



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

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MEMORANDUM NO. OVCAA-MTTP 21-081

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

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

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

DATE : 26 November 2021

In order to avoid late issuances of appointments, all units are required to submit all recommendations through HRDO PUSO **at least two months** before the start of effectivity of appointments. The colleges are reminded of the university policy that 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 Original appointments of faculty and lecturers with effectivity period retroactively covering previous semesters will not be processed.

The following are the guidelines on the submission of recommendations for faculty and lecturer appointments:

A. Original Appointments of Faculty and Lecturer

Recommendations submitted through HRDO PUSO can only be evaluated if accompanied by the required documents such as Transcript of Records, Diploma, Personal Data Sheet, etc. as enumerated in the HRDO Website.³

Please be reminded of the following delegation of authority on signing original appointments.

- Appointments for **Instructor 1 to 7** and **Lecturer 1 and 2** are delegated to the Dean of the academic unit except those with failing marks which are delegated to the Vice Chancellor for Academic Affairs.⁴ Please submit thru HRDO PUSO the issued appointment including the required attachments.

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

³ <http://hrdo.upd.edu.ph/articles/60/regular-faculty-and-lecturer-appointment-originalappointment-re>

⁴ Administrative Order CAS 11-060, Administrative Order CAS 11-061



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- Appointments for **Assistant Professor, Associate Professor, Senior Lecturers 1-3, and Professorial Lecturers 1-5** are delegated to the Chancellor thru the recommendation of the Unit and the Academic Personnel and Fellowship Committee (APFC).⁵
- Appointments for **Professor**, as recommended by the Chancellor, are delegated to the Office of the Secretary of the University by virtue of the authority vested upon it by the Board of Regents.

For tenure track appointments, the newly hired faculty member must occupy a plantilla item. Please refer to the attached HRDO's frequently asked questions on the implementation of tenure track appointments based on PDLC Memorandum No. 17-20 with clarifications on the implementation in the attached OVPAA Memorandum 2021-20. Please state in your letter of recommendation that the recommendation is a tenure track appointment.

The start of the effectivity of the original appointment of faculty/lecturer is one month from the start of the semester for a 15-week semester (2nd Semester AY 2021-2022) OR on the 1st day of the month of the start of the semester for a 16-week semester. (Note that in the 16-week semester academic calendar, the second semester starts in January and the first semester starts in August.) Lecturers are to be paid the corresponding hourly rate for the equivalent of a 16-week semestral load.

B. Renewal of Faculty and Lecturer Appointments

Three months before the end of the appointment, HRDO sends to the concerned units a list of faculty members with temporary appointments that are up for renewal.

Whether the regular faculty appointment is a tenure track or a regular appointment renewed on a yearly basis, the **performance evaluation is required** for the renewal of appointment. Please refer to the part on Performance Evaluation in the attached HRDO's Frequently Asked Questions.

Faculty Members with Temporary Appointments (Tenure Track Appointments):

Only those with assigned plantilla items and were originally appointed on tenure track positions can be renewed following the PDLC Memorandum No. 17-20, as follows:

- Instructor - Appointment may be renewed up to the end of five (5) years from the date of original appointment. After a five-year period, the appointment automatically terminates (subject to the 60-day notification requirement in the PDLC Memorandum No. 17-20) unless the Instructor is promoted to Assistant Professor 1 rank. This is referred to as the "up-or-out rule".

⁵ Section 10.7 of the handbook of Delegated Authority of the Chancellor based on the 1114th Meeting of the Board of Regents on 27 November 1997



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- Assistant Professor – Appointment may be renewed up to the end of three (3) years from the date of original appointment.
- Associate Professor - Appointment may be renewed up to the end of two (2) years from the date of original appointment.

Delegation of Authority for the renewal of tenure track appointments

- Instructor - Dean of the academic unit
- Assistant Professor - Vice Chancellor for Academic Affairs
- Associate Professor - Chancellor
- Professor – President (The renewal of appointment is signed by the Secretary of the University. It should be noted that the prescribed probation period for a Professor level is one year. Therefore, it is expected for the Professor to be recommended for tenure after one year of temporary appointment).

