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ADMINISTRATIVE ORDERS



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-102

TO : **EDGARDO CARLO L. VISTAN II**
Chancellor, UP Diliman

SUBJECT : **AUTHORIZATION TO RECONSTITUTION OF THE
COMMITTEE ON THE RESTORATION OF THE CHURCH OF
THE HOLY SACRIFICE**

DATE : **03 October 2023**

Administrative Order No. PDLC 20-34 dated 16 September 2020 constituted a committee for the restoration of the Church of the Holy Sacrifice, with Professor Emeritus Michael L. Tan serving as Chair. As Chancellor of UP Diliman, you are authorized to reconstitute the said committee. Priority shall be given towards the restoration of the *14 Stations of the Cross* by National Artist Vicente Manansala.

This Committee shall study, plan, secure the budget clearance, and perform restoration works of the *14 Stations of the Cross* and shall report on the progress of the restoration to the Office of the President.

All expenses of the Committee in the performance of its task, including honoraria of the Committee Chair and Members, shall be charged to the appropriate budget line item.

All issuances related above are deemed superseded and modified accordingly.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-104

FOR : **DR. MA. THERESA T. PAYONGAYONG**
Assistant Vice President for Academic Affairs (Curriculum and Instruction)

cc : *Office of the Chancellor, UP Los Baños*

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH COMMITTEE FOR THE DEANSHIP OF THE COLLEGE OF HUMAN ECOLOGY, UP LOS BAÑOS**

DATE : **04 October 2023**

I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Human Ecology, UP Los Baños.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

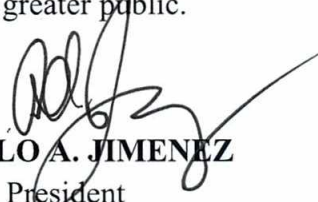
ADMINISTRATIVE ORDER NO. PAJ 23-106

FOR : **ALL CONCERNED**
SUBJECT : **CONSTITUTION OF THE UP SYSTEM
OPEN DATA COMMITTEE**
DATE : **10 October 2023**

The UP System Committee on Open Data is hereby constituted with the following as members:

	Name	Email Address
Chair	Associate Professor Peter A. Sy	pasy@up.edu.ph
Vice Chair	Dr. Alfredo Mahar Francisco A. Lagmay	aalagmay@up.edu.ph
Members		
UP Diliman	Atty. Regine Cecilia P. Estillore	dpo.updiliman@up.edu.ph
	Vice Chancellor Carl Michael F. Odulio	cfodulio@up.edu.ph
UP Manila	Atty. James Dennis C. Gumpal	jcgumpal@up.edu.ph
	Prof. Geoffrey A. Solano	gasolano@up.edu.ph
UP Los Baños	Dr. Jomar F. Rabajante	jfrabajante@up.edu.ph
UP Mindanao	Prof. May Anne E. Mata	memata@up.edu.ph
	Asst. Prof. Armacheska M. Staina	amsatina@up.edu.ph
UP Open University	Dr. Ria Rae H. Borromeo	rhborromeo@up.edu.ph
	Dr. Reinald Adrian Pugoy	rdpugoy@up.edu.ph
UP Baguio	Asst. Prof. Alodia Rei B. Leung	ableung@up.edu.ph
	Prof. Juancho A. Collera	jacollera@up.edu.ph
UP Cebu	Prof. Dharyll Prince M. Abellana	dmabellana@up.edu.ph
	Vice Chancellor Hazel A. Trapero	hatrapero@up.edu.ph
UP Tacloban	Prof. John Paul T. Yusiong	jtyusiong@up.edu.ph
	Associate Prof. Jasmine A. Malinao	jamalinao1@up.edu.ph
UP Visayas	Asst. Prof. Francis D. Dimzon	fddimzon1@up.edu.ph
	Ms. Ferelyn F. Oliva	ffoliva1@up.edu.ph
UP PGH	Dr. Raymond Francis R. Sarmiento	rrsarmiento@up.edu.ph
	Mr. Arnel P. Distor	apdistor@up.edu.ph

The implementation of a UP Open Data Policy shall support the digitalization efforts, Big Data Analytics, and the courses that the university offers in relation to the field and will be a milestone that celebrates and affirms UP's recognition of the value of accessible and available information and its benefit to the academe and the greater public.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-107

TO : **DR. LEO DP CUBILLAN**
Vice President for Academic Affairs

DR. MA THERESA T. PAYONGAYONG
Assistant Vice President for Academic Affairs (Curriculum & Instruction)

DR. ZENAIDA G. BAOANAN
Associate Professor, UP Baguio

DR. RITCHELITA P. GALAPATE
Professor, UP Cebu

DR. MARIA VANESSA LUSUNG-OYZON
Associate Professor UP Diliman

DR. MARK OLIVER S. LLANGCO
Associate Professor, UP Los Baños

DR. MARIA CONSTANCIA OBRERO-CARRILLO
Professor, UP Manila

DR. JHOANNA LYNN CRUZ-DALILING
Professor, UP Mindanao

MS. AURORA D. LACASTE
Assistant Professor, UP Open University

MS. RICA P. CAINGLET
Assistant Professor, UP Visayas

DR. PATRICIA B. ARINTO
Professor, UP Tacloban College

KATHLEEN MAI J. CARDOZ
Secretariat, Office of the Vice President for Academic Affairs

EDWARD JAMES R. ENTE
Secretariat, Office of the Vice President for Academic Affairs

SUBJECT : **CONSTITUTION OF THE UP SYSTEM GENERAL EDUCATION (GE) COUNCIL FOR THE PERIOD 1 OCTOBER 2023 TO 31 OCTOBER 2024**

DATE : **11 October 2023**

Please constitute yourselves into the UP System General Education (GE) Council with Vice-President for Academic Affairs Dr. Leo DP Cubillan as Chair and Assistant Vice President for Academic Affairs Prof. Ma Theresa T. Payongayong as Vice-Chair for the

period 1 October 2023 to 31 October 2024. The Council is expected to perform the following functions:

1. Coordinate with Constituent Units regarding the development, assessment, and monitoring of the GE program.
2. Anticipate future needs and demands that will impinge on the GE program and recommend appropriate changes.
3. Evaluate proposals for the institution, reconfiguration, and/or revision of GE courses.
4. Formulate and enforce academic policies and standards for GE courses.
5. In general, propose policies and such other changes needed to improve content and the teaching of GE courses.
6. Evaluate and approve proposals for grants related to GE.

Council members and the secretariat shall receive the BOR-approved honoraria for Level 2 Standing Committee. All meetings and travel expenses shall be charged to the OVPAA.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-108

FOR : ALL CONCERNED
SUBJECT : CONSTITUTION OF THE UNIVERSITY LIBRARY COUNCIL FOR
THE PERIOD 1 OCTOBER 2023 TO 31 OCTOBER 2026
DATE : 11 October 2023

Please constitute yourselves into the University Library Council with Vice-President for Academic Affairs Dr. Leo DP Cubillan as Chair and Assistant Vice President for Academic Affairs Prof. Ma. Theresa Payongayong as Vice-Chair for the period 1 October 2023 to 31 October 2026.

DR. LEO DP CUBILLAN

Vice President for Academic Affairs

**PROFESSOR MA THERESA T.
PAYONGAYONG**

Assistant Vice President for Academic Affairs
(Curriculum & Instruction)

ROSEMARY M. GUTIERREZ

Assistant Professor, UP Baguio

DR. PATRICIA ANNE G. NAZARENO

Associate Professor, UP Cebu

DR. MARIA VANESSA LUSUNG-OYZON

Associate Professor, UP Diliman

DR. JEAN O. LOYOLA

Professor, UP Los Baños

DR. NYMIA P. SIMBULAN

Professor, UP Manila

DR. PRIMO G. GARCIA

Professor, UP Open University

DR. ANNABELLE U. NOVERO

Associate Professor, UP Mindanao

DR. PHILIP IAN P. PADILLA

Professor, UP Visayas

MS. IRENE L. TAN

Assistant Professor, UP Tacloban College

MR. ROJAN A. PALENG

Officer-in-Charge, Librarian I, UP Baguio

MR. MC NIÑO R. VILLADORES

Officer-in-Charge, College Librarian, UP Cebu

MS. EIMEE RHEA C. LAGRAMA

Officer-in-Charge, UP Diliman

DR. MARY ANN M. INGUA

University Librarian, UP Los Baños

MS. MARIA NIMFA V. CASTRO

University Librarian, UP Manila

DR. BRICCIO M. MERCED JR.

University Librarian, UP Mindanao

MS. ANALIZA G. LINAUGO

University Librarian, UP Visayas

MS. FLORABEL M. FUMARA-BAÑARES

Head Librarian, UP Tacloban College

HON. SOFIA JAN DG. TRINIDAD

Student Regent

The Council is expected to perform the following functions:

1. Act as the policy-making body in the operation and maintenance of unified standards pursuant to the concept of a totality of library resources and services of a multi-campus university;

2. Adopt rules and regulations for university system-wide application, subject to the approval of the President;
3. Establish mechanisms for coordinating and implementing a library services network;
4. Recommend policy changes that will enable the University to put up electronic and digital libraries system-wide; and
5. Assist the President in the allocation of library grants and donations.

Council members shall receive the BOR-approved honorarium for Level 2 Standing Committee. All meeting and travel expenses shall be charged to the OVPA.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

7

ADMINISTRATIVE ORDER NO. PAJ 23-109

FOR : JOSE FERNANDO T. ALCANTARA
Executive Vice President

IRYN Y. BALMORES
Vice President for Planning and Finance

FERDINAND JESUS A. PECSON
Vice President for Development

cc : *All Chancellors*
OVPA
OVPPF
OVPA
OVPD
OVPPA
OVPLA
OSU
UP SBO
UP SAO
UP System HRDO

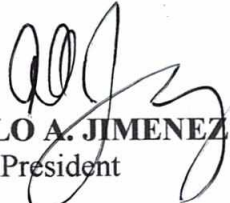
SUBJECT : APPOINTMENT AS OFFICER-IN-CHARGE OF THE
UNIVERSITY FROM 14-25 OCTOBER 2023

DATE : 13 October 2023

I hereby appoint you as Officer-in-Charge of the University for the period 14-25 October 2023.
I will be on official trip to the U.S.A. to attend various alumni meetings and events.

