

2022

FAQS FOR TEACHING ASSOCIATES, TEACHING FELLOWS, AND LECTURERS



Office for the Advancement of Teaching
Office of the Vice Chancellor for Academic Affairs
University of the Philippines Diliman

GENERAL QUESTIONS

1

Where can I get a copy of the Certificate of Service (COS)?

- The COS can be downloaded from the HRDO website:

Access via the link: <https://bit.ly/3PljsKA>

- You can also get this from the Administrative Officer of your college/unit.

2

Where can I get a copy of the Report of Duty?

- The document can be downloaded from the HRDO website:

Access via the link: <https://bit.ly/3yflVtx>

- You can also get this from the Administrative Officer of your college/unit.

- The report of duty must be signed by you, your Department Head/Division/Chairman, and the Dean/Director of your college/unit.

3

Where can I download the Obligation Request (OBR) and Disbursement Voucher?

- Access via the link: <https://bit.ly/3vY62pW>

Appendix 11- ORS

Appendix 14- BUR

Appendix 32- DV

4

Do we need to open an ATM account in a specific bank to receive our salary?

- Payroll accounts may only be opened at either Landbank or Development Bank of the Philippines.

5

Where can we access webinars about course pack development?

- Past webinars on teaching support can be accessed through the website of the Office for the Advancement of Teaching (OAT): <https://oat.upd.edu.ph>

6

Is there a standard UP grading system?

- Please visit <https://bit.ly/3yd2kLV> for information about the UP grading system.

7

Are TAs/TFs and lecturers entitled to an internet allowance?

- No, this is not allowed by audit rules.

GENERAL QUESTIONS

8

Can TAs/TFs and lecturers receive government mandated benefits like 13th month pay?

- Based on DBM circular on giving the 13th month pay, as indicated, there is no employer-employee relationship, so they are not included in the 13th month pay.

9

How much tax is deducted from the monthly lecturer's fee and how do we lower it?

- 5% expanded withholding tax, and 1% percentage tax, the deducted tax is a total of 6%. It also depends on your rank.
- Tax rate imposed on lecturers is mandated by the BIR.

10

Why does it take months to process our appointment and stipend?

- There are documents that require counterchecking/research, so it may take our staff more time to process the document. UPD is already implementing ways to make the processes more efficient. We now have the Personnel Unified Systems Outlook (PUSO) portal for HRDO and Budget Utilization and Liquidation System Analytics (BULSA) for accounting. UTAK will be rolled out soon for OVCAA processes. These initiatives will hopefully speed up the processes in the future, so that you do not have to wait for months for your salary.

10

- Some of the applications submitted to the OVCAA and OVPAA lack required documents/attachments such as the Certificate of Work/Study Load. Please be reminded that applications lacking the required documents will not be endorsed/processed and will be returned to the units.

TA/TF RELATED QUESTIONS

1

WHAT ARE THE TASKS OF A TA/TF?

Guide for Teaching Load Assignments for TAs/TFs

TA/TF Tasks*	For each section	
	Course Load (No. of Units)	Teaching Load (No. of Units)
1. Lecture class (non - GE); with teaching; minimal supervision of faculty supervisor	3.0	3.0
2. Laboratory/Studio/Practical class (non GE); teaching; minimal supervision of faculty supervisor	1.0	1.5
3. Lecture class (GE); no actual teaching; small class size (<40 students)	3.0	1.0
4. Lecture class (GE); no actual teaching; large class (>50 students)	3.0	1.0 - 2.0 depending on the number of students in class

Guide for Teaching Load Assignments for TAs/TFs:

TA/TF Tasks*	For each section	
	Course Load (No. of Units)	Teaching Load (No. of Units)
5. Lecture class (non GE); handling of discussion group of large class (where large class [>50 students] is divided into smaller groups of 20 - 30 students/discussion group)	3.0	1 hour discussion group session/week = 1.0 unit; with additional tasks that amount to almost like teaching a small class = 3.0 units
6. Lecture class (GE); handling of discussion group of large class (where large class [>50 students] is divided into smaller groups of 20 - 30 students/discussion group)	3.0	1 hour discussion group session/week = 1.0 unit; with additional tasks that amount to almost like teaching a small class = 3.0 units (e.g. Econ II)

*A TA or TF should always have a Faculty Supervisor assigned to each of his/her classes

For more information about the TA/TF program, please refer to: <https://bit.ly/384fAYw>

2

DO TEACHING ASSOCIATES/TEACHING FELLOWS NEED TO SET CONSULTATION HOURS FOR THEIR CLASSES? WHAT IS THE MINIMUM NUMBER OF HOURS PER WEEK?

- Yes, and it should be at least 10 hours per week. The 10 hours may cover all your classes.

3

CAN TEACHING ASSOCIATES DROP A COURSE THAT THEY ARE ENROLLED IN?

- Dropping a course might negatively affect your renewal as a Teaching Associate.

4

CAN A TEACHING ASSOCIATE TAKE LESS THAN 6 UNITS OF STUDY LOAD PER SEMESTER IF IT IS ACCORDING TO THE STUDY PLAN?

- Yes, if the number of study load units is according to the study plan. TA must be enrolled in Residency if doing thesis/dissertation and there are no more core courses to take.

