ADMINISTRATIVE ISSUANCES

MARCH 2016

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ADMINISTRATIVE ORDER
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 16-15

DATE : 7 March 2016

TO : Dr. Lilian A. De Las Llagas, OSU
     Dr. Lourdes M. Portus, OP
     Ms. Anna Marie R. Demeterio, OSU
     Dr. J. Prospero De Vera III, OVPPA
     Prof. Ranjit Rye, OVPPA

FROM : Alfredo E. Pascual
       President

SUBJECT : Travel Authority

You are hereby authorized to travel to UP Cebu to attend the Presidential Debate on 20 March 2016:

19-21 March: Dr. Lilian A. De Las Llagas
             Dr. Lourdes M. Portus
             Anna Marie R. Demeterio

18-20 March: VP J. Prospero De Vera III

19-20 March: AVP Ranjit Rye
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 16-16

DATE : 8 March 2016

FOR : Mr. Ricardo E. Felonia
      All UP Workers Union (AUPWU) Representative, Member

CC : UP System APC Members
     Dr. Aurora C. Mendoza, Director, Office of Admissions
     Mr. Noel H. Marquina, National President, All UP Workers Union
     (AUPWU)

FROM : Alfredo E. Pascual
       President

SUBJECT : Appointment as Member of the UP System
          Administrative Personnel Committee (SAPC)

You are hereby appointed as Member of the UP System Administrative Personnel Committee (SAPC) effective immediately until 29 June 2017. The SAPC serves as advisory body to the President and acts on personnel concerns as prescribed under the existing delegated authority:

- Original appointment
- Renewal of appointment
- Reappointment
- Reemployment
- Permanency
- Promotion
- Reclassification
- Upgrading of positions
- Related HR actions for UP System administrative staff and REPS

You shall be entitled to honorarium/rate approved by the Board of Regents (BOR) for standing committees.

Reference: MVG 03-75 dated 2 July 2003, "Implementing Guidelines for the University of the Philippines Merit Selection Plan for Administrative Personnel"
UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 16-17

DATE : 14 March 2016

TO : Dr. Dennis S. Mapa
    Dean, School of Statistics, UP Diliman

    Dr. Jose C. Gonzales
    Former Director, UP Philippine General Hospital

    Dr. Alvin B. Caballes
    College of Medicine, UP Manila

    Dr. Grace H. Aguilina-Dalisay
    Dean, College of Social Sciences and Philosophy, UP Diliman

cc : Chancellor Michael L. Tan, UP Diliman
     Chancellor Carmencita D. Padilla, UP Manila

FROM : Alfredo E. Pascual
      President

SUBJECT : Committee to Formulate a Medical Benefit Program for UP Employees

With Dean Dennis S. Mapa as Chair, you are hereby reconstituted as the Committee to formulate and recommend a medical benefit program for the faculty, REPS, and administrative staff of the University of the Philippines. Your recommended program should provide an enhanced package of benefits compared to the existing Financial Assistance Program for Hospitalization Expenses (FAPHE) but within the limits of UP's available fund resources.

Please be guided by our discussion held on 24 February 2016, wherein Dr. Mapa reported on his initial findings on the medical care needs of UP employees, including practices in other government institutions that we can use as a benchmark.

I have issued an administrative order calling on all CUs to provide you data related to the experience with FAPHE claims. I hope that these data will help facilitate the formulation of a medical benefit program for all UP employees.

Please submit your recommendations on or before 1 April 2016.

Thank you for your support and cooperation.

1 This will supersede AO No. PAEP 13-98 that created the study team on health care needs of UP employees and students.
I hereby appoint you Officer-in-Charge of the University on 27-29 March 2016. I will be in Naga City to address the graduating students of Partido State University and receive an honorary degree, Doctor of Humanities, *honoris causa* from said university.
ADMINISTRATIVE ORDER NO. PAEP 16-19A

DATE : 30 March 2016

TO : Prof. Gisela P. Concepcion  
     Prof. Eduardo T. Gonzalez 
     Prof. Rhodora V. Azanza 
     Prof. Joselito G. Florendo 
     Prof. Anna Floresca F. Firmalino 
     Prof. Edna Estifania A. Co 
     Prof. Jose V. Camacho, Jr. 
     Prof. Rodger M. Valientes * 
     Ms. Carmencita C. Loyola 
     Ms. Kyungmin Bae

FROM : Alfredo E. Pascual  
       President

SUBJECT : Constitution of the Local Organizing Committee for the KoSASA Conference

With Vice President Gisela P. Concepcion as Chair, you are hereby constituted as the Local Organizing Committee for the KoSASA Conference in September 2016. The detailed tasking of the committee will be provided by the OVPAA.