The specific dates of your assignments are as follows:

EVP Alcantara	:	14-17 October
VP Balmores	:	18-21 October
VP Pecson	:	22-25 October


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-110

TO : **CHANCELLORS, PGH DIRECTOR, UP TACLOBAN DEAN**

SUBJECT : **AUTHORIZATION TO APPOINT AN ADVISER FOR DIGITAL TRANSFORMATION**

DATE : **13 October 2023**

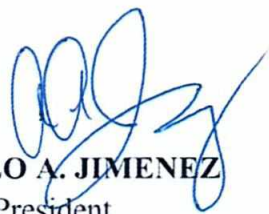
You are hereby authorized to appoint an Adviser for Digital Transformation (DX Adviser) within your Constituent University (CU) / unit. This directive aligns with the overarching vision of the current administration to serve as a transformative leader in Philippine higher education. This appointment will contribute significantly to our collective efforts in achieving transformative leadership and an outward-looking, service-oriented learning organization that benefits the Filipino people.

The role of the DX Adviser is pivotal in driving our institution's commitment to embracing digital transformation as a strategic enabler. The ideal candidate should possess a strong command of diverse digital technologies, coupled with a deep commitment to realizing our vision. The chosen Adviser should possess not only the requisite technical expertise but also a deep alignment with the University's vision and values.

To ensure effectiveness in this role, we recommend that the appointed Adviser ideally possesses disciplinary backgrounds, training, or experience in one or more of the following areas: Industrial Engineering, Economics or Finance, Operations Research, Business Administration, Project or Program Management, Community Organizing, Computer Science, Strategic Communication. This multidisciplinary approach will facilitate a comprehensive understanding of the complex challenges and opportunities associated with digital transformation.

The DX Adviser will not only serve as a key resource within your unit but will also play a crucial role within the DX Core of the UP System. The members of the DX Core will serve as the Technical Working Group (TWG) and evaluators of DX program and project proposals. Their expertise and insights will be instrumental in shaping and evaluating digital transformation initiatives across the UP System.

Please submit to the Office of the President the appointment of your DX Adviser **on or before 30 November 2023.**


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-111

TO : **ALL CONCERNED**

SUBJECT : **CONSTITUTION OF THE TASK FORCE TO CONCEPTUALIZE AND OPERATIONALIZE THE UP STATE UNIVERSITIES AND COLLEGES COLLABORATION OFFICE (SUCCO)**

DATE : **13 October 2023**

During the State Universities and Colleges (SUCs) Summit held by UP on 15 September 2023 in Davao City, there was resounding support for the Mindanao Declaration on Excellence and Equity in Public Higher Education, which called for a “sharing of expertise, resources, and opportunities” among all public higher education institutions. To help achieve these aims, the Task Force on UP-SUCs Collaboration is hereby constituted composed of:

Chair:

MR. JOSE FERNANDO ALCANTARA
Executive Vice President

PROF. GRACE ALFONSO
Executive Director, TVUP

Co-Chairs:

DR. LEO CUBILLAN
Vice President for Academic Affairs

PROF. MARIE THERESE BUSTOS
Director, UP System Pahinungod

DR. ROLANDO TOLENTINO
Vice President for Public Affairs

ASSOC PROF. CHERISH AILEEN BRILLON
Director, U.P. Padayon

PROF. JOSE CAMACHO, JR.
Chancellor, UP Los Baños

ASSOC PROF. PETER SY
Special Adviser, Digitalization

PROF. CLEMENT CAMPOSANO
Chancellor, UP Visayas

ASST. PROFESSOR NELSON CAINHOG
UP Diliman

Members:

PROF. IMEE MARTINEZ
Assistant Vice President for Academic Affairs
(Internationalization)

ASST. PROFESSOR RANJIT RYE
UP Diliman

MR. PAULO NOEL PAJE
Director, ITDC

PROF. MA. THERESA PAYONGAYONG
Assistant Vice President for Academic Affairs
(Curriculum and Instruction)

MR. FELIZARDO COLAMBO
Consultant, UP Office of the President

MR. RONNIE AZURA
Consultant, UP Office of the President

All members of the Presidential Advisory Committee (PAC) are also considered ex-officio members of this Task Force.

The main objective of the Task Force is to conceptualize and formally operationalize the UP-SUCs Collaboration Office (UP SUCCO), with Executive Vice President Jose Fernando Alcantara appointed as Chair.

The initial expected output from the Task Force is a proposal, to be discussed and approved by the Board of Regents (BOR), which must include the following:

- the vision, mission, and objectives of UP SUCCO including its organization, initial programs, academic and administrative governance mechanisms, processes, and policies in consultation with relevant internal and external stakeholders;
- the inter- and multidisciplinary teaching, research and public service agenda or set of programs that embodies and implements UP SUCCO's vision and mission;
- a strategic capacity-building agenda within the University of the Philippines System to ensure that an inter- and multi-disciplinary collaboration and cooperation among UP Constituent Universities and their faculty with the UP SUCCO is operationalized;
- budgetary and manpower requirements for the operation of the UP SUCCO;
- initial proposed partnerships and collaborations with SUCs as well as other higher education and research institutions, domestic and international organizations, industry and private sector stakeholders, funding agencies, and other willing partners; and
- virtual or physical infrastructure requirements, including buildings, facilities, and technology.

Consult with relevant units and internal and external stakeholders before finalizing this proposal. The Task Force may also designate experts, resource persons, and support staff to assist in the implementation of its duties, subject to the approval of the President.

Submit the proposal to the UP President and the Presidential Advisory Committee (PAC) not later than 20 December 2023.

The Task Force and its support staff shall be entitled to honoraria and rates approved by the Board of Regents for ad hoc committee level 2. All expenses will be borne by the Office of the President.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-112

FOR : **DR. JOSE ANTONIO R. CLEMENTE**
Assistant Vice President for Academic Affairs (Faculty Development)

cc : *Office of the Chancellor, UP Los Baños*

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH
COMMITTEE FOR THE DEANSHIP OF THE COLLEGE OF
HUMAN ECOLOGY, UP LOS BAÑOS**

DATE : **13 October 2023**

I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Human Ecology, UP Los Baños, replacing Assistant Vice President Dr. Ma. Theresa T. Payongayong (*Administrative Order No. PAJ 23-104*).

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-113

TO : **ALL CONCERNED**

SUBJECT : **CONSTITUTION OF TECHNICAL WORKING GROUP (TWG)
FOR UP ECOPARK AND INNOVATION HUB**

DATE : **26 October 2023**

Please constitute yourselves into a Technical Working Group (TWG), with Vice President for Academic Affairs Dr. Leo DP Cubillan as Chair and Vice-President for Development Dr. Ferdinand Jesus A. Pecson as Co-Chair, for the development of the UP Pilot Ecopark and Innovation Hub which will undertake the following duties and responsibilities, among others:

1. Conduct assessment and feasibility study for the development of the UP Pilot Ecopark and Innovation Hub including formulation of the best strategy to ensure the three-pronged approach (i.e., academia-industry-government integration) for its development;
2. Identify and establish partnerships with Philippine-based industry partners that can co-develop technologies with UP;
3. Identify and strengthen the roles of different innovation-related offices in UP such as Technology Transfer and Business Development Office (TTBDO), UPSCALE Innovation Hub, and innovation committees of different colleges/campus; and
4. Conduct of assessment on having a UP Satellite Campus in the Kaohsiung Business Hub.

The composition of the TWG is as follows:

Chair:

DR. LEO DP. CUBILLAN

Vice President for Academic Affairs

DR. PERCIVAL F. ALMORO

Assistant Vice President for Academic
Affairs-Research

Co Chair:

DR. FERDINAND JESUS A. PECSON

Vice President for Development

DR. IMEE SU MARTINEZ

Assistant Vice President for Academic
Affairs

Adviser/Member:

DR. GISELLE CONCEPCION

Professor Emeritus

DR. RICKY B. NELLAS

Associate Dean for Research, Innovation,
Development and Enterprise, College of
Science

Members:

ATTY. ABRAHAM REY ACOSTA

Vice President for Legal Affairs

DR. ERIC AUGUSTUS TINGATINGA
Associate Dean for Linkages, College of
Engineering

DR. MAGDALENO R. VASQUEZ JR.
Director, UP Diliman TTBD

DR. JOEY OCON
Professor, College of Engineering

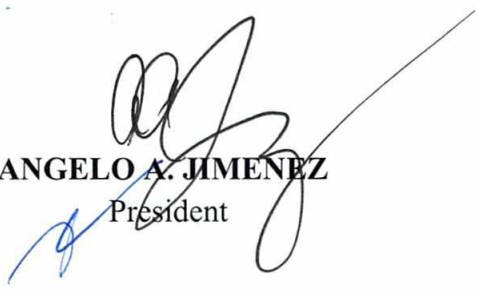
DR. MAYZOREE LIGARAY
Professor, College of Science

DR. LERRIE ANN IPULAN-COLET
Professor, College of Science

DR. ENRICO L. BASILIO
Associate Professor, National College of
Public Administration and Governance

DR. EING MING WU
Visiting Professor, National College of
Public Administration and Governance

The TWG is entitled to receive honorarium equivalent to a standing committee (Level 2) as approved by the Board of Regents (1199th Meeting, 26 August 2005).



ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-114

FOR : DR. LEO DP CUBILLAN
Vice President for Academic Affairs

cc : All Chancellors
OVPA
OVPPF
OVPA
OVPD
OVPPA
OVPLA
OSU
UP SBO
UP SAO
UP System HRDO

SUBJECT : APPOINTMENT AS OFFICER-IN-CHARGE OF THE
UNIVERSITY FROM 29 OCTOBER – 1 NOVEMBER 2023

DATE : 26 October 2023

You are hereby designated as Officer-in-Charge of the University from 29 October – 1 November 2023. I will be on an official trip to Kaohsiung, Taiwan to attend the Edu-Connect Southeast Asia Association's various dialogues with academics, intellectuals, and industry leaders involved in the Taiwan-Philippines academic-industry collaborations..


