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A. **1292nd Meeting, 25 October 2013** (Policy Discussion)

1. **On the Proposed Socialized Tuition System (STS2013) (formerly Socialized Tuition and Financial Assistance Program or STFAP)**

**Background and Rationale**

The Socialized Tuition System 2013 (STS2013) is proposed to replace the Socialized Tuition and Financial Assistance Program (STFAP) which was introduced in 1989 when UP’s undergraduate tuition was increased from almost nominal to P300/unit in Diliman, P250/unit in Los Baños, and P200/unit in regional campuses. The STFAP was envisioned as part of UP’s effort “to democratize access and admission to its academic programs while promoting fairness and social justice in the University, befitting its status as a state-supported institution of higher learning.” (BOR Resolution, 30 Jan. 1989)

The concept of socialized tuition is hinged on the principle that those who can shoulder the cost of studying in a higher education institution should pay while those who cannot, should be duly subsidized. In reality, the current tuition structure in UP is such that students in all tuition brackets are subsidized with government appropriations, with those in the lower brackets being subsidized more.

Although associated with increases in tuition approved by the BOR in 1989 and again in 2007, the STFAP, contrary to what some sectors allege, is not a scheme for revenue generation per se. It is the tuition that generates the income for the University. STFAP is a program intended to make UP education affordable, despite the tuition increases, for student admitted into UP, particularly those coming from poor families. However, over the years, implementation problems as well as conceptual issues have masked the merits of the program.

Recent reviews revealed weaknesses in the program, e.g., long and tedious application process, mismatches between assigned brackets and actual financial capacity of students, and inadequate benefits for students at the lowest bracket.

In 2011, UP President Alfredo E. Pascual initiated steps to review and reform the UP socialized tuition program in order to make the program more responsive to the needs of UP students as part of the BOR-approved UP Strategic Plan 2011-2017. Utilizing the expertise of various stakeholders and insights from research reports and various public fora, possible solutions were identified to address the challenges facing the socialized tuition program. These solutions were based on
the assessment of experiences with STFAP by the University Committee on Scholarships and Financial Assistance (UCSFA), the Office of Scholarships and Student Services (OSSS), and the Offices of Student Affairs (OSAs) (Gonzalo 2013). Weaknesses of the STFAP and related student financial assistance services, which were identified in roundtable discussions held in 2012 and in the independent research efforts by Adaro, Bañez, and Bawagan (2012), Montevirgen (2012), Magbata (2010), Sempio (2011), were discussed by the UCSFA members in several workshops.

Towards the end of 2012, the UCSFA reached a conclusion on the key approaches for reforming the socialized tuition program. A menu of changes was presented to the students in February 2013 through a series of public consultations in UP’s constituent units, hosted by their respective University Student Councils and OSAs. The range of possible changes was also presented to the President’s Advisory Council (PAC) on 14 March 2013 and 8 April 2013 for comments. These changes and their financial implications for the University were presented to the Board of Regents on 12 April 2013. The Board instructed the President to subject to further testing the socioeconomic classification instrument being proposed as a new predictor of tuition bracket. The report on the test was completed satisfactorily on 9 September 2013. The Board was briefed on the reform proposal during its meeting on 30 September 2013 and again on 25 October 2013.

Proposed Socialized Tuition System 2013 (STS2013)

The following changes and supporting measures are proposed to constitute the STS2013.

1. **Simplification of the basis for assigning tuition brackets**

   Currently, there are four indicators used to determine the tuition bracket assignment of a STFAP applicant: (B1) the applicant’s desired bracket, (B2) the declared household income, (B3) the Predicted Income, and (B4) the Special Indicators. B3 and B4 indicators make use of data disclosed on a 14-page STFAP application form by the applicant and his/her parents or guardian. The current rule is that the highest bracket resulting from the four indicators becomes the applicant’s assigned bracket.

   As experience has shown, the B3 and B4 indicators could raise the assigned bracket by up to two or three steps (e.g., from E1 as indicated by the declared income to C or B). On the other hand, the applicant’s desired bracket (B1) has not proven to be useful as it tends to understate the bracket relative to that indicated by the declared family income.

   **In the proposed STS2013, the Predicted Income model will be replaced by one based on the MORES\(^1\) socioeconomic classification (MORES 1SEC) instrument, and the applicant’s desired bracket and the Special Indicators will be dropped.** The prediction of the student’s bracket is based on an estimated ordered logistic regression model with MORES 1SEC data used as predictors.

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\(^1\) MORES = Marketing and Opinion Research Society of the Philippines
The MORES 1SEC instrument has a reduced number of data inputs so that the form for data collection can be just two (2) pages. Development of the instrument was a 2-year initiative completed in mid-2012 by a team consisting of experts from the Marketing and Opinion Research Society of the Philippines (MORES), National Statistic Office (NSO), and UP School of Statistics. Testing of the instrument’s suitability for use in assigning tuition bracket was undertaken from May to September 2013. The form given in Annex A shows the socioeconomic data to be collected from STS2013 applicants for the MORES 1SEC instrument.

The household income as declared in the UPCAT application form has been revised to broaden the scope of beyond just the salaries of the household members. This expanded definition of household income has been incorporated in the UPCAT applications used for the cohort to be admitted for the academic year 2014-2015. The form for collecting household income data from STS2013 applicants is given in Annex B. In the proposed STS 2013, only two indicators will be used for assigning brackets: (1) the declared household income as expanded in scope and (2) the MORES 1SEC instrument for all students starting in academic year 2014-2015. The proposed decision rule is that applicant’s assigned bracket will be the higher of the two brackets indicated by these measures.

These new set of two indicators will be used immediately during the current academic year 2013-2014 as basis for evaluation of appeals for lowering brackets.

2. Upward adjustment of the gross income cut-offs of Brackets A, B, C, and D

Over the years since the current alphabetic STFAP brackets based on family gross income were introduced in 2007, there has been a drift towards the upper brackets as income rises due to inflation adjustments.

To correct for the drift, it is proposed that in STS2013, an upward adjustment be made on the income cut-offs of Brackets A, B, C, and D at the rate of 30%, which was the extent of inflation between late 2006, when the current cut-offs were established, and the end of 2012. These increased income cut-offs will apply to the incoming freshmen starting in academic year 2014-2015.

No changes are proposed for the gross income cut-offs of Brackets E1 and E2. The E1 cut-off of P135,000 per year is still above the annualized non-agriculture minimum of P127,218 wage effective 1 January 2013.

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2 Richard P. Gonzalo. The Socioeconomic Profile of Undergraduate Students of the University of the Philippines, 9 September 2013

3 The P127,218 annualized minimum wage effective 1 January 2014 for the non-agriculture sector workers was calculated based on P466 per day, 21 days per month, and 13 months per year.
With regard to E2, its P80,000 per year cut-off is also above the annualized subsidence threshold of P65,496 released by the National Statistical Coordination Board (NSCB) on 23 April 2013.4

The new gross income cut-off as proposed are shown in *Annex C*, together with the current ones.

It should be noted that while inflation adjustment was applied to the income cut-offs of the brackets for which tuition is charged, the tuition rates themselves are not proposed to be correspondingly adjusted.

3. **Increase in the monthly allowance of Bracket E2 students**

The current monthly allowance for Bracket E2 students is from P2,400 for 10 months each year. This has been eroded by inflation and is now inadequate.

**It is proposed that monthly allowance for Bracket E2 students be increased to P3,500.** The allowance may be in the form of cash, meals, dormitory accommodation, and other benefits and services provided by the University. This increased allowance will apply to those assigned to Bracket E2 among the incoming freshmen starting in academic year 2014-2015.

4. **Streamlining and automation of the bracket assignment**

A major problem currently is the long time (2-10 months) it takes to finalize the bracket assignment due to manual processing. While waiting, the applicant is temporarily assigned to a higher bracket. The tedious process is also discouraging STFAP application by some students who may otherwise qualify.

The bracket assignment process will be streamlined via automation. Online STS2013 application will be made available to incoming freshmen and upper level students for academic year 2014-2015. With this, it will be responsible to release the bracket assignment before the start of registration for the first semester. For academic year 2015-2016, applicants for admission to UP who wish to apply for financial assistance will be asked to accomplish a STS2013 application as well.

5. **Streamlining and decentralization of the appeal process**

Currently, the appeal process for certain cases requires decision at a System-level committee that meets only thrice a year. This results in a long wait for the applicants who have to endure a higher bracket assignment in the meantime.

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4 The P65,496 annualized subsidence threshold was based on the P5,458 minimum monthly income needed to meet the basic food requirements of a Filipino family of five. This amount was determined by NSCB using data from the Family Income and Expenditure Survey (FIES) conducted by the National Statistics Office (NSO) in July 2012.
Under the proposed STS2013, the appeals for lowering an assigned bracket are expected to lessen. Still, the appeal process will be speeded up through decentralization of the decision to the level of the concerned constituent universities (CUs).

6. Implementation of supporting measures

To ensure the efficient and sustainable operation of the proposed STS2013, the following supporting measures will be implemented:

a. Appointment of System-level official to assume responsibility for the implementation of the proposed STS2013;

b. Proper training of concerned UP personnel at the different CUs, particularly those at the frontline;

c. Intensified dissemination of STS2013 information to the students, particularly the incoming freshmen, and other stakeholders so as to avoid miscommunication;

d. Issuance of more detailed guidelines and procedures for proper implementation of the reforms and to supplement existing rules that are not affected by the proposed changes;

e. Strengthening of the control systems through audit or verification of information disclosure based on random sampling and imposing severe penalties for misdeclaration;

f. Institutionalization of the mechanisms for sustained regular review, monitoring, and evaluation of the program; and

g. Enhancing the related student financial assistance services (e.g., more scholarships, more need-based grants-in-aid, more and better paying student assistantships⁵), to complement the STS2013.

Other Implementation Arrangements

Any existing rule that is not affected by the proposed changes shall remain in force.

Students who would like to be assigned to Brackets C, D, E1, or E2 shall submit a STS2013 application.

Students who would like to be assigned to Bracket B shall comply with the existing requirement to file a Bracket B certification.

Students who have not applied for STS2013 or who have not submitted a Bracket B certification shall be classified as Bracket A.

**Board action: APPROVED**

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⁵ The student assistant pay is proposed to be raised to a level that relates more closely to the minimum wage in the applicable region and/or sector.
2. On Articles 330, 430, and 431 of the UP Code

Proposed Revision of Articles 330, 430 and 431 of the Revised University Code

Note: The underscored portions of the approved revisions were the amendments introduced and accepted during the Board discussion on 13 December 2013.

Revision of Article 330

<table>
<thead>
<tr>
<th>Old Version</th>
<th>Approved Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the University Registrar may, on the recommendation of the Dean or Director concerned, authorize the admission of a visitor to a class for not more than five sessions.</td>
<td>All students must be duly registered before they allowed to attend classes. In view of the Board-approved policy that no qualified student shall be denied access to UP education due to financial incapacity, a student who is unable to pay the required tuition and other fees due to financial incapacity may apply for, and shall be granted, a loan from the Student Loan Board to complete the registration.*</td>
</tr>
</tbody>
</table>

* Under Executive Order No. PAEP 13-14 dated 21 May 2013, loans under the Student Loan Board may, with the approval of the Chancellor, be granted in amounts beyond the cap currently observed in the concerned campus and up to 100% of total assessed fees.

A student who is granted a loan for a given semester and whose tuition bracket is subsequently adjusted downward for that semester, shall be entitled to a corresponding adjustment of the principal amount of, and interest on, his/her loan. The loan for a given semester to a student who has been re-bracketed for that semester to E1 or E2 from D or higher, shall be fully written off.

Revision of Article 430

<table>
<thead>
<tr>
<th>Old Version</th>
<th>Approved Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who are indebted to the student loan board, their sureties and parents or guardians, shall be notified that such indebtedness must be paid in full one month before the final semestral examinations begin.</td>
<td>Students who are unable to settle their loan accounts* with the Student Loan Board by the final due date shall be notified, together with the parents and/or guardians, of their past due obligations.</td>
</tr>
</tbody>
</table>

* As an incentive for prompt payment of loans, interest shall be waived on loans which are paid within four months from the dates on which they are made. To formalize this new rule, Article 429 (c) is hereby amended to read: “All loans shall bear interest at the rate of six per centrum (6%) per annum from the dates on which they are made. Interest shall be waived on loans which are paid within four (4) months.” [The revision is underscored.]
Revision of Article 431

<table>
<thead>
<tr>
<th>Old Version</th>
<th>Approved Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>If a student fails to settle his account at the time herein provided, the faculty members should either bar the delinquent student from taking the exam or, if they allow him to take the exam, to withhold his grades — that is, instead of indicating the grades, the faculty members should write a note in the ‘remarks column’ — ‘has account with the student loan board.’ If the account is not settled by the opening of the following semester, the student may not be allowed to register.</td>
<td>In no instance shall a student who has unpaid loan obligations due to financial incapacity as attested to by his/her parent, guardian, or professor in an appeal endorsed by the concerned Dean and approved by the Chancellor, be barred from registering for, and attending, his/her required classes, or be prevented from fulfilling his/her class requirements, nor his/her grades withheld due to non-payment of loan.* However, the said student shall have to settle his/her loan account in full as a condition for the release of his/her diploma, transcript of records, clearance and other academic credentials. In exceptional cases, this condition may be waived by the Chancellor, provided the student and his/her parent or guardian sign an appropriate promissory note.</td>
</tr>
</tbody>
</table>

* Implementation of the revised Article 431 will be guided further by the following rules:

1. If a qualified student, who has an unpaid loan by the end of a given semester, wishes to register for the following semester, he/she shall submit an appeal letter, duly attested to by his/her parent, guardian, or professor, addressed to the concerned Dean, explaining the nature of his/her financial incapacity. If the appeal is found meritorious, the dean shall endorse it to the Chancellor for decision before the end of the registration period. A favorable decision shall enable the student to register and apply for another loan.

2. The foregoing cycle may be repeated for one more semester. If the loans for three consecutive semesters remain unpaid, the student shall submit an appeal letter duly attested to by his/her parent, guardian, or professor, addressed to the concerned dean, explaining why he/she is not able to repay the loans and, if needed, requesting for assistance in finding a long-term solution to the student’s financial predicament. If the appeal is found meritorious, the Dean shall endorse it to the Chancellor for decision before the end of the registration period. So that the student does not anymore incur further loans from the Student Loan Board, the concerned constituent university shall assist the student find the appropriate solution, for example, through scholarship, grant-in-aid, student assistantship, study-now-pay later plan (if available) and/or re-bracketing under the Socialized Tuition System 2013.

Board Action: The Board APPROVED, as amended, the proposed codal revisions for Articles 330, 430 and 431.
B. 1291st Meeting, 30 September 2013

1. Report of the Regents Committee on Dr. Pernia’s Appointment as Professor Emeritus

Regent Gonzalez-Montinola presented the report of the Regents Committee, whose members consisted of Regent Gonzalez-Montinola (Chair), Regent Chief Justice Puno, and Regent Albarracin.

The initial set of recommendations included the following:

1. Affirming the decision of the Board of Regents to waive the 20-year service requirement for the appointment of Dr. Ernesto M. Pernia as Professor Emeritus;
2. Holding in abeyance the appointment of Dr. Pernia as Professor Emeritus until the Board shall have acted, with finality, on the case in its January 2014 meeting.
3. Remanding to the Cluster, Constituent Unit and System Committees the process of evaluating Dr. Pernia’s qualifications as a candidate for Professor Emeritus

Regent Chief Justice Puno motioned for a fourth recommendation that after the remand process is completed, the BOR should make a final decision on whether or not Dr. Pernia could be granted an appointment as Professor Emeritus.

Chair Licuanan affirmed the fourth recommendation of Regent Puno.

Chair Licuanan set the timeline for the Board to act on the recommendations/actions of the different committees. The report must be submitted on or before the January 2014 meeting of the BOR.

**Board action:** APPROVAL of the recommendations of the Regents’ Committee, including the additional recommendation of Regent Chief Justice Puno.

2. On the Resolution of the UP Diliman University Council, 1 July 2013 (Re: Resolution reiterating and reaffirming the selection criteria and procedures for the honorific title of Professor Emeritus and requesting the BOR to formally rescind its “Approval in Principle” of proposed changes in said criteria, as well as rescind any action on waivers of any criteria, particularly the criterion on 20-years of service)

**Board action:** The Board decided not to rescind its approval of the new selection criteria for professor emeritus, and not to rescind whatever waiver the Board had granted in the past.
3. **On the Academic Calendar Shift**

President Pascual informed the body that the proposed shift in the academic calendar was coursed through all the respective University Councils of the different Constituent Universities (CUs). All the UCs have approved the proposal, except for UP Diliman.

Student Regent Melgarejo asked if the proposed academic calendar shift from June to August is mainly due to ASEAN 2015. She added that the ASEAN Program only concerns the economic aspect but not education. President Pascual clarified that education is very much linked to the economy, as quality education of the students would lead to a progressive economy.

Student Regent Melgarejo expressed that academic calendar of some Southeast Asian countries varies from June to August. Chair Licuanan proposed to gather additional data regarding the academic calendar. She informed the Board that there are more countries that are following the August-June calendar, except the Philippines and possibly, Thailand.

President Pascual said that almost all CUs are prepared for the calendar shift by 2014 and they have submitted the schedule of their academic calendars for SY 2014-2015. He also said the President’s Management Committee (PMC) will discuss the possibility of the shift being piloted by some CUs to determine the potential operational problems and difficulties that need to be addressed.

Staff Regent Ramirez announced that during the Sectoral Regents’ meeting, the representative from UP Diliman requested for a deferment of the academic calendar shift as there is going to be an academic conference in January or February 2014 to study the proposal prior to final approval. Student Regent Melgarejo concurred with the deferment request of the Staff Regent, as the Student Council will hold a general assembly to discuss the issues attached to the shift.

Faculty Regent Abadingo also mentioned that there is a position paper of concerned faculty against the shift in the academic calendar, listing a number of objections. UP Diliman will hold a conference in early part of 2014 to discuss the ramifications of the change. The UC suggested that this be made system-wide, with faculty from other CUs invited.

President Pascual emphasized that the other CUs have already made their decisions through their respective University Councils. He added that the upcoming conference of UP Diliman is a welcome move to thresh out its own issues.

Chair Licuanan shared her concerns as CHED’s Chair:

- For universities that are on trimestral or quarterly system, the change is not difficult;
- The entry points for the semester vary throughout the year;
- The implementation may be explored by phase, for instance, start in July first and gradually shift in August; and
- The shift has not been fully formalized at the level of CHED, while UP and Ateneo have started the move to shift their calendars.

