


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

MEMORANDUM NO. OVCAA-ECA 17-024

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL FACULTY MEMBERS, REPS AND ADMINISTRATIVE STAFF

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

SUBJECT : Standardization of the Hiring Process for Research, Extension and
Professional Staff (REPS) on Plantilla Items

DATE : 9 August 2017

This is to inform everyone about the "Proposal to Standardize the Hiring Process for Research, Extension and Professional Staff (REPS) on Plantilla Items" which was approved by Chancellor Michael L. Tan on 16 July 2017. Please see attached copy for details.

For your reference and guidance, please.

OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND DEVELOPMENT

Ref. No. FRN 17-124

30 March 2017

DR. MICHAEL L. TAN
Chancellor
University of the Philippines Diliman

Dear Chancellor:

Thank you for endorsing the request to reclassify Librarian I and Librarian II from administrative staff to REPS category. This was approved by the BOR in its 1323rd Meeting on 16 December 2016.

Further to my letter dated 10 August 2016 (Ref. No. FRN 16-249), I would like to request your approval of the enclosed **“Proposal to Standardize the Hiring Process for Research, Extension and Professional Staff (REPS) on Plantilla Items.”**

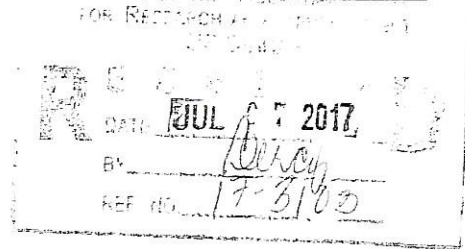
These recommendations were discussed during meetings of the Academic Personnel and Fellowship Committee and in a meeting with the Office of the Vice Chancellor for Administration and the Human Resources Development Office.

Thank you very much.

Sincerely yours,


FIDEL R. NEMENZO, D.Sc.
Vice Chancellor for Research and Development

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R E C E I V E D
OFFICE OF THE CHANCELLOR
University of the Philippines Diliman
Date: APR 04 2017 Time: _____
By: [Signature]




AKSYON NG CHANSELOR:

- Inaprubahan Binigyang-pansin
 Hindi Inaprubahan

7/6/17
Petza
MICHAEL L. TAN, PhD
Chansefer

cc: HRDO
OVCA
OVCAA

Noted:


FIDEL R. NEMENZO, D.Sc.
Vice-Chancellor

JUL 18 2017

**PROPOSAL TO STANDARDIZE THE HIRING PROCESS
FOR RESEARCH, EXTENSION AND PROFESSIONAL STAFF (REPS) ON PLANTILLA ITEMS***

Nature of Appt.	Definition	APFC Recommendation
Original	Refers to appointment issued at initial entry to service in UP Diliman	<p>The first six (6) months of service following original appointment shall be probationary in nature.</p> <p>Section 2, Article IV of the Collective Negotiation Agreement (CNA) between the University and the All UP Academic Employees Union, effective 6 July 2015 - 5 July 2020, states that "REPS with temporary appointments but who occupy items shall be granted permanent status upon completion of six (6) months of meritorious service in accordance with appropriate laws and regulations pertaining to government service."</p> <p>Meritorious service is defined as service with performance rating "Very Satisfactory" or better. Preliminary evaluation of the employee's performance after three (3) months of service may be used as basis to recommend grant of permanent status after the probation period or other appropriate course of action.</p> <p>Grant of permanent status shall be by reappointment with change of status from temporary to permanent.</p>
Reclassification	Refers to a change in personnel category (i.e., from Admin to REPS, or from Faculty to REPS) with or without change in salary grade, which may involve change in employment status	<p>Appointment of personnel reclassified from Admin to REPS or from Faculty to REPS shall be probationary for the first six (6) months of service as REPS.</p> <p>Reckoning of longevity pay will start from date of appointment.</p> <p>The abovementioned policies will not apply to the Librarian I and Librarian II positions. Personnel promoted from Librarian I/II (which are in Admin category) to College Librarian (a REPS category) position will not go through a probationary period.</p> <p>It is recommended, for endorsement to the BOR, that the Librarian I and Librarian II positions be reclassified from Admin category to REPS category.**</p> <p><i>** Already approved by the BOR in its 1323rd Meeting on 16 December 2016</i></p>

* does not apply to UP Contractual employees (those without plantilla items) or substitute employees

**PROPOSAL TO STANDARDIZE THE HIRING PROCESS
FOR RESEARCH, EXTENSION AND PROFESSIONAL STAFF (REPS) ON PLANTILLA ITEMS***

Nature of Appt.	Definition	APFC Recommendation
Reemployment	Refers to an appointment issued after a break in government employment (UP or other government agencies).	Similar to original appointment, the first six (6) months of service following reemployment shall be probationary in nature.
Transfer	Refers to the movement, without break in service and with issuance of appointment, of a REPS employee a) from another government agency/another UP constituent university to UP Diliman, or b) from one UP Diliman unit to another.	REPS holding permanent status in the previous CU/UP Diliman unit may be appointed with permanent status in UP Diliman/new UP Diliman unit, upon recommendation by the new unit and endorsement by the APFC.

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