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Office of the Vice President for Academic Affairs

11 February 2021

OVPAA Memorandum No. 2021-31

For: The Chancellors

Cc: The Vice Chancellors for Academic Affairs
CILT

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

Re: **Software Deployment from the UP System to the Constituent Units**

The COVID-19 pandemic compelled the UP System to deliver teaching and learning remotely in Academic Year 2020-2021. In July 2020, the shift to this mode prompted academic units across the System to redesign their programs and courses. The request for resources in support of delivering courses remotely was an offshoot of this exercise, with the units identifying software in support of remote teaching and learning as a much needed resource in addition to library subscriptions to various databases. A separate survey, conducted in October 2020, served as the basis for prioritizing the software to be procured at the System level.

The following are among the prioritized software that have been procured as of this date:

1. NVIVO Software (200 perpetual licenses)
2. Adobe Creative Cloud All Apps (660 one-year licenses)
3. Adobe Acrobat Pro DC (384 one-year licenses)
4. SPSS Software (575 3-yr term licenses)

To facilitate the deployment of these software, the OVPAA requested the assistance of the ITDC in coordinating with the respective CU IT officers.

For the NVIVO perpetual licenses, Persons-in-Charge (PICs) per CU were identified by the VCAAs and were tasked to:

- set up a CU protocol on the deployment of the licenses to academic units;
- be the assignee in the Property Acknowledge Receipt (PAR) for the licenses;
- process transfer of the PAR to appropriate office/academic unit; and,

- monitor the usage of the software and submit a report of the same to the OVPAA through channels every 30th of June of each year.

For the deployment of the other software (i.e., SPSS, Adobe Cloud and Adobe Acrobat), we request the CU to identify its PIC for each of the software. The PIC shall have the following duties and responsibilities:

- set up a CU protocol on the deployment of the licenses to academic units;
- be the assignee in the Property Acknowledge Receipt (PAR) for the licenses;
- process transfer of the PAR to appropriate office/academic unit; and,
- monitor the usage of the software and submit a report of the same to the OVPAA through channels every 30th of June of each year.

Each CU must register their PIC by accomplishing the form provided in the links below:

For Adobe Cloud – https://itdc.up.edu.ph/form_adobecloud

For Adobe Acrobat – https://itdc.up.edu.ph/form_adobeacrobat

For SPSS – https://itdc.up.edu.ph/form_spss

Upon submission of the forms, ITDC will process the assignment of licenses to the PICs and through email, the PICs will receive notifications and additional instructions relevant to the licenses. The deadline for accomplishing the forms is on **Friday, 19 February 2021**.

Below is the allocation of the software per CU for your reference.

ALLOCATION	NVIVO	Adobe CC - All APPS	Adobe Acrobat Pro DC	SPSS
UP Baguio	15	30	10	30
UP Cebu	11	30	77	30
UP Diliman	67	300	127	200
UP Los Baños	35	100	90	100
UP Manila	26	60	10	75
UP Mindanao	15	25	10	30
UP Open University	11	30	10	30
UP Visayas	11	50	25	60
UPV - Tacloban College	4	15	5	15
UP System	5	20	20	5

The list of priority academic units that listed the above-mentioned software in their program resource requirement have been sent to the VCAs.

Please ensure that each software is made available to the academic units in time for the start of classes for the Second Semester/Trimester AY 2020-2021.

Thank you for your consideration and compliance. Thank you.