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-115

FOR : **DR. PERCIVAL F. ALMORO**
Assistant Vice President for Academic Affairs (Research)

cc : *Office of the Chancellor, UP Los Baños*

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH
COMMITTEE FOR THE DEANSHIP OF THE
COLLEGE OF ENGINEERING AND
AGRO-INDUSTRIAL TECHNOLOGY (CEAT), UP LOS BAÑOS**

DATE : **27 October 2023**

I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Engineering and Agro-Industrial Technology, UP Los Baños.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-116

FOR : **ATTY. ABRAHAM REY M. ACOSTA**
Vice President for Legal Affairs

cc : *Office of the Chancellor, UP Diliman*

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH
COMMITTEE FOR THE DEANSHIP OF THE
COLLEGE OF LAW, UP DILIMAN**

DATE : **27 October 2023**

I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Law, UP Diliman.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-117

FOR : **DR. ROLAND B. TOLENTINO**
Vice President for Public Affairs

cc : *Office of the Chancellor, UP Diliman*

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH
COMMITTEE FOR THE DEANSHIP OF THE COLLEGE OF
MUSIC, UP DILIMAN**

DATE : **27 October 2023**

I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Music, UP Diliman.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-118

TO **CHANCELLORS**
DIRECTOR, UP PGH
DEAN, UP TACLOBAN

cc : *Vice President for Administration*
Vice President for Legal Affairs
Vice President for Planning & Finance
Secretary of the University
UPSSA
ONAPUP
AUPAEU
AUPWU
UPREPSS, Inc.
ACE UP
UP PGHNA
STEM Alliance

**SUBJECT : CREATION OF A CAMPUS LEVEL AD HOC COMMITTEE IN
THE SELECTION OF THE EIGHT (8TH) STAFF REGENT**

DATE : 27 October 2023

The creation of a campus level ad hoc committee in the selection of the Eight (8th) Staff Regent is part of the general guidelines (Attachment 1) agreed upon by the representatives from the recognized staff organizations in the University.

Please ensure that all recognized staff organizations on your campus provide the names of their representatives to form the ad hoc committee.

The campus level ad hoc committee shall coordinate with the System level ad hoc committee (Attachment 2: Administrative Order No. PAJ 23-100) for the smooth and successful conduct of the systemwide election for the 8th Staff Regent scheduled on 21 November 2023 for the Constituent University (CU) level; and on 05 December 2023 for the System Level.

The campus level ad hoc committee and its support staff shall be entitled to the honoraria allowed by the Board of Regents for ad hoc committees level 1.

Furthermore, kindly submit the details of the CU Level Ad Hoc composition and your list of eligible voters, i.e., employees in active service as of 15 October 2023, to the secretariat: rjtingco@up.edu.ph, rblaggui@up.edu.ph, msmanlolo@up.edu.ph, on or before 31 October 2023.


ANGELO A. JIMENEZ
President

GUIDELINES FOR STAFF REGENT SELECTION

Whereas, Section 12 (h) of Republic Act 9500 or an Act to Strengthen the University of the Philippines as the National University provides for: one Staff Regent representing the full-time permanent research, extension and professional staff (REPS) and administrative personnel, and chosen by them for their ranks in accordance with the rules and qualification set by their duly recognized organizations, to serve for a term of two (2) years.

Whereas, the same charter provides for “democratic governance in the University based on collegiality, representation, accountability, transparency and active participation of its constituents.” The Office of the Staff Regent represents all REPS and administrative staff without bias on status, and acknowledges the significant contributions and the performance of core and essential functions by contractual employees.

Whereas, after a consultation meeting with the the representatives of recognized organizations of administrative staff and REPS by the incumbent Staff Regent, these guidelines for the selection of the next Staff Regent is hereby promulgated.

ARTICLE I Definition of Terms

Section 1. The Administrative Staff shall mean the personnel of the University holding administrative position.

Section 2. The Research, Extension and Professional Staff shall mean the academic personnel of the University performing research, extension, and professional functions that support the University’s scholastic responsibilities hereinafter referred to as REPS.

Section 3. The Staff shall mean the Administrative Staff and REPS taken collectively.

Section 4. Any position of responsibility shall include officers in any duly recognized organization constituted by and composed of either administrative staff or REPS or both.

A recognized organization is determined by the following criteria:

- Must be an active and functioning organization for at least 3 years
- Must be recognized by the CU and able to show proof of existence (e.g. SEC registration, CU recognition)

Section 5. The Staff Assembly shall mean the System-wide and Constituent Units’ (CUs) Staff Assembly composed of administrative staff and REPS in the UP System.

Section 6. The Regional Units (RU) of the UP System are the following:

- UP Visayas (UPV) Tacloban College
- UP Manila School of Health Sciences in Palo, Leyte and its extension campuses (satellite units) in Baler, Aurora and Koronadal City, South Cotabato
- UP Diliman Extension Program in Pampanga
- UPLB College of Agriculture Research and Training Station in La Granja, La Carlota City, Negros Occidental

Section 7. The Constituent Units (CU) of the UP System are the following:

- University of the Philippines Baguio
- University of the Philippines Diliman
- University of the Philippines Los Baños
- University of the Philippines Manila
- University of the Philippines in the Visayas
- University of the Philippines in Mindanao
- University of the Philippines Open University
- University of the Philippines Cebu

Section 8. The Office of the Staff Regent will refer to Staff Regent and its Office's advisory and support staff.

Section 9. For purposes of Staff Regent selection, administrative staff or REPS shall be defined as an individual with existing appointment as permanent, temporary, and contractual or casual position in the University; the latter having rendered at least one year of service in the University.

Section 10. Majority refers to at least 50% plus 1 of all administrative staff and REPS system wide.

Section 11. Majority vote refers to at least 50% plus 1 of all the total turnout of votes of all the administrative staff and REPS present and voting.

Section 12. Plurality refers to the number of votes cast for a candidate who receives more than any other but does not receive an absolute majority.

Section 13. Protester refers to the person who files a complaint against a particular nominee or against the result/s of any deliberation in the selection process.

Section 14. Protested party refers to the person being protested.

ARTICLE II

Statement of Principles and Policies

Section 1. The Staff Regent must be democratically selected among all the staff in the UP System through a peaceful and orderly election that ensures maximum staff participation.

Section 2. The Selection Process must be conducted in a manner consistent with the principle of broad and open participation of staff in all levels.

Section 3. The selection of the Staff Regent is exclusively a staff affair. The participation of UP Administration at the System, CUs, RUs level are solely for administrative and logistical support of the duly constituted Ad Hoc Committee in their respective levels, and the other sectors in the University may serve as observers of the selection process; and are prohibited from interfering with the process in whatever form in any other manner inconsistent with this principle.

Section 4. The endorsement by the outgoing Staff Regent of the elected nominee to the Board of Regents under these rules is purely ministerial. The outgoing Staff Regent is also expected to make the endorsement/ report available to all administrative staff and REPS or make efforts for circulation of said report.

Section 5. Controversies and protests dealing with the selection process shall be resolved using these guidelines.

ARTICLE III Qualifications of the Nominees

Section 1. A nominee for the position of the Staff Regent must meet the following qualifications:

1. He/She must be a member of the Administrative Staff or the REPS, with at least ten (10) years of aggregate service in the University at the time of his/her nomination; employment status may not necessarily be permanent for all ten years as long as upon time of nomination, nominee is already a permanent employee;
2. He/She must be an active member of a recognized organization representing the Administrative Staff or the REPS for the last three (3) years immediately preceding his/her nomination, as certified by an authorized incumbent officer of his/her organization;
3. He/She must know the situation of the Administrative Staff or the REPS and must have concrete involvement in working for the welfare of the two (2) sectors;
4. He/She must not be over 63 years of age at the time of his/her nomination; if retirement is lowered, this will be changed accordingly;
5. He/She must not be found guilty with finality of grave offense as classified by the Civil Service Commission;
6. He/She must be willing to serve as Staff Regent;
7. He/She must be able to physically and emotionally discharge of his/her duties and responsibilities as Staff Regent; and
8. He/She must not have served as Staff Regent in previous years.

Section 2. A person holding high level designation/additional assignment (Division Chiefs, University Librarian, Deputy Director, Director, and other similar high-level Administrative or REPS position) shall relinquish his/her high level designation/additional appointment when elected as Staff Regent. He/She shall however retain his/her original permanent appointment and corresponding salaries (except allowances relative to the designation) and shall resume such high level designation (if permanent) once his/her term as Staff Regent ended.

Section 3. Grounds for disqualification shall be imposed on the nominees found guilty with finality of any grave offense under the CSC Rules prior to her/his proclamation as Staff Regent.

Section 4. Questions regarding the qualification of a nominee shall be submitted to the Ad Hoc Committee, or any of its members at the System or CU level, whichever is appropriate. Such questions shall be resolved by the appropriate Ad Hoc Committee one (1) week before the selection day begins at the concerned CU or RU. The decision of the CU Ad Hoc Committee may be appealed to the higher body. The decision of the System Ad Hoc Committee is final.

ARTICLE IV

Nomination and Acceptance

Section 1. The nomination process will involve two (2) phases. In the first round: CU Level

- a. Any Administrative Staff or REPS may nominate a member of any of the 2 sectors concerned from any college or office of any of the CUs or Rus of the UP System who has the qualifications set forth above and whose name appears in the system-wide list of qualified nominees provided by the Human Resource Development Office (HRDO). The open nomination shall be submitted to the Ad Hoc Committee on or before the date announced.
- b. Upon written notice of his/her nomination, a nominee must file and sign the Certificate of Acceptance (CA) to signify his/her conforme within two (2) weeks from the release of such notice or until the date set forth by the Ad Hoc Committee for the first round of nomination.

Section 2. Second round: System Level

Each nominee who won in the first round must submit a vision statement, curriculum vitae and a certification from an authorized official of her/his active involvement in a recognized organization on or before the date set by the System Ad Hoc Committee. Those who have not submitted their complete set of requirements on the specified date shall be disqualified. Any material misstatement of facts is a ground for disqualification at any stage of the selection process.

ARTICLE V

Composition of the System and CU Ad Hoc Committees

Section 1. The Staff Regent will facilitate the creation of the System-wide Ad Hoc Committee composed of chosen representatives of recognized organizations of Administrative Staff and REPS of the University of the Philippines System.

Section 2. The Ad Hoc Committee in each CU shall be composed of the chosen representatives of recognized organizations of the Administrative Staff and REPS. Upon receipt of the memorandum from the UP President, the Chancellors of the different CUs shall formally designate the CU Ad Hoc Committee members based on the list of representatives submitted by the recognized organizations to the Office of the Staff Regent.

Section 3. For CU with large population of Administrative staff and REPS necessitating the creation of polling precincts for manual voting, the CU Ad Hoc Committee may deputize employees coming from members of recognized organizations and HRDO of said CU to constitute as Election Committee composed of three members that shall oversee the election process in each polling precinct of both rounds of the election. Election committee members shall also be formally designated by the Chancellor. In parallel, a virtual voting platform for electronic voting shall be created through the UP Information Technology Development Center (ITDC).

