



BOR-PAC SECRETARIAT
SECTION

THE BOR-PAC SECRETARIAT SECTION

The BOR-PAC Secretariat Section facilitates the conduct of the Board of Regents (BOR) meeting and the President's Advisory Council (PAC) meeting every month, with publication of the UP Gazette after every BOR meeting. Occasionally, the President may call for a President's Management Committee (PMC) meeting in which the ASec serves as the key person in setting the agenda for the meeting.

BOARD OF REGENTS (BOR)

The governance of the University is vested in the Board of Regents as mandated in R.A. 9500 and it is the highest decision-making body of the UP System. It is composed of 11 members:

- Chair of the Commission on Higher Education (Chairperson)
- President of the University of the Philippines (Co-Chairperson)
- Chair of the Senate Committee on Education, Arts and Culture (Regent Senator)
- Chair of the House Committee on Higher and Technical Education (Regent Congressman)
- Three (3) Regents appointed by the President of the Philippines (at least 2 of which alumni of UP)
- President of the UP Alumni Association (Alumni Regent)
- Faculty Regent
- Student Regent
- Staff Regent

PRESIDENT'S ADVISORY COUNCIL (PAC)

The establishment of the President's Advisory Council was approved by the BOR in its 916th meeting on 26 July 1979 with the purpose of discussing system-wide policy directions, special issues regarding autonomous units, and coordination of administrative and academic operations. The PAC initially consists of the President, Vice Presidents of the UP System, and the Chancellors of all the CUs and Dean of UP Cebu. Being the Chair, the President may opt to designate other officials as additional members of the PAC whose specialization he/she deems as necessary.

PRESIDENT'S MANAGEMENT COMMITTEE

The President's Management Committee consists of the President, SU-BOR, ASec, the Special Assistant to the President (SAP) and all the Vice Presidents of the UP System. Other UP System Officials may be invited in the PMC as resource persons.

The following are the **duties and responsibilities** of the BOR-PAC Secretariat Staff:

1. Before the BOR/PAC Meeting

- 1.1. Prepares and organizes the following for BOR/PAC meetings:
 - a. Schedule of Meetings;
 - b. Provisional Agenda; and
 - c. Minutes of the Previous Meeting;
- 1.2. Examines and ensures completeness and accuracy of labeling the agenda items before including them under the BOR/PAC provisional agenda; and
- 1.3. Orders the food and prepares the venue (e.g., sound system, arrangement) for the meeting.

2. During the BOR/PAC Meeting

- 2.1. Attends to the needs of the Secretary and the members of the BOR/PAC; and
- 2.2. Takes note of the discussions.

3. After the BOR/PAC Meeting

- 3.1. Prepares the BOR/PAC Summary of Decisions;
- 3.2. Uploads the BOR Summary of Decisions to the OSU website (osu.up.edu.ph);
- 3.3. Transcribes the proceedings of the BOR/PAC meeting and drafts the Minutes;
- 3.4. Formats the approved BOR minutes into the UP Gazette;
- 3.5. Uploads the UP Gazette to the OSU website;
- 3.6. Updates BOR/PAC Records (i.e., BOR Summary of Decisions, Minutes, Agenda, and other pertinent documents);
- 3.7. Prepares the Notification of Approval of Temporary Appointment of University Officials approved by the President and the Board of Regents; and
- 3.8. Assists in drafting the citations to outgoing Regents/members of the PAC.

HOW TO PREPARE FOR THE BOR MEETING

The procedures for preparing the BOR meetings are as follows:

1. Setting the Date of the BOR Meeting

BOR meetings are held every last Thursday of the month, subject to availability of the Chair and Co-Chair. If either of them is not available, the Secretariat finds the best time when most of the Regents are able to attend.

Once the new date is agreed upon by the Chair and Co-Chair, the BOR Secretariat notifies the rest of the BOR members on the new date of the meeting to ascertain that there is quorum.

2. Organizing the BOR Meeting

- 2.1. Before the Meeting
 - The SU-BOR selects the caterer and menu for breakfast and lunch.
 - The BOR Secretariat prepares the list of attendees, resource persons, and presenters for approval of the President.
 - The BOR Secretariat staff ensures that the documents for the BOR meeting are reproduced and sorted according to Agenda titles: Matters Arising, General Governance, Academic, Administrative, Fiscal, For Information, For Confirmation, and Other Matters. The staff also prepares other supplies and equipment needed for the meeting.
 - Before the day of the meeting, the BOR Secretariat staff checks the venue and sets up the arrangement of tables, equipment, and materials.

2.2 During the Meeting

- The BOR Secretariat staff readily assists the BOR members in their needs.
- The BOR Secretariat staff transfers the presentation files (e.g., PowerPoint, PDF, etc.) of the presenters to the BOR laptop.
- Throughout the course of the meeting, the BOR Secretariat takes note of the discussion in preparation for making the minutes, watches out for specific instructions from the SU-BOR, follow-through/updates on specific items, and collect decisions/action points per agenda item for the Summary of Decisions.

2.3 After the Meeting

- The BOR Secretariat staff collects the documents and presentation files used during the meeting for attachment to the minutes.

3. Setting the BOR Agenda

Agenda items for the BOR meeting may come from the Office of the President (OP), Offices of the Vice Presidents (OVPs), BOR, CUs, and other external offices as approved by the President. All agenda items are received and validated by the OSU for accuracy and completeness of supporting documents. See Chart 1 for the process flow of agenda setting.

