




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-MTTP 21-020

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

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

SUBJECT : Guidelines and Criteria for the 2021 Faculty Merit Promotions

DATE : 22 February 2021

Memorandum No. PDLC 21-03, released by the Office of the Secretary of the University on 19 February 2021 and forwarded by the Office of the Chancellor, announced the 2021 Faculty Merit Promotions covering accomplishments from the last date of promotion up to 31 December 2020 in teaching, scholarly research and/or creative work, public service, and professional development. Promotions will be effective 1 January 2021. 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 21-03. 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 hard and/or soft copy of the following documents on or before **16 April 2021 at 5:00 in the afternoon**:

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 **"2021 FMP_(College)_promo inst;"**
2. Summary of recommendations, per category, using UPD-OVCAA Form 1.1 (Annex 1). Name e-file, as **"2021 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 **"2021 FMP_(College)_(Department/Institute)_Form 1.2;"**
4. Faculty accomplishment form using UPD-OVCAA Form 1.3 (Annex 3). Name e-file as **"2021 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 Memo No. PDLC 21-03, and placed in a folder (for hard copy submission) and/or e-folder (for soft copy submission).
 - a. Name folder/e-folder as **"2021 FMP_(Unit)_(Family Name)_Support docs."**
 - b. Name supporting documents, as applicable. For example, **"2021 FMP_(Unit)_(Family Name)_(IA1 for student evaluation under Teaching)."**

Please submit a hard copy of documents and/or a soft copy of documents in properly labeled flash drive to the OVCAA at the 2nd floor of DILC building. Submit a soft copy of documents (that are not in a flash drive) to ovcaa.upd@up.edu.ph with subject heading, **“2021 FMP_(College).”**

Thank you.