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Office of the Vice President for Academic Affairs

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OVPAA Memorandum No. 2020-98

For: Faculty, Department Chairpersons, Program Directors, Institute Directors and Deans

Through the Chancellors

cc: Vice-Chancellors for Academic Affairs

From: 
Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

**Re: PAYMENT OF OVERLOAD PAY IN THE SECOND SEMESTER
AY 2019-2020 AND SUBMISSION OF A DRP FOR COURSES WITHOUT
GRADE ON 31 MAY 2021**

Section **6.1.1.3** of the UP System Policy on the Second Semester AY 2019-2020 in the time of COVID-19 provides the following:

*“Students, by not submitting themselves to provision **6.1.2** or **6.1.3** below for the giving of grades nor electing to drop, may choose not to pursue in any way their enrolled courses for the Second Semester AY 2019-2020. They shall inform their University Registrar through their Dean in writing of this choice at any time before 31 May 2021. The students shall be deemed dropped as of 31 May 2021 and allowed to re-enroll their courses or equivalent courses in the succeeding semesters. **Meanwhile, they shall remain without grades.**”*

Given the foregoing,

1. overload pay of faculty for the Second Semester AY 2019-2020 may be processed even if there are courses which they handle that remain without grades; and,
2. courses enrolled in by students in the Second Semester AY 2019-2020 that remain without grades on 31 May 2021, shall be automatically given a DRP by the respective registration systems of the CU. The respective CU Office of the University Registrar will oversee the implementation of this.

For your guidance please.

Thank you.