

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

UNIVERSITY OF THE PHILIPPINES DILIMAN

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MEMORANDUM NO. OVCAA - ECA 19-445

TO

: ALL DEANS, DIRECTORS AND HEADS OF UNITS

FROM:

EVANGELINE C. AMOR, PhD

Vice-Chancellor for Academic Affairs

SUBJECT

: Guidelines and Criteria for the 2019 Merit Promotion for Faculty and

Research Faculty

DATE

: 26 September 2019

Memo No. PDLC 19-18 released by the Office of the President on 18 September 2019 and disseminated by the Office of the Chancellor, announced the 2019 Faculty Merit Promotions considering accomplishments for the period 1 January 2014 – 31 December 2018 in teaching, scholarly research and/or creative work, public service, and professional development. Promotions will be effective 1 January 2019. For guidance, attached is said memo.

Colleges/units may impose more stringent standards so long as these are consistent with the framework and guidelines laid down in Memo No. PDLC 19-18. These should be approved by the College faculty and applied consistently within the unit.

Colleges/units must submit a cover letter endorsing recommendations, with the following documents in hard copy and soft copy (if applicable) to the OVCAA at the 2[™] floor of DILC Building on or before **21 October 2019**, **5 PM**:

- Promotion instrument used and guidelines followed by the College/unit. If said promotion instrument is more stringent, include a proposal for said instrument with rationale and justification. Name e-file as "2019 FMP_(College)_promotion instrument";
- 2. Summary of recommendations, per category, using UPD-OVCAA Form 1.1 (Annex 1). Name e-file, as "2019 FMP_(College)_Form 1.1_(category);
- 3. Summary of faculty accomplishments using UPD-OVCAA Form 1.2 (Annex 2). Name e-file as "2019 FMP_(College)_(Department/Institute)_Form 1.2";
- 4. Faculty accomplishment form using UPD-OVCAA Form 1.3 (Annex 3). Name e-file as "2019 FMP_(College)_(Department/Institute)_(Family Name_First Name)"; and,
- 5. Supporting documents for faculty accomplishments listed in Form 1.3, properly labeled, referenced according to the criteria outlined in Annex A of Memo No. PDLC 19-18, and placed in a folder (for hard copy submission) or e-folder (for soft copy submission).
 - a. Name folder/e-folder as "2019 FMP_(Unit)_(Family Name)_Supporting documents".
 - Name supporting documents, as applicable. For example, "2019 FMP_(Unit)_(Family Name)_("IA1" for student evaluation under Teaching).

Please transmit electronic copies of documents 1-4 above, by emailing to ovcaa.upd@up.edu.ph with subject heading "2019 FMP_(College)" and/or by using a properly labeled flash drive containing the documents. Include item 5 documents, if possible and applicable.

Thank you.

UP DILIMAN 2019 MERIT PROMOTION FORM 1.1: SUMMARY OF RECOMMENDATIONS

Dept./ Division/ Program/ Inst.	
College/ School/ Center:	
Cluster:	
CU:	UP Diliman

Percentage Used:

Criteria	System Weights (%)	Unit Weights (%)
Teaching	30-50	
Research/Creative Work	30-40	
Public Service	10-15	
Professional Development	10-15	

Please select category:

- ☐ INSTRUCTORS AND ASSISTANT PROFESSORS (PROMOTION WITHIN RANK)
 ☐ ASSOCIATE PROFESSORS (PROMOTION WITHIN RANK)
- ☐ PROFESSORS (PROMOTION WITHIN RANK)

(.xls, with embedded formulae) and in PDF formats.

reckoned with from that later date.

