



OFFICE OF THE VICE-CHANCELLOR FOR ADMINISTRATION

02 October 2015

MEMORANDUM NO: VCY - 031

TO : All Head of Units
Attention: Administrative Officers (Administrative and Academic)

FROM : Prof. Virginia C. Yap
Vice-Chancellor for Administration

SUBJECT : "Seminar on Government Benefits (GSIS, PHILHEALTH, PAG-IBIG)" on October 13 and 14, 2015 [1st batch] and November 3 and 4, 2015 [2nd batch] (08:00 am – 12:00 nn) at the Bulwagang Bonifacio Auditorium, SOLAIR, UP Diliman

The Human Resources Development Office (HRDO) will conduct two batches of two half-day seminars on Government Benefits (GSIS, PAG-IBIG & PHILHEALTH) with the first batch scheduled on October 13-14, 2015; and the second batch, on November 3-4, 2015 at 8:00am – 12:00nn. The seminar will be held at the Bulwagang Bonifacio Auditorium, School of Labor and Industrial Relations, U.P. Diliman for both sessions.

The first batch is intended for the administrative officers of the administrative offices handling government benefits; while the second batch is for the administrative officers of the academic offices. Each unit/ college is allotted two (2) slots.

Participants are requested to submit the accomplished Pre-evaluation form to the Training Section of the Benefits Division of HRDO on or before 09 October 2015 for confirmation.

Attached are the program of activities and list of units/ colleges for your reference. Thank you.

Government Benefits (GSIS, PHILHEALTH, PAG-IBIG)
 Pangasinan Auditorium, School of Labor and Industrial Relations, UP Diliman

Batch 1: Administrative Clusters		Date: Oct 13 & 14, 2015	Time: 8:00am - 12:00nn
Administrative Clusters		Unit/ Office	PAX
Office of the Vice-Chancellor for Administration (OVCA)	DAO	Diliman Accounting Office	2
	DBO	Diliman Budget Office	2
	DCO	Diliman Cash Office	2
	HRDO	Human Resources Development Office (1st batch)	2
	SPMO	Supplies and Property Management Office	2
	BCO	Business Concessions Office	2
	UMT	Utilities Management Team	2
	PABX	Communication	2
Office of the Vice-Chancellor for Community Affairs (OVCCA)	CMO	Campus Maintenance Office	2
	UPDP	UP Diliman Police	2
	UHS	University Health Service	2
	HO	Housing Office	2
	STPS	Supervisory Team for Private Security	2
	SOLID	Solid Waste Management	2
	OCA	Office of Campus Architect	2
Office of the Vice-Chancellor for Research and Development (OVCRD)		Project Management	2
		Research Dissemination	2
	DLRC	Diliman Learning and Resource Center	2
Office of the Vice-Chancellor for Student Affairs (OVCSA)	DOST	Department of Science and Technology	2
	OCG	Office of Counseling and Guidance	2
	OSH	Office of Student Housing	2
	UFS	University Food Service	2
	SDT	Student Disciplinary Tribunal	2
	OSSS	Office of Scholarships and Student Services	2
	OSA	Office of Student Activities	2
	DIO	Diliman Information Office	2
	DLO	Diliman Legal Office	2
	UPCC	UP Computer Center	2
Office of the Chancellor (OC)	SWF	Sentro ng Wikang Filipino	2
	OICA	Office for Initiatives in Culture and the Arts	2
	Theater	University Theater	2
	DGO	Diliman Gender Office	2
	OASH	Office of Anti-Sexual Harrassment	2
	Balay	Balay Internasyonal	2
	DILC	Diliman Interactive Learning Center	2
	ODI	Office of the Director of Instruction	2
Office of the Vice-Chancellor for Academic Affairs (OVCAA)	OEC	Office of Extension Coordination	2
	UL	University Library	2
	OUR	Office of the University Registrar	2

Batch 2: Academic Clusters		Date: Nov. 3 & 4, 2015	Time: 8:00am - 12:00nn
Academic Clusters		Unit/ Office	PAX
Social Sciences	AC	Asian Center	2
	CED	College of Education* (UPIS, NISMED)	4
	CL	College of Law* (LC)	4
	CSSP	College of Social Sciences and Philosophy (TWS)	2
	CSWCD	College of Social Work and Development	2
	IIS	Institute of Islamic Studies	2
	CA	College of Architecture	2
Science and Technology	Ceng	College of Engineering* (NEC, NCTS, TCAGP, EEEI, ICE, IC, BRS)	10
	CHE	College of Home Economics	2
	SLIS	School of Library Science	2
	CS	College of Science* (NIGS, NIP, NIMBB, NSRI, MSI, CHEM, BIO, CSRC, MATH)	10
	SS	School of Statistics	2
	ASP	Archeological Studies Program	2
	CAL	College of Arts and Letters* (CWC)	2
Arts and Letters	CFA	College of Fine Arts	2
	CHK	College of Human Kinetics	2
	CMC	College of Mass Communications	2
	CM	College of Music	2
	AIT	Asian Institute of Tourism	2
Management and Economics	VSBS	Virata School of Business	2
	NCPAG	National College of Public Administration and Governance	4
	SE	School of Economics	2
	SOLAIR	School of Labor and Industrial Relations	2
	SURP	School of Urban and Regional Planning	2
	TMC	Technological Management center	2
	UPDEPP	UPDiliman Extension Program Pampanga	2
OVCA (2nd Batch)	HRDO	Human Resources Development Office (2nd Batch)	2

Training on Government Benefits (GSIS, PHILHEALTH & PAG-IBIG)

13 & 14 October; 03 & 04 November 2015

Bulwagang Bonifacio Auditorium, SOLAIR,

U.P. Diliman, Quezon City



PRE- EVALUATION ASSESSMENT

(Please write clearly and legibly for the correctness of data on your certificates.)

Name: _____ Employee No. : _____

(Last Name, First Name, Middle Initial)

Gender: _____ M _____ F E-mail address: _____

Name of Unit/ College/ Office: _____ Tel. No./ VOIP: _____

Employment Classification: _____ Faculty _____ REPS _____ Administrative Staff

What are the government benefits and privileges you are enjoying as an employee?

Previous lecture/s attended in relation to these government benefits:

What are the perceived issue/s related to these benefits you need clarification?

My expectations on the one-day lecture on Code of Conduct (RA 6713) and customer service:

a. CONTENT:

b. PROCESS:

c. CO- PARTICIPANTS:

d. FOOD:

e. RESOURCE SPEAKERS:

f. VENUE:

Important: Please return/send back to UP HRDO Training Section (Tel. No. 9818500 loc. 2577) on or before 09 October 2015. This will serve as the confirmation and assurance of your attendance. Thank you.