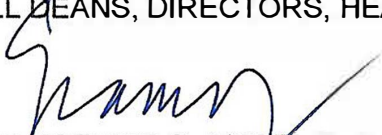


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**OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS**

MEMORANDUM NO. OVCAA-ECA 18-107

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS

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

SUBJECT : Reminders on the Processing of Appointments of Instructor 1 to Instructor 7 and
Lecturer 1 to Lecturer 2

DATE : 22 February 2018

This is to remind everyone that the authority to act for and sign on behalf of the Chancellor for the original appointments of Instructor 1 to Instructor 7 and Lecturer 1 to Lecturer 2 is being delegated to Deans.

For reference, please see attached copies of Administrative Order No. CAS-11-060 and CAS-11-061 dated 25 May 2011 and Administrative Order Nos. MLT-16-144 and MLT-16-145 dated 10 October 2016.

Please be guided accordingly.

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OFFICE OF THE CHANCELLOR

25 May 2011



ADMINISTRATIVE ORDER NO. CAS-11-060

TO: Deans, Directors, Heads of Units

SUBJECT: Delegation of Authority to Act for and Sign in Behalf of the
Chancellor for Appointments of Instructor 1 to Instructor 7

In accordance with the Board of Regents resolution at its 922nd meeting on December 20, 1979 authorizing the Chancellor to delegate functions to subordinate officials of the constituent university, the authority to act and sign in behalf of the Chancellor for the original appointments of Instructor 1 to Instructor 7 is hereby delegated to Deans. The exercise of powers and functions herein granted shall be subject to existing University rules, regulations and procedures.

Attached is a copy of the Implementing Guidelines on this delegated authority (issued through Administrative Order No. CAS-11-061).

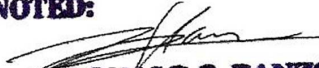
This Order shall supersede the delegation of authority for the appointment of Instructors which were provided in Administrative Order No. 29 dated 6 March 1989 issued by Chancellor Ernesto G. Tabujara.

This Order shall take effect immediately.


CAESAR A. SALOMA
Chancellor

Attached:a/s

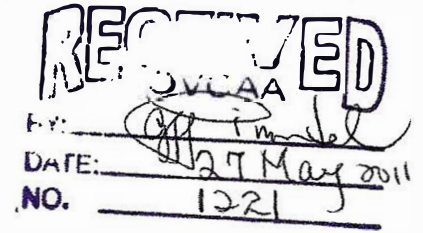
NOTED:


RONALD S. BANZON / 5/27/11
Vice - Chancellor for Academic Affairs

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OFFICE OF THE CHANCELLOR

25 May 2011



ADMINISTRATIVE ORDER NO. CAS-11-061

TO: Deans, Directors, Head of Units

SUBJECT: Implementing Guidelines on the Delegation of Authority to Act for and Sign in Behalf of the Chancellor for the Appointment of Instructor 1 to Instructor 7

With reference to Administrative Order No. CAS-11-060 issued on 25 May 2011, on the *Delegation of Authority* regarding appointments of Instructor 1 to Instructor 7, the following guidelines are hereby issued:

1. Existing University rules and policies shall be strictly adhered to for purposes of uniform implementation across units within UP Diliman;
2. The term "appointment" for purposes of this Administrative Order covers only **original** appointments;
3. The period of appointment shall not exceed one (1) year;
4. A recommendee for appointment to the faculty should satisfy the following minimum requirements:
 - 4.1 Possession of a bachelor's degree;
 - 4.2 Should not have any failing mark. Otherwise, the recommendation for appointment shall be submitted to the Academic Personnel and Fellowships Committee (APFC);
 - 4.3 The following matrix of Instructor rank shall be used for U.P. Honor graduate appointees:

AWARD	PROPOSED MINIMUM RANK
Cum Laude	Instructor 3
Magna Cum Laude	Instructor 4
Summa Cum Laude	Instructor 5

5. The following shall not be eligible for appointment/reappointment to the faculty:
 - 5.1 Those whose previous recommendation was disapproved;
 - 5.2 Those who were appointed for one semester only with the condition of non-renewal.

