

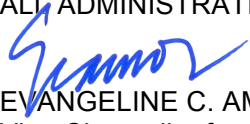


OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS
UNIVERSITY OF THE PHILIPPINES DILIMAN

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MEMORANDUM NO. OVCAA-ECA 20-587

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 : Batch Renewal of Faculty Appointments

DATE : 30 March 2020

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 OVPAA 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, 29 May 2020**.

Thank you for your cooperation.

cc: Chancellor Fidel R. Nemenzo
HRDO Director Augustus C. Resurreccion
OAT Director Rosella S. Torrecampo