




OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
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MEMORANDUM NO. OVCAA-ECA 19-445-A

TO : ALL DEANS, DIRECTORS AND HEADS OF UNITS

FROM :  EVANGELINE C. AMOR, PhD *PhD*
Vice Chancellor for Academic Affairs

SUBJECT : 2019 Merit Promotion for Faculty and Research Faculty

DATE : 15 October 2019

In line with the 2019 Merit Promotion, may we request colleges/units to submit the following by **17 October 2019, 12 PM:**

Per Memo ECA 19-445: 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"**.

As advised by the Data Privacy Office (DPO)-UP Diliman, the following data security measures are recommended:

1. To only use @up.edu.ph official email account in transmitting documents to the ovcaa.upd@up.edu.ph;
2. To ensure that files sent are virus-free by scanning with an appropriate software;
3. To use long passphrases/passwords with their official email account; and,
4. To observe privacy policies at upd.edu.ph/privacy.

The units are reminded to please transmit electronic copies of the documents requested by emailing to ovcaa.upd@up.edu.ph with subject heading **"2019 FMP_(College)_promotion instrument"** and/or by using a properly labeled flash drive containing the documents.

Thank you.