Regent Albarracin inquired if some members of the Board have views on the implication of ASEAN Accord relevant to the local policies. According to him, ASEAN Accord is an agreement between the ASEAN countries and the Philippines is part of this agreement. This Accord encompasses economics and education. Thus, it is essential to have an aligned policy to fully satisfy the uniformity expected of an Accord, just like the European Union.

Chair Licuanan agreed and added that the Philippines has made progress and that this shift in academic calendar requires a tough decision to make.

President Pascual pursued the point made by Regent Albarracin by reminding the Board to:

- Recognize the ASEAN Integration as a reality;
- Prepare for this ASEAN Integration;
- Acknowledge that this is already a buzz word in other ASEAN countries' businesses and universities.

Student Regent Melgarejo raised the multifactorial nature of the calendar shift in the international scale. Locally, she mentioned: availability of funds for the family of farmers in consideration of the harvesting time and the scheduling of Board exams among others. President Pascual agreed with the points made by Student Regent Melgarejo but explained that these issues have been identified as implementation issues and assured her that these will have to be addressed soon.

Chair Licuanan recalled that this was also the way the K-12 arguments were pursued. The points are valid and not necessarily negative arguments. She suggested further discussions on the matter.

4. On the Report of Student Regent Melgarejo (Re: 97% of students expressed their dissent on the renaming of the College of Business Administration)

Student Regent Melgarejo reported that the College of Business Administration Student Council conducted a consultation among the students in August 2013. The consultation showed 97% of the students surveyed were not in favor of renaming the college to Cesar E.A. Virata School of Business.

Regent Albarracin recalled that when the recommendation for this change of name came, it was endorsed by the faculty, students, and the alumni. Seemingly, the report of the Student Regent on the position of the Student Council is contrary to what came out from the College. He asked the President to seek clarity on this inconsistency.

Regent Albarracin proposed to the President to delegate the task to the Chancellor or to the Dean to check the Student Regent/Council report.

President Pascual recalled that the position of the Board then was to ask the Dean to undertake a survey or consultation.
Student Regent Melgarejo asked the President on the outcome of the Board action after the April 2013 meeting.\(^1\)

President Pascual said that the University is still waiting for the report from the Dean and is being earnestly followed up now. The Dean informed him that he created a committee to attend to the matter.

At this point, Chair Licuanan verified if there is already a new dean in the college. President Pascual said there is only an Officer-in-Charge (OIC).

Going back to the discussion on the renaming of CBA, Chair Licuanan raised a concern that the University Administration has to resolve the disparity between the data generated by the Student Regent/CBA Student Council and the College of Business Administration. She asked the President for a timeline to resolve this issue and proposed the January 2014 Board meeting as the target.

Student Regent Melgarejo expressed fear that the matter might remain unsettled, since graduation is coming and what is uncertain is what should be written in the Diploma of the graduates and other operational problems.

Faculty Regent Abadingo raised a concern of some of the students if the renaming issue is not promptly settled. The diploma of students who graduated in April 2013 bears the name Cesar E.A. Virata School of Business. If the Board eventually decide to rescind its earlier decision, the name would be back to its original name – College of Business Administration.

Staff Regent Ramirez reminded the Board that it was her motion to rescind the renaming of the College. She proposed to finalize the matter in the January 2014 Board meeting pending the completion of the College processes of responding to the requirements set by the Board and the submission of the Diliman University Council Minutes of the meeting.

Regent Cong. Romulo verified if the Board would make a decision without the College report.

Student Regent Melgarejo affirmed the statement of the Staff Regent and Regent Romulo that the Board must act with finality with or without the College report in January 2014.

Chair Licuanan concluded the discussion on the matter by affirming the statements made by the Staff and Student Regents.

As the appointment of the new dean of the College is connected with the subject discussion, Faculty Regent Abadingo asked for the status of the CBA deanship in the same manner that Chair Licuanan raised the question earlier.

\(^1\) “Hold in Abeyance the Original Decision of the Board (1287\(^{th}\) Meeting, 12 April 2013) until the concerns raised are fully addressed by the originating college.”
President Pascual will push the Chancellor to carry out the expanded search.

5. On the Request for Permission to Cut the Cotton Tree Located at Kalayaan Hall Student Dormitory

The original request was dated 17 November 2011 and the UP Diliman CMO/Kalayaan Hall was then advised to pursue alternatives (such as cutting of branches or trimming). Furthermore, the onslaught of the rainy/typhoon season required preventive measure to cut down the tree, which threatens to damage the dormitory roof.

The BOR deferred its action on the matter at its 1291st meeting held on 30 September 2013 upon the request of President Pascual for further study.

In a letter dated 21 October 2013, the Office of the Vice President for Development (OVPD)/Office of Design and Planning Initiatives recommended approval of the request to cut down the tree provided that the Kalayaan Residence Hall management shall comply with all the requirements on tree cutting and replacement set forth by the Department of Environment and Natural Resources (DENR).

Board action: APPROVED

POLICY DISCUSSION

A. A Policy Review on the Extension of Regular Appointment Beyond the Compulsory Retirement Age of 65

B. A Discussion Paper on the Graduation of Students with Pending Disciplinary Cases

The Board has agreed to defer the discussion of these matters to the next BOR meeting.

REPORT of the PRESIDENT and OTHER SECTORAL REGENTS for INFORMATION of the BOARD

No reports were submitted by the President and the Sectoral Regents.
The Board APPROVED the following:

A. Request for New Position of Deputy Director for Facilities and Resources at the National Institute of Molecular Biology and Biotechnology (NIMBB), UP Diliman

Duties and Responsibilities

a. In-charge of NIMBB facilities (laboratories, offices, main building, building equipment, laboratory equipment) and resources;
b. Plan for future development of NIMBB facilities in line with the Institute’s strategic academic and administrative initiatives;
c. Plan the best allocation and utilization of spaces and resources of the Institute;
d. Coordinate the use of facilities, schedule of preventive maintenance of laboratory and building equipment, responding to urgent maintenance calls and participate in the creation of emergency preparedness plans;
e. Ensure appropriate management of facilities and that all applicable processes are followed; and
f. Establish procedures for maintenance, repair and/or replacement of facilities and systems equipment.

B. Proposal for the Creation of the UP Cebu Technology Transfer and Business Development Office (UP Cebu TTBDO)

Basis

The UP Cebu Technology Transfer and Business Development Office (UP Cebu TTBDO) will perform all functions as expressed in Article 9 of the Revised Intellectual Property Rights (IPR) Policy of the University of the Philippines System. The concept of creating the UP Cebu TTBDO is also supported by the Technology Transfer Act of 2009, and Republic Act 9500 or the University of the Philippines Charter of 2008.

Functions

The main functions of UP Cebu TTBDO are:

- Technology transfer focused on the dispersion of knowledge and technologies developed by UP Cebu faculty, researchers and students; locators in the DOST-UP Cebu Technology Transfer Business Incubator (TBI); and others; and
- Intellectual Property (IP) protection functions related to IP commercialization and licensing of IP, including other services such as patent search and/or drafting.
Research works of UP Cebu, TBI, and others in the city and nearby regions are now being considered as viable solutions to external beneficiaries, which justify the immediate establishment of the TTBDO, to facilitate the proper transfer of these researches, at the same time protecting the rights of the creator and university. Examples of these are:

- A software solution by a student and faculty in UP Cebu is seen to remove the problem of printers becoming easily obsolete. A multinational company engaged in the manufacture and sale of printers is now interested in this solution.
- A traffic management system of a UP Cebu faculty, with a component which addresses disaster risk reduction is a software solution which a multinational company is interested in.
- There are several other collaborative research works entered into by UP Cebu faculty wherein there are possible patentable outputs.

**UP Cebu TBI and ITSO**

The UP Cebu TBI is one of the more mature DOST-funded TBIs which continue to be self-sustainable in its 4th year of operation. ICTO of DOST uses as an example a UP Cebu TBI locator in its national promotion. A UP Cebu TBI locator has also received support from Microsoft, and has been promoted by the Asian Development Bank or ADB. There are few local government unit representatives who have approached UP Cebu and TBI, requesting to be trained on how to operate a TBI.

The TBI facility now houses several technology locators, including virtual locators, and has recently established a satellite location in the UP Cebu SRP Campus. The Innovation Technology Support Office (ITSO) has several Patent Agent Qualifying Examination (PAQE) passers from the UP Cebu faculty.

**Self-sustaining**

The UP Cebu TTBDO will absorb the current functions of the present TBI and ITSO, both already functional, wherein the present TBI and ITSO Staff will form its core staff. The source of the income is self-generated; thus, making this project self-sustainable. Based on the projections, the TTBDO is expected to be self-sustainable, having at least a minimum of three (3) months excess working capital yearly. The revenue projections assume that a separate trust fund for UP Cebu TTBDO will be established.

**Structure and Staffing**

The UP Cebu TTBDO is an office, with its head directly reporting to the Dean and liaising with the UP System TTBDO. To ensure sustainability, during Year 1, the initial staffing profile of the TTBDO will consist of three (3) faculty members, and three (3) full time staff, including other faculty who may be engaged on a consultative basis as the need arises:
1. The Technology Transfer and Enterprise Director, a faculty member, will be the head of the UP Cebu TTBDO, whose scope includes TBI and ITSO, and shall report to the UP Cebu Dean. This may be assumed by a Faculty member to be given administrative load credit (ALC).

2. One (1) Information Technology Officer who will manage the TBI Team, and who reports directly to the Technology Transfer and Enterprise Director. This may be assumed by a Faculty member also given ALC, as currently practiced also for UP Cebu TBI Facility Manager.

3. One (1) Patent Officer who will manage the ITSO team, and who reports directly to the Technology Transfer and Enterprise Director. This may be assumed by a Faculty member given ALC, as currently practiced also for ITSO’s manager.

4. Two (2) Technology Transfer Associates, who will assume the current roles of Marketing Specialist and Technical Specialist of UP Cebu TBI.

5. One (1) Administrative Assistant who can support the entire TTBDO, including ITSO and TBI. Given the volume of work, this position may be supplemented by another administrative assistant on job order or contractual status.

Several Creative Work (Trademark Licensing) Officers who are IPO-trained technical experts coming from the UP Cebu faculty, will be engaged on a per client basis.

C. Appointment of University Officials

**UP System**

Prof. **GERALD PIO FRANCO** as Director, Office of Admissions, effective 1 January 2014 until 28 February 2014 (Renewal)

Prof. **AURORA C. MENDOZA** as Director, Office of Admissions, effective 1 March 2014 until 29 February 2016

**UP Diliman**

Prof. **MARY ANN ARAÑAS ESPINA** as Dean, College of Architecture, UP Diliman, effective 24 September 2013 until 23 September 2016

Prof. **JOCELYN T. CARAGAY** as Dean, College of Social Work and Community Development, UP Diliman, effective 13 December 2013 until 12 December 2016

**UP Manila**

Dr. **LOURDES MARIE S. TEJERO** as Dean, College of Nursing, UP Manila, effective 13 December 2013 until 12 December 2016

**UP Mindanao**

Prof. **ADELA G. ELLSON** as Dean, School of Management, UP Mindanao, effective 13 December 2013 until 12 December 2016

Prof. **MARIA STELLA R. SALAZAR** as Dean, College of Humanities and Social Sciences, UP Mindanao, effective 1 January 2014 until 31 December 2016
The Board APPROVED the following:

A. **Appointment as UP Scientists, Effective CY 2013-2015**

The UP Scientific Productivity System Committee recommends the following for appointment as UP Scientists, effective CY 2013-2015:

**Original Appointment**

<table>
<thead>
<tr>
<th>CU</th>
<th>Name</th>
<th>Scientist Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP Los Baños</td>
<td>Albao, Marvin A.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>Calderon, Margaret M.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>Camacho, Leni D.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>Carandang, Wilfredo M.</td>
<td>Scientist II</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>Dizon, Josefina T.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>Elegado, Francisco B.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>Hernandez, Jose E.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>Vega, Renato SA.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Mindanao</td>
<td>Novero, Annabelle U.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Diliman</td>
<td>Fontanilla, Ian Kendrich C.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Diliman</td>
<td>Jacinto, Gil S.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Diliman</td>
<td>Jacinto, Sonia D.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Diliman</td>
<td>Lim, Mary T.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Diliman</td>
<td>Lope, Jose Ernie C.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Diliman</td>
<td>Villagonzalo, Cristine DLR</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Manila</td>
<td>Sia Su, Glenn L.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Manila</td>
<td>Silao, Catherine Lynn T.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Open University</td>
<td>Bagarinao, Ricardo T.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Visayas</td>
<td>Serrano, Augusto Jr. E.</td>
<td>Scientist I</td>
</tr>
</tbody>
</table>

**Promotion/Retention**

<table>
<thead>
<tr>
<th>CU</th>
<th>Name</th>
<th>Scientist Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP Los Baños</td>
<td>Abasolo, Willie P.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>Acorda, Jezie A.</td>
<td>Scientist III</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>Hautea, Desiree M.</td>
<td>Scientist III</td>
</tr>
<tr>
<td>UP Los Baños</td>
<td>Sta. Cruz, Pompe C.</td>
<td>Scientist III</td>
</tr>
<tr>
<td>UP Diliman</td>
<td>Montaño, Marco Nemesio E.</td>
<td>Scientist II</td>
</tr>
<tr>
<td>UP Diliman</td>
<td>Ramos, Henry J.</td>
<td>Scientist III</td>
</tr>
<tr>
<td>UP Manila</td>
<td>Lu, Jinky Leilanie D.</td>
<td>Scientist I</td>
</tr>
<tr>
<td>UP Manila</td>
<td>Wang, Edward H.M.</td>
<td>Scientist III</td>
</tr>
</tbody>
</table>

It is recommended that the above Scientists be granted the rates of the UP Scientific Productivity Award approved by the Board of Regents in 2008.
B. Appointment as UP Artists, Effective CY 2013-2015

The UP Artists Productivity System Committee recommends the following UP Diliman Faculty Members as UP Artists for the Period of 2013-2015:

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit</th>
<th>UP Artist Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abaya, Leo Antonio C.</td>
<td>College of Fine Arts</td>
<td>Artist 2</td>
</tr>
<tr>
<td>Del Castillo, Julius Anthony M.</td>
<td>UPIS, College of Education</td>
<td>Artist 2</td>
</tr>
<tr>
<td>Santamaria, Matthew Constancio M.</td>
<td>Asian Center</td>
<td>Artist 2</td>
</tr>
<tr>
<td>Tan, Arwin Q.</td>
<td>College of Music</td>
<td>Artist 1</td>
</tr>
<tr>
<td>Cabangis, Benjamin I.</td>
<td>College of Fine Arts</td>
<td>Artist 1</td>
</tr>
<tr>
<td>Gudino, Ma. Rita B.</td>
<td>College of Fine Arts</td>
<td>Artist 1</td>
</tr>
<tr>
<td>Ramolete, Amihan B.</td>
<td>College of Arts and Letters</td>
<td>Artist 1</td>
</tr>
<tr>
<td>Rosete, Leonardo C.</td>
<td>College of Fine Arts</td>
<td>Artist 1</td>
</tr>
</tbody>
</table>

It is recommended that the above Artists be granted the rates of the UP Arts Productivity Award approved by the BOR in 2008.

C. Request of the Commission on Higher Education (CHED) for Certification that the President is Authorized to Sign the Memorandum of Agreement (MOA) for the Philippines California Research Institute (PCARI) Project

The Secretariat of the PCARI Project of CHED informed the Office of the Vice President for Legal Affairs (OVPLA) that the MOA on the project is being finalized.

In this connection, it is requested that the UP Board of Regents give the President the specific authority to sign the MOA with CHED for the PCARI Project as the same is the requirement of the Commission on Audit (COA).

In view thereof, OVPLA recommends that the authority of the President to sign the MOA with CHED for the PCARI Project be included in the agenda for the Board of Regents meeting.

Board action: For the Memorandum of Agreement (MOA) to be presented to the Board for discussion

D. Documentary Requirements for Invited Professorial Lecturers of the College of Law, UP Diliman

The Office of the Chancellor requests authority from the University to process and issue official appointments to professorial lecturers aged 65 years or older, who are officially invited by the UP College of Law upon the submission of the following supporting documents, together with the basic papers:

a. Certificate of the Bar Confidant of the Supreme Court

The above certificate is a proof that the invited lecturer is a bonafide member of the Philippine Bar and therefore satisfies all the academic and training requirements to qualify for Bar membership.
b. Latest Curriculum Vitae of Invited Lecturer

The CV shall be prepared and certified correct by the Office of the Dean of the College of Law. It will include the following vital information: Full Name, Date and Place of Birth, Educational Attainment and Professional Record.

c. Copy of the Official Invitation from the Dean of the College of Law and the Acceptance by the Invited Lecturer

The invitation letter shall state the specific legal expertise needed by the College and the courses that will be taught if and when the invitation is accepted.

Justification

Favorable action to the request would allow the College of Law to successfully invite distinguished law professionals to teach as professorial lecturers and provide its students with the best training possible.

Professorial lecturers are non-regular faculty members with no employer-employee relationship with the University.

Invited professorial lecturers who are 65 years old and above, are often not paid promptly because their official appointments require the submission of several documents (Notarized Personal Data Sheet, TOR and Diploma, NSO Certified Birth Certificate and NBI Clearance) and the approval of the UP Board of Regents. Understandably, a number of them are discouraged by the situation given that it is the College that has invited them to teach in the first place.

The issuance of the appointments of their younger colleagues is already delegated to the Office of the Chancellor.

This request is made in consultation with Dean Danilo Concepcion, HRDO Director Angela Escoto and Vice Chancellor for Administration Virginia Yap.

E. Proposal for the Transfer and Merging of Functions of the Sentro ng Wikang Filipino (SWF) with the Office for Initiatives in Culture and the Arts (OICA), UP Los Baños

The Office for Initiatives in Cultures and the Arts (OICA) was created with the aim of making UP Los Baños the cultural center for Southern Tagalog through (1) a systematized art and culture programs and projects in the context of the University’s mission and vision; and (2) institutionalized domestic and international arts and cultural linkages.

The Sentro ng Wikang Filipino (SWF), established in 1997, aims to foster the Filipino language by promoting its use in official communications and publications, conducting research on use of the Filipino language, assisting and consulting constituents on matters relating to Filipino, and serving as clearing house for materials used in promoting Filipino.
The transfer and merging of functions of SWF with OICA shall enhance performance of both offices through (1) streamlining of activities and functions under a single office; (2) improving internal efficiency and effectiveness in fulfilling OICA’s (including SWF) mandate; and (3) maximizing the use of resources and personnel in a cost-effective means.