ARTICLE VI Duties and Responsibilities

Section 1. The Ad Hoc Committee for the Selection of Staff Regent at the System and CU levels shall serve as the overall policy making and coordinating body during the selection process. They shall be hereinafter referred to as System Ad Hoc Committee for the System level and CU Ad Hoc Committee for the CU level. The decision of the System Ad Hoc Committee is final.

Section 2. The System Ad Hoc Committee shall have the following duties and responsibilities:

- a. Inform the CUs through the Office of the Vice President for Administration (OVPA) and the respective Chancellors' Offices of all official communications pertinent to the process through memoranda, assembly, and other similar means;
- b. Update the election guidelines;
- c. Formulate the selection calendar;
- d. Monitor the information dissemination of the Selection Process at all levels;
- e. Preside/facilitate/moderate system-level and inter-CU meetings or deliberations;
- f. Provide minutes of the selection process to recognized organization and other official bodies;
- g. Initiate the formation of the Ad Hoc Committee at CU level;
- h. Supervise the conduct of the Selection Process at all levels;
- i. Collect pertinent information and decide on controversies and protests at all levels such as but not limited to questions of eligibility and other matters arising from the interpretation of these rules on the conduct of the selection process brought to its attention by the CUs; and
- j. Coordinate and collate feedback from CU Ad Hoc Committees regarding the status and concerns about the selection of the Staff Regent.

Section 3. The CU Ad Hoc Committee shall have the following duties and responsibilities:

- a. Act on all official communications received pertinent to the selection process;
- b. Monitor the information dissemination, nomination and election campaigns, and related activities on the Selection Process at the CU and RU levels;
- c. Review and verify documents submitted by the nominees;
- d. Preside on/facilitate/moderate the CU Ad Hoc Committee and inter-organizational meetings or deliberations;
- e. Provide minutes of the selection process of recognized organizations and other official bodies;
- f. Conduct the selection process at the CU and RU levels;
- g. Gather pertinent information and decide on controversies and protests at the CU and RU levels;
- h. Submit for review and final decision of the System Ad Hoc Committee the unresolved/appeals, questions, issues, controversies or protests on the conduct of the selection process at the CU level;
- i. Review and verify documents submitted by the nominees; and
- j. Coordinate and provide feedback to the System-wide Ad Hoc Committee regarding the status and concerns about the selection of the Staff Regent.

ARTICLE VII
University-wide Constituent Units' Selection Process

Section 1. The System and CU Ad Hoc Committees shall choose from among the members their Chair as soon as the memorandum from the UP President has been received.

Section 2. The Selection Period commences with the formation of the System-wide Ad Hoc Committee and the respective CU Ad Hoc Committee and ends with the submission of the name of the elected Staff Regent to the Office of the UP President.

Section 3. The Administrative Staff and REPS with Permanent, Temporary, Contractual and Casual status of appointment in the University are qualified to vote; provided, that the contractual employees are in active service by the time of the election and have served at least one year in the University. The HRDO and OVCA shall provide the list of qualified voters.

Section 4. The selection process shall involve the following:

Round 1: CU Level

- a. Nominations may come from any individual or an organization of Administrative Staff or REPS by submitting the nomination form to the Ad Hoc Committee. The nomination shall come from its own CU.
- b. The CU Ad Hoc Committee shall screen the nominations received based on qualifications agreed upon.
- c. Based on the results of the screening, the CU Ad Hoc Committee shall prepare an official list of qualified nominees to be submitted to the respective Chancellors, Office of the Staff Regent, System Ad Hoc Committee and all recognized organizations. The list shall be widely disseminated through the website and posted in strategic locations in their own campuses.
- d. An election will be held. Please refer to the detailed election guidelines.
- e. The report and the names of the highest three ranking nominees per CU signed by the members of the Committee shall be submitted to the Office of the Staff Regent and the System Ad Hoc Committee.

Round 2: System Level

- a. The CU Ad Hoc Committee shall submit to the System Ad Hoc Committee through the Office of the Staff Regent all the requirements of the nominees within the time frame given.
- b. The System Ad Hoc Committee shall widely disseminate, through available media with the assistance of the VP for Administration, the nominees who qualify for the second round together with their respective vision statement and CVs.
- c. The CU Ad Hoc Committee may conduct a Staff Assembly to allow the nominees to present their plans and programs.
- d. The election shall be by secret ballot via manual voting and electronic voting, and shall be done system-wide. In this round, the voter may choose a candidate belonging to other CUs. The nominee with the highest number of votes shall be declared the Staff Regent.

Section 5. Each CU shall conduct its own election to get the plurality vote. If there is only one (1) nominee for the position, it is required that s/he gets the majority vote. Each CU shall be considered as one. There should be no clustering of small CUs.

Section 6. The CU Ad Hoc Committee shall serve as the overall CU Electoral Committee. It shall be responsible for the counting and canvassing of nominations and votes cast and reporting of the results of the whole process at the CU level.

Section 7. The CU Ad Hoc Committee shall be responsible for gathering and disseminating required documents from the nominees such as her/his vision statement and curriculum vitae. It shall have the following powers and functions:

- a. Has control and supervision over the conduct of the selection process at its level;
- b. Must decide on pre-election controversies, questions of eligibility and other matters arising from the interpretation of these rules and the conduct of the selection process at its level;
- c. Must conduct open and public information dissemination regarding the selection process; and
- d. May promulgate rules and regulation consistent with the rules as set by the System Ad Hoc Committee for the orderly and peaceful conduct of the selection process.

ARTICLE VIII General Provisions

Section 1. SELECTION: For the selection of the next Staff Regent, nomination shall come from units other than Diliman, Manila, Visayas, Los Baños, Mindanao, Cebu and their satellite units for having represented in the previous selections of the Staff Regent. Therefore, to complete the first cycle of selection, the next Staff Regent shall come either from Baguio or Open University.

SECOND CYCLE: After completing the first cycle, allowing the eight (8) CUs to represent a Staff Regent, the next Staff Regent shall come in the same order of the first cycle of selection: Diliman, Manila, Visayas, Los Baños, Mindanao, Cebu, and so on and so forth.

Qualified nominee/s after voted upon, or the top three nominees in their respective CU during the first round of the selection process, shall then be voted upon system-wide including qualified staff or voters from Diliman, Manila, Visayas, Los Baños, Mindanao, and Cebu during the second round of selection, to determine the next Staff Regent.

Section 2. Upon vacancy of the position of the Staff Regent-elect or the incumbent Staff Regent due to any other cause which may have prevented him/her from discharging his/her functions, as provided in Section 12 paragraph (2) of RA 9500, another election will be held to fill up the vacant post to complete unfinished term of the Staff Regent.

Section 3. In case of tie in the election of the Staff Regent, there will be a system-wide run-off election at the most immediate date determined by the System Ad Hoc Committee.

Amended this 22nd day of June 2021 via online meeting of the representatives of recognized organizations of administrative staff and REPS.

CONFORMED/SIGNED this 24th day of June 2021 via online referendum by the representatives of recognized organizations of administrative staff and REPS.


DORIS V. SERRANO
UPSSA

GLORIA G. ALMARIEGO
ONAPUP


ROWEL C. MALIMBAN
AUPAEU

JOSSEL I. EBESATE
AUPWU


JOREL A. MANALO
REPSA


JOSE LIMBAY LAHI ESPALDON
REPSS


MA. STEPHANIE JOY A. ANDAYA
ACE UP


JOHN WARNER CARAG
STEM Alliance


RENE M. VILLANUEVA
UPCCI


EDGIE FRANCIS B. UYANGUREN
ACT-UP


PERLITA C. RANA
ANTAS

ALEXIS MEJIA
APEX-LB


ROSE ANGELI M. HERNANDEZ
CONTEND


ARIEL MANÓOS
DERT


RICARDO FELONIA
SOS-UP

MARITESS C. CACHO
UP CHECK

Attested by:


MYLAH R. PEDRANO
Staff Regent



University of the Philippines

OFFICE OF THE PRESIDENT

24 August 2021

ADMINISTRATIVE ORDER NO. PDL C 21-47

TO : All Chancellors

SUBJECT : **Creation of a Campus Level AdHoc Committee in the Selection of the Seventh (7th) Staff Regent**

The creation of a campus level ad hoc committee in the selection of the seventh (7th) Staff Regent is part of the general guidelines agreed upon by the representatives from the recognized staff organizations in the University.

Please make sure that all recognized staff organizations in your campus submit the names of their representatives for the ad hoc committee that you will create.

The campus level ad hoc committee shall coordinate with the System level ad hoc committee (Attachment 2: Administrative Order No. PDL C 21-46) for the smooth and successful conduct of the Systemwide election of the 7th Staff Regent scheduled on 20 September 2021 for the Constituent University (CU) Level; and on 04 October 2021 for the System Level.

The campus level ad hoc committee and its support staff shall be entitled to the honoraria allowed by the Board of Regents for ad hoc committees level 1.


DANILO L. CONCEPCION
President

cc: *Vice-President Nestor G. Yunque*
Vice-President Hector Danny D. Uy
Vice-President Lisa Grace S. Bersales
Secretary Roberto M.J. Lara
UPSSA
ONAPUP
AUPAEU
AUPWU
REPSA
REPSA
ACE UP
STEM Alliance



University of the Philippines

OFFICE OF THE PRESIDENT

24 August 2021

ADMINISTRATIVE ORDER NO. PDLC 21-46

TO : Doris V. Serrano, UPSSA - Chair
Gloria G. Almariego, ONAPUP - Co-Chairperson

Members:

Rowel C. Malimban, AUPAEU
Olivius B. Romero, AUPWU
Jose Limbay Lahi Espaldon, REPSS
Jorel A. Manalo, REPSA
Dionesio Villanueva, ACE UP

John Warner Carag, STEM Alliance - Observer
Glennis S. Uyanguren - Secretary
Cora Arcena - Support Staff

SUBJECT : **Creation of a System Level AdHoc Committee for the Selection of the Seventh (7th) Staff Regent**

Please constitute yourselves into a System Level Ad Hoc Committee for the Selection of the Seventh (7th) Staff Regent.

The Committee is expected to complete the selection process **on or before 11 October 2021**. Kindly furnish the UP Office of the President and the Office of the Secretary of the University (OSU) a copy of your report.

The Committee and its support staff shall be entitled to the honoraria allowed by the Board of Regents for ad hoc committees level 2.


