




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

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MEMORANDUM NO. OVCAA-MTTP 20-051

TO : **ALL DEANS, DIRECTORS AND HEADS OF UNITS**

FROM :   
**MA. THERESA T. PAYONGAYONG, PhD**  
Vice-Chancellor for Academic Affairs

SUBJECT : Guidelines and Criteria for the 2020 Merit Promotion for Faculty  
and Research Faculty

DATE : 5 October 2020

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Memo No. PDLC 20-15 released by the Office of the President on 1 October 2020 and forwarded by the Office of the Chancellor, announced the 2020 Faculty Merit Promotions covering accomplishments from the last date of promotion up to 31 December 2019 in teaching, scholarly research and/or creative work, public service, and professional development. Promotions will be effective 1 January 2020. For guidance, attached is the 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 20-15. 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 2nd floor of DILC Building on or before **9 November 2020, 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 **"2020 FMP\_(College)\_promo inst;"**
2. Summary of recommendations, per category, using UPD-OVCAA Form 1.1 (Annex 1). Name e-file, as **"2020 FMP\_(College)\_Form 1.1\_(category, i.e., Inst, aP, AP, P);"**
3. Summary of faculty accomplishments using UPD-OVCAA Form 1.2 (Annex 2). Name e-file as **"2020 FMP\_(College)\_(Department/Institute)\_Form 1.2;"**
4. Faculty accomplishment form using UPD-OVCAA Form 1.3 (Annex 3). Name e-file as **"2020 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 20-15, and placed in a folder (for hard copy submission) **or** e-folder (for soft copy submission).
  - a. Name folder/e-folder as “**2020 FMP\_(Unit)\_(Family Name)\_Support docs.**”
  - b. Name supporting documents, as applicable. For example, “**2020 FMP\_(Unit)\_(Family Name)\_(IA1** for student evaluation under Teaching).”

Please transmit electronic copies of documents 1-4 above, by emailing them to [ovcaa.upd@up.edu.ph](mailto:ovcaa.upd@up.edu.ph) with subject heading “**2020 FMP\_(College)**” and/or by using a properly labeled flash drive containing the documents. Include item 5 documents, if possible and applicable.

Thank you.