Under the OICA, SWF’s functions shall be performed by the Program for Language in Arts and Culture (see expanded organizational structure of OICA). The original functions of the SWF as approved by the BOR will be redefined to align with the mandate of OICA and the Office of the Vice Chancellor for Research and Extension (OVCRE). The redefined functions shall include:

1. Carry out activities to promote the use of Filipino language in the University through a variety of fora which include but not limited to conferences, symposia, theatre presentations, and other programs to promote Filipino art and cultural awareness among its awareness;
2. Serve as center for technical and literary translation activities for various disciplines in UPLB;
3. Conduct and support seminars and workshops on technical and literary translations that will help UPLB faculty, research and extension personnel, as well as students in their respective courses, areas of studies or disciplines; and
4. Conduct and publish researches on various subjects related to the Filipino language, culture and the arts.

The personnel complement, records, office equipment, property and supplies of SWF shall be part of this proposed transfer and merging functions.

**Expanded Organizational Structure of OICA**

```plaintext
CHANCELLOR

VICE CHANCELLOR FOR RESEARCH AND EXTENSION

DIRECTOR OF UPLB OICA

ADMINISTRATIVE STAFF

Program Coordinator For Cultural Heritage

Program Coordinator For Visual And Performing Arts

Program Coordinator For Cultural Exchange

Program Coordinator For Language in Arts and Culture

GALLERY CURATOR
```
F. Graduation of Students Who Completed all the Requirements for their Respective Degrees/Titles as of the end of the First Semester of AY 2013 – 2014 or Earlier, as Recommended by the UP Diliman University Council at its 128th Meeting held on 18 November 2013

Per authority given to the University Registrar by the UPD University Council at its 128th meeting held on 18 November 2013, to add to the List of Candidates for Graduation as of the end of the 1st Semester of AY 2013-2014 or earlier, until 5 p.m., 18 November 2013.

G. Graduation of Students Who Completed all the Requirements for their Respective Degrees/Titles as of the End of the First Semester 2013–2014, as approved by the UP Baguio University Council in its 51st meeting on 25 November 2013 at the Bulwagang Juan Luna, UP Baguio

H. Graduation of Students Who Completed all the Requirements for their Respective Degrees/Titles as of the End of the First Semester/Trimester, AY 2013–2014 or as of the End of the Semester/Term Period Specified, as Recommended by the UP Cebu College Council in its 9th meeting on 27 November 2013

FISCAL MATTERS

The Board APPROVED the following:

A. Reprogramming of UP System Administration’s Unexpended Balances of Prior Years’ Obligations in the Amount of One Hundred One Million Two Hundred Three Thousand Eight Hundred Sixty Pesos & 72/100 (₱101,203,860.72), as Certified by the System Budget and Accounting Offices, for the following expense classifications:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>₱ 1,203,860.72</td>
</tr>
<tr>
<td>Maintenance &amp; Operating Expenses</td>
<td>40,000,000.00</td>
</tr>
<tr>
<td>Equipment Outlay / Capital Outlay</td>
<td>60,000,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>₱ 101,203,860.72</strong></td>
</tr>
</tbody>
</table>

It is understood that any disbursements that will be made against this fund shall be subject to the usual accounting and auditing rules and regulations.

B. Re-alignment of 1277th Reprogrammed Funds Allotted for the eUP Project in the Amount of Twelve Million Pesos (₱12,000,000.00)

Recommending submission to the Board of Regents for approval the re-alignment of UP System Administration’s 1277th Reprogrammed Funds allotted for the eUP Project, from Personal Services (PS) to Maintenance and Other Operating Expenses (MOOE) in the Amount of Twelve Million Pesos (₱12,000,000.00) as certified available by the System Budget Director and Officer-in-Charge of System Accounting Office to cover the additional MOOE needs of the project.
It is understood that any disbursements that will be made against this fund shall be subject to the usual accounting and auditing rules and regulations.

C. **Grant of Incentive Award in the Amount of ₱5,000.00 for UPCAT Emergency Personnel of the Office of Admissions**

In its pursuit of operational excellence, the Office of Admissions relies on Emergency Personnel who are hired during peak periods to help in the processing of UPCAT applications and processing of results. In recognition of the vital role of these personnel in the early release of UPCAT results, the Office of Admissions is proposing the grant of an incentive award, in a lesser amount compared to that granted to the regular staff. Conditional upon the release of the UPCAT results before the month of January 2014, the amount of the award being proposed is ₱5,000.00 for each employee who has served the Office for at least five months, and prorated accordingly for the rest.

D. **Supplemental Budget for the UP Law Center under the Revolving Fund Amounting to Ten Million Pesos (₱10,000,000.00) Chargeable Against the Legal Research Fund, Certified as Available by the UPD Accounting Office, for the following purposes:**

<table>
<thead>
<tr>
<th>Personal Services (PS)</th>
<th>₱500,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>To pay the working groups, consultants, researchers, resource persons, etc of the following projects:</td>
<td></td>
</tr>
<tr>
<td>1. Codification of the Revised Rules on Civil Procedure</td>
<td></td>
</tr>
<tr>
<td>2. National Conference on the Revision of the Rules on Civil Procedures, etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MOOE</th>
<th>₱2,500,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>To pay construction costs of the following:</td>
<td></td>
</tr>
<tr>
<td>1. Renovation of the UP Law Complex Staff Lounge</td>
<td></td>
</tr>
<tr>
<td>2. Renovation of 4F, Bocobo Hall for seminars and bar review</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Equipment Outlay</th>
<th>₱7,000,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>For the acquisition of air-conditioning units of the Law Complex, emergency lights, and upgrading of computers:</td>
<td></td>
</tr>
<tr>
<td>1. Air-conditioning units (Bocobo Hall, Malcolm)</td>
<td></td>
</tr>
<tr>
<td>2. Emergency lights (48pcs@4,150) in compliance with RA 9514</td>
<td></td>
</tr>
<tr>
<td>3. Computers, etc.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL</th>
<th>₱10,000,000.00</th>
</tr>
</thead>
</table>

It is understood that the disbursements from this supplemental budget shall be subject to the usual accounting and auditing laws, rules and regulations.
E. Reprogramming of Prior Year’s Unexpended Obligations of UP Visayas in the Amount of Twenty Four Million Five Hundred Seventy Seven Thousand Six Hundred Sixty One Pesos and 43/100 (₱24,577,661.43), Certified as Available by the Chief, Budget Office and Chief Accountant of UP Visayas, to be utilized as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maintenance and Other Operating Expenses</td>
<td>₱1,772,661.43</td>
</tr>
<tr>
<td>To augment MOOE needs primarily to support academic-related activities and fixed/utilities expenses</td>
<td></td>
</tr>
<tr>
<td>Building and Structures Outlay</td>
<td>₱9,840,000.00</td>
</tr>
<tr>
<td>To be used for the immediate rehabilitation and construction of various buildings &amp; facilities</td>
<td></td>
</tr>
<tr>
<td>Equipment Outlay</td>
<td>₱12,965,000.00</td>
</tr>
<tr>
<td>To be used for the purchase of various laboratory, classrooms, research, training and IT equipment; equipment for Diwata Shore Complex and acquisition of a School Bus</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>₱24,577,661.43</td>
</tr>
</tbody>
</table>

It is understood that the disbursements from this supplemental budget shall be subject to the usual accounting and auditing laws, rules and regulations.

F. Reprogramming of Unexpended Balances of UP Diliman in the Amount of ₱135,954,238.00, Certified as Available by the UPD Budget Office and Accounting Office, to be utilized as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.I a General Administration &amp; Support Services</td>
<td>₱20,954,238.00</td>
</tr>
<tr>
<td>Personal Services</td>
<td></td>
</tr>
<tr>
<td>To cover obligations for Service Recognition Pay of retired administrative personnel and other PS requirements</td>
<td></td>
</tr>
<tr>
<td>MOOE</td>
<td>₱25,000,000.00</td>
</tr>
<tr>
<td>Supplemental MOOE to cover funding deficiencies for both existing and new programs and projects, for payment of bills for security &amp; janitorial services and other MOOE expenditures</td>
<td></td>
</tr>
<tr>
<td>B.1.a Construction Outlay</td>
<td>₱70,000,000.00</td>
</tr>
<tr>
<td>For urgent repairs and rehabilitation of UP Diliman Buildings and other infrastructure projects</td>
<td></td>
</tr>
<tr>
<td>B.1.b Equipment Outlay</td>
<td>₱20,000,000.00</td>
</tr>
<tr>
<td>For the purchase of IT and laboratory equipment, air conditioning units and other equipment</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>₱135,954,238.00</td>
</tr>
</tbody>
</table>

It is understood that the disbursements from this reprogrammed amount shall be subject to the usual accounting and auditing laws, rules and regulations.
G. **Proposal to Increase the UP Equity Share in the UP Provident Fund, Inc. (UPPFI), from ₱100 to ₱200 monthly Per Employee Member**

The UP Provident Fund, Inc., organized in 1997 as non-stock, non-profit organization, is a supplementary retirement fund of UP employees. UP employees benefit through emergency loans, health insurance and other services. UP Diliman Chancellor Caesar A. Saloma has proposed to increase the UP equity share in the UP Provident fund, from ₱100 to ₱200 monthly per employee (faculty, REPS and administrative) who are members of the UPPFI. The UP equity share would be increased from ₱1,200 to ₱2,400 per year per employee.

**Justification**

The Constituent Universities (CUs) through a questionnaire/referendum circulated on 15 April 2013 indicated that funds are available to sustain the increase in equity. The CUs could be authorized to source funds through reprogrammed savings and other sources. Membership data as of the first quarter of 2013 indicated that there are 9,187 UP faculty and staff who are UPPFI members. The increase in equity will require additional funding of ₱11,024,400 Million each year.

H. **Change in the Nomenclature of UP Integrated School (UPIS) Junior Varsity Coaches and Corresponding Increase in Honoraria**

At the 291st President’s Advisory Council (PAC) meeting held on 15 July 2013, the PAC endorsed the proposal of the UP Diliman Chancellor for the change in the nomenclature of UP Integrated School (UPIS) Junior Varsity Coaches, with the corresponding increase in their honoraria.

The last adjustment in the honoraria of coaches was approved by the Board of Regents at its 1162nd meeting held on 29 August 2002. Previous adjustments were done during the 1125th BOR Meeting held on 29 October 1998 and in the 1017th BOR Meeting held on 8 December 1988.

**Change in Nomenclature of Junior Varsity Coaches**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Coach 3</td>
<td>Coach 4</td>
</tr>
<tr>
<td>Senior Coach 2</td>
<td>Coach 3</td>
</tr>
<tr>
<td>Senior Coach 2</td>
<td>Coach 1</td>
</tr>
<tr>
<td>Junior Coach</td>
<td>Coach 1</td>
</tr>
</tbody>
</table>

**Proposed Increase in Honoraria of Junior Varsity Coaches**

a. **UP Faculty Coach**

<table>
<thead>
<tr>
<th>From</th>
<th>Honorarium</th>
<th>To</th>
<th>Honorarium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Coach 3</td>
<td>₱5,600</td>
<td>Coach 4</td>
<td>₱8,800</td>
</tr>
<tr>
<td>Senior Coach 2</td>
<td>₱3,740</td>
<td>Coach 3</td>
<td>₱6,300</td>
</tr>
<tr>
<td>Senior Coach 1</td>
<td>₱2,625</td>
<td>Coach 2</td>
<td>₱4,400</td>
</tr>
<tr>
<td>Junior Coach</td>
<td>₱2,000</td>
<td>Coach 1</td>
<td>₱3,200</td>
</tr>
</tbody>
</table>
b. Non-UP Faculty Junior Varsity Coaches

<table>
<thead>
<tr>
<th>From</th>
<th>Honorarium</th>
<th>To</th>
<th>Honorarium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Coach 3</td>
<td>P7,500</td>
<td>Coach 4</td>
<td>P8,800</td>
</tr>
<tr>
<td>Senior Coach 2</td>
<td>P5,500</td>
<td>Coach 3</td>
<td>P6,300</td>
</tr>
<tr>
<td>Senior Coach 1</td>
<td>P3,500</td>
<td>Coach 2</td>
<td>P4,400</td>
</tr>
<tr>
<td>Junior Coach</td>
<td>P2,500</td>
<td>Coach 1</td>
<td>P3,200</td>
</tr>
</tbody>
</table>

I. Proposal on Laboratory Fees (Institution of New Fees; Increase in Existing Fees) from the Department of Chemical Engineering, College of Engineering, UP Diliman

The UP System Fiscal Policies and Operations Committee (SPFOC), in its meeting held on 24 June 2013, endorsed the following:

**Institution of a New Fee for Dry Laboratory Courses**

<table>
<thead>
<tr>
<th>Course/Description</th>
<th>No. of Units</th>
<th>Laboratory Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChE 26 – Fundamentals of Programming for Chemical Engineers</td>
<td>3u (2h lec, 3h lab)</td>
<td>None</td>
</tr>
<tr>
<td>ChE 182 – Chemical Process Dynamics and Control</td>
<td>3u (2h lec, 3h lab)</td>
<td>None</td>
</tr>
</tbody>
</table>

**Justification:** These courses require computers for programming and simulation. Although special software will be used, the affected students will be paying only for the computer usage and maintenance. In addition, the proposed laboratory fees are comparable to other similar courses in Engineering, such as CS 11 (Computer Programming I) and EEE 11 (Programming Fundamentals), in which both courses charge a laboratory fee of P800.00

**Increase in Wet Laboratory Fees**

<table>
<thead>
<tr>
<th>Course/Description</th>
<th>No. of Units</th>
<th>Laboratory Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChE 124 – Chemical Engineering Thermodynamics Laboratory</td>
<td>2u (6h lab)</td>
<td>P500.00</td>
</tr>
<tr>
<td>ChE 135 – Process Engineering Laboratory</td>
<td>2u (6 lab)</td>
<td>P500.00</td>
</tr>
</tbody>
</table>

**Justification:** These courses involve experiments, which uses consumables (e.g., chemicals), glassware, and equipment, to be done in the ChE laboratory. The corresponding lab fees will cover the cost of these consumables and equipment maintenance.
### Waste Disposal Fees

<table>
<thead>
<tr>
<th>Course/Description</th>
<th>No. of Units</th>
<th>Proposed Waste Disposal Fee, Php/course</th>
<th>Proposed Waste Disposal Fee, Php/kg</th>
</tr>
</thead>
<tbody>
<tr>
<td>ChE 124 – Chemical Engineering Thermodynamics Laboratory</td>
<td>2 units</td>
<td>45.00</td>
<td>--</td>
</tr>
<tr>
<td>ChE 135 – Process Engineering Laboratory</td>
<td>2 units</td>
<td>45.00</td>
<td>--</td>
</tr>
<tr>
<td>ChE 143 – Chemical Engineering Research I</td>
<td>2 units</td>
<td>---</td>
<td>P80.00, P300.00</td>
</tr>
<tr>
<td>ChE 144 – Chemical Engineering Research II</td>
<td>2 units</td>
<td>---</td>
<td>P80.00, P300.00</td>
</tr>
<tr>
<td>MS/PhD ChE</td>
<td>N/A</td>
<td>---</td>
<td>P80.00, P300.00</td>
</tr>
<tr>
<td>MS/PhD EgyE</td>
<td>N/A</td>
<td>---</td>
<td>P80.00, P300.00</td>
</tr>
<tr>
<td>MS/PhD EnE</td>
<td>N/A</td>
<td>---</td>
<td>P80.00, P300.00</td>
</tr>
</tbody>
</table>

**Justification:** Some of the experiments conducted in the ChE laboratory usually produce waste (hazardous or non-hazardous), which are difficult to dispose. Treatment and disposal by a third party is proposed considering the safety of students and laboratory staff. The proposed waste disposal fee for the instructional lab classes (ChE 124 and ChE 135) is lower compared to Institute of Chemistry’s Waste Disposal Fee, in which they charge P50.00 per lab unit.

Then incumbent Student Regent Cleve Kevin Robert V. Arguelles was invited to attend these consultations.

Based on the 3\textsuperscript{rd} (recent) student consultation held last 11 February 2013, the results are as follows:

<table>
<thead>
<tr>
<th>Session</th>
<th>Number of Students Consulted</th>
<th>Agree</th>
<th>Disagree</th>
<th>Abstain/No Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning (9-10 AM)</td>
<td>133</td>
<td>116</td>
<td>13</td>
<td>4</td>
</tr>
<tr>
<td>Afternoon (1-2PM)</td>
<td>184</td>
<td>151</td>
<td>19</td>
<td>14</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>317</strong></td>
<td><strong>267</strong></td>
<td><strong>32</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

- No. of Students Affected : 429
- No. of Students Consulted : 317
- No. of Students In Favor : 267

- % attendance during the consultation : 73.8
- % of students who did not attend the consultation (did not respond to survey) : 26.11

Based on the 317 students/attendees of the lab fee consultation (for the 2 sessions):

- % of students consulted in favor of the proposal : 84.23
- % of students consulted not in favor of the proposal : 10.09
- % of students consulted who abstained or have no response : 5.68
J. Grant of the P4,000 Year–end Grocery Allowance for 2013

The UP Board of Regents at its 1282nd meeting held on 20 September 2012 approved the Memorandum of Agreement (MOA) between UP and the All UP Worker’s Union and the MOA between UP and the All UP Academic Employees’ Union with respect to the provisions of the Collective Negotiations Agreement (CNA) on the enhanced rice subsidy and year–end grocery allowance.

The CUs, through the Chancellors/Budget Officers have indicated that funds are available for the year–end grocery allowance, in the amount of P4,000 for each faculty and staff.

In the spirit of equity, the year–end grocery allowance is also granted to the faculty, REPS, and administrative personnel not covered by the CNAs between the University and the administrative and academic unions. The Office of the Vice President for Administration will issue the guidelines for the year- end grocery allowance.

The President requests authority to pay the year–end grocery allowance for CY 2013 to all UP Personnel.

K. 2013 Year–End Distress Relief Assistance in the Amount of P3,000.00 for Each UP Faculty and Staff

Background:

- In a letter dated 12 November 2013, Staff Regent Anna Razel L. Ramirez, requested an additional amount to provide assistance to all UP faculty and staff who are in economic distress as a result of the recent calamities.
- The Constituent Universities (CUs) and units of the UP were consulted through a questionnaire if funds are available from savings for year-end distress relief assistance to faculty and staff especially in the areas ravaged by recent typhoons.
- The Chancellors, through their Vice Chancellors for Administration, and the Assistant Vice President for Finance and Planning of the UP System, in consultation with the Budget Officers, confirmed that funds are available.
- The President shall authorize the Office of the Vice President for Administration (OVPA) to issue the guidelines for payment.