DANILO L. CONCEPCION
President

cc: All Chancellors
Vice-President Nestor G. Yunque
Vice-President Hector Danny D. Uy
Vice-President Lisa Grace S. Bersales
Secretary Roberto M.J. Lara
UPSSA
ONAPUP
AUPAEU
AUPWU
REPSS
REPSA
ACE UP
STEM Alliance



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-119

TO Chair: **DR. CARMENCITA D. PADILLA**
National Scientist and Professor, UP Manila

Co-Chair: **DR. EVA MARIA CUTIONGCO-DE LA PAZ**
NIH Director, UP Manila

System Members: **MR. JOSE FERNANDO T. ALCANTARA**
Executive Vice President

DR. LEO DP CUBILLAN
Vice President for Academic Affairs

MS. IRYN Y. BALMORES
Vice President for Planning and Finance

PROF. AUGUSTUS C. RESURRECCION
Vice President for Administration

DR. FERDINAND JESUS A. PECSON
Vice President for Development

PROF. ROLANDO B. TOLENTINO
Vice President for Public Affairs

ATTY. ABRAHAM REY M. ACOSTA
Vice President for Legal Affairs

ATTY. RICKY D. DELA TORRE
Chief of Staff, Office of the President

CU Members: **DR. MICHAEL L. TEE**
Chancellor, UP Manila

DR. JOSE TECSON
Vice Chancellor for Planning and Development, UP Manila

DR. EDWARD H. WANG
Professor, UP Manila

SUBJECT : **CONSTITUTION OF A COMMITTEE FOR THE
UP MANILA SCIENCE AND TECHNOLOGY PARK IN
NEW CLARK CITY AND THE NATIONAL INSTITUTES
OF HEALTH (NIH) BUILDING PROJECTS**

DATE : **09 November 2023**

Please constitute yourselves into a Committee for the UP Manila (UPM) Science and Technology New Clark City and the NIH Building projects under the Office of the President with Dr. Carmencita D. Padilla, National Scientist and UP Professor, as Chair. Your appointment is effective on 1 December 2023 to 31 December 2024. These special projects are categorized as System projects, as such, special budgets shall be approved at the level of the UP President.

The committee is responsible for developing and carrying out a plan for the proposed UPM Science and Technology Park and the completion of the new NIH Building.

The Committee Chairs and Members shall receive honoraria equivalent to the Level 2 Standing Committee rates, as approved by the UP Board of Regents.



ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-120

TO Chair: **ATTY. EDGARDO CARLO L. VISTAN, II**
Chancellor, UP Diliman

Co-Chair: **DR. RENATO U. SOLIDUM, JR.**
Secretary, Department of Science and Technology

Member: **DR. GIOVANNI A. TAPANG**
Dean, College of Science, UP Diliman

DR. MA. LOUISE ANTONETTE N. DE LAS PENAS
Professor, Department of Mathematics, Ateneo de Manila University

DR. BETCHAIDA D. PAYOT
Professor, College of Science, UP Diliman

SUBJECT : **SEARCH COMMITTEE FOR THE DIRECTORSHIP OF
THE UP NATURAL SCIENCES RESEARCH INSTITUTE
(NSRI)**

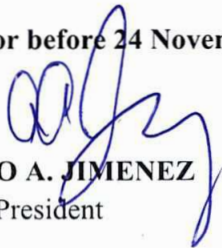
DATE : **09 November 2023**

The term of Dr. Elmer S. Estacio as Director of the UP Natural Sciences Research Institute (NSRI) will end on 17 November 2023. The selection and appointment of the NSRI Director is governed by Section 5 of Executive Order No. 7 s. 1985 issued by the UP President, which states thus:

"The NSRI shall be headed by a Director to be appointed for a term of three (3) years by the U. P. President. The President shall be assisted by a five member Search Committee consisting of the Chancellor of U.P. Diliman as Chairman, the Minister of Science or his Deputy Minister as Co-Chairman, the Dean of the College of Science as Members, and two (2) additional members to be chosen by the first three (3) aforementioned members from among the Chairmen of the NRCP Divisions of Biological Sciences, Chemical Sciences, Earth Sciences, and Mathematical Sciences. The Search for a Director, shall be on a nationwide basis from among the nominees having the following qualifications: a) PhD degree in any of the disciplines covered by the NSRI, b) with several research publications in any of the disciplines covered by the NSRI, and c) some administrative experience."

In accordance with the above, please constitute yourselves into the Search Committee for the next Director of the NSRI.

Please submit your report and recommendations to this Office **on or before 24 November 2023**.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-121

FOR : MR. JOSE FERNANDO T. ALCANTARA
Executive Vice President

cc : All Chancellors
OVPAA
OVPPF
OVPA
OVPD
OVPPA
OVPLA
OSU
UP SBO
UP SAO
UP System HRDO

SUBJECT : APPOINTMENT AS OFFICER-IN-CHARGE OF THE
UNIVERSITY FROM 11-15 NOVEMBER 2023

DATE : 10 November 2023

You are hereby designated as Officer-in-Charge of the University from 11-15 November 2023. I will be on an official trip to the United States of America to attend the 2023 APEC University Leaders' Forum (AULF).


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-122

FOR : **ATTY. ABRAHAM REY M. ACOSTA**
Vice President for Legal Affairs

cc : *Office of the Chancellor, UP Los Baños*

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH
COMMITTEE FOR THE DEANSHIP OF THE COLLEGE OF
ECONOMICS AND MANAGEMENT (CEM), UP LOS BAÑOS**

DATE : **10 November 2023**

I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Economics and Management, UP Los Baños.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-123

FOR : MR. JOSE FERNANDO T. ALCANTARA
Executive Vice President

cc : All Chancellors
OVPA
OVPPF
OVPA
OVPD
OVPPA
OVPLA
OSU
UP SBO
UP SAO
UP System HRDO

SUBJECT : APPOINTMENT AS OFFICER-IN-CHARGE OF THE
UNIVERSITY FROM 19-27 NOVEMBER 2023

DATE : 17 November 2023

You are hereby designated as Officer-in-Charge of the University from 19-27 November 2023. I will be on official trips to Edinburgh, Scotland and Dubai, United Arab Emirates (UAE). I will be joining the "Going Global 2023: The Conference For Leaders of International Tertiary Education" in Scotland. I am also meeting Ambassador Alfonso Ferdinand A. Ver, Philippine Ambassador to the UAE, and some UP alumni, UPOU students, and overseas Filipino workers in Dubai.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-124

TO : ALL CONCERNED

**SUBJECT : CONSTITUTION OF THE TECHNICAL WORKING GROUP
FOR THE STUDIES AND OPTIMIZATION OF RICE
PRODUCTION IN THE PHILIPPINES**

DATE : 17 November 2023

With the increasing salience of the issue of food security, especially in the rising prices of rice as a basic staple, the University of Philippines as the Center of Excellence in Agriculture in the country takes on the challenge and will propose policy recommendations to achieve this goal. In this regard, please constitute yourselves into the Technical Working Group for the studies and optimization of rice production in the Philippines. The TWG members will be under the Office of the President effective 15 October 2023 to 31 December 2024. The composition and designation of the members are as follows:

Atty. Angelo A. Jimenez, UP President, Chair
Dr. Emil Q. Javier, National Scientist, Co-Chair

UP System Officials

Dr. Leo DP Cubillan, UP VPAA, Member
Ms. Iryn Y. Balmores, UP VPPF, Member

UPLB Officials

Dr. Jose V. Camacho Jr., UPLB Chancellor, Member
Dr. Nathaniel C. Bantayan, UPLB VCRE, Member
Dr. Agham C. Cuevas, UPLB VCAA, Member

Members

Dr. Eufemio T. Rasco, Jr., National Scientist and Professor Emeritus, Member
Dr. Pompei C. Sta. Cruz, UPLB Professor Emeritus
Dr. Geny F. Lapina, UPLB Asst. Professor, Member
Dr. Aileen V. Lapitan, UPLB Asst. Professor, Member

The Technical Working Group shall be responsible for the tasks related to drafting of proposal for the optimization of rice production in the Philippines, such as, but not limited to:

1. Draft a comprehensive proposal on the optimization of rice production in the Philippines in consultation with resource persons;

2. Provide evidence-based solutions and recommendation to the challenges of low-cost rice production of the Philippines
3. Facilitate the required consultations with the public and private sectors and other stakeholders;
4. Provide the Office of the President with a timeline from drafting the proposal, and approval of the BOR, to presentation to the government agencies.

The committee members shall be given honoraria based on the rates equivalent to an Ad Hoc Committee (Level 2) as approved by the Board of Regents (1199th Meeting, 26 August 2005, charged against OP Funds.

The Committee shall have two (2) support staff to assist the Technical Working Group on administrative and logistics matters.



ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-125

FOR : **DR. TIFFANY ADELAINE G. TAN**
Assistant Vice President for Administration

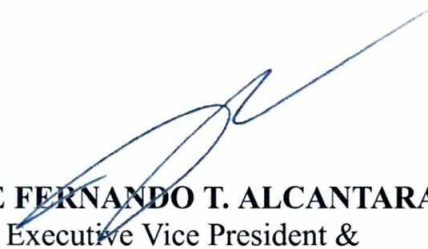
cc : *Office of the Chancellor, UP Visayas*

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH
COMMITTEE FOR THE DEANSHIP OF THE COLLEGE OF
FISHERIES AND OCEAN SCIENCES (CFOS), UP VISAYAS**

DATE : **17 November 2023**

I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Fisheries and Ocean Sciences, UP Visayas.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.



JOSE FERNANDO T. ALCANTARA
Executive Vice President &
Officer-in-Charge of the University



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-126

TO : **DR. LEO DP. CUBILLAN**
Vice President for Academic Affairs

ATTY. EDGARDO CARLO L. VISTAN, II
Chancellor, UP Diliman

DR. MELINDA DP. BANDALARIA
Chancellor, UP Open University

DR. JAYSON D. PETRAS
Project Leader, Director, UPD-SWF

SUBJECT : **COLLABORATION BETWEEN UP DILIMAN AND UP OPEN UNIVERSITY TO IMPLEMENT THE PROJECT "HUGPUNGAN: PANUKALANG UGNAYAN NG SENTRO NG WIKANG FILIPINO-UP DILIMAN (SWF-UPD) AT UP OPEN UNIVERSITY (UPOU)"**

DATE : **23 November 2023**

UP Diliman, through the Sentro ng Wikang Filipino (SWF), is implementing the Project "Hugpungan: Panukalang Ugnayan ng Sentro ng Wikang Filipino-UP Diliman (SWF-UPD) at UP Open University (UPOU)."