5

SINCE THE MAXIMUM TEACHING ASSOCIATE SUPPORT IS 4 YEARS, ARE TEACHING ASSOCIATES REQUIRED TO FINISH THEIR MASTER'S DEGREE WITHIN 4 YEARS?

- The TA receives support from the University for a maximum of 4 years of master's studies, after which upon the recommendation of the unit, unless otherwise justified, the financial support is cut in half. The TF receives support from the University for a maximum of 6 years of PhD studies, after which upon the recommendation of the unit, unless otherwise justified, the financial support is cut in half. All means and measures should be pursued by the unit to ensure that the TA/TF complete his/her postgraduate studies.

6

WHY ARE TEACHING ASSOCIATES REQUIRED TO RENEW THEIR APPOINTMENT PER SEMESTER?

- To make sure TAs/TFs fulfill the "good standing" requirement in their studies.
- You need to be recommended by the unit. The unit may impose stricter requirements.

7

WHAT ARE THE DOCUMENTS NEEDED FOR THE RENEWAL OF APPOINTMENT AS TEACHING ASSOCIATE/TEACHING FELLOW?

- Accomplish the OVPAA Form 13.3 UP Teaching Assistantship Program Renewal Form and ensure that the following required documents are attached to the application form. Please be reminded that applications lacking the required documents will not be endorsed / processed and returned to the unit. (Please be aware of the OVPAA deadlines for the first semester, second semester, and midyear. Note that submission of the documents is not a basis for the release of the stipend to the TA/TF.)

Annex 1: Report of the TA/TF on the program to include the following:

- a. academic progress
- b. plans for the semester/term
- c. teaching enhancement and training
- d. research and creative work mentoring

Annex 2: Evaluation report of the Faculty-in-Charge (FIC) on the TA/TF (for every course assisted/handled)

Annex 3: Student Evaluation of Teachers (SET) for the courses handled in the previous semester/term

Annex 4: Official report of grades for the previous semester/term

Annex 5: Certification from the program/dissertation adviser specifying the progress of the TA/TF with course work/dissertation

Annex 6: Recommendation letters from the FIC that the TA/TF will be assisting for the incoming semester/term.

Annex 7: Certification of Study and Workload Assignments

Annex 8: Form 5 or Form 5 A

8

HOW CAN I BECOME AN INSTRUCTOR/LECTURER AFTER BECOMING A TEACHING ASSOCIATE?

- Submit an application to your Department/Institute.

9

WHAT HAPPENS IF A TA HAS ALREADY PAID THE TUITION FEE BEFORE BEING GRANTED THE SCHOLARSHIP PRIVILEGE?

- You may refund the paid tuition fee.

10

IN RELATION TO THIS, WHERE DO WE EMAIL OUR QUERIES CONCERNING TUITION FEES, TA BOOK ALLOWANCE AND STIPEND?

- The preparation of the voucher should emanate from your department.
- For refunds and delayed payments, please accomplish this form: <https://bit.ly/38Wn2EZ>

11

HOW DO I ENROLL IF I AM ACCEPTED AS TA/TF AND WHAT IS THE PROCESS FOR THE SETTLEMENT OF TUITION FEES?

- Please inquire from the graduate office of your college and the Office of the University Registrar.

LECTURER

RELATED QUESTIONS

1

WHAT IS THE MINIMUM NUMBER OF CONSULTATION HOURS FOR LECTURERS?

- 10 hours, and it may cover all your classes. In general, consultation hours are not included in the computation of honoraria for lecturers. Some units may recommend that you receive honoraria for consultation hours.

2

ARE THERE ANY RULES ON HOW MANY HOURS PER SEMESTER SHOULD BE ALLOTTED FOR SYNCHRONOUS/ ASYNCHRONOUS SESSIONS?

- The number of hours in the COS indicates the hours dedicated for teaching. It includes both synchronous and asynchronous sessions.

3

CAN A LECTURER TEACH LESS THAN 6 UNITS PER SEMESTER?

- Yes, a lecturer may teach less than 6 units per semester.

4

FOR LECTURERS, HOW MANY HOURS DO WE RENDER PER TERM FOR EVERY (COURSE) UNIT OF LABORATORY?

- It depends on the laboratory hours of the course. It varies across programs. But remember that lecturers are paid for 48 hours per semester + 2 periodical examinations and 1 final examination.

5

HOW CAN WE PROCESS PROMOTION TO A HIGHER LECTURER RANK?

- By earning a higher degree, publishing, and increasing accomplishments.

6

ARE LECTURERS ENTITLED TO TUITION DISCOUNTS AND WAIVER OF LIBRARY FEES?

- Unfortunately, there are no tuition discounts and waiver of library fees for lecturers.

7

HOW MUCH IS THE SALARY OF A LECTURER?

- The rate depends on your rank. You may ask your unit or the accounting office for the rate per rank.

8

WHERE CAN WE GET A COPY OF THE SYLLABUS OF THE COURSE THAT WE ARE GOING TO TEACH?

- Please ask your department/institute for the approved syllabus/syllabi. You can design the syllabus of a course that has no approved syllabus. You can ask the help of senior faculty members to design the syllabus.

OFFICE FOR THE ADVANCEMENT OF TEACHING
OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

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