<table>
<thead>
<tr>
<th>Total headcount:</th>
<th>12,654 faculty and staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Amount :</td>
<td>P 37,827,000</td>
</tr>
</tbody>
</table>
The Board **APPROVED** the following:

**A. Appeal of Atty. ANA CELESTE P. BERNAD, Office of the Vice President for Legal Affairs, for Financial Assistance Program for Hospital Expenses (FAPHE) Coverage for a Maximum of P78,243.25**

The UP System FAPHE Committee, in its meeting on 16 September 2013, endorsed the application of Atty. Ana Celeste P. Bernad, Office of the Vice President for Legal Affairs (OVPLA), for a maximum amount of P78,243.25 for the remaining balance of her FAPHE benefits. She had chemotherapy for her life threatening ailment, and she continues to undergo special medical and surgical procedures on an out-patient basis, due to technological advances in medical treatment. The Board of Regents, however, approved coverage only for expenses related to hospital confinement.

An approval of the appeal, based on the advice of two medical experts, confirming that due to technological advances in medical treatment, special surgical and medical procedures can now be done on an outpatient basis. This would also prevent the patient from being susceptible to hospital-acquired infections.

**B. Request for Temporary Waiver of Faculty Tenure Rule in Favor of the following:**

**UP Los Baños**

Asst. Prof. **MA. DESIREE B. ALDEMITA,** Assistant Professor 1, Institute of Chemistry, College of Arts and Sciences, effective 1 November 2013 until 31 May 2014

Asst. Prof. **DAMCELLE T. CORTES,** Assistant Professor 5, Institute of Governance and Rural Development, College of Public Affairs and Development, effective 1 November 2013 until 31 May 2014

Asst. Prof. **NORMAHITTA P. GORDONCILLO,** Assistant Professor 3, College of Human Ecology, effective 1 November 2013 until 31 May 2014

Asst. Prof. **HAEROLD DEAN Z. LAYAOEN,** Assistant Professor 1, Department of Industrial Engineering, College of Engineering and Agro-Industrial Technology, effective 1 November 2013 until 31 May 2014

Asst. Prof. **VIRGILIO B. MARILAG,** Assistant Professor 1, Department of Human Kinetics, College of Arts and Sciences, effective 1 November 2013 until 31 May 2014

Asst. Prof. **ATHENEE P. MERCADO,** Assistant Professor 1, Department of Social Sciences, College of Arts and Sciences, effective 1 November 2013 until 31 May 2014

Asst. Prof. **RONA C. MONTECALBO,** Assistant Professor 1, Department of Human Kinetics, College of Arts and Sciences, effective 1 November 2013 until 31 May 2014

Asst. Prof. **REY B. ORONAN,** Assistant Professor 1, Department of Veterinary Clinical Sciences, College of Veterinary Medicine, effective 1 November 2013 until 31 May 2014
Asst. Prof. MARIFE D. REBUTAR, Assistant Professor 1, U.P. Rural High School (UPRHS), College of Arts and Sciences, effective 1 November 2013 until 31 May 2014

Asst. Prof. PERLIE P. VELASCO, Assistant Professor 2, Civil Engineering Department, College of Engineering and Agro-Industrial Technology, effective 1 November 2013 until 31 May 2014

**UP Manila**

Assoc. Prof. MARIA TERESITA C. LARA, Associate Professor 4, Department of Clinical Dental Health Science, College of Dentistry, effective 1 June 2013 until 31 May 2014

C. **Appointment of Faculty**

**Transfers to Permanent Status**

**UP Diliman**

Asst. Prof. LOUIS P. ALARCON, Assistant Professor 7, College of Engineering, effective 13 December 2013

Asst. Prof. PENAFRANCIA RANIELA E. BARBAZA, Assistant Professor 6, College of Arts and Letters, effective 13 December 2013

Asst. Prof. MARLA M. CUERDO, Assistant Professor 1, College of Human Kinetics, effective 13 December 2013

Asst. Prof. INES A. DE GUZMAN, Assistant Professor 6, College of Home Economics, effective 13 December 2013

Asst. Prof. NESTINE HOPE S. HERNANDEZ, Assistant Professor 2, College of Engineering, effective 13 December 2013

Asst. Prof. JOHN RICHARD E. HIZON, Assistant Professor 7, College of Engineering, effective 13 December 2013

Assoc. Prof. TOBY MELISSA C. MONSOD, Associate Professor 1, School of Economics, effective 13 December 2013

Asst. Prof. KRISTYL N. OBISPADO, Assistant Professor 1, College of Social Sciences and Philosophy, effective 13 December 2013

Asst. Prof. RANDY JAY C. SOLIS, Assistant Professor 2, College of Mass Communication, effective 13 December 2013

Research Asst. Prof. RONALD D. VILLANUEVA, Research Assistant Professor 6, College of Science, effective 13 December 2013

**UP Los Baños**

Asst. Prof. JEA AGNES T. BUERA, Assistant Professor 1, College of Arts and Sciences, effective 13 December 2013

Asst. Prof. DAMCELLE T. CORTES, Assistant Professor 5, College of Public Affairs and Development, effective 13 December 2013

Asst. Prof. NORMAHITTA P. GORDONCILLO, Assistant Professor 3, College of Human Ecology, effective 13 December 2013

Asst. Prof. RHEA L. GUMASING, Assistant Professor 1, College of Public Affairs and Development, effective 13 December 2013
Asst. Prof. GEMALYN H. LOZANO, Assistant Professor 1, College of Arts and Sciences, effective 13 December 2013
Asst. Prof. VIRGILIO B. MARILAG, Assistant Professor 1, College of Arts and Sciences, effective 13 December 2013
Asst. Prof. ATHENEЕ P. MERCADO, Assistant Professor 1, College of Arts and Sciences, effective 13 December 2013
Asst. Prof. REY B. ORONAN, Assistant Professor 1, College of Veterinary Medicine, effective 13 December 2013
Asst. Prof. MARIA LUISA B. RECILLO, Assistant Professor 1, College of Arts and Sciences, effective 13 December 2013
Asst. Prof. BONG M. SALAZAR, Assistant Professor 1, College of Agriculture, effective 13 December 2013
Asst. Prof. JANETTE M. SILVA, Assistant Professor 1, College of Arts and Sciences effective 13 December 2013
Asst. Prof. PERLIE P. VELASCO, Assistant Professor 2, College of Engineering and Agro-Industrial Technology, effective 13 December 2013

UP Manila

Asst. Prof. VIVIEN FE FADRILAN-CAMACHO, Associate Professor 2, College of Public Health, effective 13 December 2013
Asst. Prof. SHARON A. CARINGAL, Assistant Professor 1, College of Arts and Sciences, effective 13 December 2013
Assoc. Prof. ANTONIO D.R. CATANGUI, Associate Professor 3, College of Medicine, effective 13 December 2013
Research Asst. Prof. SYLVIA C. ESTRADA, Research Assistant Professor 7, National Institutes of Health, effective 13 December 2013
Asst. Prof. FREDESLINDA C. EVANGELISTA, Assistant Professor 5, College of Arts and Sciences, effective 13 December 2013
Assoc. Prof. MARIA TERESITA C. LARA, Associate Professor 4, College of Dentistry, effective 13 December 2013
Asst. Prof. CRISTINA M. LAURETA, Assistant Professor 3, College of Dentistry, effective 13 December 2013

Extension of Appointment Beyond Compulsory Retirement Age of 65

UP Manila

Assoc. Prof. LYDIA T. MANAHAN, Associate Professor 1, College of Nursing (Salary Grade 22-6), effective 28 March 2014 until 31 May 2014

UP Cebu

Asst. Prof. ROSARIO Y. MONTAÑO as Assistant Professor 7 (Salary Grade 21-8), Social Sciences Cluster, effective 8 October 2013 until 31 October 2013
Original Appointment Beyond Compulsory Retirement Age of 65

UP Diliman

Prof. ALBERTO T. MAGPILY as Professorial Lecturer 2, College of Human Kinetics, effective 1 June 2013 until 31 May 2014

UP Los Baños

Prof. FELICITO M. RODRIGUEZ as Adjunct Assistant Professor, without compensation, College of Human Ecology, effective 10 June 2013 until 31 May 2014

Prof. ANTONIO L. SANTOS as Adjunct Assistant Professor, without compensation, College of Arts and Sciences, effective 5 June 2013 until 31 May 2014

Renewal of Appointment Beyond Compulsory Retirement Age of 65

UP Diliman

Prof. BACH M. MACARAYA as Professorial Lecturer 2, School of Labor and Industrial Relations, effective 2 November 2013 until 31 October 2014

Prof. REMEDIOS R. RODEROS as Professorial Lecturer 5, College of Science, effective 1 June 2013 until 31 May 2014

Prof. WILHELM G. SOLHEIM II as Faculty Consultant, Archaeological Studies Program effective 1 November 2013 until 31 October 2014

Prof. LUIS V. TEODORO as Professorial Lecturer 5, College of Mass Communication, College Secretary’s Office effective 1 June 2013 until 31 October 2013

UP Los Baños

Prof. ROGELIO N. CONCEPCION as Professorial Lecturer 5, School of Environmental Science and Management (SESAM), effective 1 June 2013 until 31 May 2014

UP Cebu

Prof. PRIMITIVO G. ERENO as Professorial Lecturer 3, Social Sciences Cluster, effective 26 October 2013 until 22 February 2014
The Board CONFIRMED the following:

A. Confirmation of the following agenda items approved by the Board of Regents at its 1292nd Policy Discussion meeting held on 25 October 2013:

1. **Increase of incentive from PhP10,000 to PhP15,000 for Office of Admissions staff/personnel**

   According to President Pascual, he is trying to accelerate the processing of the UPCAT results. Thus, he wants to provide incentives to the staff for doing this on an overtime basis. His proposition is to finish the processing of UPCAT results early and employees will be given a bonus. The target date should be moved from January to December so as to save on overtime pay. The incentive will be given as a bonus in December if they finish the UPCAT results by December.

   President Pascual asked the Board to approve this incentive scheme. It is estimated that an increase from PhP10,000 to PhP15,000 would result in a total cost of around P600,000. This amount should be taken from the UPCAT Fees.

   **2. President’s travel to Japan on the 22nd and 23rd of November 2013**

   President Pascual informed the Board that he had been invited to Japan to sign a Memorandum of Understanding with a university in Tokyo. The Japanese university will be paying for the President’s travel fees and hotel accommodation.

   The Board approved the President’s travel to Japan.

3. **Christmas bonus and 13th month pay**

   Staff Regent Ramirez asked the Board to give authority to the President to approve the early release of the Christmas Bonus from November 15 to November 7.

   President Pascual said this is subject to the availability of funds. This was seconded by Chair Licuanan.

   Staff Regent Ramirez contended that the budget for the Christmas bonus is in the IOB so it can already be released.
VP Bersales confirmed that the budget is in the IOB. However, funds are received from the DBM on a quarterly basis, so this will have to be verified with the Chancellors.

President Pascual and Chair Licuanan motioned for the matter to be approved subject to the availability of funds.

B. Confirmation of Graduation Ad Referendum of the following students for the Degree of Bachelor of Science in Civil Engineering as of the end of First Semester 2013 – 2014 and Summer 2013, respectively:

**First Semester 2013 – 2014**

- Alzona, Romer Julius M.
- Bautista, Lauren R.
- Esmilla, April Eunice E.
- Estoesta, Arnold Bryan U.
- Lim, Ramene U.
- Martinez, Justin Joseph S.
- Marabut, Abighael Dawn Z.
- Ocampo, April M.
- Peña, Camille Minette
- Quilatan, Michelle Monelle S.
- Tapel, Lean Michael P.
- Valencia, Christian Darwin J.

**Summer 2013**

- Lafrades, Renanne S.

Their graduation has been recommended by the Faculty of the College of Engineering in their letter dated 23 October 2013 and by the University Council, *ad referendum*.

The University Registrar certifies that these students have completed all the requirements. This request is made because they have to submit their application for the Civil Engineering Board Examination on 4 November 2013, the deadline set by the Professional Regulatory Commission (PRC)

C. Agreements/ Contracts

<table>
<thead>
<tr>
<th>UNIT</th>
<th>TITLE</th>
<th>PROJECT / AMOUNT / DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP System</td>
<td><strong>1</strong> Trademark License Agreement between the University of the Philippines and Myrna Morales Gumban, doing business under the name and style, D’ Holy Book Copy Center and General Merchandise (Licensee)</td>
<td>Project: Trademark License Agreement&lt;br&gt;Duration: Valid and effective for 3 years, from 1 January 2014 up to 31 December 2016&lt;br&gt;Date notarized: 2 December 2013</td>
</tr>
<tr>
<td></td>
<td><strong>2</strong> Memorandum of Agreement among the University of the Philippines, Ateneo De Manila University (ADMU) and the De La Salle University (DLSU)</td>
<td>Project: Educational and Scientific Cooperation&lt;br&gt;Duration: Effective upon signing by the parties and shall remain</td>
</tr>
<tr>
<td>UP System</td>
<td>Memorandum of Understanding between University of the Philippines and United Laboratories, Inc. (Unilab)</td>
<td>in force for a period of three (3) years subject to annual review, without prejudice to renewal upon mutual agreement of the parties</td>
</tr>
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</tr>
<tr>
<td>3</td>
<td>Project: Donation and Acceptance Duration: Effective upon signing of this agreement by representatives of both parties and shall remain in effect until December 31, 2014</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date notarized: 17 October 2013</td>
<td>Date notarized: 30 October 2013</td>
</tr>
<tr>
<td>4</td>
<td>Memorandum of Agreement among the University of the Philippines and Philippine National Oil Company (PNOC) (Extension)</td>
<td>Project: Evaluation and Assessment of the Quezon Land Grant, Laguna-Quezon Land Grant and the Makiling Forest Reserve (UPLB Land Grants)</td>
</tr>
<tr>
<td></td>
<td>Project: Marilog Reservation</td>
<td>Date notarized: 19 November 2013</td>
</tr>
<tr>
<td></td>
<td>Date notarized: 21 November 2013</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Memorandum of Agreement among University of the Philippines and Kennemer Foods International (KFI), The Indigenous Peoples Belonging to the Obu/Manuvu-Tahawrog Tribe (“Obu Manuvu Tribe”) and National Commission on Indigenous Peoples (NCIP)</td>
<td>Project: Student Exchange Duration: This agreement shall take effect upon the same date of effectivity as that of the mother agreement (Agreement on Academic Cooperation)</td>
</tr>
<tr>
<td></td>
<td>Project: Student Exchange</td>
<td>Date notarized: 8 August 2013</td>
</tr>
<tr>
<td>6</td>
<td>Memorandum on Student Exchange based on the Agreement on Academic Cooperation between the University of the Philippines and the Nagoya Gakuin University, Japan (First Renewal)</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Amendment to the Collaboration Agreement between the University of the Philippines through the Marine Science Institute and the Southern Cross University, Australia (The amendment is only to extend the duration of the project to allow the completion of the project activities, and the same is substantially in order.)</td>
<td>Project: Coral Reef Restoration using Mass Coral Larval Reseeding Period of the Project: Extended the duration from 30 April 2013 to 30 November 2014</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Date notarized: 30 August 2013</td>
</tr>
<tr>
<td>No.</td>
<td>Agreement/Project Details</td>
<td>Details</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 1   | Agreement on Academic Cooperation between the University of the Philippines and Handong Global University, Korea | Project: Academic Cooperation and Exchange Program  
Duration: Valid for a period of five (5) years upon signing  
Date notarized: 9 October 2013 |
| 2   | Agreement on Academic Cooperation between the University of the Philippines through the College of Arts and Letters and the Hansung University, Seoul, South Korea | Project: Academic Cooperation  
Duration: Valid for a period of five (5) years upon signing  
Date notarized: 16 October 2013 |
| 3   | Renewal of Agreement between the University of the Philippines through the University of the Philippines Center for International Studies and the Yokohama National University (YNU), Japan | Project: Academic Exchange  
Duration: 28 January 2014 - 27 January 2019  
Date notarized: 17 September 2013 |
| 4   | Memorandum on Acceptance of Visiting Students for the Faculty of Letters, Chuo Send Program between the University of the Philippines through the College of Arts and Letters and the Chuo University, Japan | Project: Visiting program  
Duration: Effective upon signing until 31 March 2017 |
| 5   | Agreement on Academic Cooperation between the University of the Philippines and the Nagoya Gakuin University, Japan (First Renewal) | Project: Academic Cooperation  
Duration: Valid for a period of five (5) years upon signing  
Date notarized: 8 August 2013 |
| 6   | Memorandum on Student Exchange based on the Agreement on Academic Cooperation between the University of the Philippines and the Nagoya Gakuin University, Japan (First Renewal) | Project: Student Exchange  
Duration: Effective upon the same date of effectivity as that of the mother agreement (Agreement on Academic Cooperation)  
Date notarized: 8 August 2013 |
| 7   | Amendment to the Collaboration Agreement between the University of the Philippines through the Marine Science Institute and the Southern Cross University, Australia  
*(The amendment is only to extend the duration of the project to allow the completion of the project activities, and the same is substantially in order.)* | Project: Coral Reef Restoration using Mass Coral Larval Reseeding  
Period of the Project: Extended the duration from 30 April 2013 to 30 November 2014  
Date notarized: 30 August 2013 |
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
</table>
| 8 | Memorandum of Understanding between the University of the Philippines through the College of Engineering and Bahir Dar University, Ethiopia | Project: Academic Cooperation  
Effectivity: Shall remain in force for a period of five (5) years from the date of the MOU signing by the representatives of both Universities  
Date notarized: 2 October 2013 |
| 9 | Project Contract between the University of the Philippines through the College of Engineering and Japan International Cooperation Agency (JICA) Project Office for AUN/SEED-Net | Project: Collaborative Research Program for Alumni Members (AUN/SEED-Net Project No. UP CRA1301)  
Amount: US$ 12,500.00  
Effectivity: Upon signing date until 15 March 2014 |
| 10 | Memorandum of Agreement between the University of the Philippines through the College of Science and De La Salle University – Manila (DLSU) | Project: Educational and Scientific Cooperation  
Effectivity: Shall be in force and effect for three (3) years upon execution by the parties  
Date notarized: 6 September 2013 |
| 11 | Memorandum of Agreement between the University of the Philippines through the Law Center and the Department of Environmental and Natural Resources (DENR) | Project: Mandatory Continuing Legal Education (MCLE)  
Amount: P3,000 per participant with a minimum of 45 participants |
| 12 | Memorandum of Agreement between the University of the Philippines through the Law Center and the Securities and Exchange Commission (SEC) | Project: Mandatory Continuing Legal Education (MCLE)  
Amount: P2,000 per SEC lawyer-participant  
Period of the Project: 1, 8, 15 and 22 February 2013  
Date notarized: 6 September 2013 |
| 13 | Memorandum of Agreement between the University of the Philippines through its Law Center and the Philippine Overseas Employment Administration (POEA) Office | Project: Mandatory Continuing Legal Education (MCLE)  
Amount: P90,000.00  
Duration: 28 to 29 June 2012  
Date notarized: 29 August 2012 |
<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Deed of Donation and Acceptance between the University of the Philippines through the Institute of Biology (Donee) and the Energy Development Corporation (Donor)</td>
</tr>
<tr>
<td>15</td>
<td>Memorandum ng Kasunduan sa panig ng Unibersidad ng Pilipinas sa pamamagitan ng Sentro ng Wikang Filipino (SWF) at ni Prop. Susan Corazon Cipres-Ortega (Grantee)</td>
</tr>
<tr>
<td>16</td>
<td>Memorandum of Agreement between the University of the Philippines and SRDP Consulting Inc. through the Training Center for Applied geodesy and Photogrammetry, College of Engineering</td>
</tr>
<tr>
<td>1</td>
<td>Memorandum of Agreement between the University of the Philippines Los Baños and the Graduate School of Engineering and International Center for Biotechnology, Osaka University</td>
</tr>
</tbody>
</table>

