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JANUARY 2016

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ADMINISTRATIVE ORDER
ADMINISTRATIVE ORDER NO. PAEP 16-01

DATE : 4 January 2016

TO : Chancellor Grace J. Alfonso
     Chancellor Michael L. Tan
     Chancellor Raymundo D. Rovillos

FROM : Alfredo E. Pascual
       President

SUBJECT : Committee to Review the Draft Revision of the University Code

The University Code Revision Committee of the UP Law Center has submitted its draft report on the proposed changes in the Book I of the University Code.

On the 318th meeting of the President’s Advisory Council on 14 December 2015, the members decided to form a small committee of the PAC to discuss the progress of the revision of the University Code, and to review the changes being proposed.

In this connection, you are hereby appointed members of the Committee with Chancellor Alfonso as the Chair.

Kindly meet as soon as possible and submit your comments to me on or before the end of February 2016. Attached is the report of the Committee for your reference.

Thank you for your usual support.
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 16-03

DATE : 7 January 2016

TO : Prof. Aurelia Luzviminda V. Gomez - Chair
School of Management, UP Mindanao

Members:
Prof. Vlademir Shick
School of Management, UP Mindanao

Prof. Luis Antonio Hualda
School of Management, UP Mindanao

Ms. Lynda A. Buenaobra
In-Charge, Business Affairs, UP Mindanao

cc : Chancellor Sylvia B. Concepcion, UP Mindanao
VP Elvira A. Zamora, OVPD

FROM : Alfredo E. Pascual
President

SUBJECT : Creation of a Committee on the UP-DC Sports Complex
Comprehensive Development Plan

With Prof. Aurelia Luzviminda V. Gomez as Chair, the UP-DC Sports Complex
Comprehensive Development Plan Committee is hereby constituted. The Committee
is tasked to come up with a comprehensive development and operating plan that will
lay down the recommended strategies that shall ensure the sustainability of the
Sports Complex.

The Committee shall submit to the U.P. President and the U.P. Mindanao Chancellor
a draft report by 31 March 2016 for review. If deemed warranted by the U.P.
President, the Committee may be asked to make a presentation. The Committee
shall submit its final report within a month from receipt of comments or from
presentation, if held.

The Committee and its support staff shall be entitled to the honoraria allowed by the
Board of Regents for ad hoc committees.
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 16-04

DATE : 11 January 2016

TO : AVP Jose Wendell P. Capili
     Assistant Vice President for Public Affairs and
     Director, Office of Alumni Relations

cc : VP J. Prospero E. de Vera, III, VPPA
     Chancellor Fernando C. Sanchez, Jr., UPLB
     Dr. Lilian A. de las Llagas, OSU

FROM : Alfredo E. Pascual
       President

SUBJECT : President's Representative to the Search Committee for
          the Dean of the College of Economics and Management,
          UPLB

I hereby appoint you as the President's representative in the search committee for
the Dean of the College of Economics and Management, UPLB.

Expenses, if any, as well as honoraria, shall be borne by the Office of the President.

Thank you.
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 16-05

DATE : 11 January 2016

TO : AVP Jose Wendell P. Capili
Assistant Vice President for Public Affairs and
Director, Office of Alumni Relations

cc : VP J. Prospero E. de Vera, III, VPPA
Chancellor Fernando C. Sanchez, Jr., UPLB
Dr. Lilian A. de las Llagas, OSU

FROM : Alfredo E. Pascual
President

SUBJECT : President’s Representative to the Search Committee for
the Dean of the College of Veterinary Medicine, UPLB

I hereby appoint you as the President’s representative in the search committee for
the Dean of College of Veterinary Medicine.

Expenses, if any, as well as honoraria, shall be borne by the Office of the President.

Thank you.
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 16-06

DATE : 18 January 2016

TO : Bids and Awards Committee (BAC) for the UP System Administration

CC : OVPA
     OSU
     System SPMO
     Office of the Chancellor, UP Diliman
     COA, UP

THROUGH : Concerned Vice Presidents (OVPA, OVPLA)
           Concerned Chancellors (UP Diliman, UP Manila)

FROM : Alfredo E. Pascual
       President

SUBJECT : Reconstitution of the Bids and Awards Committee (BAC) for the System Administration

In compliance with the Government Procurement Act (R.A. 9184), the UP System Bids and Awards Committee (BAC) is constituted as follows, effective 04 January 2016 until 31 December 2016.

