

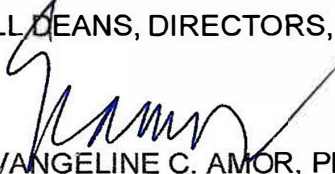
**UNIVERSITY OF THE PHILIPPINES
DILIMAN QUEZON CITY**

DIRECT LINE: (632) 928-5107
VoIP TRUNKLINE 981-8500 LOCAL: 2583
FAX: (632) 928-5107
E-MAIL: ovcaa@ovcaa.upd.edu.ph

**OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS**

MEMORANDUM NO. OVCAA-ECA 18-086

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

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

SUBJECT : Request for Updated Merit Promotion Instruments for Faculty Members

DATE : 16 January 2018

As discussed in the Executive Committee meeting on 15 January 2018, may we formally request each college/ unit to submit its updated Merit Promotion Instrument for faculty members to OVCAA and send the soft copy via e-mail to jerome@ovcaa.upd.edu.ph (Attention: Mr. Jerome Cruz) by Monday, 22 January 2018 in preparation for the UPD Executive Committee Workshop to be held on 28-30 January 2018 at Baguio City.

Pertinent documents related to merit promotion will be e-mailed for reference.

Thank you very much for your usual cooperation.