CC

6. Deans must seek prior budget clearance from the Budget Office;
7. A copy of the appointment paper together with the basis paper and other relevant supporting documents (please refer to the attached checklist of requirements for processing of faculty appointment shall be furnished the HRDO for post audit and record purposes within seven (7) days after release. The HRDO shall remain the repository of all personnel records. The Diliman Accounting Office and the Diliman Budget Office shall also be furnished a copy of the appointment paper; and
8. HRDO shall report to the Chancellor (in Summary Form) appointments issued by the deans every semester.


CAESAR A. SALOMA
Chancellor

Attached:a/s

c.c.: ✓ Vice Chancellor Ronald Banzon, OVCAA
Vice Chancellor Virginia Yap, OVCA
Director Angela Escoto, HRDO
Acting Director Arsenio Pagador, Budget Office
Acting Director Celeste Mamaril, Accounting Office

NOTED:


RONALD S. BANZON
Chancellor for Academic Affairs

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OFFICE OF THE CHANCELLOR

Received: OVGAA
BY: *Q. A. A.*
DATE: 11 OCT 2016
NO.: 16-5762

10 October 2016

ADMINISTRATIVE ORDER NO. MLT-16-144

TO : Deans, Directors and Department Chairs
SUBJECT : Delegation of Authority to Act for and Sign on Behalf of the
Chancellor for Appointments of Lecturer 1 and Lecturer 2

In accordance with the Board of Regents resolution at its 922nd meeting on 20 December 1979 authorizing the Chancellor to delegate functions to subordinate officials of the constituent university, the authority to act for and sign on behalf of the Chancellor for the original appointments of Lecturer 1 and Lecturer 2 is hereby delegated to Deans. The exercise of powers and functions herein granted shall be subject to existing University rules, regulations and procedures.

This is consistent with the delegation of authority to act for and sign in behalf of the Chancellor for the appointment of Instructors.

Attached is a copy of the Implementing Guidelines on this delegated authority (issued through Administrative Order No. MLT 16-145).

This Order supersedes the delegation of authority for the appointments of Lecturer 1 and Lecturer 2 which were provided in Administrative Order No. 29 dated March 1989 issued by Chancellor Ernesto G. Tabujara.

This Order shall take effect immediately.



MICHAEL L. TAN, PhD
Chancellor

Attachment: a/s
cc: All Vice Chancellors
HRDO

OFFICE OF THE CHANCELLOR

Received: OVGAA
BY: [Signature]
DATE: 11 OCT 2016
NO: 16-1722

10 October 2016

ADMINISTRATIVE ORDER NO. MLT-16-145

TO : Deans, Directors and Department Chairs
SUBJECT : Implementing Guidelines on the Delegation of Authority to Act
for and Sign on Behalf of the Chancellor for the Appointments of
Lecturer 1 and Lecturer 2

With reference to Administrative Order No. MLT 16-144 issued on 10 October 2016 on the Delegation of Authority regarding appointments of Lecturer 1 and Lecturer 2, the following guidelines are hereby issued:

1. Existing University rules and policies shall be strictly adhered to for purposes of uniform implementation across units within UP Diliman;
2. The term "appointment" for purposes of this Administrative Order covers only original appointments;
3. The period of appointment shall not exceed one (1) year;
4. A recommendee for appointment to the faculty should satisfy the following minimum requirements:
 - 4.1 Possession of a bachelor's degree;
 - 4.2 Should not have any failing mark. Otherwise, the recommendation for appointment shall be submitted to the Academic Personnel and Fellowship Committee (APFC);
5. The following shall not be eligible for appointment/reappointment to the faculty:
 - 5.1 Those whose previous recommendation was disapproved;
 - 5.2 Those who were appointed for one semester only with the condition of non-renewal.
6. Deans must seek prior budget clearance from the Budget Office;

7. A copy of the appointment paper together with the basic paper and other relevant supporting documents (please refer to the attached Memorandum No. OVCAA-BMP 16-164) shall be furnished the HRDO for post audit and record purposes within seven (7) days after release. The HRDO shall remain the repository of all personnel records. The Diliman Accounting Office and the Diliman Budget Office shall also be furnished a copy of the appointment papers; and
8. HRDO shall report to the Chancellor (in Summary Form) appointments issued by the deans every semester.



MICHAEL L. TAN, PhD
Chancellor

cc: *Vice-Chancellor Benito M. Pacheco, OVCAA*
Vice-Chancellor Virginia C. Yap, OVCA and OIC, HRDO
Director Antonio M. Becoñado, Jr., Budget Office
Ms. Cecilia J. Morales, OIC, Accounting Office