**UP Diliman**

**14.** Project: Used yet functional research equipment and new laboratory consumable items  
Amount: US$28,749.08  
Date notarized: 6 August 2013

**15.** Project: Glosari ng Sikolohiya  
Amount of Grant: P199,000.00  
Funding Source: Endowment Fund for Research on Wika  
Effectivity: Labindalawang (12) buwan mula sa araw ng 1 Hulyo 2013 hanggang 1 Hulyo 2014  
Date Notarized: 23 August 2013

**16.** Project: Roadmap for Transport Infrastructure Development for Metro Manila and its Surrounding Areas (Region III and Region IV-A)  
Amount: P288,400.00  
Effectivity: Shall be take effect and be enforced upon signing by all parties and shall be implemented for a period of one (1) month starting from the initial release of funds from the University  
Date notarized: 25 September 2013

**UP Los Baños**

**1.** Project: Student Exchange  
Duration: Valid for a period of five (5) years from the date of signing by the representatives of both universities
<table>
<thead>
<tr>
<th>Institution</th>
<th>Agreement Type</th>
<th>Project Details</th>
<th>Date Signed</th>
</tr>
</thead>
<tbody>
<tr>
<td>UP Visayas</td>
<td>Agreement on Research Cooperation</td>
<td>Among the University of the Philippines Visayas, Aklan State University, Southeast Asian Fisheries Development Center – Aquaculture Department (SEAFDEC-AQD), the Laboratory of Global Fisheries Science – University of Tokyo and the School of Marine Science and Technology – Tokai University</td>
<td>From the date of signing by the representatives of all institutions until March 31, 2017</td>
</tr>
<tr>
<td>UP Cebu</td>
<td>Agreement on Academic Cooperation</td>
<td>Between the University of the Philippines Cebu and Mokpo National Maritime University, Republic of Korea</td>
<td>Valid for a period of five (5) years from the date of signing by the representatives of both universities</td>
</tr>
<tr>
<td></td>
<td>Agreement on Student Exchange</td>
<td>Between the University of the Philippines Cebu and Mokpo National Maritime University, Republic of Korea</td>
<td>Valid for one year from the date of signing by the representatives of both Universities</td>
</tr>
</tbody>
</table>

**FISCAL MATTERS**

The Board **CONFIRMED** the following:

**A. Confirmation of the Respective Nominees from the Bankers Association of the Philippines (BAP), Investment House Association of the Philippines (IHAP), Trust Officers Association of the Philippines (TOAP), and the Financial Executive Institute of the Philippines (FINEX) to the Independent Trust Committee as Provided for in Section 24 of the UP Charter of 2008 (Republic Act No. 9500)**

Section 24 of the UP Charter of 2008 (Republic Act No. 9500), provides for the creation of an Independent Trust Committee which shall be composed of the President of the University as Chairperson, and one (1) representative each nominated by the Bankers Association of the Philippines (BAP), Investment House Association of the Philippines (IHAP), Trust Officers Association of the Philippines (TOAP), and the Financial Executive Institute of the Philippines (FINEX).

The UP Charter of 2008 further specifies that the Independent Trust Committee shall have the following mandate:
1. Recommend to the Board five (5) universal banks selected on a prudent basis which trust departments shall manage the corporate and other funds through trust agreements of the national university on a non-directed basis; provided that any such agreements shall be for a period of not more than two (2) years; and

2. Provide the Board with direction on appropriate investment objectives and permissible investments with the view to preserving the value of the funds while allowing the University to earn a reasonable return thereon.

In view of the foregoing, the President and the Vice President for Planning and Finance endorsed the following members for confirmation of the Board:

a. Mr. Abraham T. Co
   Bankers Association of the Philippines (BAP)

b. Mr. Conrado A. Gloria, Jr.
   Investment House Association of the Philippines (IHAP)

c. Ms. Arlene Joan Tanquaquio-Agustin
   Trust Officers Association of the Philippines (TOAP)

d. Mr. Senen L. Matoto
   Financial Executives Institute of the Philippines (FINEX)

MATTERS SUBMITTED FOR INFORMATION OF THE BOARD

The Board NOTED the following:

A. Authority of the Chancellor to Appoint Professorial Lecturers Beyond Age 65

   The authority of the Chancellors to appoint Professorial Lecturers was reiterated during this meeting.

B. Request for Updates on the Decision of the UP Board of Regents on VSB

C. Revision in the UP Mindanao 2013 – 2014 Academic Calendar, with the following changes:

   1. Cancellation of the 2 December 2013 University Council Meeting. This request is based on the following considerations:

      a. Absence of curricular revision proposal(s); and,

      b. There are only 21 candidates for graduation for First Semester AY 2013–2014. The University Council may approve this via referendum.

The President approved the revisions on 29 November 2013.

D. Revision in the UP Baguio Academic Calendar for the 2nd Semester, SY 2013-2014

The Chancellor of UP Baguio requested permission to make the following change in its Academic Calendar for the 2nd Semester, SY 2013 – 2014, as follows:

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>25 April 2014 (Friday)</td>
<td>28 April 2014 (Monday)</td>
</tr>
</tbody>
</table>

The change is being made because the Baguio Convention Center, which is the venue for the Baccalaureate Program and Commencement Exercises, is not available on 25 April 2014.

E. Delegated Authority to the President subject to INFORMATION of the Board

1. Contracts/Agreements

(Delegated Authority to the President subject to information of the Board [cost not exceeding P75 Million Pesos, 1286th BOR Meeting, 28 February 2013])

<table>
<thead>
<tr>
<th>CU</th>
<th>Title of / Parties to the Contract/s</th>
<th>PROJECT / AMOUNT / DURATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Notice of Award granted to ePLDT Incorporated</td>
<td>Project: UPS-SPMO 3013-049 Procurement of Products eUP Component 4: One (1) Lot Servers Amount: P34,641,654.62</td>
</tr>
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<tr>
<td>2</td>
<td>Notice of Award Granted to The Value Systems Philippines Incorporated</td>
<td>Project: UPS SPMO 2012-064-C Procurement of Products eUP Component 4: Infrastructure Development Projects: Three Hundred (300) Units Laptops Amount: P6,730,000.00</td>
</tr>
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<td></td>
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<tr>
<td>3</td>
<td>Notice of Award Granted to Studio 84 Incorporated</td>
<td>Project: UPS SPMO 2013-041: Purchase of Three Hundred (300) Units Computer Desktops Amount: P18,270,000.00</td>
</tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>Notice of Award Granted to Oracle Philippines Corporation for the project</td>
<td>Project: UPS SPMO 2013 – 049 Oracle Service Software Update Licenses and Support Amount: P 7,819,773.91</td>
</tr>
<tr>
<td></td>
<td>Title</td>
<td>Details</td>
</tr>
<tr>
<td>---</td>
<td>-----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 1 | Two (2) Memoranda of Agreement between the University of the Philippines and the Department of Public Works and Highways (DPWH) | 1. Project: Construction of Multi-Purpose Building (Sports Facility) sponsored by Speaker Feliciano Belmonte  
Amount: P15,000,000.00  
Date notarized: 31 October 2013  
2. Project: Construction / Repair / Rehabilitation of Multi-Purpose Building, NCPAG, sponsored by Senator Antonio F. Trillanes IV  
Amount: P4,000,000.00  
Date notarized: 31 October 2013 |
| 2 | Memorandum of Agreement between the University of the Philippines and the Office of Senator Pia Cayetano | Project: Scholarship Grant Program (PROGRAM) for the UP Varsity athletes (SARO – BMG – G – 13 – T000002609)  
Amount: P1,000,000.00  
Effectivity: Shall take effect upon signing of this document  
Date notarized: 16 October 2013 |
| 3 | Notice of Award Granted to Asian Aerospace Corporation | Project: Lease of One (1) Aircraft for 1,450 flying hours in relation to the Disaster Risk, Exposure and Assessment for Mitigation (DREAM) Program  
Amount: P54,912,000.00 |
| 4 | Notice of Award Granted to SRDP Consulting Inc. | Project: Flood Hazard Exposure Feature Extraction from LIDAR Datasets  
Amount: P27,900,000.00 |
| 5 | Notice of Award Granted to Accent Micro Technologies, Inc. | Project: Basin Channel & Soil Characterization and Ground Validation of Flood Simulations for the Marikina, Cagayan de Oro, Iligan, Iponan, Pampanga, Angat, Bicol and Agno River Basins etc.  
Amount: P42,945,882.30 |
| 6 | Notice of Award Granted to Elsevier B.V.  
   - BAC Resolution No. 339 - 13  
   Requesting Unit: UP Main Library | Project: Renewal of Online Journal Subscription (2013 Science Direct Freedom Collection and Scopus)  
   Amount: **P7,301,925.00**  
   **(USD 162,265.00)** |
|---|---|
| 7 | Deed of Donation and Acceptance between the University of the Philippines through the Department of Hotel, Restaurant and Institution Management, College of Home Economics and the Silver Secrets Inc. | Project: Kitchen Utensils as described in the Deed of Donation Annex  
   Amount: **P124,496.00**  
   Date notarized: 6 September 2013 |
| 8 | Construction Agreement between the University of the Philippines and the Reygem Builders (Contractor) | Project: Proposed Landscape Development of the CMC Courtyard, Plaridel Hall, College of Mass Communication  
   Amount: **P700,214.81**  
   Duration: 75 Calendar Days  
   Date notarized: 12 August 2013 |
| 1 | Construction Agreement between the UP Los Baños and Sarca Estate Development Corp | Project: Construction of three (3) storey Mathematics Building, UPLB  
   Amount: **P52,571,641.70** |
| 1 | Contract for Janitorial Services between the University of the Philippines Open University and D’ Triumph Cleaners and Allied Services Inc. | Project: Janitorial services  
   Duration: 01 January 2013 until 31 December 2013  
   Amount: **P1,908,599.40**  
   Date notarized: 13 February 2013 |
| 2 | General Construction Agreement between the University of the Philippines Open University and R.C. De Villa Construction and Development Corporation | Project: Renovation of University of the Philippines Open University Multimedia Center Theater in NCC Building  
   Duration: Seventy Five (75) calendar days reckoned from the date of receipt of the Notice to Proceed  
   Amount: **P776,899.00**  
   Date notarized: 24 July 2013 |
<table>
<thead>
<tr>
<th></th>
<th>Project</th>
<th>Duration</th>
<th>Amount</th>
<th>Date notarized</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>General Construction Agreement between the University of the Philippines Open University and Early Riser Construction</td>
<td>Ninety (90) calendar days reckoned from the date of receipt of the Notice to Proceed</td>
<td>P996,986.02</td>
<td>22 July 2013</td>
</tr>
<tr>
<td>4</td>
<td>General Construction Agreement between the University of the Philippines Open University and Marcphil Construction</td>
<td>Fifteen (15) calendar days reckoned from the date of receipt of the Notice to Proceed</td>
<td>P1,317,725.92</td>
<td>15 November 2012</td>
</tr>
<tr>
<td>1</td>
<td>Notice of Award Granted to AA Masong Construction in Joint Venture with JO Builders</td>
<td>Proposed Design and Construction of University of the Philippines Cebu New High School Building, Lahug Campus, Lahug Cebu City</td>
<td>P54,335,583.99</td>
<td></td>
</tr>
</tbody>
</table>

**OTHER MATTERS**

**A. Memorandum of Agreement between the University of the Philippines and the Philippine Institute of Volcanology and Seismology (PHIVOLCS)**

**UP Shall:**

1. Allow PHIVOLCS to occupy an area located at the Makiling Forest Reserve at the University of the Philippines Los Baños covering about **THIRTY FIVE (35) SQUARE METERS** as specified in a sketch plan attached hereto and made an integral part of this agreement as ANNEX “A”, subject to the terms and conditions of this contract.
2. That UP, in consideration of the benefits that this seismological station will give the Province of Laguna and the country as a whole, hereby allows PHIVOLCS to occupy for a period of **twenty five (25) years**, renewable thereafter, a portion of lot located in the University of the Philippines Los Baños in order to enable PHIVOLCS to establish an earthquake monitoring station in the Province of Laguna. The said lot is part of the lease area of PHSA and they pose no objections to it.

3. The said lot is **THIRTY FIVE (35) SQUARE METERS** more or less located at the Makiling Forest Reserve beside National Arts Center Tanghalang Maria Makiling, which tract of land is more particularly described as follows:

   Beginning at a point marked “1” 3.24m near fire hydrant thence: From Line 1, Due West 5.00 m. to **pt. 2**; Due North 7.00 m. **pt. 3**; Due East 5.00 m. to **pt 4**; Due South 7.00 m. **pt. 1**

4. The UP shall not collect any rental fee for the use of the said lot.

**PHIVOLCS shall:**

1. Use the area to build a station and put up satellite communication antenna for the purpose of transmitting data to PHIVOLCS Data Receiving Center.

2. PHIVOLCS shall shoulder all construction cost for the structure and all expenses for the operation and maintenance of these instruments including other incidental expenses.

3. PHIVOLCS shall operate and maintain seismic monitoring and satellite communication equipment in this station and shall provide the Municipality of Los Baños and Province of Laguna with timely information and warning whenever earthquakes occur in the vicinity.

4. PHIVOLCS shall seek the approval of UP about any new installations especially those that could be hazardous to life and the environment.

5. That in case PHIVOLCS uses the property and introduces improvements thereon, and after said PHIVOLCS would no longer use it, the same shall revert back to the UP, including all the improvements (except for the seismic and communication equipment) that it may have introduced on the allowed lot.

6. PHIVOLCS hereby receives and acknowledges the terms and conditions given by UP and hereby express its gratitude and appreciation of the kindness and generosity of the UP.

7. PHIVOLCS shall observe and enforce existing UPLB rules, regulations and policies relative to the use of the area. Not to sublease any part of the premises nor transfer or assign any of its rights therein.

8. PHIVOLCS shall cooperate with and permit the use of the facility and data obtained from the Seismic Station by faculty members, staff or students of UP for advance researches and studies, provided such activities do not interfere unduly
with the work of PHIVOLCS, and provided further that plans for the conduct of such work shall be subject to the approval of PHIVOLCS.

Board action: APPROVED

B. Request Permission to Cut Down 14 Coconut Trees to Make Way for the Construction of the University Library, UP Mindanao

The UP Mindanao Chancellor is seeking approval of the Board of Regents to cut down 14 coconut trees to make way for the construction of the University Library in UP Mindanao which is funded by the Commission on Higher Education (CHED).

Upon the completion of the project, UP Mindanao shall replace the coconut trees with native trees/species in compliance with the University policy.

Board action: APPROVED

C. Request of Mr. JOSE ANDONI L. SANTOS with Student ID No. 2004-78075 for the Issuance of his Transcript of Records

The Memorandum No. HDDU (J) 2013-051 dated 16 September 2013 of the Office of the Vice President for Legal Affairs states that:

“This refers to the request of Jose Andoni L. Santos (SN-2004-78075) for the release of his Transcript of Records pending the resolution of his case before the Student Disciplinary Tribunal (SDT) for violation of the Revised Rules on Fraternities, Sororities and Other Student Organizations. His application for graduation has been withheld due to the said pending SDT case.

While still a student, Mr. Santos, together with other members of the Sigma Rho Fraternity, was charged before the SDT for violation of the provisions of the Revised Rules on Fraternities, Sororities and Other Student Organizations incident to the death of Chris Mendez, who was a student of the National College of Public Administration and Governance when he underwent initiation rites in said fraternity.

The proceedings before the SDT were suspended after Mr. Santos, among others, was able to obtain a favourable decision from the Regional Trial Court, Branch 83, Quezon City where he filed a case against the University of the Philippines under Civil Case No. Q-08-63004 entitled “Marcelo Veloso III, Keefee dela Cruz and Armand Sapitan v. UP, et. al.”. The Court declared the proceedings before the SDT to be null and void. Consequently, the University of the Philippines appealed the case to the Court of Appeals. Meantime, his administrative case remains pending for further proceedings before the SDT.

The request of Mr. Santos is governed under Article 419, Chapter 66 of the University System Code which provides for the requirements for the issuance of the Transcript of Records and Certificate of Graduation (Diploma), to wit:
“Article 419. Graduating students who absent themselves from the commencement exercises shall obtain their diplomas, or certificates, and transcripts of records from the Office of the Registrar provided that they comply with the provision of Article 418 and upon presentation of the receipt of payment of the graduation fee and student’s clearance.”

[Emphasis supplied]

In this regard, the release of clearance to students is governed by Memorandum No. 16 dated 8 August 1978, issued by then University President, Onofre D. Corpuz, which provides:

“xxx No clearance shall be issued to any such student (i.e. with a pending disciplinary case) unless so certified by the chairman of the SDT that the pending case is dismissed or that the student has been appropriately penalized if found guilty.”

