

OFFICE OF THE VICE-CHANCELLOR
FOR ACADEMIC AFFAIRS

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

MEMORANDUM NO. OVCAA-ECA 19-322

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. *γ*
Vice-Chancellor for Academic Affairs

SUBJECT : Batch Renewal of Faculty Appointments

DATE : 11 April 2019

To facilitate processing of faculty appointments in a timely manner, this is to remind everyone to submit recommendations for batch renewal. This allows the renewal of appointments of faculty members without the need for supporting documents as these have been submitted during the original appointment. Kindly use the attached new Batch Renewal Forms, which can be downloaded at <http://ovcaa.upd.edu.ph/memos>, as follows:

Type of Renewal	Batch Renewal Forms
1. Renewal of appointments of faculty who are not recommended for tenure-track (pursuant to Memorandum Order No. PDLC 17-20 dated 28 July 2017) a. Instructors b. Assistant Professors, Associate Professors and Professors	Batch Renewal Form No. 1 Batch Renewal Form No. 2
2. Renewal of faculty appointments for lecturers	Batch Renewal Form No. 3
3. Renewal of faculty appointments for senior lecturers and professorial lecturers	Batch Renewal Form No. 4
4. Renewal of extension of faculty appointments for professorial lecturer beyond age 65	Batch Renewal Form No. 5

For renewal of faculty appointments with temporary waiver of up-or-out rule (RTWUO), renewal of faculty appointments with temporary waiver of faculty tenure rule (RTWTR), renewal of appointments of foreign faculty and renewal of extension of regular full time faculty appointments beyond age 65 (subject to Memorandum No. MLT 16-167 dated 20 July 2016), kindly use the green Basic Paper (HRDO B-1).

Note that recommendations for renewal of extension of appointments of both regular full time faculty and professorial lecturer beyond age 65 must be submitted together with fully accomplished OSU Form 2003 (Appointment of Professorial Lecturer Beyond Age 65) and OVPA Form 3.0.

Please submit recommendations for batch renewal of faculty appointments, fully accomplished and signed as appropriate, to the OVCAA (Attention: Ms. Eleanor Robrigado) **on or before Friday, 31 May 2019**.

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 recommendee in coordination with the Office of the University Registrar – Academic Information System Section (OUR-AIS Section). Thereafter, the OVCAA will endorse them to the Office of the Chancellor through HRDO and Diliman Budget Office. The HRDO will do the personnel clearance while the Diliman Budget Office will do the budget clearance. Further, the HRDO will communicate to concerned units those faculty with low SET scores and request for justification and plan of action to address the same which will be forwarded to 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