- Agenda items received from the CUs and other external sources are referred to concerned OVPs for comments and recommendations. If there are questions, the OSU sends these back to the concerned CU or to the proponent for appropriate action. Those with no questions are forwarded to the OP for approval and inclusion in the BOR agenda.
- Agenda items from the OVPs are forwarded by the OSU to the OP for approval. If there are questions, the OSU sends these back to the concerned OVP for revision or groundwork before sending again to OP.
- Agenda items from the OP (e.g., Request for Travel Authority of the President or Notice of Award signed by the President) for approval or confirmation of the Board are included in the agenda without going through the OVPs.
- Agenda items from the members of the Board are included in the BOR agenda upon approval from the President.
- Agenda items deferred by the Board for the next meeting are sent back to the concerned office or unit for further review or submission of additional documents or information.

HOW TO SET THE BOR PROVISIONAL AGENDA

- 3.1 Basic documents (e.g., contracts, notices of award, memoranda of agreement/understanding, exchange of communications, recommendation letters) submitted to the BOR are categorized by labeling them according to the type of Agenda matter (e.g., Matters for Approval, Matters for Confirmation, Matters for Information, or Other Matters).
- 3.2 Labeled items are sent to the SU-BOR for review. If there are corrections, the documents are sent back to the BOR Secretariat for editing or revision.
- 3.3 The BOR Secretariat prepares the draft Provisional Agenda of the BOR. The contents of the Provisional Agenda are arranged as follows:

- I. Call to order
- II. Determination of Quorum
- III. Approval of the Provisional Agenda
- IV. Approval of the Minutes of Previous Meeting
- V. Matters Arising from the Minutes of Previous Meetings
- VI. Reports for Information of the Board
- VII. New Matters for Approval
- VIII. Matters for Confirmation of the Board
- IX. Matters for Information of the Board
- X. Other Matters
- XI. Adjournment

- 3.4 The BOR Provisional Agenda is sent to the SU-BOR for approval. If there are corrections, the BOR Secretariat encodes the corrections then sends it again to the SU-BOR for approval.

- 3.5 Once approved, the Provisional Agenda is sent to the Board members through email.

Matters for Confirmation and Matters for Information of the BOR are sent electronically to the Regents with or without clearance from the SU-BOR as they have been endorsed already by the President. However, Matters for Approval, Matters Arising from the Minutes, and Other Matters that require spadework are sent to the BOR members after they have been approved by the SU-BOR

- 3.6 The complete BOR Agenda is reproduced into eighteen (18) sets divided into two (2): Four (4) sets with complete documents for reference during the meeting and Fourteen (14) sets without Matters for Confirmation and Matters for Information are delivered to the Regents with a corresponding BOR Advisory that Matters for Confirmation and Information are deemed acted upon by the Board as CONFIRMED or NOTED if there are no objections raised.

4. Writing the BOR Summary of Decisions

The BOR Summary of Decisions contains the corresponding action made by the BOR on the agenda items discussed during the Board meeting.

HOW TO WRITE THE BOR SUMMARY OF DECISIONS

- 4.1 The BOR Secretariat prepares the Summary of Decisions of the Board at least a day after each BOR meeting. If a Board action is not clear, the BOR Secretariat transcribes a pertinent portion of the BOR proceedings and checks the Board action on this particular agenda item.
- 4.2 The BOR Summary of Decisions is submitted to the SU-BOR for review and confirmation.
- 4.3 Once finalized and signed by the SU-BOR, the BOR Summary of Decisions is forwarded to the Web Administrator for uploading in the OSU Website. The same is sent through email to the BOR members, Vice Presidents, and Chancellors and Dean (UP Cebu).
- 4.4 Based on the signed Summary of Decisions of the Board of Regents, the BOR Secretariat labels the corresponding Board action on the basic documents submitted, bearing the following information:

- A. No. of BOR meeting;
- B. Date of BOR meeting;
- C. Board Action; and
- D. Signature of SU-BOR.

4.5 The labeled basic documents containing the BOR action are reproduced and sent back to the concerned proponents through the OSU messengers of the Administrative section. The Summary of Decisions together with the labeled documents are then delivered to offices within the UP Diliman campus or returned to respective liaison offices of CUs, and/or picked-up personally by the respective CU liaison officers.

5. Effecting the BOR Decisions

The SU-BOR promptly disseminates the BOR Summary of Decisions for proper action to concerned units or offices. Excerpts of the BOR minutes are only released when the minutes are approved by the Board.

- o For matters involving Contracts of Lease and Memoranda of Agreement with certain government agencies for the implementation of Executive Offices (i.e., Office of the Vice President for Development, Office of the Vice President for Planning and Finance), the SU-BOR issues a Certification/Secretary's Certificate or a Board Resolution to effect the BOR decision. See Annex B for the format of the Secretary's Certificate.
- o For matters that are of general importance to CUs, the SU-BOR forwards to the OP the approved Summary of Decisions with pertinent documents duly labeled with the appropriate BOR action. The OP then prepares the appropriate administrative issuances in the form of Administrative Order (AOrder), Executive Order (EO), or Memorandum Circular (MC).

6. Writing Minutes of the BOR Meeting

The Minutes of the BOR Meeting, when approved by the Board, serve as the official document of the BOR proceedings containing the highlights of discussions and actions of the Board.

HOW TO WRITE THE MINUTES OF THE BOR MEETING

- 6.1 The BOR Secretariat staff transcribes the proceedings of the BOR meeting.
- 6.2 Based on the transcription, the BOR Secretariat prepares a write-up of the highlights of discussion for each agenda item discussed.
- 6.3 The write-ups are reviewed, edited, and integrated accordingly into the working draft minutes, ensuring that all important discussions are incorporated.
- 6.4 The draft minutes is submitted to the SU-BOR for review and consideration. If there are corrections, the BOR Secretariat incorporates the edits in the document.
- 6.5 The revised minutes is then submitted to the OP for editing and approval. If there are corrections, the BOR Secretariat incorporates the edits in the document.
- 6.6 Once the final draft of the BOR Minutes of the meeting is approved, it is reproduced and packaged into folders. See Annex C for guidelines in preparing BOR documents in folders.
- 6.7 The hardcopy of the BOR Minutes are sent personally or via courier service to Regents through the OSU messengers of the Administrative section.