Regular UP System BAC Members:
Prof. Nestor O. Rañeses - Chair
Assistant Vice President for Administration

Prof. Ariel S. Betan - Vice Chair
Faculty, College of Arts & Sciences, UP Manila

Prof. Gerardo T. Los Baños - Member
Deputy Director, UP Press

Prof. Lourdes M. Portus - Member
Faculty, College of Mass Communication, UP Diliman

Mr. Arnulfo L. Añoos - Member
NEC / College of Engineering, UP Diliman
Alternate and Provisional Members:
Ms. Carmencita C. Loyola
Executive Assistant, Office of the President

Ms. Vilma Docena
Executive Assistant, Office of the Vice President for Legal Affairs (OVPLA)

Secretariat and Resource Person
Mr. Isagani L. Bagus
Acting Chief, UP System Supply and Property Management Office

Observer
Representative, OVPLA

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

The Office of the Vice President for Legal Affairs and Commission on Audit representatives shall be invited to participate as observers in all meetings and deliberations of the UP System BAC. The UP System BAC shall also, in all stages of the procurement process, invite at least two (2) observers from the accredited UP unions or organizations to sit in the relevant proceedings.

In order to avoid procurement delays due to lack of quorum, alternate members of the UP System BAC shall serve as members when the principal members are absent. The alternate members shall have the same term as the principal members (Reference: Section 11.2.4, Revised Implementing Rules and Regulations of the Procurement Law, RA 9184).

If needed, the Chair of UP System BAC is authorized to appoint Resource Persons and/or a Technical Working Group (TWG). In addition, the UP System SPMO shall serve as Secretariat and Resource Person.

The members of the UP System BAC; its secretariat, support staff, and resource persons; and the members of the TWG shall be granted honoraria as per Department of Budget and Management (DBM) Circular No. 2004-5A dated 07 October 2005, as amended by DBM Circular 2007-003 dated 29 November 2007.

Thank you for your willingness to serve the University.
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 16-07

DATE : 18 January 2016

TO : Dr. Elvira A. Zamora
    Vice President for Development

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

FROM : Alfredo E. Pascual
       President

SUBJECT : Officer-in-Charge of the University

I hereby appoint you Officer-in-Charge of the University on 19-22 January 2016. I will be in Kaohsiung, Taiwan to visit and to discuss possible areas of partnership with Shu-Te University.
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 16-08

DATE : 20 January 2016

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

Dr. Rhodora V. Azanza
Assistant Vice President for Academic Affairs

Dr. Lourdes J. Cruz
Professor Emeritus, Marine Science Institute
UP Diliman

Dr. Juan M. Pulhin
Professor, Department of Social Forestry and Forest Governance
College of Forestry and Natural Resources, UPLB

Dr. Jose Florencio F. Lapeña, Jr.
Professor of Otorhinolaryngology, UP Manila

CC : Chancellors, UP Cebu Dean, Vice Presidents, University Secretary

FROM : Elvira A. Zamora
       Vice President for Development and
       Officer-in-Charge of the University

SUBJECT : Constitution of the Scientific Productivity System (SPS) Review Committee

With Dr. Rhodora V. Azanza as Chair, please constitute yourselves into a Committee to review and update the existing Scientific Productivity System (SPS) guidelines.

The Chair is authorized to designate resource persons and support staff for the committee.

Meeting expenses of the Committee in the discharge of its task will be borne by the Office of the Vice President for Academic Affairs. The Committee’s chair, members, resource persons, and support staff may be paid honoraria by the OVPAA, based on University rates, upon submission of the Committee report.
MEMORANDUM ORDER
UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAEP 16 – 01

DATE : 18 January 2016

TO : Chancellors
    Dean, UP Cebu

CC : Vice Presidents
    Secretary of the University

FROM : Alfredo E. Pascual
       President

SUBJECT : Advance notice for the One U.P. Professorial Chair and
One U.P. Faculty Grant Awards

This is not yet a call for application.

At its 1309th meeting held on 22 July 2015, the UP Board of Regents approved the
allocation of P100 Million per year for approximately 800 professorial chair awards
and faculty grant awards to be distributed among academic units across all the
Constituent Universities based on merit.