The Project aims to:

1. Create an online course on official correspondence;
2. Create an online magazine show entitled: "Talasalitaan Online"; and
3. Promote the use of technology on Filipino projects, particularly on screen reader, H5P and Virtual Reality.

UP Diliman, through the SWF-UPD, is collaborating with UPOU, through its Faculty of Education, Multimedia Center and Faculty of Information and Communication Studies, for project implementation. SWF-UPD is implementing the Project pursuant to its vision-mission goals 2022-2025.

The implementation of the Project is of mutual interest to both UP Diliman and UP Open University. For a more effective implementation of the Project, the Chancellors of both UPD and UPOU have approved and endorsed the collaboration between SWF-UPD and UPOU, as well as the Terms of Reference thereof.

This Administrative Order is, therefore, issued to authorize and approve the collaboration between SWF-UPD and UPOU for the purpose of implementing the Project. This collaboration shall be governed by the Terms of Reference attached hereto as Annex "A" and made as an integral part of this Administrative Order.

UPD and UPOU shall submit regular reports regarding this collaboration to the Office of the Vice President for Academic Affairs, commencing upon issuance of this Administrative Order.

For your guidance and compliance.



ANGELO A. JIMENEZ
President



University of the Philippines

OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-127

TO : **DR. AUGUSTUS C. RESURRECCION**
Vice President for Administration

ASST. PROF. RICHARD S. JAVIER
Assistant Vice President for Administration and
Director, UP System Human Resource Development Office

MS. NOREEN P. ESCULTURA
Assistant Vice President for Planning and Finance and Director, UP
System Budget Office

MS. SUSAN C. SANCHEZ
Director, UP System Accounting Office

AUPWU Representative from the First Level Employees

AUPWU Representative from the Second Level Employees

AUPWU Alternate Representative, First Level Employees

AUPWU Alternate Representative, Second Level Employees

SUBJECT : **CONSTITUTION OF THE UP PROGRAM ON AWARDS AND
INCENTIVES FOR SERVICE EXCELLENCE (PRAISE) FOR
UP SYSTEM**

DATE : **23 November 2023**

With the Vice President for Administration as Chair, you are hereby designated as Members of the UP Program on Awards and Incentives for Service Excellence (PRAISE)¹. The PRAISE Committee shall be responsible for the development, administration, monitoring and evaluation of awards and incentive system of the University.

Specifically, the PRAISE Committee shall:

1. Establish a system of incentives and awards to recognize and motivate administrative employees for their performance and conduct;

¹ In compliance with CSC MC No. 01, s. 2001: Program on Awards and Incentives for Service Excellence (PRAISE) dated 26 January 2001.

2. Formulate, adopt and amend internal rules, policies and procedures to govern the conduct of its activities which shall include the guidelines in evaluating the nominees and the mechanism for recognizing the awardees;
3. Determine the forms of awards and incentives to be granted;
4. Monitor the implementation of approved suggestions and ideas through feedback and reports;
5. Prepare plans, identify resources and propose budget for the incentives and awards on an annual basis;
6. Develop, produce, distribute copies of the system of incentives and awards and orient the employees on the same;
7. Document best practices, innovative ideas and success stories which will serve as promotional materials to sustain interest and enthusiasm;
8. Submit an annual report on the awards and incentives system to the CSC and OVPA on or before the 30th of January;
9. Monitor and evaluate the implementation every year and make essential improvements to ensure its suitability to the agency;
10. Deliberate on the nomination to the CSC Honor Awards Program (HAP) pursuant to the HAP guidelines; and
11. Address issues relative to awards and incentives within 15 days from the date of submission.

Membership of the UP PRAISE may be subsequently modified, provided it conforms to the prescribed composition. A reasonable number of members may be added to address certain conditions provided that the prescribed composition will not be reduced.

The first level representative or alternate representative shall participate during the deliberation of the first level award only; the second level representative or alternate representative shall participate in the deliberation of the second level award only. They shall serve for a period of two (2) years.

The UP PRAISE may designate resource persons, secretariat and support staff in the performance of their tasks, subject to the approval of the President, all shall be granted level 2 honoraria rates as approved by the Board of Regents (BOR).


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-128

TO : *Ex Officio* Chair: **DR. AUGUSTUS C. RESURRECCION**
Vice President for Administration

Ex Officio Member: **ASST. PROF. RICHARD S. JAVIER**
Assistant Vice President for Administration and
Director, UP System Human Resource Development
Office

Members: **DR. JEANETTE L. YASOL - NAVAL**
Assistant Vice President for Public Affairs

MR. ALEXANDER C. REYES
First Level Representative of the AUPWU

MR. JAY C. AMORATO
Second Level Representative of the AUPWU

Alternate Members: **MR. MARK JOSHUA M. PEDROSA**
First Level Representative of the AUPWU

MR. CARLOS N. FORTEZA
Second Level Representative of the AUPWU

SUBJECT : **CONSTITUTION OF THE HUMAN RESOURCE
DEVELOPMENT COMMITTEE (HRDC) FOR UP
SYSTEM OFFICES**

DATE : **23 November 2023**

With the Vice President for Administration as *Ex Officio* Chair, you are hereby appointed as members of the Human Resource Development Committee for UP System Offices, effective immediately until further notice.

The Human Resource Development Committee (HRDC) shall perform the following functions:

- Evaluation of requests for attendance to training programs, seminars, conferences, workshops, and other learning and development program;
- Review, evaluation and implementation of the HRDC guidelines;
- Management of the Administrative Development Fund (ADF);
- Assessment of in-house training programs and designs in terms of relevance;

- Formulation and review of staff development policies, programs and activities including foreign fellowships funded through ADF.

The Committee may call on resource persons for assistance / guidance on specific matters in the agenda of the committee.

The chair, members, resource persons, secretariat and support staff, shall be entitled to honoraria and rates (Level 2) approved by the Board of Regents.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-129

TO Chair: **DR. FERDINAND JESUS A. PECSON**
Vice President for Development

Co-chair: **PROF. PETER A. SY**
Adviser for Digital Transformation (DX)

Members: **MS. IRYN Y. BALMORES**
Vice President for Planning and Finance

ATTY. ABRAHAM REY M. ACOSTA
Vice President for Legal Affairs

PROF. JOHNROB Y. BANTANG
Director, Computational Science Research Center
(CSRC), UP Diliman

**ICT Directors of Constituent Universities, UP PGH,
and UP Tacloban**

**SUBJECT : TECHNICAL WORKING GROUP (TWG) FOR
CRAFTING OF THE UP POLICY FOR THE
PROCUREMENT AND PURCHASE OF
INFORMATION AND COMMUNICATIONS
TECHNOLOGY (ICT) EQUIPMENT,
SOFTWARE AND SERVICES**

DATE : 28 November 2023

With the Vice President for Development, Dr. Ferdinand Jesus Pecson, as Chair and DX Adviser, Prof. Peter Sy, as Co-chair, you are hereby designated as members of the Technical Working Group (TWG) for crafting of the UP Policy for the Procurement and Purchase of Information and Communications Technology (ICT) Equipment, Software, and Services in the UP System. The TWG is expected to submit the draft comprehensive policy governing the specifications, procurement, and use of IT equipment and software within the UP System on or before 31 January 2024, Wednesday.

For your guidance and compliance.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-132

FOR : **ATTY. ABRAHAM REY M. ACOSTA**
Vice President for Legal Affairs

cc : *Office of the Chancellor, UP Visayas*

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH
COMMITTEE FOR THE DEANSHIP OF THE COLLEGE OF
ARTS AND SCIENCES (CAS), UP VISAYAS**

DATE : **30 November 2023**

I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Arts and Sciences, UP Visayas.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.


ANGELO A. JIMENEZ
President





University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-133

TO Chair: **ATTY. ABRAHAM REY M. ACOSTA**
Vice President for Legal Affairs

Co-chair: **MR. JOSE FERNANDO T. ALCANTARA**
Executive Vice President

ATTY. FLOR RISSA L. OFILADA
Director, System Procurement Office

Members: **ALL VICE PRESIDENTS**
SPECIAL ASSISTANT TO THE PRESIDENT
DIGITAL TRANSFORMATION ADVISER

Secretariat: **TWO (2) UP PROCUREMENT OFFICE STAFF**

SUBJECT : **CONSTITUTION OF THE PROCUREMENT
COMMITTEE (PC) FOR THE REVISION OF
PROCUREMENT INTERNAL GUIDELINES**

DATE : **05 December 2023**

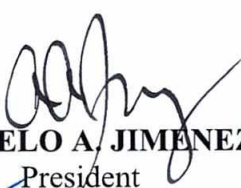
In line with the digitalization focus and the commitment to promoting good governance, the Procurement Committee (PC) is hereby created to review the existing internal procurement processes and propose revision of existing procedures. The draft proposal shall then be presented to all CUs. Once approved by all CUs, the PC shall ensure implementation of the new procedures to improve efficiency of procurement processes within the University.

The members shall submit names, on or before 18 December 2023, at least two representatives from their offices. The Budget and Accounting departments shall ensure that at least one representative from each unit shall attend all meetings. These representatives shall be committed to attend all meetings and actively participate in the meetings.

The PC shall review the entire process from planning to payment.

The expenses of the PC shall be charged against the Office of the President. The Committee members, including the representatives from their departments, shall be entitled to honoraria consistent with the rates for the Ad Hoc Committees Level (or Grade 2), as approved by the UP Board of Regents during its 1199th Meeting held on 26 August 2005. The UPPO shall appoint two (2) employees to act as secretariat and shall receive overtime pay for their work in this Committee

For your guidance and compliance.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-134

TO : ALL CONSTITUENTS OF UP BAGUIO

SUBJECT : INSTITUTING A SEARCH PROCESS FOR THE NEXT CHANCELLOR OF UP BAGUIO, AND CONSTITUTING A SEARCH COMMITTEE THEREFORE

DATE : 15 December 2023

I. Background/Purpose

The term of office of the Chancellor of UP Baguio will end on 13 April 2024.

