



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

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MEMORANDUM NO. OVCAA-ECA 20-586

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.
Vice-Chancellor for Academic Affairs

SUBJECT : Submission of Basic Papers with Documentary Requirements and
Appropriate Recommendations by Colleges and Units for Faculty
Appointments effective 1 August 2020

DATE : 30 March 2020

No one should be allowed to serve or report for duty without a formal appointment.¹ Otherwise, the requesting supervisor/ official shall be personally held accountable for the salaries/ wages of those allowed to report for work in violation of this policy.²

To effect the foregoing policies, this Memorandum is issued to reiterate the following: Memorandum No. OVCAA-ECA 18-119; Memorandum No. OVCAA-BMP 16-164; Memorandum No. LADLL-15-11; Memorandum No. OVCAA-BMP 15-059; Memorandum No. OVCAA-BMP 15-059-A; Memorandum No. OVCAA-BMP 15-059-B; Memorandum No. OVCA-VCY-2012-11; Memorandum OVCAA 2011-17; Memorandum No. OVCAA 2006-12; and earlier issuances that call for recommendations for faculty appointments in a timely manner. For practical reasons of meeting the deadlines at the different offices and committees concerned, the documentary requirements may be grouped into three batches: Mandatory; Additional; and Final.

- I. For EACH (potential) faculty member, kindly submit the basic paper together with mandatory documentary requirements, fully accomplished and signed as appropriate, on or before **Friday, 29 May 2020**. Please refer to the enclosed updated **Checklist of Requirements for Faculty Appointment Processing (February 2020)**.

To emphasize, early submission is necessary should you intend to recommend foreign nationals as they will need to secure or renew Provisional Work Permit (BI-DOJ) or Special Work Permit (BI-DOJ) or Alien Employment Permit (DOLE) and/or Work Visa (BI-DOJ), for which the University will have to provide a Letter of Invitation. A Letter of Invitation can only be issued after the Academic Personnel and Fellowship Committee (APFC) has endorsed the recommendation in accordance with University policies and guidelines.

¹ BOR Policy on Appointments, approved at its 1036th meeting on 22 November 1990

² OC Memorandum No. 98-125 dated 9 March 1998 and OC Memorandum No., 98-141 dated 26 March 1998



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In case of non-renewal of a temporary appointment, the faculty member concerned shall be so informed **in writing by the Dean at least sixty days before the expiration date of current appointment**. Please see attached suggested template for this notification.

For mandatory requirements like Transcript of Records and other similar documents requested from any UP Constituent University, submission of a copy of request form or letter will suffice for initial evaluation.

Additional documentary requirements such as NBI clearance may be submitted **within two (2) weeks** after the submission of the basic paper and other mandatory documents. Please be reminded, however, that the APFC may defer or withdraw any favorable endorsement in case an additional documentary requirement is not properly received within the grace period.

Submit the final documentary requirements to HRDO (for release of signed appointment papers) and to the Diliman Accounting Office (for release of first salary).

- II. For renewal of regular full time and part-time faculty appointments, please submit the basic paper, fully accomplished and signed as appropriate, on or before the **Friday, 29 May 2020**.

For batch renewal of appointments of faculty members who were not included in the list of tenure-track (pursuant to the Memorandum Order No. PDLC 17-20 dated 28 July 2017), please use the new Batch Renewal Forms, which can be downloaded at <https://ovcaa.upd.edu.ph/memos>. Also included in the batch renewal of faculty appointments is the renewal of extension of faculty appointment of professorial lecturer beyond age 65.

Batch renewal of appointments does not apply to cases such as renewal of appointment with temporary waiver of up-or-out rule or with temporary waiver of faculty tenure rule; renewal of appointment of foreign faculty and extension of appointment of regular full time faculty beyond age 65 (subject to Memorandum No. MLT 16-167). Kindly use the green Basic Paper (HRDO B-1) for **EACH** faculty recommended in the abovementioned cases.

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.

For more details, please refer to Memorandum No. OVCAA-ECA 20-266 on Batch Renewal of Faculty Appointments.



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III. For **EACH** faculty member recommended for merit promotion with MA/MS or automatic promotion with PhD, please submit the basic paper and other mandatory documentary requirements, fully accomplished and signed as appropriate, **within a year from conferment of MA/MS or PhD degree.**

For recommendations for automatic promotion of faculty with Assistant Professor 3 to Assistant Professor 7 rank, include in the submission Form 1.3: Summary of Accomplishments (from the date of last promotion), together with supporting documents.

Submit all documents to the Human Resource Development Office (HRDO). The HRDO shall promptly perform a first check of the completeness of the documents according to the Checklist of Requirements for Faculty Appointment Processing (February 2020) and inform the College or Unit in writing of any apparent omission.

Subsequently, should any document be deemed lacking by the next appropriate office or committee, the completion of the same shall be requested promptly in writing from the College or Unit.

We look forward to everyone's prompt compliance.

Thank you very much.

Encl: HRDO Checklist of Requirements for Faculty Appointment Processing (February 2020)
Template for Notice of Non-Renewal
Form 1.3: Summary of Accomplishments

cc: Chancellor and Vice-Chancellors
HRDO Director