CHART 2. THE PROCESS OF SETTING THE BOR PROVISIONAL AGENDA

Chart 2 describes the process of setting the BOR Agenda from the point when the document is sent to OSU then through the process of approval for inclusion in the Provisional Agenda up until it is sent to BOR for action.

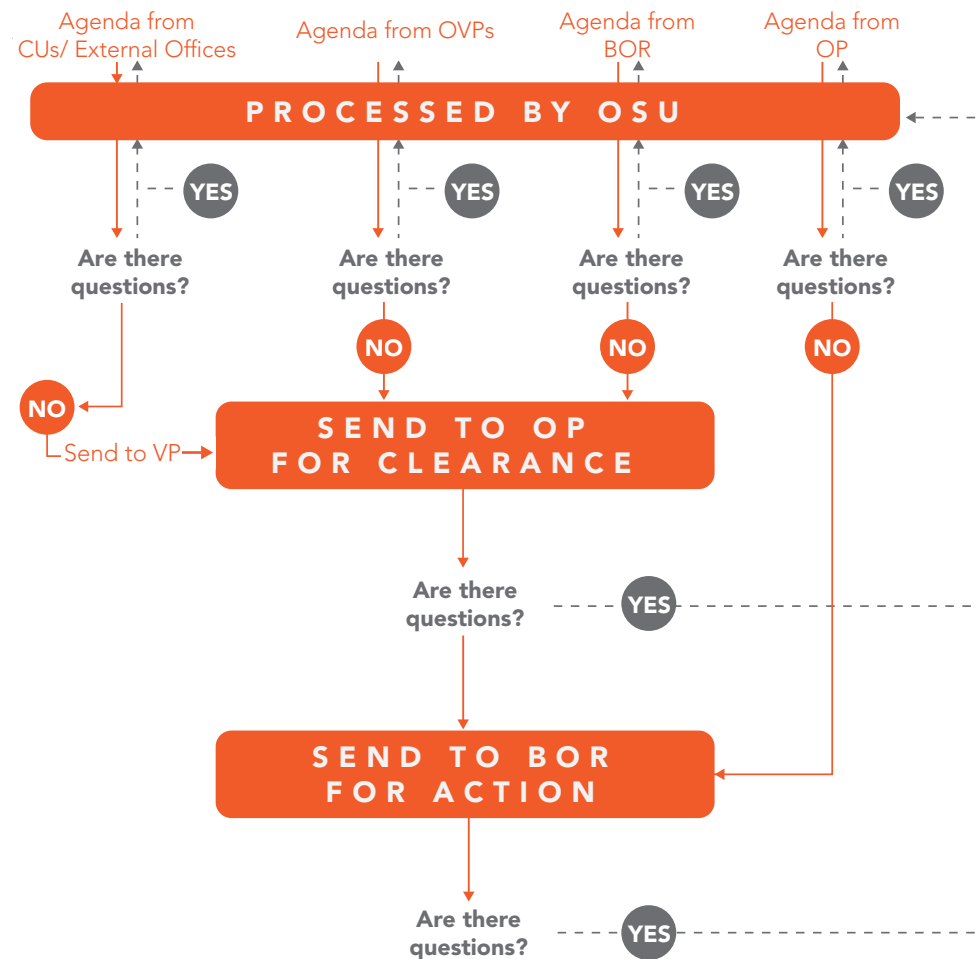


CHART 3. THE PROCESS OF PREPARING BOR PROVISIONAL AGENDA

Chart 3 describes the steps undertaken in preparing the Provisional Agenda for the BOR meeting.

