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OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

MEMORANDUM NO. OVCAA-BMP 14-003-D

TO : ALL DEANS, DIRECTORS AND HEADS OF UNITS
ALL FACULTY MEMBERS



FROM : BENITO M. PACHECO, Ph.D.
Vice-Chancellor for Academic Affairs

SUBJECT : Guidelines and Criteria for the 2014 Merit Promotion for Faculty and
Research Faculty: Call for Recommendations for the 2014 "Sagad" Award for
Faculty, REPS and Administrative Staff

DATE : 26 August 2014

For your information, enclosed is the Memorandum No. PAEP 14-47 dated 22 August 2014.

Please coordinate and submit, or resubmit if you have included in the Merit Promotion list, the list of recommendations of your respective units and offices for the one-time Sagad Award for faculty, REPS and administrative staff, using the enclosed Forms A, B and C, **not later than 1 September 2014, 12:00 noon** to the Chancellor through OVCAA.

The excel version of the new forms can be downloaded from the HRDO website at <http://hrdo.upd.edu.ph/2014MeritPromotion.php>.

As discussed in the recent President's Advisory Council (PAC) meeting, faculty who can be recommended for the one-time Sagad Award are not only Professor 12 (SG 29-8), but also Associate Professors 7 (25-8) and Assistant Professors 7 (SG 21-8) who could not qualify to cross rank promotion but whom the units nonetheless find deserving of the Sagad Award.

Please note that the final amounts of Sagad Award for the different categories of employees will be determined based on the funds that may be available for the purpose.