In the past, the Board of Regents granted requests by students for the issuance of their TORs but with annotation in reference to their student disciplinary cases, such as the request of Reginald M. Agustin (1285th BOR Meeting, 24 January 2013); the request of Ronald O. Chua (1285th BOR Meeting, 24 January 2013); the request of Marcelino J. Veloso III (1273rd BOR Meeting, 29 September 2011) among others.

In this regard, the Office of the Vice President for Legal Affairs recommends to grant the request of Mr. Santos for the issuance of his TOR with annotation without prejudice to the outcome of his pending SDT case.”

**Board action: APPROVED**

**D. Proposal to Name the Multipurpose Hall at the 3rd Floor of the School of Urban and Regional Planning (SURP) After the Late Dr. Benjamin V. Cariño to be called as the “Cariño Multipurpose Hall”**

The naming of the multipurpose hall is in recognition of Dr. Cariño’s valuable contribution not only to the University but also in the field of urban and regional planning.

Dr. Cariño contributed, particularly as Dean of the SURP from 1992-2001. Under his leadership and initiatives, the graduate programs of the School in many of UP’s constituents universities flourished. That it was also through Dr. Cariño’s initiative that UP signed a MOA with the Technical University of Dortmund, Germany for the Spring Asia Program which sends graduate students to Germany for a one (1) year study and the 2nd year in SURP, to earn a degree in Master of Science in Regional Development Planning (MSRDP).

Other meritorious considerations or grounds for posthumous recognition for Dean Cariño are the following, among others:

1) Before becoming Dean of SURP in 1992, he served in various capacities as College Secretary, Director of Graduate Studies and Director of Research and Publications;
2) In 1994, Dr. Cariño played a key role in the professionalization of the environmental planning practice by providing extensive support to the 1st regulatory Board of Environmental Planning in the formulation of a Code of Ethics and in drafting of the rules and guidelines for the regulation of the planning practice, which was approved in 1997;

3) In 1995, he started an off-campus program for the planning staff of the Public Estates Authority in an effort to expand access to its degree offerings;

4) Also in 1995, the School became a full member of the Association of the Planning Schools in Asia (APSA) which provided opportunities for the faculty to participate in international conferences;

5) In 1997, the School under his leadership prepared the plan for the Commonwealth Property Development Project of the University;

6) After his retirement, he continued serving SURP as Senior Professorial Lecturer;

and

7) He served as the Executive Director of the UP Planning and Development Research Foundation of the School from 2007 until he passed away on 6 August 2012.

The request of the SURP administration is to honor a faculty who served the University all his life.

The Office of the Vice President for Legal Affairs and the President of the University endorse the proposal for approval of the Board.

Board action: APPROVED

E. Request to Purchase One (1) Unit Thirty-Seater Brand New Hyundai County Bus (Coaster) by the College of Human Kinetics, UP Diliman, which Approximately Costs Around P2,750,000.00 Appropriated and Allotted under Trust Fund with Account Code No. 9695800-499-416

This will replace the 15-year old Hino Non-Aircon bus. This coaster will be used to ferry all 18 UP Varsity teams to their respective (161 combined total) annual UAAP games and other year-round inter-collegiate provincial competitions.

To this date, CHK has had three (3) vehicles but only two (2) are relatively reliable, the Hino non-aircon bus and Nissan Urvan. The Hino non-aircon bus can only be used for short distance travel and mostly on flat-terrain road surface due to its efficiency limitation. This bus is used primarily for UP varsity players to ferry them to the game venue. Due to wear and tear, this bus has undergone several intensive repairs and overhauls which caused much expenditure from the University.

The Nissan Urvan services small group varsity team (Chess team), CHK Administrative official, faculty and staff on official functions. In some cases, other colleges borrow the van for official university function as well.

The reconditioned Victory Liner aircon bus was a donation from UPAA. The maintenance cost is shouldered by CHK which depletes the college MOOE drastically due to its perennial engine malfunction. The Office had lost count on the frequency of the bus’ unserviceable days and the times that the bus choked on the road which may
have compromised the safety of the passengers. There is a request that this bus be returned to UPAA for its usage and maintenance. Approval of this is still pending.

The purchase of a new vehicle will be cost efficient for it will minimize the expenses for repairs and overhaul of the two (2) buses. The safety and comfort for the athletes is the main concern and necessity prior to an intense game ahead.

**Board action: APPROVED**

**F. Request to Purchase Three (3) Units of Service Vehicles by the UP Open University with an Estimate Amount of P2,000,000.00 Using a Portion of UPOU Endowment Fund**

The request is part of the re-fleeting of the service vehicles that were purchased between 1995 and 1999 and that have proved to be cost inefficient. The re-fleeting will contribute to an improved operation of the University that has diversely located offices, and eventually an improved service to the students.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Estimated Unit Cost</th>
<th>Total Estimated Cost</th>
</tr>
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<tr>
<td>3 units</td>
<td>APV GA, 1600 cc 4 cylinder SOHC 16 valve MPI gasoline engine; 8 seating capacity; reclining, 2nd row fold &amp; tumble with 2 headrests, 3rd row seats bench type, reclining, fold &amp; tumble, power steering, Single aircon, AM/FM with single CD in-dash, side impact beams, 5 speed manual, 91hp, front Macpherson strut &amp; coil spring, rigid axle &amp; leaf spring, ventilated discs, leading &amp; trailing drums, 43 liters fuel tank capacity; 14” steel wheels with 185/80R14 tires, IPOD READY Plus accessories for 3 vehicles</td>
<td>P650,000.00</td>
<td>P1,950,000.00</td>
</tr>
<tr>
<td></td>
<td>Total Amount</td>
<td></td>
<td>P2,000,000.00</td>
</tr>
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</table>

**Board action: APPROVED**

**G. Request to Purchase/Acquire One (1) Unit Passenger Van (2012 Toyota Hi-Ace Commuter Van [2KD-FTV]) by the UP Diliman Extension Program in Pampanga, which Approximately Costs Around P1,500,000.00 to be funded under the Revolving Fund with Account Code No. 1523-884-952-005-439**

The new passenger van will be used to transport faculty members and lecturers based in Metro Manila from UP Diliman to UP Clark, back and forth, thrice a week.

There is a dire need for an additional passenger van since the one currently in use is six years of age, as it was purchased in 2006. It has also used all of its mileage as it
travels a minimum of 240 kilometers a week, passing the North Luzon Expressway on a regular basis. Likewise, it undergoes costly service repairs and maintenance of not less than 3-4 times a month, averaging P22,500.00 a month (inclusive of fuel expenses). Moreover, its current state poses risk to its passengers.

The plan is to use the old van only for trips around Clark Freeport Zone, Provincial Capitol of Pampanga and UP Olongapo.

**Board action: APPROVED**

**ADMINISTRATIVE ORDERS**

A. **ADMINISTRATIVE ORDER NO. PAEP 13-92**

Date : 1 October 2013

To : Dr. Gisela P. Concepcion (Chair, Ex officio)  
Vice President for Academic Affairs

Dr. Maragtas S.V. Amante (Co-Chair, Ex officio)  
Vice President for Administration

Dr. Benito Pacheco (Ex officio)  
Vice Chancellor for Research and Development, UPD

Dr. Victoria Espaldon (Ex officio)  
Vice Chancellor for Research and Development, UPLB

Dr. Vicente Belisario, Jr. (Ex officio)  
Vice Chancellor for Research, UPM

Dr. Ricardo Babaran (Ex officio)  
Vice Chancellor for Research, UPV

Ms. Fides Tambalo, REPSA, UPLB

Dr. Maria Corazon de Ungria  
Natural Sciences Research Institute (NSRI), UPD

Ms. Guillermina Panizales  
Vice President for the REPS, All UP Academic Employees Union

Secretariat:  
Ms. Arlene de la Cruz, NISMED  
Ms. Mona Liza Todas, OVPA  
Ms. Geraldine Geronimo, HRDO  
Ms. Imelda Lerios, OVPAA

From : (Sgd.) **ALFREDO E. PASCUAL**  
President
Subject : Constituting an ad hoc REPS Conference Steering Committee

Please constitute yourselves into an ad hoc Steering Committee for the System-wide REPS Conference to be held on 12 and 13 November 2013, at the UPLB Biotech Building with Vice President Gisela P. Concepcion as Chair and Vice President Maragtas S.V. Amante as Co-Chair.

The committee shall perform the following functions:

1. To organize preparatory pre-conference meetings of the research, extension and professional staff (REPS) in their respective constituent universities (CUs);
2. To prepare the program of, and materials and working papers for the Conference;
3. To arrange the logistics and prepare the budget of the Conference;
4. To manage and guide the conduct of the Conference;
5. To document the Conference proceedings incorporating the expected outputs of the Conference as listed below:
   - Approach to and modality and time table for the declustering of REPS into three subcategories: (a) research staff, (b) extension staff, and (c) professional staff;
   - Governance; role, and duties and responsibilities of the staff in each subcategory;
   - The qualification standards and the career path (entry requirements, career development, key performance indicators, awards, incentives and recognitions of the staff in each subcategory;
   - Tenure and promotion policy for each subcategory, and the staff’s recognition as project leader and lead author in publications, appointment as head of offices/units, etc.
   - Budget/financial implications of proposed policy and other reforms and sources of funding.
6. To draft the relevant policy and other reform proposals for consideration of the various review, recommendatory, and approving officials and bodies of the University.

Please submit the final report by 16 December 2013.

The Committee may engage resources persons.
This Administrative Order entitles the members of the Committee to payment of honoraria based on approved rates in the University.

*****
B. ADMINISTRATIVE ORDER NO. PAEP 13-93

Date : 2 October 2013

To : VP Hector Danny D. Uy
    Vice President for Legal Affairs

cc : Dr. Lilian A. de las Llagas, Secretary of the University
     Dr. Lourdes M. Portus, Special Assistant to the President

From : (Sgd.) ALFREDO E. PASCUAL
       President

Subject : Discussion Paper on Graduation of Student Who Have Pending Disciplinary Cases

A special meeting of the Board of Regents has been scheduled for 25 October 2013 to discuss policy issues. One such issue relates to the treatment of graduating students who have pending disciplinary cases. OVPLA has studied and made recommendations on a number of such cases particularly with respect to two (2) questions:

1. Should a student with a disciplinary case be allowed to graduate? The University Code does not explicitly say no, but effectively disallows it by requiring clearances among which is one about the student not having any pending disciplinary case. In this regard, the UP Diliman University Council passed a resolution several years back that says, such a student should be allowed to graduate on the basis of the constitutional presumption of innocence of an accused. However, this resolution has not been approved by the BOR so the aforementioned codal provision remains in force in the UP system.

2. Should a student who has completed all academic requirements but has not been allowed to graduate due to a pending disciplinary case, be issued a transcript of records? Should the transcript say that the student has completed all academic requirements for graduation or something to the effect? We have allowed this in some cases, particularly for law students who plan to take the bar examination.

May I request OVPLA to tackle these two questions in a discussion paper that will serve as basis for the BOR to take a view on the questions? I suggest that you also check any related provisions in the proposed Code of Student Conduct of UP Diliman.

May I have the discussion paper by 15 October 2013?

Let me know if you need any further clarification.

Thank you.

*****
C. ADMINISTRATIVE ORDER NO. PAEP 13-94

Date : 11 October 2013

To : Dr. Gisela P. Concepcion
Vice President for Academic Affairs

cc : OVPA
OVPPF
OVPA
OVPD
OVPPA
OVPLA
All Chancellors
The Dean, UP Cebu
OSU
CBO
Accounting Office
HRDO

From : (Sgd.) ALFREDO E. PASCUAL
President

Subject : Officer-in-Charge of the University, 17-18 October 2013

I hereby appoint you Officer-in-Charge of the University from 17-18 October 2013 while I am in Davao City for the signing of the memorandum of agreement among UP Mindanao, Kennemer Foods, Inc., the Obu-Manuvu Tribe, and the National Commission of Indigenous Peoples.

*****

D. ADMINISTRATIVE ORDER NO. PAEP 13-96

Date : 14 October 2013

To : Vice President for Academic Affairs Gisela P. Concepcion, Chair Professor Emeritus Asuncion K. Raymundo, UPLB, Co-Chair Professor Emeritus Evelyn Mae Tecson-Mendoza, UPLB Professor Emeritus Felix Librero, UPOU Professor Emeritus Salcedo L. Eduardo, UPLB Associate Professor Wilson O. Garcia, PDA, OVPAA

From : (Sgd.) ALFREDO E. PASCUAL
President

Subject: Constitution of the EIDR Project Monitoring and Evaluation Committee
With the Vice President for Academic Affairs Gisela P. Concepcion as Chair, I would like to invite you to constitute yourselves into the Emerging Interdisciplinary Research (IEDR) Project Monitoring and Evaluation Committee for the period 1 July 2013 – 30 June 2014.

The Committee shall perform the following functions:

1. Based on their expertise, the Committee members shall identify the IEDR projects/programs that each member shall evaluate and monitor. Evaluation and monitoring activities shall include identification of external reviewers, regular consultation with proponents, site visits and other activities as agreed upon by the Committee.

2. The Committee shall hold regular meetings, face-to-face or through videoconferencing, to report on the status and progress of the projects/programs.

The members shall be given a monthly honorarium of P7,000. Logistics costs to be incurred in the implementation of the EIDR project evaluation and monitoring activities of the Committee shall be coordinated by the OVPAA and chargeable against the EMP Operations (1282nd BOR).

*****

E. ADMINISTRATIVE ORDER NO. PAEP 13-97

Date : 16 October 2013

To : Vice President Maragtas S.V. Amante, Chair
    Director Angela D. Escoto, HRDO, UP System, Member
    Mr. Isagani L. Bagus, OIC, SSPMO, Member
    Mr. Nestor G. Ore, AUPWU Representative, Member

    Alternate Member: Mr. Felix B. Pariñas, AUPWU

From : (Sgd.) ALFREDO E. PASCUAL
       President

Subject: Reconstitution of the UP System Administrative Personnel Committee

The UP System Administrative Personnel Committee is hereby reconstituted effective 1 June 2013 until 31 May 2015, to serve as advisory body to the President and act on personnel concerns as prescribed under the existing delegated authority: (Reference: MVG 03-75 dated 2 July 2003, “Implementing Guidelines for the University of the Philippines Merit Selection Plan for Administrative Personnel”).

- Original appointment
- Renewal of appointment
- Reappointment
• Reemployment
• Permanency
• Promotion
• Reclassification
• Upgrading of positions
• Related HR actions for UP System administrative staff and REPS

The committee and its support staff shall be entitled to honoraria and rates approved by the Board of Regents for standing committee.

*****

F. ADMINISTRATIVE ORDER NO. PAEP 13-98

Date : 17 October 2013

To : Dr. Dennis S. Mapa, School of Statistics, UPD
    Dr. Fernando M. Sison, College of Public Health, UPM
    Dr. Crisanto A. Dorado, Vice Chancellor for Administration, UPLB
    Dr. Grace A. Dalisay, Chair, Department of Psychology, UPD

cc : Vice Presidents
     OSU
     Chancellor Caesar A. Saloma, UPD
     Chancellor Manuel B. Agulto, UPM
     Chancellor Rex Victor O. Cruz, UPLB

From : (Sgd.) ALFREDO E. PASCUAL
       President

Subject: Study Team on Health Care Needs of UP Students and Employees

Please constitute yourselves into a study team, with Dr. Mapa as the coordinator, to look into the health care needs of UP students, faculty and staff, and to submit policy recommendations and guidelines to the President.

Attached is the Study Team’s Terms of Reference as well as some materials for your perusal.

The Administrative Order entitles the Study Team and its resource persons, secretariat/support staff to payment of honoraria based on approved rates in the University.

Thank you for your support to UP.
TERMS OF REFERENCE

Cognizant of the belief that healthy students, faculty and staff are vital in the efficient and effective functioning of an academic institution, the University of the Philippines seeks to promote and enhance the well-being of its constituents through the provision of adequate, quality and affordable health packages.

On one hand, the current health benefits being enjoyed by faculty members and staff are insufficient and need to be supplemented. For instance, the Philhealth coverage is limited and does not include preventive care nor out-patient care.

On the other hand, students are not covered by Philhealth unless as dependents of Philhealth members. While they may have health privileges in the University infirmaries, the services are restricted to primary care or first-aid treatments.

Even at the Philippine General Hospital, the UP’s medical facility, there are health benefits/discounts afforded to UP Manila students and PGH employees but which are not fully given to non UPM and non PGH employees.

In the meantime, maintaining ones health or treatment of health problems have become too costly and prohibitive. There is a need to upgrade and enhance the health care benefits of UP students and employees.

Objectives of the Study Team

1. To review the existing policies and practices on the health care and accident benefits of students, faculty members and staff;
2. To look into the feasibility of enhancing or expanding the coverage of health and medical care benefits of UP students and employees;
3. To recommend policies and procedures that will guide the implementation of Health Care and Benefits Packages of UP’s constituents; and
4. To study UP PGH Policy on Health Benefits/Discounts of UPM students and employees and how this can be extended to other CUs of the UP System.

Timetable

The Team should submit its report and recommendations on or before 29 November 2013.

*****

G. ADMINISTRATIVE ORDER NO. PAEP 13-99

Date : 21 October 2013

To : VP Gisela P. Concepcion
   Vice President for Academic Affairs

cc : OVPAA
     OVPPF
     OVPA
     OVPD
     OVPPA
     OVPLA
From : (Sgd.) ALFREDO E. PASCUAL
President

Subject: Officer-in-Charge of the University, 26 October – 2 November 2013

I hereby appoint you Officer-in-Charge of the University from 26 October to 2 November 2013 during my trip to Bujumbura, Burundi, Africa to attend the Board of Trustees Meeting of the International Rice Research Institute.

*****

H. ADMINISTRATIVE ORDER NO. PAEP 13-100

Date : 25 October 2013

To : Dr. Maria F. Mangahas, CSSP, UP Diliman
Dr. Kim Quillinguing, UP System Information Office
Mr. Andre Encarnacion, UP System Information Office
Mr. Levi Rodolfo R. Lusterio, UP OVPD/ITDC
Ms. Marita Laborte, ITDC/eUP

cc : VP Gisela P. Concepcion

From : (Sgd.) ALFREDO E. PASCUAL
President

Subject: Committee to Develop Prototype Websites that Focus on Academic Content

We currently have diverse websites containing information on the academic affairs of UP which varyingly organize their content and their links to each other. There is a resulting unevenness in the content and in the flow of academic information and news both within the University’s constituent units and within the UP system, and from the University to the world. Occasionally, there is improper use of the UP logo and other symbols on the University websites. The UP needs to address these issues to facilitate recognition online for the University’s academic standards and achievements, at par with the websites of leading universities internationally. Please constitute yourselves into a committee, with Dr. Maria F. Mangahas as Chair, to develop prototype websites that focus on academic content, i.e., curriculum, pedagogy, research, public service, and that would feature the outstanding achievements, discoveries, innovations, and creative work of faculty, researchers and students.
The concrete outputs of the committee will include the following:

1. Prototype websites for the UP System, constituent universities, units, and offices. Keeping in mind various online users such as faculty, students, alumni, the general public (including prospective students, media, researchers, and other potential users).

