



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 21-045

TO : ALL DEANS, DIRECTORS, HEADS OF ACADEMIC UNITS
ALL ACADEMIC PERSONNEL COMMITTEE MEMBERS
ALL FACULTY MEMBERS
ALL ADMINISTRATIVE OFFICERS CONCERNED

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

SUBJECT : Submission of Recommendations for Original Appointments, Renewal of Appointments, Extension of Appointments, Tenure Track Appointments and Appointment of International Experts

DATE 21 May 2021

The colleges are reminded of the university policy that no one should be allowed to serve or report for duty without a formal appointment¹ 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 Please take note of the deadline of submission of recommendations for faculty and lecturer appointments for the First Semester AY 2021-2022 on or before 15 June 2021 to avoid issuance of late appointments.

Attached are the following memoranda, guidelines, and FAQs for your information, guidance, and compliance:

1. Guidelines on the submission of recommendations for Original Appointments, Batch Renewal of Faculty Members and Lecturers, and extension of appointments beyond the compulsory retirement age of 65.
 - *[Annex A] UP LIST OF TENURE-TRACK FACULTY MEMBERS Batch Renewal*
 - *[Annex B1] NOTICE OF APPOINTMENT EXPIRATION*
 - *[Annex B2] REQUEST FOR RENEWAL INFORMATION SHEET*
 - *[Annex B3] EXTENSION OF APPOINTMENT OF TENURE TRACK FACULTY*
 - *[Annex C] NOTICE OF TERMINATION*

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

2. HRDO's Frequently Asked Questions on the Appointment of Tenure-Track Faculty Members: Implementation of PDLC Memorandum No. 17-20 as presented in OVPAA Memorandum 2021-20
3. OVPAA Memorandum 2021-20 (dated February 1, 2021): Implementation of the PDLC Memorandum No. 17-20: Appointment of Tenure-Track Faculty Members
4. OVPAA and OVPA Joint Memorandum No. 2020-3 (dated October 29, 2020) One-Year Extension on the Appointment of Faculty Affected by the "Up or Out" and Tenure ("In or Out") Rules
5. OVPAA and OVPA Joint Memorandum No. 2021-3 (dated May 17, 2021): Extension of the Appointment of Non-Tenured Faculty
6. Guidelines on Appointment of International Experts for Various Virtual Academic Activities and Programs in the University of the Philippines Diliman

- *[ANNEX D] CONSOLIDATED TERMS OF REFERENCE FOR INVITED EXPERTS*

Thank you.