



OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND EXTENSION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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UPLB Submission Procedures:

1. **Application Form.** Applicants for this year must only use **OVPAA-SPS-Form-1 Rev072022** which is already available on our OVPAA Website for download through this link (bit.ly/UPSPS-Forms-2022).
2. **Supporting Documents.** Applications with all the documentary proof must be submitted by the CU in hard copies to the OVPAA to aid the System Committee on SPS in their evaluation. The CU VCRD/VCRE/VCR/VCAAs are also required to ensure that the application form is correct and properly accomplished with all documentary proofs complete and correctly labeled. The forms and attachments must be **chronologically ordered**, Kindly see the checklist (**Annex A**) and list of attachments for the manner of filing the supporting documents (**Annex B**).
3. For proof of publications, attach only the title page.
4. Submit the application documents (both hard and ecopy) to OVCRE on or before **12 NN, 09 September 2022** .

For the hardcopy: Submit two (2) sets arranged in a clear folder without the signatures of the unit head/dean. Label the cover and indicate the type of application (NEW or RENEWAL) in capital letters.

For example: BANTAYAN, NATHANIEL
CFNR-UPLB
NEW

For the e-copy: Upload the application documents thru this [link](#).

Please label the application folder and indicate if NEW or RENEWAL
LAST NAME, FIRST NAME. For example: BANTAYAN NATHANIEL NEW

5. Please be guided by the following schedule:

09 September 2022: Deadline at OVCRE of application documents
09-19 September 2022: Evaluation period (by the Ad Hoc Committee)
20 September 2022: Meeting of the Ad Hoc Committee
21-28 September 2022: Revision period (by the applicants)

6. Once approved, applicants shall submit 4 sets of complete application documents spring bound and signed by the unit head/dean. Do not prepare the 4 copies unless advised by the secretary of the Ad-hoc Committee.

7. The Ad-hoc committee will submit its recommendations to Chancellor Jose V. Camacho, Jr. by 29 September 2022. Hence, all revised applications must be submitted to OVCRE Annex on or before **12 NN, 29 September 2022**.