

Administrative Circulars

EXECUTIVE ORDERS

Executive Order No. 97-01: Providing for the Institutionalization of Learning Resource Centers in the University of the Philippines

WHEREAS, the University of the Philippines is committed to the pursuit of academic excellence;

WHEREAS, the students admitted into the University come from various types of background as home, community, and school;

WHEREAS, some of the students find difficulty coping with the demands of academic life; while others survive, some drop out or are dismissed and the others, stay longer in the University;

WHEREAS, recognizing the need to provide students with the essential assistance and support system to meet the demands of university life, the Autonomous Universities through their colleges, offices and some student organizations have instituted some assistance programs to help students cope with problems, both academic and psycho-social in nature;

WHEREAS, there have been learning assistance programs set up such as the XDS program in UP Diliman (1977-1982), Affirmative Action Program and Peer Counselling Program of the *Ugnayan ng Pahinungod*, the summer bridge program for ARDS grantees in UP Los Baños, the Affirmative Action Program for Mindanao in UP Visayas and the Freshmen Enhancement Program of UP Manila;

WHEREAS, these forms of assistance are not enough and need to be coordinated;

WHEREAS, there is a need to institutionalize and systematize academic and psycho-social support for the Excellence-Equity Admissions System (EEAS) which the University is adopting;

WHEREAS, the Board of Regents at its 1107th meeting on 17 April 1997 authorized the institutionalization of the Learning Resource Centers;

Now, THEREFORE, I, **Emil Q. Javier**, President of the University of the Philippines System, by virtue of the powers vested in me by the Board of Regents, do hereby issue this Executive Order providing for the institutionalization of Learning Resource Centers.

1. There shall be established a system-wide **Learning Resource Center (LRC)** and LRCs in each Autonomous University.

2. **Organization** — There shall be a System LRC and AU LRCs, each headed by a Director whose appointment, term of office, and compensation shall be in accordance with existing University Rules (See Organization Chart below).

2.1 To ensure systematization of the programs in all campuses and an efficient and reliable evaluation of the same, the programs will be coordinated at the System level by the System LRC under the Office of the Vice-President for Academic Affairs.

2.2 Each AU LRC will be under the Vice-Chancellor for Academic Affairs, except for UP Diliman which will be under the Vice-Chancellor for Student Affairs.

2.3 There will be an Advisory Council in each AU chaired by the VCAA/VCSA with the LRC Director as Secretary, composed of the Director of Instruction, University Registrar, Deans of Colleges which provide GE courses, chair of the Student Council and directors of other offices which provide similar programs as the LRC. This is to ensure smooth implementation of LRC programs and the cooperation and coordination of concerned offices.

3. **Functions** — The Learning Resource Centers will be tasked to supplement, complement, and coordinate existing learning assistance programs in each campus to ensure that the goal of promoting academic excellence will be realized in a more caring and nurturing environment.

4. **Programs** — There shall be three major components of the LRC:

- 4.1 Instructional Assistance and Enrichment Program
- 4.2 Psycho-social Development Program
- 4.3 Student Tracking and Evaluation of Learning Assistance Effectiveness

Details of these programs are provided in the "Final Report on the Learning Resource Center" (September 1996) which is part of the "Policy Studies Towards Further Democratization of Access to UP Education".

5. **Budget** — The LRC shall submit a regular budget for approval by the President and the Board of Regents.

For the guidance of all concerned.

28 April 1997

(Sgd.) **EMIL Q. JAVIER**
President

System-Wide Organizational Structure of LRCs

Vice-President for Academic Affairs

LRC System Director

- Vice-Chancellor for Student Affairs, UPD (LRC)
- Vice-Chancellor for Academic Affairs, UPM (LRC)
- Vice-Chancellor for Academic Affairs, UPLB (LRC)
- Vice-Chancellor for Academic Affairs, UPV (LRC)
- Director for Academic Affairs, UPMin (LRC)

Director for Admissions

Organization and Program Chart of AU-LRCs

Vice-Chancellor for Academic Affairs

LRC Director

Advisory Council

- Instructional Assistance & Enrichment Program (IAEP)
- Summer Bridge Program
- Self-Instruction Program
- Learning Assistance Program
- Skills Enrichment Program

- Psycho-social Development Program (PDP)
- Personality and Leadership Training Program/Testing Services
- Peer Counseling/ Group Guidance
- Interest-Related Skills Development

- Campus Coordinator/s*
- Monitoring & Evaluation Program (MEP)
- Student Records Management
- Student Performance Monitoring/Evaluation
- Information Dissemination
- Student Lounge