



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
**UNIVERSITY OF THE PHILIPPINES DILIMAN**

DILC Building, R. Magsaysay Avenue, UP Diliman, Quezon City 1101  
+632 9285107 or +632 9818500 local 2583 | ovcaa.upd@up.edu.ph

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

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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<sup>nd</sup> floor of DILC Building on or before **21 October 2019, 5 PM**:

1. 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"**.
  - b. 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](mailto: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.

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

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

[illegible]

Recommended by:	Signature and Printed Name of Department Chair/Unit Head	Signature and Printed Name of Dean	EVANGELINE C AMOR, PhD Vice Chancellor for Academic Affairs	
	Date:	Date:	Date:	
TOTAL				

**MICHAEL L. TAN, PhD**  
Date:

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

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

☐ 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)

[illegible]

## UP DILIMAN 2019 MERIT PROMOTION FORM 1.3: FACULTY ACCOMPLISHMENTS

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

[illegible]**Signature and Printed Name of Faculty****Date:**

## INSTRUCTIONS

1. List specifics of all accomplishments from 2014 - 2018 under appropriate area and tier (if applicable).
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.