7. While reckoning was specified to start on 1 January 2014, those faculty

members granted merit or automatic promotion at a later date will be

☐ CROSSING RANKS FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR AND ASSOCIATE PROFESSOR TO PROFESSOR

	DBM Unique PSI No. (Please indicate if Date of Last	NAME OF FACULTY MEMBER				POSITION AS OF 31 December 2018		PROMOTION PROPOSED by UNIT		PROMOTION PROPOSED by COLLEGE		PROMOTION PROPOSED by C			CU APFC		SALARY DIFFT'L	
Seq	appointment is charged vs. PS Lump Sum/ Savings)	Promotion ⁷	Surname	First Name	M.I.	Rank	SG- Step	Annual Salary	Rank	SG- Step	Rank	SG- Step	Rank	SG- Step	Annual Salary	No. of Step Increase	Crossing Rank	ANNUAL
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Instructions: 1. There should be separate submissions/files per category. 2. Individual promotions with differences/changes in proposed ranks/steps in the recommendations of Unit vs. College vs. CU should be highlighted in yellow. 3. Submissions must be in hard copy and soft copy in both Excel (in .xis) & PDF formats. 4. CU APFC/APC should provide justification(s) in a separate sheet for those with changes in recommendations referred to in item (2). 5. CU APFC/APC should submit the criteria and point system used for the CU recommendation. 6. CU APFC/APC is responsible for keeping the records of each faculty in Excel				Reco	mmended by:	Signature and P Name of Depart Chair/Unit He Date:	ment ad	Signature and I Name of De Date:				LINE C AMOR, P lor for Academic		TOTAL				
() with ambaded formulas) and in DDE formate																TOTAL		

Approved by:

MICHAEL L. TAN, PhD Date:

UP DILIMAN 2019 MERIT PROMOTION FORM 1.2: SUMMARY OF FACULTY ACCOMPLISHMENTS

Dept./ Division/ Program/ Inst.		
College/ School/ Center:		
Cluster:		
CU:	UP DILIMAN	

Percentage Used:

Criteria	System Weights (%)	Unit Weights (%)
Teaching	30-50	
Research/Creative Work	30-40	
Public Service	10-15	
Professional Developmen	10-15	

30 - 39	1 STEP
40 - 49	2 STEPS
50 - 59	3 STEPS
60 - 69	4 STEPS
70 - 79	5 STEPS
80 - 89	6 STEPS
90 - 100	7 STEPS

Please select category:

- ☐ INSTRUCTORS AND ASSISTANT PROFESSORS (PROMOTION WITHIN RANK)
- ☐ ASSOCIATE PROFESSORS (PROMOTION WITHIN RANK)
- ☐ PROFESSORS (PROMOTION WITHIN RANK)
- □ CROSSING RANKS (FROM ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR AND ASSOCIATE PROFESSOR TO PROFESSOR)

			PERCENTAGE POINTS										
Seq	NAME OF FAC	TEACHING (30 - 50%)		RESEARCH/ CREATIVE WORK (30 - 40%)			SERVICE 15%)	PROFESSIONAL DEVELOPMENT TOTAL (10 - 15%) PERCENTAG		NUMBER OF STEPS PROPOSED	NUMBER OF STEPS PROPOSED		
	Surname	First Name	M.I.	Tier 1 (70%)	Tier 2 (30%)	Tier 1 (80%)	Tier 2 (20%)	Tier 1 (90%)	Tier 2 (10%)	NO TIER	E POINTS	by UNIT	by COLLEGE
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				Submitted b		bmitted by:	Depa	ıre and Prin rtment Cha lirector/Unit	Head		and Printed Na		
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UP DILIMAN 2019 MERIT PROMOTION FORM 1.3: FACULTY ACCOMPLISHMENTS

Name:	
Dept./ Division/ Program/ Inst.	
College/ School/ Center:	
Cluster:	
CU:	UP DILIMAN

Seq	Area	ACCOMPLISHMENTS (2014-2018)	REFERENCE ACTIVITY	RAW SCORE
	TEACHING	TIER 1		
1		e.g. SET in AY 2014-2015 - 1.45	IA1	
		TIER 2		
2		e.g. Teaching Load in AY 2014-2015 - Course A, Course B, etc	D	
	RESEARCH/CREATIVE WORK	TIER 1	5 50 6 V 3 W	
3		e.g. Faculty Name. 2014. "Title of publication in an indexed-journal", Journal 10(5):345-350.	IIA1	
		TIER 2		
4		e.g. National Book Award 2018	IIJ	
	PUBLIC SERVICE	TIER 1		1
5		e.g. Member, Editorial Board, Journal A	IIIA2	
		TIER 2	8.1. 300400	
6		e.g. Public service award	IIIE	
	PROFESSIONAL DEVELOPMENT			
7		e.g. Attendance in workshop A	IVA	
•		o.g., mondano in nonaciop, i		
		The state of the s	**************************************	1
				,
		Signature and Printed Name of Faculty	,	
		Date:		manual desirence and a second

INSTRUCTIONS

- 1. List specifics of all accomplishments from 2014 2018 under appropriate area and tier (if applciable).
- 2. Provide the reference of the activity based on Annex A in Memo No. PDLC 19-18. If not listed in Annex A, write "O".
- 3. Place appropriate raw score for each accomplishment based on unit's promotion instrument.