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

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

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

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

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

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

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

(SEC. 15, RA 9500)

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

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

### THE ASSISTANT SECRETARY OF THE UNIVERSITY (ASEC)

The following are the duties and responsibilities of the ASec:

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

*Based on Part VII of the Handbook on Existing Delineation of Authority in the University (2008)*
Chart 1. Functional Chart of OSU

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

The chart outlines the hierarchy and roles within the university, including the Secretary of the University, the Board of Regents, and various administrative officers and assistants.

Records

Bor-Pac

Communications

2016 Functional Chart of OSU

Professionalism and Competence

[Names of individuals involved in the university administration]