



**UNIVERSITY OF THE PHILIPPINES  
DILIMAN QUEZON CITY**

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

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MEMORANDUM NO. OVCAA-ECA 18-112

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.   
Vice-Chancellor for Academic Affairs

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

DATE : 20 March 2018

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As part of the initiatives to facilitate the timely processing of the renewal of faculty appointments, please be informed of the new basic paper for batch renewal of faculty appointments. Please see attached form. This will allow the renewal of appointments of faculty members without the need for supporting documents as these have been submitted during the original appointment.

The new form shall be used for renewal of faculty who are not recommended for tenure-track. For renewal of appointments beyond up-or-out rule, renewal of appointments with temporary waiver of faculty tenure rule (RTW) and renewal of appointments of foreign faculty, kindly use the green Basic Paper (HRDO B-1).

Please submit recommendations for the batch renewal of faculty appointments, fully accomplished and signed as appropriate, to the OVCAA (Attention: Mr. Jerome Cruz) **on or before Friday, 25 May 2018.**

Upon receipt of recommendations, the OVCAA will forward them to the Office for the Advancement of Teaching (OAT) Diliman which will provide the SET scores of each faculty. Thereafter, the OVCAA will endorse them to the Office of the Chancellor (through channels). Recommendations for renewal of appointment of faculty members with low SET scores will pass through the Academic Personnel and Fellowship Committee (APFC) for review/evaluation.

Thank you for your cooperation.

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

# University of the Philippines Diliman

## Batch Renewal of Faculty Appointments (Regular Full Time and Part Time)

College/Office/Division/Department \_\_\_\_\_

	Name (Surname, First Name, M.I.)	Birth Date	Citizenship	Degree	Institution & Year	Faculty/ Lecturer Rank	Salary Grade/ Rate	Unit Code	PSI No.	Effectivity Date	Set Scores for the last two (2) semesters	
1												
2												
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Action taken by:

Department Personnel Committee

Approved

Disapproved

Reason/s

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Action taken by:

College Personnel Committee

Approved

Disapproved

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Endorsed and Certified:

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Dean/ Director/ Head of Unit/ Office

\_\_\_\_\_  
Chief, HRRD

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, HRDO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Director

\_\_\_\_\_  
Date

Approval/ Recommending Approval

Approval/ Recommending Approval

\_\_\_\_\_  
Vice Chancellor for Academic Affairs

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chancellor

\_\_\_\_\_  
Date

Note: Recommendations for the renewal of appointments beyond up-or-out rule, renewal of appointments with temporary waiver of faculty tenure rule and renewal of appointments of foreign faculty are not included in this Form. For such, kindly use the green Basic Paper (HRDO B-1).

**UNIVERSITY OF THE PHILIPPINES**  
**Diliman, Quezon City**

<b>Dates</b>	<b>FACULTY APPOINTMENTS (Regular Full Time and Part Time)</b>
On or before Friday, 25 May 2018	Submission of all recommendations for faculty appointments effective 1 August 2018
1 June 2018 – 31 July 2018	Midyear
1 August 2018	Start of 1 <sup>st</sup> Semester AY 2018