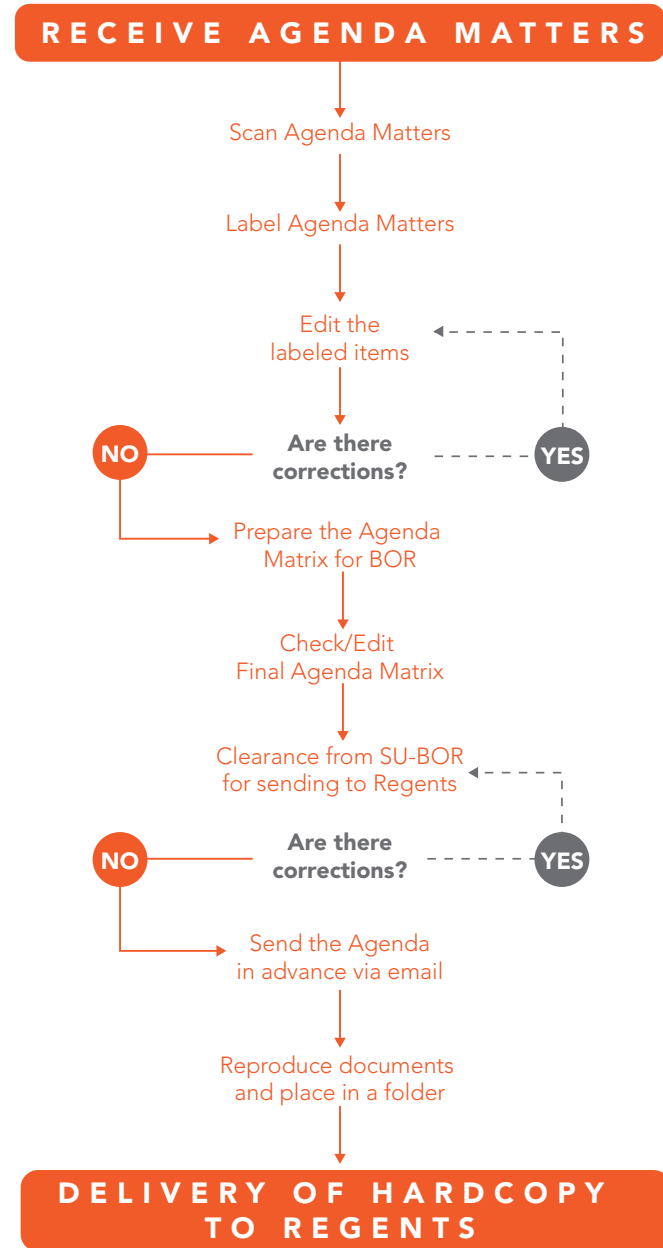


CHART 4. THE PROCESS OF PREPARING THE BOR SUMMARY OF DECISIONS

Chart 4 describes the steps undertaken in preparing the Summary of Decisions after every BOR meeting.

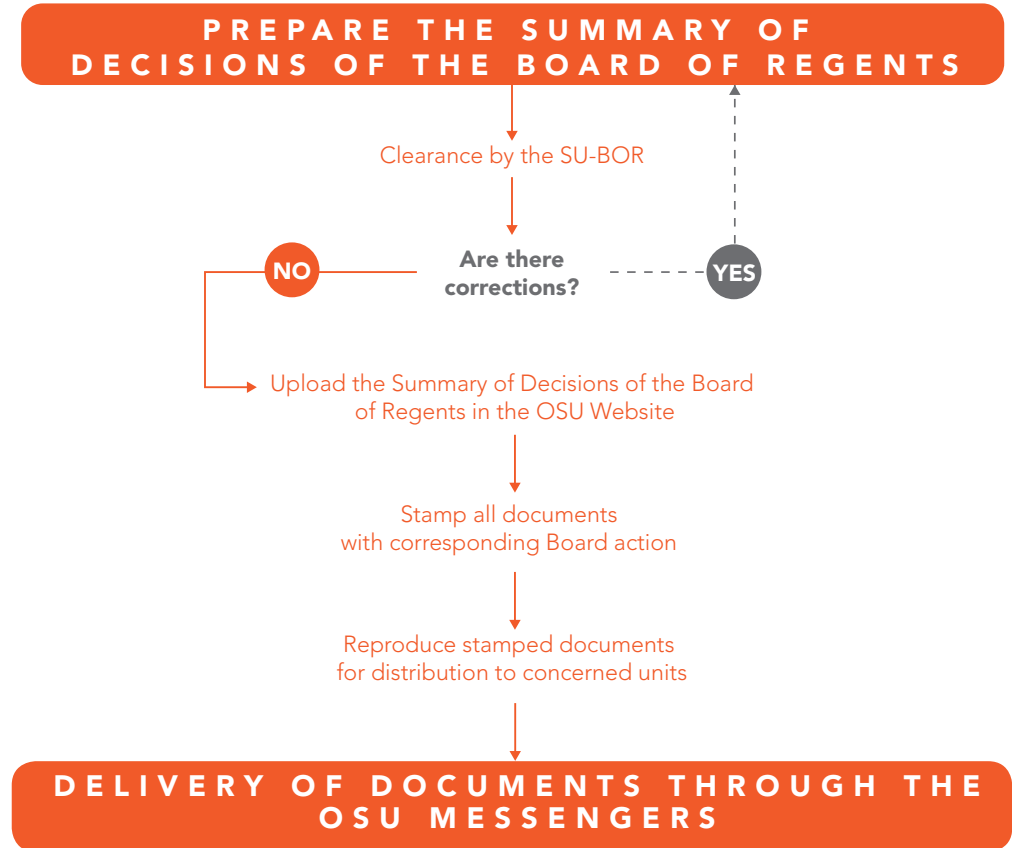


CHART 5. THE PROCESS OF PREPARING THE BOR MINUTES

Chart 5 describes the steps undertaken in preparing the minutes of the BOR meetings.