This Administrative Order is hereby issued to commence a search process for the next Chancellor of UP Baguio, 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

ACTIVITY	DATE
Nominations to the Search Committee	Monday, 15 January 2024
Constitution of the Search Committee	Monday, 22 January 2024
Last Day to submit nominations for Chancellor	Friday, 16 February 2024
Submission of Report of the Search Committee	Friday, 15 March 2024
Meeting of the Board of Regents to choose the next Chancellor	Thursday, 28 March 2024

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 finding the nominees for the Chancellorship. The Search Committee shall strive to find 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.
- D. Nominations for membership in the Search Committee may be made by any individual, group or groups in the constituent university (faculty, students, REPS, administrative personnel, and alumni).
- E. Nominations to the Search Committee shall be sent through email to the Office of the Secretary of the University at osu@up.edu.ph no later than 5PM, **MONDAY, 15 JANUARY 2024**. Each nomination shall be accomplished using the attached nomination form.
- F. The President shall appoint the members of the Search Committee on or before **MONDAY, 22 JANUARY 2024**.

IV. Nomination Process for the Chancellorship

A. Who may be nominated to the Chancellorship

To be nominated, 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;
6. Academic leadership and administrative skill; and,
7. Willingness to serve as Chancellor on a full-time basis and for the full term of three (3) years.

B. Who May Nominate

Any person or group in or outside the University is encouraged to submit their nomination.

C. 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 EMAILED TO THE OFFICE OF THE SECRETARY OF THE UNIVERSITY AT *osu@up.edu.ph* OR TO ANY MEMBER OF THE SEARCH COMMITTEE **NOT LATER THAN FRIDAY, 16 FEBRUARY 2024.**

D. 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 qualified nominees about their willingness to serve as full-time Chancellor for three (3) 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 of the constituent university 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 gets the highest numbers of votes will be appointed.
6. **ON OR BEFORE FRIDAY, 15 MARCH 2024,** 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.

E. Appointment

The President shall submit the Search Committee Report with his endorsement to the Board of Regents at the latter's meeting on **THURSDAY, 28 MARCH 2024.**

FOR WIDEST DISSEMINATION.


ANGELO A. JIMENEZ
President

**NOMINATION FOR MEMBERSHIP IN THE
SEARCH COMMITTEE FOR CHANCELLOR
OF UP BAGUIO**

DATE _____

I hereby nominate:

NAME _____

Present Designation _____

Office _____

Contact No./Email Address _____

BRIEF JUSTIFICATION IN SUPPORT OF THE NOMINATION

Nominated by:

Name _____
Present Designation _____

NOMINATION FOR CHANCELLOR OF UP BAGUIO

DATE _____

I hereby nominate:

NAME _____

Present Designation _____

Office _____

Contact No./Email Address _____

BRIEF JUSTIFICATION IN SUPPORT OF THE NOMINATION

Nominated by:

Name _____
Present Designation _____

Conforme:

(Signature over printed name of nominee)

Please attach the Curriculum Vitae (3-5 pages) and the Vision Paper of the nominee and submit to OSU at osu@up.edu.ph or to any member of the Search Committee for the Chancellor of UP Baguio.



University of the Philippines
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAJ 23-135

TO Chair: **DR. LEO DP CUBILLAN**
 Vice President for Academic Affairs

 Co-Chair: **DR. PERCIVAL F. ALMORO**
 Assistant Vice President for Academic Affairs (Research)

 Members: **DR. MA. LUISA T. CAMAGAY**
 Professor Emeritus, UP Diliman

DR. SYLVIA E. CLAUDIO
 Professor Emeritus, UP Diliman

DR. RENE E. OFRENEO
 Professor Emeritus, UP Diliman

SUBJECT : **CONSTITUTION OF THE SYSTEM COMMITTEE ON
THE UP SOCIAL SCIENCES AND PHILOSOPHY
PRODUCTIVITY SYSTEM (SSPPS) FOR THE PERIOD
FROM 01 DECEMBER 2023 TO 31 DECEMBER 2024**

DATE : **15 December 2023**

The Social Sciences and Philosophy Productivity System (SSPS), whose general principles, guidelines, and qualifications were approved in the 1376th Board of Regents (BOR) Meeting on 25 November 2022, aims to address the imbalance in the recognition of scholarly achievements in the social sciences and philosophy. The SSPPS is anchored on the UP's desire to create a more inclusive perspective of recognition for its scholars' unique contributions in social development and nation-building. At its heart, the SSPPS takes into consideration every social scientist and philosopher's ability to imbue the finest traditions of research and public service with a deep sense of commitment to the nation through their various engagements to uplift the human condition.

In this regard, you are requested to constitute yourselves as the Committee on Social Sciences and Philosophy Productivity System (SSPPS) for the period from **01 December 2023 to 31 December 2024**.

As the Social Sciences and Philosophy Productivity System Committee (SSPPSC), you shall perform the following:

1. Finalize the definition and requirements of each criterion per the approved BOR proposal of the SSPPS;

2. Finalize the SSPPS guidelines including but not limited to eligibility requirements, the establishment of the unit, and the CU-level SSPP Committee;
3. Evaluate the SSPPS applications endorsed by the SSPPSC-CU level and submit a list of recommended UP Scholars or UP Social Scientists to the UP President for approval of the Board of Regents;
4. Evaluate and address appeals and requests for re-evaluation or clarifications related to the outcome of the applications for SSPPS.

Further, the Committee is requested to review the requirements and evaluation procedures and to propose revisions in the BOR-approved guidelines of the SSPPS if necessary.

The Chair, Co-Chair, and Members shall be entitled to honoraria based on the rates equivalent to a standing committee (Level 2), as approved by the Board of Regents (1199th Meeting, 26 August 2005).

For your guidance and compliance.



ANGELO A. JIMENEZ
President



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. JFA 23-31

TO : **DR. JOSE V. CAMACHO, JR.**
Chancellor, UP Los Baños

DR. CLEMENT C. CAMPOSANO
Chancellor, UP Visayas

DR. MELINDA DP. BANDALARIA
Chancellor, UP Open University

DR. LYRE ANNI E. MURAO
Chancellor, UP Mindanao

DR. CORAZON L. ABANSI
Chancellor, UP Baguio

ATTY. LEO B. MALAGAR
Chancellor, UP Cebu

PROF. PATRICIA B. ARINTO
Dean, UP Tacloban College

SUBJECT : **TRAVEL AUTHORITY**

DATE : **06 October 2023**

You are hereby authorized to travel to University of the Philippines Diliman, Quezon City on **12 October 2023** for the **402nd Meeting of the President's Advisory Council**.

JOSE FERNANDO T. ALCANTARA
Executive Vice President

OCT 11 2023



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. JFA 23-32

TO : ALL CONCERNED

**SUBJECT : COMMITTEE FOR THE CONDUCT OF
MANDATORY CONTINUING LEGAL EDUCATION (MCLE)
FOR UP LAWYERS**

DATE : 06 October 2023

You are hereby constituted as a Committee for the conduct of the Mandatory Continuing Legal Education (MCLE), a training and capacity building training/seminar designed to meet the needs of UP's legal offices in the various constituent universities, on 23-27 October 2023.

Chair:

ATTY. ABRAHAM REY M. ACOSTA
Vice President for Legal Affairs

Vice Chair:

ATTY. JOSE ARMAND C. AREVALO
UP Law Center

Members:

EVELYN I. CUASTO
UP Law Center

JUAN YSMAEL C. MENDOZA
Office of the Vice President for Legal
Affairs

Support Staff:

From OVPLA:

LUCIANA CINCO
DERREL KEITH DE LEON
OLIVER T. DIAZ
BENEDICK GEMAR A. MACAM
RUTH H. MERCADO
JONATHAN NEPOMUCENO
TIMMY RELAX
FRANCESS SALAZAR

From UP Law Center:

MA. ISABEL A. PEREZ, UP
SENANDO ANGELO R. SANTIAGO
MA. ASUNCION J. VILLANUEVA
RHONA S. GARCIA
ARIEL GABRIEL
JAIME RAMOS
JOHNART PERTICACION
RAFAEL BELANIO
ROLANDO ANASTACIO

The Committee members and support staff shall be entitled to honorarium rates of a Standing Committee Level 2.

JOSE FERNANDO T. ALCANTARA
Executive Vice President

MEMORANDA



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 23-35

FOR : **CHANCELLORS
DIRECTOR, UP PGH
DEAN, UP TACLOBAN**

SUBJECT : **PAYMENT OF THE PERFORMANCE-BASED BONUS
(PBB) FOR FY 2021**

DATE : **04 October 2023**

Payment of the Performance-Based Bonus (PBB) for FY 2021 is hereby authorized, in compliance with the guidelines from the Department of Budget and Management (DBM) and the Inter-Agency Task Force (IATF) Memorandum Circular No. 2021-1 dated 03 June 2021 re: Guidelines on the Grant of PBB for Fiscal Year 2021 under *Executive Order No. 80 s. 2012 and Executive Order No. 201 s. 2016*.

Payment of PBB 2021 shall be made **not earlier than 11 October 2023**, based on the revised final PBB 2021 Payroll prepared and submitted previously by CUs/UP-PGH/UP Tacloban, and consequently used by the DBM as the basis for the release of funds for the payment of PBB FY 2021 to UP.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 23-36

**PARA SA : TSANSELOR
DEKANO
DIREKTOR
TAGAPANGULO NG MGA AKADEMIKO AT
ADMINISTRATIBONG UNIT
KAGURUAN
REPS
KAWANI**

**PAKSA : PAGDIRIWANG NG 2023 WORLD TEACHERS' DAY
AT ACADEMIC UNION MONTH**

PETSA : 05 Oktubre 2023

Binabati natin ang lahat ng mga guro ng Maligayang Araw ng mga Guro at pagbati rin sa All UP Academic Employees Union (AUPAEU) sa kanilang pagdiriwang ng Academic Union Month ngayong Oktubre 2023.

Bilang isang institusyong pang-akademiko, nakikiisa tayo sa pandaigdigang pagdiriwang ng World Teachers' Day ngayong ika-05 ng Oktubre 2023, at sinusuportahan ang Academic Union Month sa buong buwan ng Oktubre.

Alinsunod sa 2021-2026 Collective Negotiation Agreement (CNA) sa pagitan ng Unibersidad at ng AUPAEU, partikular sa Artikulo III, Seksyon 5 at 6, hinihikayat at pinahihintulutan ang mga empleyado (sa ilalim ng nararapat na pagpapasya ng bawat opisina na panatilihing magbigay ng *skeleton force* para sa pagpapatuloy ng paglilingkod sa ating mga nasasakupan) upang dumalo sa iba't ibang programa at aktibidad na inihanay ng AUPAEU sa lahat ng Constituent Universities (CUs) sa opisyal na oras ng paggawa.

