

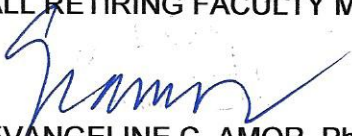
**UNIVERSITY OF THE PHILIPPINES
DILIMAN QUEZON CITY**

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 17-074

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL RETIRING FACULTY MEMBERS

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

SUBJECT : Timeline for the Conferment of the Title of Professor Emeritus

DATE : 6 December 2017

Pursuant to the attached Memorandum No. OVPAA 2017-82 dated 4 December 2017, this is to inform everyone that the title of Professor Emeritus shall be conferred in February 2018 on eligible (1) full professors who retired in 2017; (2) 2016 retirees whose documents have been previously submitted to the CUs; and (3) faculty members who will be retiring in January and February 2018. Note that the effectivity of the title is upon the date of the faculty member's retirement.

Please refer to the schedule of submissions of documents, deliberation and approval of the conferment of the title of Professors Emeriti, as follows:

Date	Activities
2 nd week of December 2017	HRDO shall give all retirees the Information Sheet.
Thursday 21 December 2017	Submission of duly accomplished Information Sheet and accompanying documents to the Office of the Vice-Chancellor for Academic Affairs (OVCAA) OVCAA shall transmit the submissions to the UPD Cluster Committees/ Professor Emeritus Committee immediately thereafter.
Monday 22 January 2018	Submission of CU recommendations to the Office of the Vice President for Academic Affairs (OVPAA)
23-29 January 2018	Deliberations and endorsement of eligible Professor Emeriti by the System Emeritus Committee to the Board of Regents (BOR)
February 2018	Conferment of the title Professor Emeritus

Moving forward, herewith is the timeline for succeeding applications and recommendations, as follows:

Date of Retirement	Submission of CU Recommendation	Deliberation and Endorsement of eligible Professors Emeriti (PE) by the UP System PE Committee
March – June 2018	15 February 2018	16-28 February 2017
July – December 2018	15 May 2018	30 June 2018
January – June 2019	31 July 2018	31 August 2018
July – December 2019	29 October 2018	30 November 2018
January – June 2020	31 July 2018	31 August 2018
July – December 2020	29 October 2018	30 November 2018

Please be guided accordingly.

Thank you.

cc: HRDO Director
UP Diliman Cluster Selection Committees for Appointment to Professor Emeritus
UP Diliman Selection Committee for Appointment to Professor Emeritus



UNIVERSITY OF THE PHILIPPINES

3F, Quezon Hall, Diliman, Quezon City
Tele/Fax: (632) 9264736; 9818500 local 2528 or 2529
Email: ovpaa@up.edu.ph

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

04 December 2017


Memorandum No. OVPAA 2017-82

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To: Chancellor Raymundo D. Rovillos, UP Baguio
Chancellor Liza D. Corro, UP Cebu
Chancellor Michael L. Tan, UP Diliman
Chancellor Fernando C. Sanchez, Jr., UP Los Baños
Chancellor Carmencita D. Padilla, UP Manila
Chancellor Sylvia B. Concepcion, UP Mindanao
Chancellor Melinda DP. Bandalaria, UP Open University
Chancellor Ricardo P. Babaran, UP Visayas

Prof. Corazon Abansi, Vice Chancellor for Academic Affairs, UP Baguio
Prof. Ritichelita Galapate, Vice Chancellor for Academic Affairs, UP Cebu
Prof. Evangeline C. Amor, Vice Chancellor for Academic Affairs, UP Diliman
Prof. Portia G. Lapitan, Vice Chancellor for Academic Affairs, UP Los Baños
Prof. Melinda F. Lumanta, Vice Chancellor for Academic Affairs, UP Open University
Prof. Nilo B. Oponda, Vice Chancellor for Academic Affairs, UP Mindanao
Prof. Nymia P. Simbulan, Vice Chancellor for Academic Affairs, UP Manila
Prof. Gay D. Defiesta, Vice Chancellor for Academic Affairs, UP Visayas
Prof. Fidel R. Nemenzo, Vice Chancellor for Research and Development, UP Diliman
Prof. Rex B. Demafelis, Vice Chancellor for Research and Extension, UP Los Baños
Prof. Eva Maria Cutiongco-dela Paz, Vice Chancellor for Research, UP Manila
Prof. Rolly G. Fuentes, Vice Chancellor for Research and Extension, UP Visayas

Department Chairs, Deans, Institute Directors, HRDO Directors, Cluster Committee Members/Professor Emeritus Committee Members and Faculty Members (through the Chancellors)


From: Maria Cynthia Rose Banzon Bautista
Vice President for Academic Affairs

Subject: **Timeline for the Conferment of the Title of Professor Emeritus**

The title of Professor Emeritus shall be conferred in February 2018 on 1) eligible full professors who retired in 2017; 2) 2016 retirees whose documents have been previously submitted to the CUs; and 3) faculty members who will be retiring in January and February 2018. Note however, that the effectivity of the title is upon the date of the faculty member's retirement

To ensure that all 2017 retirees are covered regardless of **whether they were nominated or not**, the HRDOs shall give all retirees the Information Sheet. The deadline for submission of the Information Sheet and accompanying documents to the **Office of the Vice Chancellor for Academic Affairs** of the CU for the categories mentioned above is **22 December 2017**. As agreed upon in the 1 December 2017 Academic Affairs Committee meeting, the OVCAA shall transmit the submitted documents to the Cluster Committees/Professor Emeritus Committees immediately thereafter.

While we are transitioning towards the conferment of the title to eligible faculty upon the day of their retirement by processing the documents of 64-year old faculty members and deciding on their status before they retire, the schedule of deliberations and approval for those who should have been conferred the title in 2017 is as follow:

22 December 2017	Submission of documents to the CU Office of Vice Chancellor for Academic Affairs (OVCAA)
22 January 2018	Submission of CU recommendations to the Office of the Vice President for Academic Affairs (OVPAAs)
23-29 January 2018	Deliberations and Endorsement of eligible Professors Emeriti by the System Emeritus Committee to the Board of Regents

Moving forward, the HRDOs are enjoined to also give the Information Sheet to faculty members who are retiring **from March 2018 to December 2018** by **22 December 2018**. The HRDO is further urged to give the Information Sheet to faculty members who will be **64 years old in 2018** by January 2018. The schedule of submission of documents, CU and System deliberation and endorsement to the BOR is as follows:

Date of Retirement	Submission of CU Recommendation to the OVPAA	Deliberation and Endorsement of eligible Professors Emeriti (PE) by the UP System PE Committee
March –June 2018	15 February 2018	16-28 Feb 2017
July-December 2018	15 May 2018	30 June 2018
January – June 2019	31 July 2018	31 August 2018
July-December 2019	29 October 2018	30 November 2018

Henceforth, the schedule of submission of documents, deliberation and approval of the conferment of the title of Professors Emeriti to all 64 year-old faculty members so as to ensure that they know whether they are Professor Emeritus or not before they retire is as follows:

Date of Retirement	Submission of CU Recommendation to the OVPAA	Deliberation and Endorsement of eligible Professors Emeriti (PE) by the UP System PE Committee
January-June 2020	31 July 2018	31 August 2018
July-December 2020	29 October 2018	30 November 2018

Thank you for being mindful of the above timelines.