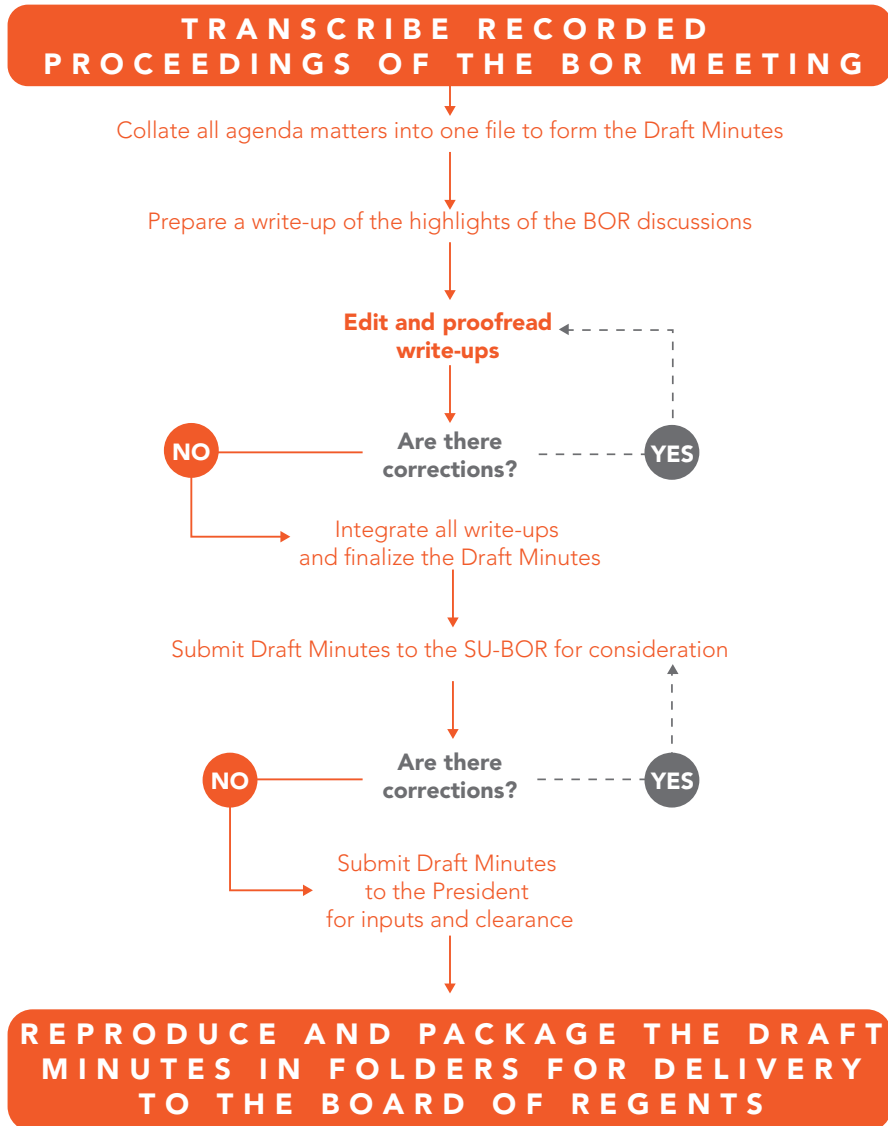
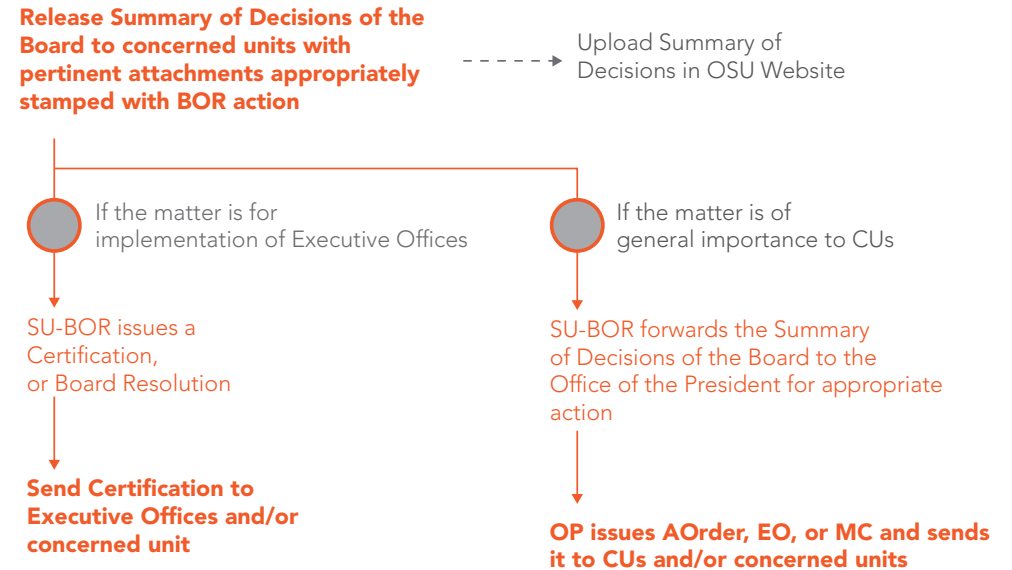


CHART 6. THE PROCESS OF EFFECTING BOR DECISIONS

Chart 6 describes the process when effecting the BOR decisions to the various UP offices and units.



HOW TO FACILITATE THE PRODUCTION OF THE UP GAZETTE

The UP Gazette is the official publication of the Office of the Secretary of the University and of the Board of Regents. It contains BOR decisions on policies and other matters acted upon by the Board, reports of the President and Sectoral Regents to the BOR, and administrative issuances such as Executive Orders, Administrative Orders and Memoranda from the President. There are two releases of the Gazette, one for the BOR decisions only and the other for the administrative issuances.

UP GAZETTE (BOR DECISIONS)

1. The BOR-approved minutes are reviewed by the SU-BOR for the UP Gazette.
2. The BOR minutes are formatted according to the prescribed UP Gazette (BOR Decisions) layout (please see 2016 Gazette issues uploaded on the OSU website).
3. Once formatted, the UP Gazette-in-charge reviews the document for final edits.
4. The final UP Gazette (BOR Decisions) issue is scanned for filing then sent to the OSU Web Administrator for the uploading to the OSU website.

UP GAZETTE (ADMINISTRATIVE ISSUANCES)

1. At the end of every month, the UP Gazette-in-charge collect s all the UP President's administrative issuances of the previous month . To ensure completeness of records, the list of administrative issuances may be requested from the OP.
2. The administrative issuances are formatted according to the prescribed UP Gazette (Administrative Issuances) layout (please see recent Gazette issues uploaded on the OSU website).
3. Once formatted, the UP Gazette-in-charge reviews the document for final edits.
4. The final UP Gazette (Administrative Issuances) issue is scanned for filing then sent to the OSU Web Administrator for the uploading to the OSU website.

CHART 7. THE PROCESS OF PREPARING THE UP GAZETTE (BOR DECISIONS)

Chart 7 describes the steps undertaken in preparing for the production of the UP Gazette (BOR Decisions).

Send BOR Minutes to the SU-BOR for final review

Format BOR Minutes into UP Gazette layout

Review formatted UP Gazette for finalization

Revise?

