undertake educational programs regarding ecological solid waste management; assist UP Barangay officials in their solid waste management programs; coordinate with CMO and Quezon City government for garbage collection in the campus; recommend pertinent community policies on solid waste management.

Currently, the TFSWM handles four different units: The Food Waste Collection and Processing Unit, the Yard Waste Collection and Processing Unit, the Residual Waste Unit, and the Sanitation and Beautification Unit.