



UNIVERSITY OF THE PHILIPPINES
Quezon City

Received: **OVCAA**
BY: *[Signature]*
DATE: *8/25/14*
NO:

OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAEP 14-47

DATE : 22 August 2014
FOR : The Chancellors
The Dean, UP Cebu
The Director, Philippine General Hospital (PGH)
The Vice Presidents
The Secretary of the University

Attention: *The HRDO Heads.*

FROM : Alfredo E. Pascual
President

SUBJECT : **Call for Recommendations for the 2014 "Sagad" Award
for Faculty, REPS and Administrative Staff**

In parallel with the ongoing Merit Promotion exercise, please submit the recommendations of your respective units and offices for the one-time Sagad Award for faculty, REPS, and administrative staff, using the attached forms, not later than 2 September 2014. The forms in Excel format are downloadable from <http://hrdo.upd.edu.ph/2014MeritPromotion.php>.

You are reminded that in the President's Advisory Council (PAC) meeting held on 18 August 2014, it was the consensus that the constituent universities (CUs) may consider for Sagad Award recommendations, not only Professors 12 (SG 29-8) but also Associate Professors 7 and Assistant Professors 7 who could not qualify for cross-rank promotion but whom the units nonetheless find deserving of the Sagad Award.

In the case of REPS and administrative staff, recommendations for the Sagad Award will be for employees who deserve but cannot be given a merit step increase due to their being in the maximum step of the salary grade of their current job position title.

Please submit the duly accomplished recommendation forms of your respective units electronically via e-mail to ovpa@up.edu.ph. The duly signed original hardcopy of the forms shall be delivered to the **Office of the Vice President for Administration (OVPA)**.

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

Noted:

BENITO M. PACHECO, PH.D.
Vice Chancellor for Academic Affairs