YES

NO

SCAN THEN UPLOAD UP GAZETTE
ON OSU WEBSITE

CHART 8. THE PROCESS OF PREPARING THE UP GAZETTE (ADMINISTRATIVE ISSUANCES)

Chart 8 describes the steps undertaken in preparing for the production of the UP Gazette (Administrative Issuances).

Collect UP President's administrative issuances of the past month

Format administrative issuances into UP Gazette layout

Review formatted UP Gazette for finalization

Revise?

YES

NO

SCAN THEN UPLOAD UP GAZETTE
ON OSU WEBSITE

HOW TO PREPARE FOR THE PAC MEETING

The procedures for preparing the PAC meeting are as follows:

1. Setting the Date of the PAC Meeting

Generally, the PAC meetings are held on the second Tuesday of the month, with a two-week lead time before the BOR meeting which is held on the last Thursday of the month.

Once the date is set, the PAC Secretariat sends a Notice of Meeting to the PAC members through the OSU Messengerial staff or by fax. The PAC Secretariat also calls the PAC members to follow up their response to attending the meeting.

2. Organizing the PAC Meeting

2.1 Before the Meeting

- The PAC Secretariat selects the caterer and set the menu for breakfast and lunch.
- For off-campus PAC members, the PAC Secretariat prepares the Travel Order and sends it by fax. A copy of the Travel Order will be placed in the member's PAC folder.
- The PAC Secretariat also prepares the list of attendees, resource persons, and presenters upon approval of the President.
- The PAC Secretariat ensures that all supplies and materials needed for the meeting are ready. This includes preparing the Secretariat Kit (i.e., reference documents: University Code, UP Charter, Faculty Manual, Delineation of Authority, Handbook on Protocol in UP, etc.).
- Before the day of the meeting, the PAC Secretariat checks the venue and sets up the physical arrangement of tables, equipment, and materials.

2.2 During the Meeting

- The PAC Secretariat takes care of the needs of the PAC members, the SU-BOR, and the ASec. They are also responsible for transferring presentation files (e.g., PowerPoint, PDF, etc.) of the presenters to the PAC laptop.
- Throughout the course of the meeting, the PAC Secretariat takes notes of the discussion in preparation for making the minutes, specific instructions, follow-through/updates on specific items and collect decisions/action points per agenda item for the Summary of Decisions.

2.3 After the Meeting

- The PAC Secretariat collects the documents and presentations used during the meeting for attachment to the minutes.
- The PAC Secretariat takes note of the items that need BOR action and endorses the same to the SU-BOR through the BOR Secretariat.
- The ASec may hold a post-PAC evaluation involving the members of the PAC Secretariat if deemed necessary.

3. Setting the PAC Agenda

The agenda items for the PAC come from the OP, OVPs, Chancellors, and the SU-BOR.

- 3.1 All agenda items received are validated for accuracy and sufficiency of supporting documents.
- 3.2 The PAC Secretariat drafts the Provisional Agenda. The format of the Provisional Agenda is arranged as follows:
 - XII. Call to order
 - XIII. Adoption of the Agenda
 - XIV. Approval of the Minutes of the Previous Meeting
 - XV. Matters Arising from the Minutes
 - XVI. Report of the President
 - XVII. Report of the Chancellors, UP Cebu Dean, PGH Director, and eUP Director
 - XVIII. New Matters
 - XIX. Other Matters
 - XX. Announcements
 - XXI. Adjournment
- 3.3 The ASec consults with the President and the SU-BOR for finalization of the Provisional Agenda.

4. Writing the PAC Summary of Decisions

The PAC Summary of Decisions contains the corresponding action, agreements, or recommendation on the agenda items or topics discussed during the PAC meeting.

The ASec prepares the Summary of Decisions containing the action of the PAC for each agenda item or topic discussed and sends it to the PAC members by email.

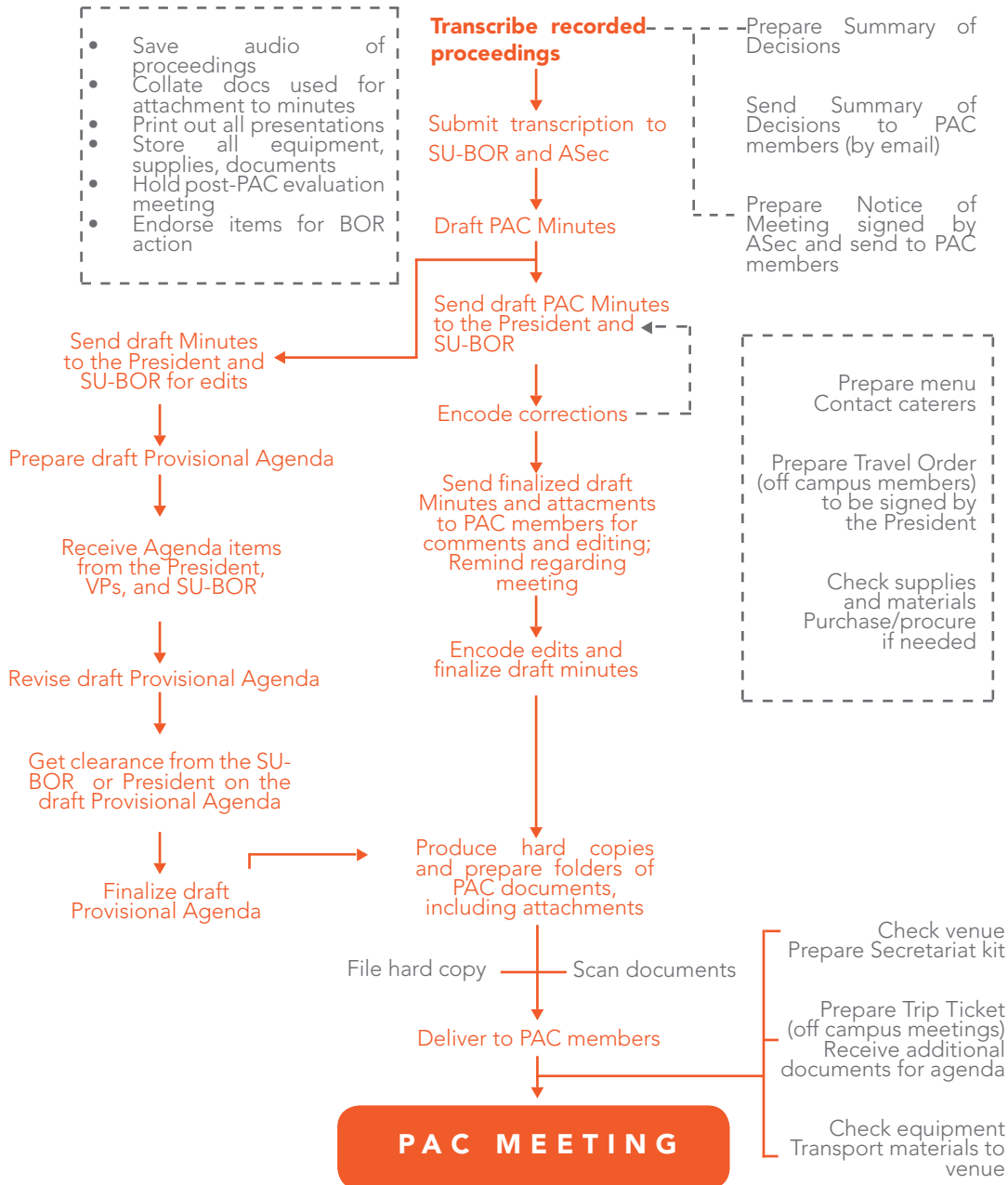
5. Writing the Minutes of the PAC Meeting

