

The page features a white background with several red decorative elements. At the top, there are two horizontal lines. A large red triangle is in the top right corner. Two parallel red lines run diagonally from the top right towards the center. Another set of two parallel red lines runs diagonally from the bottom left towards the center. At the bottom, there are two horizontal lines. A large red triangle is in the bottom left corner.

I

OFFICE OF THE  
SECRETARY OF THE  
UNIVERSITY

## ABOUT THE OSU

The Office of the Secretary of the University serves as the primary interface and communication link between the top policy makers and officials of the University on one hand and the diverse stakeholders and resource providers of the University and the general public on the other. The OSU upholds operational excellence and efficiency in supporting the major functions of the University through efficient and timely processing of communications and effective management of the University records and policies.

The OSU facilitates governance of the University through its work as the secretariat and administrative arm of the Board of Regents (BOR), President's Advisory Council (PAC), and President's Management Committee (PMC). As the custodian of the Board's official records on policies and decisions, the OSU may also conduct or be called upon to conduct research on policy issues that require the Board's attention and action.

Cognizant of the thrust of the current administration to shift to an electronic University (eUP), OSU has transformed into an eOsU starting with the development of the OSU website (osu.up.edu.ph). University policies are now electronically stored and uploaded on the OSU website for easy access by the UP constituents and the general public. Foremost among these is the UP Gazette which serves as the official reference for the Board's policies, decisions, and actions.

Led by the Secretary of the University and of the Board of Regents (SU-BOR), the OSU operates with the four (4) main sections: the Communications section, BOR-PAC Secretariat Section, Records Section, and Administrative section.

## THE SECRETARY OF THE UNIVERSITY AND OF THE BOARD OF REGENTS (SU-BOR)

The Secretary of the University and of the Board of Regents (SU-BOR) is the custodian of University policies and records. The powers vested in the SU-BOR are stated in the UP Charter of 2008 (RA 9500):

*"There shall be a Secretary of the University appointed by the Board, who shall also be the Secretary of the Board, and who shall keep such records of the University as may be designated by the Board."*

(Sec. 15, RA 9500)

The following are the **duties and responsibilities** of the SU-BOR:

1. Acts as overall in-charge of the BOR and PAC meetings and ensures the effective and efficient flow of the meetings;
2. Keeps custody of documents containing policies of the University, as well as other records and communications to the President and Secretary of the University;
3. Handles communications to and from the following:
  - A. Office of the President of UP;
  - B. Constituent Universities (CUs) / Units;
  - C. Board of Regents;
  - D. Government Agencies; and
  - E. General Public

4. Issues the Notice of Approval of Appointments of faculty members and administrators, reflecting the effectivity (duration) originally indicated in the respective basic recommendations, subject to the following guideline:

*The appointments covered by this authorization shall be limited to faculty appointments and additional assignments of faculty members that have been approved by the President or the Board of Regents*

(1083rd BOR Meeting, 26 January 1995);

5. Signs notices on other matters approved by the President;
6. Reviews and approves the Summary of Decisions made by the Board every meeting;
7. Conducts policy research in aid of the University and Board policies;
8. Carries and acts as Guardian of the University Mace during commencement exercises and other academic functions of the University;
9. Serves as Editor of the UP Gazette; and
10. Serves as ex-officio member in the Committee on Honorary Degrees.

## THE ASSISTANT SECRETARY OF THE UNIVERSITY (ASEC)

The following are the **duties and responsibilities** of the ASec<sup>1</sup>:

1. Supervises the work of the PAC Secretariat Section;
2. Coordinates the agenda setting for the PAC and PMC meetings;
3. Assists the SU-BOR in the effective flow of the PAC meetings;
4. Reviews and counter signs papers pertaining to personnel and administrative matters;
5. Reviews and counter signs papers pertaining to requisitions of supplies and equipment; and
6. Serves as Assistant Editor of the UP Gazette.

# 2016 FUNCTIONAL CHART OF OSU

## *Professionalism and Competence*

SECRETARY OF THE UNIVERSITY  
AND OF THE BOARD OF REGENTS  
LILIAN A. DE LAS LLAGAS

ASSISTANT SECRETARY  
OF THE UNIVERSITY  
VIRGINIA R. OCAMPO  
(PAC)

### COMMUNICATIONS

EXECUTIVE ASSISTANT III  
CARLA V. NORONA

Sr. ADMINISTRATIVE ASSISTANT I  
CANDELARIA A. BACHINI

### ADMINISTRATIVE

ADMINISTRATIVE OFFICER V  
MARYA A. ESPEJO

ADMINISTRATIVE ASSISTANT I  
CESAR R. NILO

ADMINISTRATIVE AIDE IV  
FLAY K. FLORENTINO

ADMINISTRATIVE ASSISTANT I  
GENON E. MAXIMO

ADMINISTRATIVE AIDE IV  
VIRGINIA S. OLIVERA

ADMINISTRATIVE AIDE IV  
ANGELITO A. SANTOS

### BOR - PAC

BOARD SECRETARY II  
JOVITA P. FUCIO

ADMINISTRATIVE OFFICER III  
GLENN D. BILBAO  
(WEB ADMINISTRATOR)

Sr. ADMINISTRATIVE ASSISTANT I  
ZENANDA A. BALLARTA

ADMINISTRATIVE ASSISTANT II  
JOSE JUDE A. YAPIT

BOARD SECRETARY III  
ROSALINDA G. NAYANA

ADMINISTRATIVE OFFICER IV  
KARISHA ANNE E. CRUZ  
(RESEARCHER | GAZETTE-IN-CHARGE)

### RECORDS

ADMINISTRATIVE OFFICER V  
(RECORDS HEAD)  
ANNA MARIE R. DEMETERIO

ADMINISTRATIVE ASSISTANT V  
MARISSA P. GUZMAN

ADMINISTRATIVE ASSISTANT II  
DANTE C. CEGUERRA

**CHART 1. FUNCTIONAL CHART OF OSU**

Chart 1 depicts the different sections of the OSU based on the 2016 Agency Performance Commitment and Review (APCR) of the University.