



INTERACTIVE LEARNING CENTER
UNIVERSITY OF THE PHILIPPINES DILIMAN

DILC Bldg., Apacible St., UP Diliman, Quezon City 1101
+632 89209556 or +632 89818500 local 2058 | ilcdiliman@up.edu.ph



MEMORANDUM NO. ILCD MFMR 26 – 004

TO : **Deans, Directors, Heads of Academic Units and Faculty Members**

FROM : **MIGUEL FRANCISCO M. REMOLONA, PhD**
Director

THROUGH : **MARIA VANESSA MUSUNG-OYZON, PhD**
Vice Chancellor for Academic Affairs

SUBJECT : **UVLe '26 CARAVAN: UNIT-BASED TRAINING SESSIONS**

DATE : **21 July 2026**

Following the update of the University Virtual Learning Environment (UVLe) last semester, the Interactive Learning Center Diliman (ILC Diliman) will conduct the **UVLe '26 Caravan** to assist faculty members and lecturers in transitioning to and using the updated learning management system.

Through the Caravan, colleges, departments, institutes, and other academic units may request a unit-based **three-hour training session** composed of the following parts:

1. **Transitioning to UVLe '26** – intended for faculty members and lecturers who have previously used UVLe. This segment will introduce the changes in UVLe '26 and guide existing users in transitioning to the updated platform.
2. **Basics of UVLe '26** – intended for new users with no previous experience using UVLe. This segment will cover the platform's essential features and basic course-management functions.

The session will begin with **Transitioning to UVLe '26**. Participants who are previous UVLe users may leave after completing this segment. The training will then proceed with **Basics of UVLe '26** for participants who are new to the platform.

Training sessions may be requested on any day within the following periods, subject to the availability of ILC Diliman trainers:

- **July 27, 2026 (Monday)**
- **July 28, 2026 (Tuesday)**
- **July 29, 2026 (Wednesday)**
- **August 3, 2026 (Monday)**
- **August 4, 2026 (Tuesday)**
- **August 5, 2026 (Wednesday)**

The requesting unit shall be responsible for:

1. organizing the training session and designating a focal person;
2. identifying and inviting faculty members and lecturers from the unit to participate;
3. informing participants which training segment is appropriate for them based on their previous UVLe experience;
4. reserving an appropriate venue; and
5. preparing the venue and the necessary equipment and technical setup for the training.

ILC Diliman will assign staff members who will serve as the trainers and training assistants for the session.

Units interested in hosting a session are requested to **submit their preferred date and time, expected number of participants for each training segment, proposed venue, and contact details of their designated focal person** through the ILC Diliman Helpdesk: <https://helpdesk.ilc.upd.edu.ph/open.php?topicId=31>.

Requests must be submitted **at least two (2) days before the preferred training schedule** to allow ILC Diliman sufficient time to prepare and assign the necessary personnel. Requested schedules will be confirmed upon coordination with ILC Diliman and will remain subject to trainer availability.

Request for trainers here



We encourage academic units to avail themselves of this opportunity to support their faculty members and lecturers in adopting UVLe '26.

For inquiries or clarifications, please contact us through the ILCD Helpdesk at <https://helpdesk.ilc.upd.edu.ph>.