2. Process/protocols regarding uploading different kinds of information, and for internal or external accessibility and/or notification systems for different kinds of academic content.

3. Guidelines for use of UP symbols online, and to enhance the academic ‘look’ of UP websites.

The committee will also organize a workshop to test, discuss and refine these outputs. The committee started working on 16 August 2013 and will complete its deliverables by 14 February 2014.

The committee may secure the services of resource and support personnel as required.

A total of P200,000.00 shall be allotted for the endeavour with the following breakdown:

1. P100,000 as total honoraria for the services of the committee chair, members, secretariat and resource and support personnel.

2. P50,000.00 for the maintenance and other operating expenses (MOOE) of the committee.

3. P50,000.00 for the conduct of an orientation workshop on the prototype websites to be developed.

The Committee Chair, Co-Chair and Members shall be entitled to honoraria consistent with the rates for standing committees (Level 2) approved by the Board of Regents at its 1199th on 26 August 2005.

*****

I. ADMINISTRATIVE ORDER NO. PAEP 13-101

Date : 8 November 2013

To : Prof. Mark Anthony M. Gamboa
     Director, Procurement Operations

cc : Chair, Vice Chair and Members, UP System BAC
     OSU
     COA, UP
     SSPMO

From : (Sgd.) ALFREDO E. PASCUAL
     President

Subject: Appointment as Vice Chair of the Bids and Awards Committee (BAC) for the System Administration
You are hereby appointed as Vice Chair of the Bids and Awards Committee (BAC) for the UP System Administration effective 01 October 2013 to 31 December 2013.

The UP System BAC (SBAC) shall have the following functions: advertise and/or post invitations to bid, conduct pre-procurement and pre-bid conferences, determine the eligibility of prospective bidders, receive bids, conduct the evaluation of bids, undertake post-qualification proceedings, recommend award of contracts, and performs other related functions in accordance with RA 9184.

The Commission on Audit (CoA) representative shall participate as observer in all BAC meetings and deliberations. The BAC shall in all stages of the procurement process likewise invite at least two (2) observers to sit in the relevant proceedings, to be invited from the accredited UP unions or organizations.

The Committee, its secretariat, support staff and resource persons shall be granted honoraria as per DBM Circular No. 2004-5A dated 7 October 2005; as amended by DBM Circular No. 2007-3 dated 29 November 2007.

*****

J. ADMINISTRATIVE ORDER NO. PAEP 13-104

Date : 15 November 2013

To : VP Gisela P. Concepcion
Vice President for Academic Affairs

cc : OVPAA
     OVPPF
     OVPA
     OVPD
     OVPPA
     OVPLA
     All Chancellors
     The Dean, UP Cebu
     OSU
     SBO
     Accounting Office
     HRDO

From : (Sgd.) ALFREDO E. PASCUAL
President

Subject: Officer-in-Charge of the University, 21-24 November 2013

I hereby appoint you Officer-in-Charge of the University from 21-24 November 2013 during my trip to Tokyo, Japan to sign the Memorandum of Agreement between the University of the Philippines and Kogakuin University.

****
K. ADMINISTRATIVE ORDER NO. PAEP 13-105

Date : 5 December 2013
To : Dr. Elvira A. Zamora  
Vice President for Development

cc : OVPAA  
OVPPF  
OVPA  
OVPD  
OVPPA  
OVPLA  
All Chancellors  
The Dean, UP Cebu  
OSU  
CBO  
Accounting Office  
HRDO

From : (Sgd.) ALFREDO E. PASCUAL  
President

Subject : Officer-in-Charge of the University, 6 December 2013
-------------------------------------------------------------

I hereby appoint you Officer-in-Charge of the University on 6 December 2013 while I am in Davao City for discussion with a prospective donor.

*****

L. ADMINISTRATIVE ORDER NO. PAEP 13-106

Date : 5 December 2013
To : Dr. Noel D. Lawas  
College of Public Health  
UP Manila

cc : Chancellor Manuel B. Agulto, UPM  
Dr. Dennis Mapa, School of Statistics, UP Diliman

From : (Sgd.) ALFREDO E. PASCUAL  
President

Subject : Study Team on Health Care Needs of UP Students and Employees
-------------------------------------------------------------

You are hereby appointed as a member of the Study Team on Health Care Needs of UP Students and Employees to replace Dr. Fernando Sison who begged off due to his various commitments.
Enclosed are the Terms of Reference of the Study Team for your perusal. Thank you for readily accepting the assignment and willingness to serve the University.

*Encl. as stated.*

*****

**M. ADMINISTRATIVE ORDER NO. PAEP 13-108**

Date : 18 December 2013

To : Prof. Mark Albert H. Zarco, Senior Faculty
    Institute of Civil Engineering, UP Diliman

    Prof. Gil S. Jacinto, Senior Faculty
    Marine Science Institute, UP Diliman

    Asst. Prof. Aldrin P. Lee, Junior Faculty
    Department of Linguistics, UP Diliman

    Dr. Ma. Corazon A. de Ungria, REPS
    NSRI, UP Diliman

    Mr. Noel Marquina, Administrative Staff
    All UP Workers Union, UP Diliman

    Ms. Marie Catherine S. Alcantara, Students’ Representative
    College of Law, UP Diliman

    Prof. Jose V. Camacho, Jr., President’s Representative
    College of Economics and Management, UP Los Banos

*cc* : The Chancellors, UP Cebu Dean, VPs, University Secretary

From : (Sgd.) ALFREDO E. PASCUAL
      President

Subject : Constitution of the Search Committee for the Chancellor of UP Diliman

With Prof. Zarco as Chair, please constitute yourselves into a Search Committee that will assist the President and the Board of Regents in the selection of the next Chancellor of UP Diliman.

We are sending herewith Memorandum Order No. PAEP 2013-44, "Instituting A Search Process for the Chancellor of UP Diliman and Constituting A Search Committee," for your guidance.
The deadline is Monday, 10 February 2014, for the submission of the Search Committee Report which must include the final list of all nominees, assessing not only their strengths and weaknesses, but also their suitability for the position, given the needs and thrusts of UP Diliman.

All expenses of the Committee in the discharge of its task will be borne by the Office of the President. Moreover, the Committee Chair and Members, including the staff assisting the Committee, shall be entitled to honoraria as set by the Board of Regents.

**MEMORANDUM**

A. MEMORANDUM NO. PAEP 13-29

**Date** : 2 October 2013

**To** : Dr. Mariolo G. Nicolas  
Assistant Vice President for Academic Affairs

Dr. Lourdes M. Portus  
Special Assistant to the President

Dr. Michael L. Tan  
Dean, College of Social Sciences and Philosophy  
UP Diliman

Dr. Eduardo T. Gonzalez  
Dean, Asian Center  
UP Diliman

Dr. Roland B. Tolentino  
Dean, College of Mass Communication  
UP Diliman

**cc** : Dr. Gisela P. Concepcion, VPAA  
Dr. Caesar A. Saloma, UPD Chancellor  
Dr. Ronald S. Banzon, VCAA, UPD

**From** : (Sgd.) ALFREDO E. PASCUAL  
President

**Subject** : Confucius Institute

Please come to a meeting on Wednesday, 16 October 2013, 1-3PM at the Office of the President Conference Room to discuss the establishment of the proposed Confucius Institute.

For reference, I am attaching a draft agreement between the Confucius Institute and the University of the Philippines for your review and comments.

Thank you.

*****
B. MEMORANDUM NO. PAEP 13-31

Date : 30 October 2013

To : All Concerned

From : (Sgd.) GISELA P. CONCEPCION
Vice President for Academic Affairs and
Officer-in-Charge of the University

Subject : Half day work on Thursday, 31 October 2013

In consideration of the need for employees to be with their families to prepare for All Saints’ Day, CUUs and units shall observe half day work on Thursday, 31 October 2013.

Regular whole day work shall be observed in units doing vital public services such as the PGH, health service units, security and police, PABX, waste management, and similar service units. University officials and staff in these units however are urged to schedule work tasks with flexibility and understanding.

*****

C. MEMORANDUM NO. PAEP 13-32

Date : 5 November 2013

To : The Chancellors
Dean, UP Cebu
Director, UP Philippine General Hospital (PGH)
Heads and Directors, UP System Offices

cc : Vice Presidents
Secretary of the University and of the Board of Regents

From : (Sgd.) ALFREDO E. PASCUAL
President

Subject : Payment of the Performance-Based Bonus (PBB) 2012

Payment of the Performance-Based Bonus (PBB) 2012 is hereby authorized, as directed by Executive Order No. 80, and in compliance with the guidelines from the Department of Budget and Management (DBM), and the Inter-Agency Task Force (IATF) on the PBB.

For your reference, the headcount and computations by the Department of Budget and Management (DBM) for the colleges and offices per category (best, better, good) in your respective units are attached. The DBM computed the final PBB 2012 payments based on the filled positions as of 30 November 2012.
The coordinated release of the payments for PBB is on 8 November 2013 (Friday).

Attachment:

PBB 2012 headcount and amount for respective units

Executive Order 80 issued by President Benigno S. Aquino III on 20 July 2012 on “Directing the Adoption of a Performance-Based Incentive system for Government Employees”.

*****

D. MEMORANDUM NO. PAEP 13-33

Date : 6 November 2013

To : All Chancellors
     The Dean, UP Cebu

cc : VPAA
     OSU
     OSSS

From : (Sgd.) ALFREDO E. PASCUAL
       President

Subject : Registration of PDAF-funded Scholars during the Second Semester, AY 2013-2014

As we all know, there is a Temporary Restraining Order (TRO) from the Supreme Court on the 2013 Priority Development Assistance Fund (PDAF) which supports scholarships for some of our students.

May I request you to extend all possible assistance to the affected students (eligible PDAF beneficiaries who were already enrolled in the first semester) so that they are able to register for the second semester, AY 2013-2014. The Student Loan Board should be a ready option for them, if needed. Repayment for loans so provided could be from PDAF itself should the Supreme Court decide to relax the TRO to allow releases for scholarships. CHED is also exploring other sources of funds to cover the affected students.

Thank you.

*****
E. MEMORANDUM NO. PAEP 13-35

Date : 11 November 2013

To : All Constituent Universities, Colleges, Other Units of the University, Faculty, Staff, Students, Alumni

From : (Sgd.) ALFREDO E. PASCUAL
President

Subject : Help for Victims of Typhoon Yolanda

Super typhoon Yolanda has left a trail of extreme devastation in many parts of the Visayan region over the past few days. Among the areas most affected are two of our campuses – the UPV Tacloban College and the UPM School of Health Sciences in Palo, Leyte. Many members of the UP community have indicated their willingness to help and are requesting information on how to channel their financial assistance. At a meeting today with the Chancellors of all constituent universities, including the Dean of UP Cebu, it was agreed that donor contributions in cash should be coursed through the UP Foundation, Inc. (UPFI).

Indicated below are the bank accounts (for Philippine-based donors and those abroad) and contact details of the UPFI.

Contact Details of the UP Foundation, Inc.

Direct line: +63 2 929-1941
Trunkline: 981 8500 local 4304
Email address: upfi@up.edu.ph

Bank details (4 accounts):

Payee : U.P. FOUNDATION, INC.
Address: Room 102 Fonacier Hall (Alumni Center)
         Magsaysay Avenue, University of the Philippines
         Diliman, Quezon City 1102

1. Bank : Union Bank of the Philippines
      Branch : Acropolis Branch
      Peso-Savings Account No. : 00053000-6820
      Address : 171 Bridgeview Bldg., E. Rodriguez Jr.
                 Avenue, Bagong Bayan, Quezon City

2. Bank : Philippine National Bank
      Branch : U.P. Campus Branch
      Address : Apacible Street, U.P. Campus, Diliman,
                 Quezon City
      Peso-Savings Account No. : 393565000023
      Branch Code : 1275
      PNB Swift Code : PNBmPHmm
3. Bank : Philippine National Bank
   Branch : New York Branch
   Branch Name : PNB New York Branch
   Branch Code : 700
   Customer ID No. : 9400378
   US Dollar – Savings Account No. : 94003788000015
   Address : 30 Broad Street, 36th Floor, New York NY 10004
   Tel. No. : (212) 790-9600
   Fax No. : (212) 382-2238
   Email : pnbnyn@pnb.com.ph

4. Bank : Metropolitan Bank & Trust Company
   Address : Head Office, Metrobank Plaza, Senator Gil J. Puyat Avenue Extension, 1200 Makati City, Philippines
   Branch Code : 066
   EURO Savings Account No. : 066-2066-600429
   Swift Code or routing no. : mbtcphmm
   Fedwire/Fedline : 0260-02846

F. MEMORANDUM NO. PAEP 13-36

Date : 13 November 2013

To : All Chancellors
    The Dean, UP Cebu

cc : The Dean, UPVTC
     The VPAA
     OSU/BOR Secretariat

From : (Sgd.) ALFREDO E. PASCUAL
       President

Subject : Urgent Cross Registration of Students of UPV Tacloban College Affected by Typhoon Yolanda

_______________________________________________________________________
Since we are in an emergency situation and the students from UPV Tacloban College (UPVTC) need to continue studying for this second semester, may I request you to accommodate those students who would like to cross register in your respective constituent university/college.

Due to the exigencies of this situation, kindly temporarily waive requirements that will delay the processing of the cross registration of these students, such as the written permit from UPVTC.
We will address any issue that may arise from this arrangement in due course. In the meantime, let us ensure that our students from UPVTC do not lose this semester.

Thank you for your cooperation.

*****

G. MEMORANDUM NO. PAEP 13-37

Date : 14 November 2013

To : All Chancellors
    The Dean, UP Cebu
    CU Registrars

cc : The Dean, UP Cebu
     VPAA, VPPF
     OSU/BOR Secretariat

From : (Sgd.) ALFREDO E. PASCUAL
       President

Subject : Implementing Guidelines: Cross Registration of UPVTC Students

In connection with my Memorandum No. PAEP 13-36 issued yesterday, regarding the urgent cross registration of students of UPV Tacloban College (UPVTC) in other campuses of the UP System, there have been inquiries on guidelines for those UPVTC students who have already paid in UPVTC for the second semester. Should the student be made to pay tuition fee and other charges when he/she registers in another campus?

Please be guided by the following:

1. Cross registrants should be assessed by the receiving CU.
2. If assessed tuition and fees exceed the payment made to UPVTC, the registrant should pay the difference to the receiving CU. If the assessed fee is less than what the student has already paid, a refund can be requested from UPV or may be considered as advance payment for future enrolment in UPV.

    The Receiving CU may extend loans for tuition and other fees if necessary.

3. The Form 5 shall be used as evidence of payment made to UPVTC. If lost, or not available, the receiving CU will check with the UPV Registrar, who shall confirm the amount paid based on CRS data.

Thank you.

*****
**H. MEMORANDUM NO. PAEP 13-38**

Date : 15 November 2013

To : All Chancellors  
The Dean, UP Cebu  
All UP Faculty

cc : VPs, OSU

From : (Sgd.) ALFREDO E. PASCUAL  
President

Subject : Call for Nominations to the Gawad Pangulo: A Competition for Progressive Teaching and Learning Award

We are pleased to announce the call for nominations to the *Gawad Pangulo: A Competition for Progressive Teaching and Learning Award*.

The UP System competition aims to recognize faculty members who have shown outstanding accomplishments in course development and teaching. The one-time competition will be held in two rounds. The finalists from the first round will be awarded P50,000 each to prepare teaching and learning materials that will be presented at the second round at a UP System-wide competition event. The *Gawad Pangulo* winners (maximum of three) will be awarded P150,000 each.

The details of the competition are in the attached guidelines including the appropriate forms to be filled up by nominees and unit heads. These will also be available in UP System website.

The deadline for submission of nominations to the Office of the Vice President for Academic Affairs is on 28 February 2014.

We encourage you to disseminate this call to all UP faculty. Thank you.

*Attachment: a/s*

*****
I. MEMORANDUM NO. PAEP 13-39

Date : 18 November 2013

To : All CUs, Deans, Faculty Members

From : (Sgd.) ALFREDO E. PASCUAL  
       President

Subject : Urgent Delivery of Relief Goods

Please be informed that two vessels – one arranged by the Norwegian Embassy and another local Tobaco RORO vessel arranged by the Mariners’ System will be available to ferry relief goods from Manila to Samar and Leyte on 20 and 22 November, respectively, in partnership with the Mission Tabang of the Mariners’ System, CenPEG/Kadamayko Desk, and the Eastern Visayas citizen’s groups led by the UGOP Waraynon.

All those Colleges or units with relief goods bound for UPV Tacloban and the rest of Eastern Visayas may avail of this opportunity to transport your donations.

The land transport via Matnog, Sorsogon is now difficult considering the long lines of trucks bound for Tacloban via RORO. Direct sea transport from the Port of Manila is a better option. This will be the way for the 20 November shipment. The 22 November shipment will be brought by land to Tobaco, Albay port for loading on a RORO that will sail to Allen, Northern Samar.

Tomorrow (19 Nov.) starting at 9AM, a closed L-300 van (Plate No. UBD 225) will make the rounds in the UP Diliman campus to pick up the goods to be transported by boat. The relief goods will be delivered to the Manila Port Area on 20 November  for loading on a ship bound for Tacloban. Relief goods received after that can be picked up from your units on 20 November for transport on 22 November via the Tabaco, Albay-Allen route.

Please call the Office of the President (Chit Loyola or Arlene Cabrales, 928-01-10) as soon as possible if you have goods for pick up and delivery to Tacloban, so the truck can get these tomorrow. You may also wish to deliver the relief goods to Quezon Hall starting tonight.

May we request you to pack the bags of relief goods in boxes – a requirement of the shipping company.

The ship bound for Tacloban on 20 November can also accommodate a few volunteer personnel, specifically for relief mission, who would like to go to Tacloban. Kindly call Dr. Priscilla Ampuan at 0915-7941086 for coordination.

*****
The National Government has mandated all government offices to allot 1% of their total budget for projects, programs and services for Persons with Disabilities (PWDs) and Senior Citizens. For its part the University of the Philippines should mainstream such programs in its proposed and internal operating budgets.