Faculty Members with Temporary Appointments (Not on Tenure Track Appointments) and Lecturers:

To facilitate the renewal of faculty and lecturer appointments in a timely manner, units must submit the recommendations for renewal through the HRDO PUSO batch renewal module. There is no need to attach the documents that were required in the original appointment. However, please include the required performance evaluation of the faculty member being recommended for renewal, as attachment in the HRDO PUSO.

Renewal of Faculty Members with Temporary Appointments with Waiver of Tenure/Up-or-Out Policies:

Renewal of faculty appointments with temporary waiver of tenure/up-or-out rule must be submitted through HRDO PUSO with the corresponding required attachments, including the performance evaluation. Recommendation of renewal must be accompanied by a strong justification and endorsement by the Unit's Academic Personnel Committee and the head of the academic unit.

The appointment of faculty who are subject to the University policy on up-or-out or in-or-out for the first time by the end of the First Semester/Trimester AY 2021-2022 is extended until the end of the First Semester/Trimester AY 2022-2023. Requests for a waiver of the tenure rule for faculty members who were classified as up-or-out or in-or-out in previous semesters, and for whom the University had extended their appointments until 31 December 2021, shall be made on a case-to-case basis.⁶

C. Appointments beyond the Compulsory Retirement

⁶OVPAA Memorandum No. 2021-122: University Policies Related to Remote Teaching and Learning Implementation for the First Semester/Trimester AY 2021-2022



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The BOR may extend the tenure of faculty members of the University beyond the age of sixty-five (65), any other provision of law to the contrary notwithstanding, on the recommendation of the President of the University, whenever in his/her opinion their services are especially needed; Provided, however, that no extension of service shall be made beyond the age of seventy (70). Even the special power of the Board to extend faculty appointments beyond the compulsory retirement of 65 years must be availed of only sparingly and should not be taken for granted.⁷

Extension of Faculty Appointment Beyond the Age of Compulsory Retirement:

When the retirement of the faculty falls in the middle of the semester, his/her appointment may be extended until the end of the semester to allow the submission of the grades of students enrolled in the faculty's class. In this highly justifiable case of extension, the unit is reminded to initiate the request for extension early enough.⁸ Please include this justification in the unit's submission of the extension of faculty appointment thru HRDO PUSO, together with the required documents as listed in the HRDO website.⁹

To request for the renewal of extension of regular full-time faculty (subject to the attached **Memorandum No. MLT 16-167**), submit, through HRDO PUSO, the recommendation with documentary requirements, including OVPAA Form 3.0, OSU Form 2003, and a strong justification letter from the unit.

Appointment of Professorial Lecturer beyond age 65:

Recommendations for Professorial Lecturers beyond the age of 65 must be submitted through HRDO PUSO with the fully accomplished OVPAA Form 3.0 and OSU Form 2003. Other requirements can be found at the HRDO Website.⁹

D. Appointment of International Experts

Please refer to the attached *Guidelines on Appointment of International Experts for Various Virtual Academic Activities and Programs in the University of the Philippines Diliman*.

To reiterate: Henceforth, all submissions of recommendations for faculty and lecturer appointments shall adhere to these *Guidelines on Submission of recommendations for Original Appointments, Renewal of Appointments, Extension of Appointments, Tenure Track Appointments and Appointment of International Experts*. The OVCAA will no longer re-issue this memorandum unless there is/are revision/s or modification/s of the guidelines.

⁷ Section 5.5.1 of UP Diliman Faculty Manual

⁸ OC Memo. No. 98-247

⁹ <https://hrdo.upd.edu.ph/articles/66/extension-of-service-beyond-the-age-of-65>



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Attachments:

1. 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
2. OVPAA Memorandum 2021-20 (dated February 1, 2021): Implementation of the PDLC Memorandum No. 17-20: Appointment of Tenure-Track Faculty Members
3. Memorandum No. MLT 16-167 dated 20 July 2016
4. Guidelines on Appointment of International Experts for Various Virtual Academic Activities and Programs in the University of the Philippines Diliman