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

Thank you for your support and cooperation.

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* This supersedes Administrative Order No. PAEP 16-19. The name of Prof. Rodger M. Valientes was corrected from Prof. Roger Valiente.
OFFICE OF THE PRESIDENT

ADMINISTRATIVE ORDER NO. PAEP 16-20

DATE : 23 March 2016

TO : Prof. J. Prospero E. De Vera III
     Vice President for Public Affairs

     Prof. Ranjit Singh Rye
     Assistant Vice President for Public Affairs

FROM : Alfredo E. Pascual
       President

SUBJECT : Travel Authority

You are hereby authorized to travel to Goa, Camarines Sur to attend the Partido State University 15th Commencement Exercises on 28 March 2016.

All expenses for this trip will be charged to OVPPA funds.
ADMINISTRATIVE ORDER NO. PAEP 16-21

DATE : 29 March 2016

TO : Dr. Carla B. Dimalanta
     Assistant Vice President for Academic Affairs

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

SUBJECT : Travel Authority

You are hereby authorized to travel to UP Mindanao on 1-2 April 2016 re: Fact-Finding Investigator on the complaints of Prof. Karen Joyce Cayamanda against nineteen (19) UP Mindanao Faculty.
UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAEP 16-06

DATE : 3 March 2016

TO : Dr. Michael L. Tan
    Chancellor, U.P. Diliman

FROM : Alfredo E. Pascual
       President

SUBJECT : Letter of Garry C. Domingo, Chief of Office,
Business Permit and License Office,
Office of the Mayor, Quezon City

The Business Permits and License Office, Office of the Mayor, Quezon City has sent me a letter dated 11 February 2016 in connection with the alleged complaint of Director Raquel B. Florendo of UP Diliman’s Business Concessions Office. It appears that Director Florendo previously requested the Office of the Mayor, Quezon City to issue a cease and desist order to the U.P. Consumers’ Cooperative Inc. for lack of business permit.

Please find attached documents for your appropriate action.

Thank you.
MEMORANDUM NO. PAEP 16-08

DATE : 2 March 2016
TO : All Human Resource Development Offices (HRDOs)

   UP Diliman
   UP Los Baños
   UP Manila
   UP Visayas
   UP Baguio
   UP Mindanao
   UP Open University
   UP Cebu

cc : All Chancellors and UP Cebu Dean
     Dean Dennis Mapa, School of Statistics, UP Diliman

FROM : Alfredo E. Pascual
       President

SUBJECT : Request for Health and Medical Information

We are in the process of gathering relevant data in preparation for the formulation of a One UP Medical and Health Package for all UP employees.

In this connection, please provide information and all other related documents, such as, FAPHE claims, age of claimants, admitting hospitals, etc., to the Chair of the Committee, Dr. Dennis Mapa and his team of researchers.

Your utmost support and cooperation will be appreciated.

Thank you.
MEMORANDUM NO. PAEP 16-09

DATE : 14 March 2016

FOR : All Concerned

FROM : Alfredo E. Pascual
       President

SUBJECT : Half day work on Wednesday, 23 March 2016

In consideration of the Lenten season, the University will observe a half day work schedule on 23 March 2016 (Wednesday).

Units doing vital public services such as the PGH, health service units, security and police, PABX and garbage collection, shall observe the regular whole day work schedule. University officials and staff in these units however are urged to schedule their tasks with flexibility and understanding.

Please be guided accordingly.
UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

Memorandum No. PAEP 16-11

DATE : 23 March 2016

TO : Prof. Ricardo M. de Ungria
     Professor, UP Mindanao

CC : Assistant Vice President for Academic Affairs Carla B. Dimalanta
    Vice President for Academic Affairs Gisela P. Concepcion
    Vice President for Legal Affairs Hector Danny D. Uy
    Chancellor Sylvia B. Concepcion
    Prof. Karen Joyce G. Cayamanda

FROM : Alfredo E. Pascual
       President

SUBJECT : Your letter dated 14 March 2016

This refers to your letter dated 14 March 2016 appealing to my office to compel Prof. Karen Joyce Cayamanda “to withdraw the libel cases filed ... with the Davao Hall of Justice and the lawyer-assisted complaints ...”.