The Office of the President will be formulating policies and guidelines for senior citizens and PWDs. In doing so, it shall anchor these policies and guidelines on each CU’s experiences and contexts.

In light of this, may I request you to submit a report on your programs and projects involving PWDs and Senior Citizens?

Kindly submit your report on or before 30 November 2013. If we do not receive a report from you on this date, we will assume that there are no projects and programs with PWDs and Senior Citizens in your CUs. However, we will appreciate suggestions on what policies and guidelines regarding PWDs and Senior Citizens should be in place in the UP System.

Thank you.
K. MEMORANDUM NO. PAEP 13-41

Date : 20 November 2013

To : Vice Presidents
Secretary of the University
Chancellors
Dean, UP Cebu
Director, PGH

From : (Sgd.) ALFREDO E. PASCUAL
President

cc : Vice Presidents
OSU

Subject : Mandatory Holiday Break 2013

Let us all enjoy the Yuletide season with our family and loved ones. A mandatory holiday break will ensure the promotion of work and life balance for UP faculty and staff, generate savings in utilities and maintenance, as well as encourage administrative efficiency in planning and scheduling work.

Please disseminate and exercise due diligence for compliance with the following guidelines:

1. Mandatory holiday break period: 19, 20, 23, 26 and 27 December 2013 (5 working days)
2. Kindly plan and schedule your work to ensure that all transactions and the relevant required reports are completed by Wednesday, 18 December 2013.
3. All offices will be closed during the mandatory holiday break period except for units which need to operate with a small number of essential employees (examples: university health services, security and police services, sanitation, emergency campus maintenance and sanitation, PABX).
4. Ensure safety and security of offices and building premises.

For employees reporting for work: computation of leave credits

1. Employees who exhausted their mandatory leave credits for 2013 shall charge these against their accumulated vacation leave credits.
2. Those with accumulated vacation leave of less than 10 days shall have no option whether or not to go on forced leave. However, officials and employees with accumulated vacation leave of 15 days who availed of monetization for 10 days shall still be required to go on forced leave (Reference: CSC MC No. 41 s. 1998).
3. Those who need to report for work must be given the appropriate tasks and submit the reports, or deliver the expected work outputs. A certification from the immediate supervisor that the assigned tasks were done should be attached to the Daily Time Record (DTR) or Certificate of Service (COS) for December 2013.

*****
Effective 01 January 2014, all UP Constituent Universities (CUs) and Units shall use a common set of rules for granting leave credits to employees who are on Leave Without Pay (LWOP), and those who are on Leave With Pay (LWP).

The rules are as follows:

- For employees on LWOP for some days during the month: The leave credit shall be as indicated in Table 2. *(This table is based on Table III of the CSC Omnibus Rules, Section 27 on leave credits).*
- For employees on LWOP during the whole month or whole year: No leave credit shall apply.
- For employees on LWP for certain days, and LWOP pay for other days within the month (mixed cases): apply the proportional number of leave credits based on Table 2.

The application of these rules is illustrated in Annex 1.

There is a need to unify the rules for granting leave credits across all CUs and Units of the UP System, in view of the system-wide implementation of the eUP Human Resource Information System (HRIS). The foregoing common set of rules was agreed by the HRDO Directors and Heads, in consultation with the UP Field Office of the Civil Service Commission (CSC), after a series of meetings concluded on 25 November 2013.

Attachments:

*Annex 1. Sample computations of leave credits*
*Table 1. Sample 30-day calendar for the month of June*
*Table 2. Leave credits earned in a month for those without vacation leave credits left*
M. MEMORANDUM NO. PAEP 13-43

Date : 29 November 2013

To : All Chancellors
     UP Cebu Dean
     University Registrars

cc : VPs, OSU

From : (Sgd.) ALFREDO E. PASCUAL
       President

Subject : Extension of Deadline for UPVTC Cross Registrants

The Office of the President has been receiving numerous inquiries regarding the extension of deadline for the cross-registration of UPVTC students in various campuses.

Please be informed that the decision to extend or to determine the deadline for the cross-registration of said students belongs to the Chancellors and the Dean of UP Cebu.

We trust that in doing so, a happy balance between the welfare of the students and integrity of the CUs’ academic process will be achieved.

For your guidance.

Thank you.

*****

N. MEMORANDUM NO. PAEP 13-44

DATE : 5 December 2013

TO : All Constituents of UP Diliman
     Chancellors of Other Constituent Universities and
     Dean of UP Cebu

From : (Sgd.) ALFREDO E. PASCUAL
       President

SUBJECT : Instituting a Search Process for the Next Chancellor of UP Diliman

-------------------------------------------------------------------------------------------------------
I. **Background/Purpose**

The term of office of Chancellor Caesar A. Saloma will end on 1 March 2014.

This Memorandum Order is hereby issued to commence a search process for the next Chancellor of UP Diliman pursuant to Section 18 of RA 9500 which provides that: "The Chancellor of the constituent university shall be elected by the Board upon nomination of the President of the University, following a process of consultation with the constituents of the constituent university based on standards and guidelines set by the Board."

II. **Timetable for the Search Process**

<table>
<thead>
<tr>
<th>Step</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Nominations to the Search Committee</td>
<td>Monday, 9 December 2013 - Friday, 13 December 2013</td>
</tr>
<tr>
<td>2. Constitution of the Search Committee</td>
<td>Monday, 16 December 2013 - Wednesday, 18 December 2013</td>
</tr>
<tr>
<td>3. Last day to submit nominations for Chancellor</td>
<td>Friday, 17 January 2014</td>
</tr>
<tr>
<td>4. Submission of Report of the Search Committee to the President</td>
<td>Monday, 10 February 2014</td>
</tr>
<tr>
<td>5. Meeting of the Board of Regents to choose the next Chancellor</td>
<td>Thursday, 27 February 2014</td>
</tr>
</tbody>
</table>

III. **Search Committee**

Crucial to the process is the creation of a Search Committee whose members shall consist of men and women of unquestionable, unassailable integrity who enjoy the respect of their constituents and maintain the highest regard for the interests of the University.

Accordingly, a Search Committee shall be constituted subject to the following guidelines:

A. The Search Committee shall oversee and manage the process for identifying the nominees for the Chancellorship. The Search Committee shall ensure that there are **enough qualified nominees to the position by actively seeking out qualified candidates.**

B. The Search Committee is not a COMELEC whose job is to count votes. It is a fact-finding body whose job is to gather all relevant information for the President and the Board of Regents.

C. The Search Committee shall consist of two (2) senior faculty members (Associate Professor/Full Professor/University Professor/Emeritus Professor); and one (1) junior faculty member (Assistant Professor/Instructor); one (1) REPS ; one (1) administrative staff; one (1) student; and a representative of the President (from outside the constituent university).
D. Nominations for membership in the Search Committee may be made by any individual, group or groups in each constituent university (faculty, students, REPS, administrative personnel, and alumni).

E. Nominations to the Search Committee shall be sent through fax, e-mail, mail or messenger to the Office of the Secretary of the University, First Floor, Quezon Hall no later than 5:00 pm, Friday, 13 December 2013.

Each nomination shall be accomplished using the attached nomination form.

F. The President shall appoint the members of the Search Committee on or before Wednesday, 18 December 2013.

IV. Nomination Process for the Chancellorship

A. A nominee MUST possess the following qualifications:

1. Commitment to academic freedom and the values and ideals of the University;
2. Distinction in the nominee’s chosen field of expertise coupled with a generalist view and an appreciation of other disciplines;
3. Filipino citizen with a strong nationalist commitment;
4. Demonstrated observance of the principles of collegiality and the democratic process;
5. Unquestionable moral integrity; and
6. Academic leadership and administrative skill.

B. Willingness to serve as Chancellor on a full-time basis and for the full term of three years.

The nominee need not be presently connected with the University. He/She, however, must have previous ties with the university (e.g., as a graduate or former faculty member).

C. Who May Nominate

Any person or a group in the university is encouraged to submit their nomination.

D. Nomination Papers to be Submitted

1. Complete set of nomination papers shall include the following:

   a. A nomination letter specifying the reasons or justifications for the nomination (indicating how the nominee measures up to the qualifications specified in IV-A), and bearing the printed name(s) and signature(s) of the nominator(s); and
   b. Two (2) clear copies of the nominee's curriculum vitae and one-or two-page summary thereof.
2. **THE NOMINATION PAPERS MUST BE SUBMITTED TO THE OFFICE OF THE SECRETARY OF THE UNIVERSITY, FIRST FLOOR, QUEZON HALL, OR TO ANY MEMBER OF THE SEARCH COMMITTEE NOT LATER THAN 17 JANUARY 2014.**

E. **Conduct of Nomination**

1. The Search Committee shall draw up its own schedule of activities and set deadlines as needed.
2. The Search Committee shall ask the nominees about their willingness to serve as full-time Chancellor for three years. Those who indicate their willingness to serve must submit a vision paper of no more than five (5) pages: and a summary of his/her most significant qualifications and achievements in no more than two (2) pages.
3. The Search Committee must interview as many constituents as possible as well as outsiders who in the judgment of its members, may have pertinent information to provide about the qualifications and competence of the nominees. The Committee should ask the interviewees to concretize important but ambiguous assertions and follow up every significant clue.
4. The Search Committee must also interview the nominees, giving them ample chance to explain their vision and refute any derogatory information.
5. The Search Committee is not authorized to conduct a straw poll because this might create the wrong impression that the search process is a popularity contest whereby the nominee who get the highest numbers of votes will be appointed.
6. **ON OR BEFORE 10 FEBRUARY 2014, MONDAY THE SEARCH COMMITTEE SHALL SUBMIT TO THE PRESIDENT A FULL REPORT OF THE SEARCH PROCESS INCLUDING THE FINAL LIST OF NOMINEES, ASSESSING THEIR STRENGTHS AND WEAKNESSES.**

F. **Appointment**

The President submits the Search Committee Report with his endorsement to the Board of Regents at the latter's meeting on Thursday, 27 February 2014.

*****
O. MEMORANDUM NO. PAEP 13-45

Date : 6 December 2013

For : Vice President Maragtas S.V. Amante, Vice President for Administration
All Chancellors
UP Cebu Dean
Director, PGH

cc : Dr. Jaime D.L. Caro, Assistant Vice President for Development
Prof. Nestor O. Raneses, Assistant Vice President for Administration

From : (Sgd.) ALFREDO E. PASCUAL
President

Subject : Release of the Human Resource Information System under the eUP Project

I am pleased to announce that the Human Resource Information System (HRIS) under the eUP Project will officially be available beginning 09 December 2013 (Monday) in your respective campus. The HRIS can be accessed at hris.up.edu.ph and will be initially utilized by the Human Resources Development Office (HRDO) of your Constituent University (CU).

Since we had officially kicked off the eUP Project at the System-level on 12 March 2012, with subsequent kick-offs in each CU, it has been a long road towards shaping the HRIS to reflect streamlined processes that would work across all the CUs. This system is only one of the core systems that will be released under eUP to enhance our operations as One University, One UP.

We would like to express our gratitude and sincerest thanks to you and your office, particularly the HRDO. The HRIS would not have been made possible without your patience, understanding, support and most of all, the active participation of the HRDO staff who became Subject Matter Experts (SMEs) and continue to provide expertise on the HR processes of the University by working closely together with the eUP HRIS team.

As this is an initial release of the HRIS, we will be communicating with your HRDO on the specific plan of your CU’s set up. These plans are also being done in consultation with your HRDOs and key officials whom we hope to guide as we integrate the HRIS into our daily work life in the University. To keep the HRIS fully operational and in full swing, the renaming modules will be released as soon as these are available.

*****
P. MEMORANDUM NO. PAEP 13-46

Date : 13 December 2013

For : All Vice Presidents, Chancellors, Dean of UP Cebu
      Director, UP PGH, Heads of Units, Faculty and Staff

From : (Sgd.) ALFREDO E. PASCUAL
       President

Subject : Guidelines on the Payment of Productivity Enhancement Incentive (PEI) for Fiscal Year (FY) 2013

The national government, through President Benigno S. Aquino III’s Executive Order No. 80 s. 2013, dated 20 July 2012; and DBM Budget Circular No. 2013-3 dated 21 November 2013 authorized the Department of Budget and Management (DBM) to grant a Productivity Enhancement Incentive (PEI) in the amount of Five Thousand Pesos (Php5,000.00) to each government employee, as an across-the-board incentive. The PEI is part of the Performance-Based Incentive System for Government Employees, which includes an additional Performance Based Bonus (PBB) to motivate higher performance and greater accountability in the public sector; and ensure accomplishment of commitments and targets.

Please exercise diligence in complying with the following guidelines for the release of the PEI for 2013 to your faculty and staff.

1. The PEI shall be given to all regular employees, whether permanent, temporary, casual, and contractual whose salaries/wages are charged against Personnel Services allocation and who have rendered at least a total or an aggregate of nine (9) months of at least satisfactory service for the year, including leaves of absence with pay, to be entitled to the full amount of the PEI, and who are still in the service as of 31 October 2013.

2. Lecturers and other part-time employees shall be entitled to a proportional amount corresponding to the teaching load, work houses, or other relevant measure of services rendered in relation to the regular teaching load or work hours.

3. If employed on part-time basis with two (2) or more agencies, an employee shall be entitled to proportionate amounts corresponding to the services each agency, provided that the total PEI shall not exceed the authorized amount.

4. Those who have rendered less than the total or aggregate of nine (9) months of service shall be entitled to pro-rated PEI, as follows:
<table>
<thead>
<tr>
<th>Length of Service (Number of Months)</th>
<th>Percentage of the PEI</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 to 8 months</td>
<td>90%</td>
</tr>
<tr>
<td>5 to 6 months</td>
<td>70%</td>
</tr>
<tr>
<td>3 to 4 months</td>
<td>50%</td>
</tr>
<tr>
<td>1 to 2 months</td>
<td>30%</td>
</tr>
<tr>
<td>Less than 1 month</td>
<td>10%</td>
</tr>
</tbody>
</table>

5. The PEI of faculty and staff who transferred from one CUA to another shall be granted by the new CU.

6. The PEI of those on detail with another government agency shall be granted by the mother agency.

7. Personnel under the following circumstances as of 31 October 2013 are not entitled to PEI. Those who are:

   7.1 Absent without approved leave (AWOL);

   7.2 Hired not as part of the organic manpower of the University but as consultants or experts, to perform specific duties or services with expected outputs; student laborers, apprentices, laborers of contracted project; including those paid on piecework basis; and others whose remuneration are not charged from the budget allocation for Personnel Services under the GAA FY 2013 budget; and

   7.3 Formally charged with administrative and/or criminal cases, in relation to acts or omissions in connection with their official duties and functions and found guilty and/or meted penalties in FY 20113, except when the penalty is a mere reprimand.

8. Equivalent Incentive for Project Staff

   Subject to availability of project funds, project staff shall be paid the equivalent incentive if satisfactory services have been rendered.

9. Payment of PEI shall be made as soon as funds received from DBM are transferred to the respective CUs.

cc: All Vice Presidents
OSU/File

References:

- President Benigno S. Aquino III’s Executive Order No. 80 dated 20 July 2912
- DBM Budget Circular No. 2013-3 dated 21 November 2013

*****
Q. MEMORANDUM NO. PAEP 13-48

Date : 17 December 2013

For : All Vice Presidents, Chancellors, Dean of UP Cebu
      Heads of Units, Faculty and Staff

From : (Sgd.) ALFREDO E. PASCUAL
       President

Subject : Guidelines on the Grant of the 2013 Year-end Grocery
          Allowance of Four Thousand Pesos (Php4,000.00) and 2013
          Year-end Distress Relief Assistance of Three Thousand Pesos
          (Php3,000.00)

Background

The Board of Regents at its 1294th meeting on 13 December 2013 approved the
following:

1. Grant of the 2013 Year-end Grocery Allowance of Four Thousand Pesos
   (Php4,000.00) to each administrative employee covered by the Collective
   Negotiation Agreement (CNA). Likewise, the Board, in the spirit of
   equity, approved the grant of the same Php4,000.00 Christmas grocery
   allowance to faculty, REPS and administrative personnel who are not
   covered by the CNA between the University and the two (2) unions — All
   UP Workers Union and All UP Academic Employees Union.

2. Grant of the 2013 Year-end Distress Relief Assistance of Three Thousand
   Pesos (Php3,000.00) to each faculty and staff.

Coverage

1. University (UP) personnel who have rendered at least six (6) months of active
   service as of 30 November 2013, with an employer-employee relationship are
   entitled of Php4,000.00 Year-end Grocery Allowance and Php3,000.00 Year-end
   Distress Relief Assistance.

2. The following personnel shall receive a proportional share of the year-end
   grocery allowance:

   2.1 Full time personnel whose aggregate cumulative service is less than six
       (6) months;

   2.2 Those who rendered active service but were separated from the University
       due to retirement, retirement, resignation, or death.
3. The proportional rates and amounts shall be as follows:

<table>
<thead>
<tr>
<th>Duration of Service</th>
<th>Year-end Grocery Allowance</th>
<th>Amount</th>
<th>Year-end Distress Relief Assistance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 2 months</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
</tr>
<tr>
<td>2 months but less than 4 months</td>
<td>10%</td>
<td>Php400</td>
<td>10%</td>
<td>Php300</td>
</tr>
<tr>
<td>4 months but less than 5 months</td>
<td>30%</td>
<td>Php1,200</td>
<td>30%</td>
<td>Php900</td>
</tr>
<tr>
<td>5 months but less than 6 months</td>
<td>50%</td>
<td>Php2,000</td>
<td>50%</td>
<td>Php1,500</td>
</tr>
</tbody>
</table>

4. Part-time personnel including lecturers shall receive 1/2 of the benefits of the full time personnel.

Exclusions

The following are not entitled to the grocery allowance and distress relief assistance. Those who are:

- Under preventive suspension as of 30 November 2013;
- Meted suspension from office in calendar year 2013 for litigated administrative cases;
- Meted suspension from office in calendar year 2012 for litigated administrative cases which suspension extended to calendar year 2013;
- Absent without official leave (AWOL) as of 30 November 2013; and
- Not hired as part of the organic manpower of UP such as consultants or experts serving for a limited period to perform specific activities or services with expected outputs; apprentices; laborers of contracted projects; those paid by piecework basis; and other similarly situated.

Source of Funding

CU savings from Revolving Fund or General Fund.

Date of Payment

Payment of year-end grocery allowance and distress relief assistance shall start on 19 December 2013.
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