Para sa mga katanungan, mangyaring makipag-ugnayan sa Opisina ng Bise Presidente para sa Administrasyon (OVPA) sa pamamagitan ng email: ovpa@up.edu.ph o sa AUPAEU sa email na aupaeu.national.upd@up.edu.ph.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 23-37

TO : **ALL CONCERNED**

SUBJECT : **SUSPENSION OF WORK ON TUESDAY, 31 OCTOBER 2023**

DATE : **26 October 2023**

To acknowledge the importance of employees to be with their families to prepare for the All Saints' Day, and as recommended by the System Fiscal Policies and Operations Committee, the University shall suspend work on 31 October 2023 (Tuesday). Contract of Service / Job Order personnel may shift to Work From Home (WFH) arrangement, as necessary and applicable.

Unit Heads in Constituent Universities responsible for delivering essential public services such as health services, security and police, communications (PABX), waste management, and similar units, shall discuss with their employees regarding their work arrangement maintaining skeletal workforce for essential services. University officials and staff in these units are urged to plan their tasks with flexibility and understanding.

As UP PGH has operations different from the CUs, they are advised to craft their advisory on appropriate work arrangements for this date.

Please be guided accordingly.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 23-38

FOR : **THE U.P. BOARD OF REGENTS**

SUBJECT : **REQUEST FOR AUTHORITY TO TRAVEL TO EDINBURGH, SCOTLAND**

DATE : **26 October 2023**

I respectfully request permission to travel on official time to Edinburgh, Scotland from 20 – 22 November 2023, exclusive of travel time, to join the Going Global 2023: The Conference For Leaders of International Tertiary Education.

I would like to request return airfare, pre-travel allowance, the actual cost of unsponsored meals, and allowance intended for incidentals, all to be taken from the UP International Linkages Fund, plus my salary during the period.

I also request permission to use official passport and be exempted from payment of travel tax.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 23-39

FOR : THE U.P. BOARD OF REGENTS

SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL TO DUBAI, UNITED ARAB EMIRATES (UAE)

DATE : 7 November 2023

I respectfully request permission to travel on official time to Dubai, United Arab Emirates (UAE) from 23-25 November 2023, exclusive of travel time, for an exploratory meeting and exchange with Ambassador Alfonso Ferdinand A. Ver, Philippine Ambassador to the UAE, and officials of the Hamdan bin Mohammed Smart University for the proposed establishment of a Benchmarking Framework and Data Set for Online, Open, Smart and Technology-enhanced Higher Education. I am also meeting some UP alumni, UPOU students, and overseas Filipino workers.

I would like to request airfare, pre-travel allowance, the actual cost of unsponsored meals and accommodation, and allowance intended for incidentals, all to be taken from the UP International Linkages Fund, plus my salary during the period.


ANGELO A. JIMENEZ
President



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 23-40

**TO : VICE PRESIDENTS
SECRETARY OF THE UNIVERSITY
CHANCELLORS
DIRECTOR, UP PGH
DEAN, UP TACLOBAN COLLEGE**

SUBJECT : MANDATORY HOLIDAY BREAK 2023

DATE : 16 November 2023

Let's embrace the festive yuletide season alongside our families and loved ones. A mandatory holiday break is essential to foster work-life balance for UP faculty and staff. This break not only promotes well-being but also contributes to savings in utilities and maintenance while fostering administrative efficiency in planning and scheduling work.

Please disseminate and exercise due diligence in complying with the following guidelines:

1. Covered employees: Permanent, Temporary, UP Contractual / Casual, Substitute (with employer-employee relationship);
2. Mandatory holiday break: 22, 26, 27, 28 and 29 December 2023 (5 working days).
3. Kindly plan and schedule your work to ensure that all transactions and the relevant required reports are completed by Thursday, 21 December 2023.
4. All offices will be closed during the mandatory holiday break period except for units that need to operate with a small number of essential employees (examples: university health services, security, and police services, emergency campus maintenance and sanitation, PABX).
5. Ensure safety and security of offices and building premises.
6. Employees who have exhausted their mandatory leave credits for 2023 shall charge these against their accumulated vacation leave credits.
7. Those with accumulated vacation leave of less than 10 days shall have the option of whether or not to go on mandatory 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 mandatory leave (*Reference: CSC MC No. 41 s. 1998*).

8. 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 2023.
9. Those who will be granted exemption from the mandatory holiday break 2023 must physically report to the office/workstation during the day/s covered in the exemption.

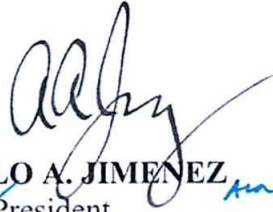
Regular employees and COS/JO workers who will report physically to the office must be issued an Office Order by their Head of Office/Unit, authorizing them to perform work during the mandatory holiday break and specifying the inclusive date/s along with a brief description of the tasks and/or expected outputs.

COS/JO workers who will report physically to the office must be supervised or accompanied by a regular employee.

COS/JO may be allowed to shift to flexible work arrangements during the period 22, 26, 27, 28, and 29 December 2023 with corresponding tasks assigned and output/accomplishment.

As UP PGH has operations different from the CUs, it is advised to craft an advisory on appropriate work arrangements for this period.

Please be guided accordingly.


ANGELO A. JIMENEZ
President



UNIVERSITY OF THE PHILIPPINES

Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. JFA 2023-25

TO : VICE PRESIDENTS
SECRETARY OF THE UNIVERSITY
ASSISTANT VICE PRESIDENTS
CHANCELLORS
PGH DIRECTOR
DEAN, UP TACLOBAN

SUBJECT : PARTICIPATION IN THE GREAT UP RUN ON
19 NOVEMBER 2023, UP DILIMAN

DATE : 8 NOVEMBER 2023

You are enjoined to participate in the Great UP Run on 19 November 2023, Sunday, in UP Diliman, organized by the #NowhereToGoButUP Foundation.

The UP Diliman College of Human Kinetics will conduct training sessions for UP officials, as necessary (details to follow).

A consolidating brunch will be hosted by the President at the Executive House after the event.

Your participation will be highly appreciated.


JOSE FERNANDO T. ALCANTARA
Executive Vice President



UNIVERSITY OF THE PHILIPPINES

Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. JFA 2023-26

TO : **CHANCELLORS
PGH DIRECTOR
DEAN, UP TACLOBAN**

SUBJECT : **IMPLEMENTATION OF THE PRESIDENT'S COMMITTEE
FOR CULTURE AND THE ARTS (PCCA) PROJECTS**

DATE : **14 November 2023**

Everyone is enjoined to participate in the President's Committee for Culture and the Arts (PCCA) activities. Kindly refer to the attached guidelines for implementation of the said projects as prepared by Prof. Raymundo Rovillos, PCCA Chair.

Also attached is the guidelines for the upcoming PCCA-Award for the Best CU Lantern.

Please be guided accordingly.

JOSE FERNANDO T. ALCANTARA
Executive Vice President



GUIDELINES ON THE IMPLEMENTATION OF PCCA-CU ROLL-OUT and DOR PROJECTS

1. The funds are derived from the General Appropriations Act- Miscellaneous funds. Hence, the PS component of the approved projects have to be OBLIGATED before 31 December 2023, while the MOOE component may be extended until 31 December 2024.
2. The funds must be utilized based on the usual accounting and auditing rules. Please consult your budget or accounting offices or trained administrative staff regarding these rules.
3. The funds must be utilized based on the project proposals that were submitted to the Office of the President (OP) as endorsed by the PCCA, but they may be realigned, subject to #5 below.
4. Strictly follow the usual government procurement rules and process.
5. Budget realignment (e.g. if you decide to implement a project or activity that is not based on the approved proposal; or revise/change the use of a particular line item budget) may be allowed, subject to the following conditions:
 - 4.a. A request for realignment must be submitted to and approved by the Chancellor;
 - 4.b. The new project or activity is aligned with the strategic cultural initiative of the PAAJ Administration (see concept paper written by Prof. Raymundo D. Rovillos, based on the policy statements of PAAJ);
 - 4.c. Realignment must be from MOOE to MOOE or PS to PS only. Do not utilize PS budget for MOOE, nor vice-versa.
 - 4.d. Allocate PhP 50,000.00 for the PCCA-Award for the best CU Lantern. Please refer to a separate guidelines on this matter.
6. Make sure that all your expenses are properly supported by official receipts (ORs) or other acceptable proofs of receipts. Consult your CU admin support staff and finance department to be sure.
7. Acknowledge PCCA by using its logo in all the publication materials and collaterals related to the project.

8. Please prepare the usual end of activity report to be submitted to the Chancellor,
cc: PCCA Chair at rdrovillos@up.edu.ph and the EVP: evp@up.edu.ph

Please be guided accordingly.

Prepared By:
Prof. Raymundo D. Rovillos, PhD
PDO for Culture and Arts



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM ORDER NO. JFA 23-28

TO : **ATTY. EDGARDO CARLO L. VISTAN II**
Chancellor, UP Diliman

DR. MICHAEL L. TEE
Chancellor, UP Manila

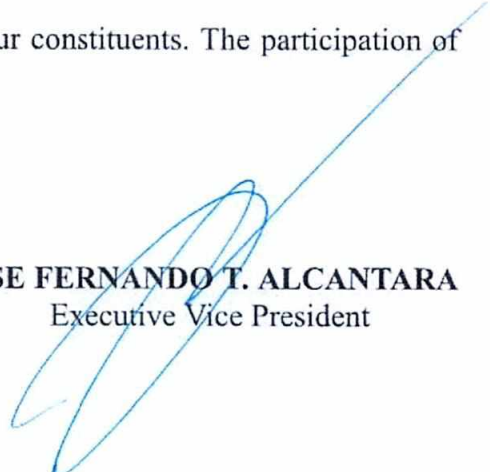
SUBJECT : **PARTICIPATION IN THE SYMPOSIUM FOR THE
75TH ANNIVERSARY OF THE UNIVERSAL DECLARATION
OF HUMAN RIGHTS (UDHR) ON 12 DECEMBER 2023, 9AM,
UP THEATER**

DATE : **11 December 2023**

In commemoration of the 75th Anniversary of the Universal Declaration of Human Rights (UDHR), the Department of Foreign Affairs and UP jointly organized a Symposium on 12 December 2023, Tuesday, 9:00AM at the UP Theater, UP Diliman Campus. In this connection, please mobilize your constituents (faculty, staff, and students) to attend the said symposium.

Attached are the publication materials for sharing to your constituents. The participation of UP faculty, staff, and students is highly encouraged.

JOSE FERNANDO T. ALCANTARA
Executive Vice President



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