The Minutes of the PAC Meeting, when approved by the PAC members, serve as the official document containing the highlights of discussions and actions of the PAC.

- 5.1 The PAC Secretariat staff transcribes the proceedings of the PAC meeting and submits it to the SU-BOR and ASec.
- 5.2 The ASec prepares the draft minutes and submits it to the SU-BOR and the President for editing.
- 5.3 After receiving the edited document from the SU-BOR and the President (or the Special Assistant to the President), the PAC Secretariat encodes the necessary corrections.
- 5.4 A copy of the final draft minutes with the pertinent documents is sent through email to the PAC members for comments and edits.
- 5.5 After receiving feedback from the PAC members, the PAC Secretariat encodes the necessary corrections. This becomes the final draft of the PAC Minutes.
- 5.6 The Minutes along with the PAC Agenda and other pertinent documents used in the meeting are scanned for filing and reproduced for distribution to the PAC members. Copies of the documents are placed in folders for each PAC member.
- 5.7 The folders containing the PAC Agenda, Minutes of the meeting, and pertinent documents or attachments are sent personally or via courier service to the PAC members through the OSU messengers of the Administrative Section.

CHART 9. THE PROCESS OF PREPARING THE PAC MEETING

Chart 9 describes the steps undertaken in preparing for the PAC meetings including the process of setting the Agenda and writing the Summary of Decisions and Minutes of the meeting.

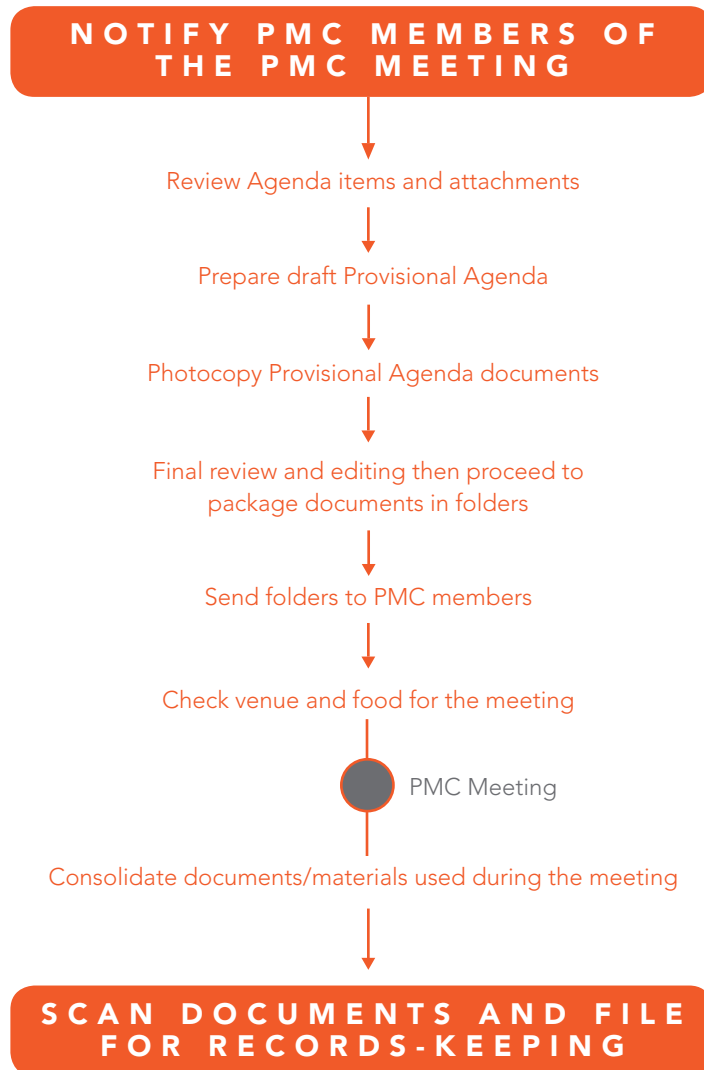


HOW TO PREPARE FOR THE PMC MEETING

1. The PAC Secretariat checks the venue and selects the menu for lunch.
2. The PAC Secretariat notifies the PMC members regarding the date of the meeting by calling their offices.
3. Agenda items and attachments are received from the PMC members.
4. The ASec prepares the Provisional Agenda.
5. Agenda documents for the PMC meeting are photocopied.
6. The documents are packaged in folders for each PMC member.
7. The folders containing the PMC Agenda and pertinent documents or attachments are sent to the PMC members through the OSU messengers of the Administrative Section.
8. After the meeting, the PAC Secretariat collects and consolidates all the materials used in the PMC meeting.
9. The PAC Secretariat scans and files the documents for records-keeping.