As you may know, the complaint of Prof. Cayamanda before my office is the subject of a fact-finding investigation being conducted by Assistant Vice President for Academic Affairs Prof. Carla B. Dimalanta. This investigation will afford all parties the opportunity to explain their side and clarify the issues involved. It will also provide the opportunity for the parties to amicably settle their differences while maintaining full respect for the law and the courts.

In this light, I am endorsing your letter to Prof. Dimalanta to form part of her ongoing fact-finding investigation with due regard for the rule of law.
I am pleased to formally announce the 2016-2018 One U.P. Professorial Chair (PC) Awards and One U.P. Faculty Grant (FG) Awards. The application period shall run from 5 April 2016 (Tuesday) to 17 May 2016 (Tuesday). Applications shall be submitted online as explained below. There are approximately 800 PCs and FGs available under the 2016-2018 One U.P. Awards and awarding is on a competitive basis. The attachment provides the award guidelines, minimum scores required for award eligibility, criteria and scoring rules, and application form items.

The 2016-2018 One U.P. PC and FG Awards, approved by the U.P. Board of Regents at its 1309th meeting on 22 July 2015, are intended to give recognition and incentive to faculty members who have demonstrated outstanding performance over the past three (3) years (from 1 July 2012 to 30 June 2015) in two out of three work areas of the faculty: teaching, research or creative work, and public service.

The One U.P. Award is PhP 120,000 per year for PC and PhP 96,000 per year for FGs for three (3) years. The award money for 2016 will be released within one month from the announcement of the awards (expected on or before 30 June 2016) and will be retroactive to 1 January 2016. The award money for 2017 and 2018 will be released at the start of each year.

To accomplish and submit the application online, the applicant should go to https://adcp.up.edu.ph and log in with his/her @up.edu.ph email account.

I encourage U.P. faculty members to apply for these awards.
This refers to your letter dated 19 March 2016 appealing to my office to compel Prof. Karen Joyce Cayamanda "to withdraw the libel cases filed .... with the Davao Hall of Justice and the lawyer-assisted complaints ....".

As you may know, the complaint of Prof. Cayamanda before my office is subject of a fact-finding investigation being conducted by Assistant Vice President for Academic Affairs Prof. Carla B. Dimalanta. This investigation will afford all parties the opportunity to explain their side and clarify the issues involved. It will also provide the opportunity for the parties to amicably settle their differences while maintaining full respect for the law and the courts.

In this light, I am endorsing your letter to Prof. Dimalanta to form part of her ongoing fact-finding investigation with due regard for the rule of law.
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAEP 16-14

DATE : 31 March 2016

TO : UP Board of Regents

FROM : Alfredo E. Pascual
        President

SUBJECT : Request for authority to travel to the USA from 7-15 July 2016 to meet and address UP alumni groups and preside over the meeting of the FUPFA Board

I respectfully request permission authority to travel on official time to the U.S.A. from 7-15 July 2016, exclusive of travel time, for the following purposes:

1) Preside over the board meeting of the Friends of UP Foundation in America (FUPFA) on 8 July;  
2) Meet with and address the Upsilon Sigma Phi Alumni Association of North America Convention from 9-10 July;  
3) Meet with alumni of UPAA Greater Chicago and other alumni associations in San Francisco; and  
4) Participate in and speak at the UP Medical Alumni Society in America (UPMASA) Board of Governors Meeting and the Alumni Luncheon meeting from 12-15 July.

I would like to request funding for pre-travel allowance of P1,500.00; international airfare to and from the USA; actual cost of hotel accommodations and unsponsored meals; and daily subsistence allowance (DSA) intended for incidentals, all to be taken from the UP International Linkages Fund.

I also request payment of my salary during the period, use official passport and exemption from payment of travel tax.

Thank you.
The University of the Philippines
Gazette
is
Published by the
Office of the Secretary of the University
University of the Philippines
Quezon Hall, UP Diliman Campus, Quezon City
**OFFICE OF THE SECRETARY OF THE UNIVERSITY AND OF THE BOARD OF REGENTS**

**Lilian A. De Las Llagas**  
MSc. (Trop. Med.), PhD, LLB  
Secretary of the University and of the Board of Regents  
(Professor of Public Health, UP Manila)

**Virginia R. Ocampo**  
MSc., PhD  
Assistant Secretary of the University  
(Professor of Entomology, College of Agriculture, UPLB)

**STAFF**

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