In line with this Board approval, we will soon be announcing the One U.P.
Professorial Chair (PC) Awards and the One U.P. Faculty Grant (FG) Awards.
These will provide an award that is significantly higher than usually available to the
faculty from existing PCs and FGs. The annual award is PhP120,000 for PC and
PhP96,000 for FG payable monthly over the next three (3) years. The first round will
cover the period 1 January 2016 to 31 December 2018.

The One U.P. PC and FG Awards will give recognition and incentive to faculty
members who have demonstrated outstanding performance over the past three (3)
years in two out of three work areas of the faculty: teaching, research/creative work,
and public service. These awards are renewable subject to continuing outstanding
performance.

This memorandum is being issued to alert potential candidates and give them
sufficient time to prepare the necessary documentation. The complete procedures
and final application forms will be made available within a couple of weeks.

In the meantime, attached are draft documents on the background, nomination
information sheet, guidelines, criteria, and point system for the awards for your
advance information.

FOR WIDE DISSEMINATION TO THE FACULTY.

2F Quezon Hall, University of the Philippines, Diliman, Quezon City 1101, Philippines
Tel. (632) 928-0110 / (632) 928-3014 Telefax: 920-6882 E-mail: op@up.edu.ph, apascual@up.edu.ph
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAEP 16-02

DATE : 26 January 2016

TO : UP Board of Regents

FROM : Alfredo E. Pascual
        President

SUBJECT : Request for authority to travel to Prague, Czech Republic

I respectfully request permission to travel on official time to Prague, Czech Republic from 6-8 April 2016, exclusive of travel time, to attend the 5th ASEM Rectors’ Conference (ARC5), which is co-organized by Charles University and the Asia-Europe Foundation (ASEF).

Recognized as the Official Dialogue Partner of the ASEM Education Ministers’ Meeting and as one the initial commitments to the Global Action Programme on Education for Sustainable Development (ESD), ARC5 will focus on the topic “Employability: Asia and Europe Prepare the New Generation”. The Conference is a multi-stakeholder platform that brings together about 200 university leaders, business representatives, government officials and students from 51 Asian and European countries to jointly discuss, share best practices, and to work together on innovative solutions to better equip the young generation with the necessary skills and competencies for the labour market and their future career.

The organizers will cover the cost of accommodation, meals, and local transportation for the duration of the program.

From UP, 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 exempt from payment of travel tax.

Encl: letter-invitation

Note: ASEM = Asia-Europe Meeting
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAEP 16-03

DATE : 28 January 2016

FOR : Vice Presidents, Assistant Vice Presidents, UP System Directors
Chancellors
Dean, UP Cebu

CC : Secretary of the University
     Director, UP PGH

FROM : Alfredo E. Pascual
        President

SUBJECT : Clarification on the Increased Amount of Delegated Authority of the
University President, Chancellors, and the UP Cebu Dean

The UP Board of Regents (BOR) at its 1312th meeting held on 29 October 2015 increased the
approval authority of the President, the Chancellors, and the UP Cebu Dean for the procurement
of infrastructure projects, goods and services based on public bidding. This memo aims to
provide clear guidance as to when this revised delegated authority will take effect or be
applicable.

For this purpose, let it be emphasized that the rationale for increasing the delegated authorities is
to meet the maximum periods of action on procurement activities prescribed by the Procurement
Law (RA 9184) and its revised Implementing Rules and Regulations (IRR); and to reduce the
build-up of document approvals in UP System Offices and the BOR given the volume of
procurement transactions in the University.

For the guidance of all, the increased limit of approval authority as approved by the BOR during
its 1312th meeting held on 29 October 2015 shall “already apply to the projects currently in
various stages of the procurement process” (pages 11-12, UP Gazette, Volume XLV,
Number 16).

Further to this,

“...all projects approved by the President and by the Chancellors based on the
delegated authority shall be submitted for the information of the Board. "

To ensure that that this reporting requirement is faithfully complied with, I enjoin the concerned
Chancellor (or Vice President, in case of UP System projects), and the Dean of UP Cebu, to
endorse a copy of the fully signed and notarized contract to the Secretary of the University, for
the information of the Board.

This directive also applies to CU and UP Cebu projects procured through the UP System Bids
and Awards Committee (BAC), the documents for which were signed by the President.

For your immediate compliance.
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