


OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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MEMORANDUM NO. OVCAA-ECA 18-112-A

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL ACADEMIC PERSONNEL COMMITTEE MEMBERS
ALL FACULTY MEMBERS
ALL ADMINISTRATIVE OFFICERS CONCERNED

FROM :  EVANGELINE C. AMOR, Ph.D. *r*
Vice-Chancellor for Academic Affairs

SUBJECT : Batch Renewal of Faculty Appointments (Regular Full Time and Part Time):
Additional Information

DATE : 27 March 2018

Further to Memorandum No. OVCAA-ECA 18-112 dated 20 March 2018, this is to clarify that the renewal of extension of part time appointments beyond age 65 are also included in the batch renewal of faculty appointments. The new basic paper for batch renewal of faculty appointments may be downloaded at <http://ovcaa.upd.edu.ph/memos.php>.

For renewal of extension of regular full time appointments beyond age 65, kindly use the green Basic Paper (HRDO B-1).

Please submit recommendations for renewal of extension of part time appointments beyond age 65 together with OSU Form 2003 (Appointment of Professorial Lecturer Beyond Age 65) and OVPAA Form 3.0, fully accomplished and signed as appropriate, to the OVCAA (Attention: Mr. Jerome Cruz) on or before Friday, 25 May 2018.

Thank you for your cooperation.

cc: Chancellor Michael L. Tan
HRDO Director Angela D. Escoto
OAT Director Rosella S. Torrecampo