CHART 10. THE PROCESS OF PREPARING FOR THE PMC MEETING

Chart 10 presents the steps undertaken in preparing for the PMC meeting.



OTHER DUTIES AND RESPONSIBILITIES OF THE BOR-PAC SECRETARIAT SECTION

1. Conducting Policy Research

The OSU may be assigned by the BOR, PAC, PMC, or the OP to conduct research on issues or concerns of the University which may need Board policies. The OSU may also initiate review of policies which may already be obsolete, problematic, or non-applicable. The conduct of research is delegated to the OSU researcher.

2. Writing Citations to Outgoing Regents/PAC members

A Citation is given to an outgoing Regent/PAC member in recognition of his/her valuable contribution (e.g., time, talent, insights, and effort) to the University as a member of the BOR/PAC.

HOW TO WRITE A CITATION

- 2.1 The OSU researcher drafts and formats the citation.
- 2.2 Once drafted, the SU-BOR reviews and edits the citation.
- 2.3 The edited draft citation is then sent to the UP President for inputs and approval.
- 2.4 The OSU researcher encodes the edits to finalize the citation. The printed citation bears the University Gold Seal and it is placed in a customized red velvet diploma folder with the official logo and name of the University. The citation is signed by the UP President and attested to by the SU-BOR.

3. Welcoming and Orienting New Regents

To officially welcome a new Regent, an oath-taking ceremony is held at his/her first day of attendance in the BOR meeting. The Chair of the Board of Regents administers the oath of office of the incoming Regent as a new member of the Board. In case the Chair is not available, the Co-Chair will administer the oath.

To brief a new Regent on Board matters, the BOR Secretariat prepares the following documents to be sent by email or through the OSU messengers of the Administrative staff:

- Welcome letter from the SU-BOR;
- Schedule of BOR meetings for the year (time, date, venue);
- Process of preparing the BOR Agenda; and
- Briefing documents such as UP Charter of 2008, The Revised Code of the University of the Philippines, Handbook on Existing Delineation of Authority in the University, and Handbook on Protocol in the University of the Philippines. These documents may be accessed on the OSU website (osu.up.edu.ph).

4. Managing the OSU Website

Cognizant of the eUP initiative, the OSU website (osu.up.edu.ph) was developed through the assistance of the UP Information Technology Development Center (ITDC) in 2013. With its web presence, the OSU and its records have become more accessible to stakeholders and people have become more aware of OSU's activities.

Records uploaded in the website include the UP Gazette (issues from 1970 to present) and BOR Summary of Decisions. These may be accessed by the general public. All documents uploaded in the website have prior approval from the SU-BOR. The list of University officials, BOR members, and PAC members are also available on the website.

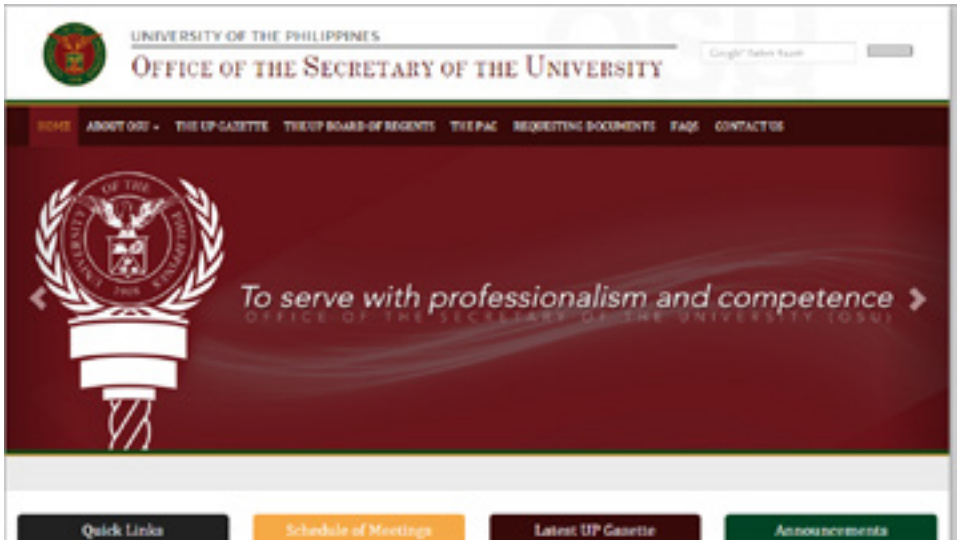


Figure 1. Homepage of the OSU website (osu.up.edu.ph)

5. Managing the OSU Facebook page

In 2015, the OSU created a Facebook page (fb.com/UPOSU) to provide timely and official information on Board matters to the public. This makes OSU more accessible to stakeholders. It is also a medium to inform the UP stakeholders that new contents or posts have been uploaded in the OSU website. The OSU FB page is managed by the OSU researcher.



Figure 2. Homepage of the OSU FB page (<http://fb.com/UPOSU>)