

University of the Philippines System
Office of the Secretary of the University

*Handbook on Protocol
in the
University of the Philippines*

HANDBOOK ON PROTOCOL IN THE UNIVERSITY OF THE PHILIPPINES

Foreword by Francisco Nemenzo

Prelusion by Oscar M. Alfonso
Editor

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University of the Philippines System
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HANDBOOK ON PROTOCOL IN THE UNIVERSITY OF THE PHILIPPINES

Foreword

Francisco Nemenzo
Former President
University of the Philippines

In an institution as large, as venerable, and also as dynamic as the University of the Philippines System, we unavoidably devote much time and effort to ceremonial functions. These include, but are not limited to, graduations, investitures, symposia, visits by distinguished persons, contract signings, and the like.

Over the past century, we have developed a complex academic and administrative organization that involves not only our faculty and staff but also our students and alumni. Beyond the University, we deal with a variety of other constituents: the national government, the private sector, other educational institutions here and abroad, and even the local governments and communities in which our campuses are located.

All this traffic requires some rules to ensure a smooth and unhampered flow of communications. Those rules have now been codified into this *Handbook on Protocol in the University of the Philippines*, which prescribes—and, in other cases, simply recommends—certain ways of doing certain things for the sake of propriety and efficiency. Protocol—the “etiquette of diplomacy”—exists and is observed not for its own sake, nor to encourage needless pomposity and ceremoniousness; rather, it recognizes the social value of tradition in maintaining harmonious relationships within and between institutions. While protocol may have more to do with manner and style rather than matter and substance, it is style in the service of substance, for the quality of which there can be no substitute.

The stipulations of this handbook—and tradition itself—are subject to review and to change over time. But in the meanwhile, we hope that this handbook will serve a useful and practical purpose, especially for administrators who have to deal with a broad array of constituents and concerns.



Prelusion

Protocol is defined as "a code prescribing strict adherence to correct etiquette." It means "precedence in rank and status." Etiquette and precedence are thus the be-all and end-all of protocol.

Etiquette is conduct or procedure required by good breeding or prescribed by authority. Etiquette is practiced when giving courtesy to others.

Precedence means giving way to someone. It is according others priority of attention and consideration, in seating arrangement at a dinner, in giving the place of honor.

A basic postulate of protocol—whether as etiquette or as precedence—is that all of us, of whatever social class or however top brass wherever, have from birth someone higher than us who deserves our respect and courtesy.

Over time, practices in protocol developed and became institutionalized and regularized.

Protocol is no fad. Newfangled it is not. It is vintage, serious business. How, for example.

A Russian convict applied for pardon. The prison warden wrote him: "Pardon impossible, to be sent to Siberia." Nonetheless, happily the convict hied home, a free man. The Czar, receiving his appeal, had written the warden after reflection: "Pardon, impossible to be sent to Siberia." Apocryphal story or not, an offending comma was made blessed for the convict, by the strategem of protocol. Protocol placed the Czar in the last line of defense.

Protocol is also a cautionary tale. A precaution to reduce to dribs and drabs the incidence of gaffes and faux pax. (Many times these two words are each preceded by the qualifying "diplomatic"—as if lapses of protocol were the lot only of diplomats, which they are not.)

Come to think of it. Between husband and wife—has it become between wife and husband—there is also protocol as etiquette and precedence, as surely every other husband knows, the wife even better. No more effective protocol officer in the home than she. The rest of the husbands affect not to know protocol (consequence of this, unsure).

The University of the Philippines often hosts events of consequence attended by persons of note in society. A need exists therefore for a handbook on proper practices of protocol, for the information and guidance of the U.P.'s constituents in interactions, among themselves as well as with officialdom and dignitaries within the university and without. U.P. seeks to do what is right and proper. This is U.P.'s first and meet stab at filling the need. Likely than not it would not be the last.

This handbook aims to keep the University of the Philippines in step with proper behavior in social situations compatible with accepted practice. It only seeks comity and orderliness. We are not royals or bluebloods in U.P. The handbook neither foists nor fosters pulling rank or glorifying hierarchy. It is not book, chapter and verse for superiority-inferiority hang-ups. The faculty remain academic peers notwithstanding academic or administrative rank strata. Solidity of academic performance, not ceremony or ceremonial, remains the U.P. watchword.

OSCAR M. ALFONSO
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PRACTICES OF CORRECT FORM IN THE UNIVERSITY OF THE PHILIPPINES

I. Heraldry

I.1 The University Seal

- The Seal in current use at the University was approved by the Board of Regents at its 77th meeting on 25 February 1913.
- It shows an eagle perched with its wings spread on a shield that carries three icons representing fields of specialization in the University, namely, agriculture, engineering and medicine.
- Inscribed on the circular band that surrounds the seal are the words "UNIVERSITY OF THE PHILIPPINES" on top and the founding year "1908" at the bottom.
- The seal symbolizes what the University aspires for – the highest achievement in the fields of knowledge and commitment to the nation.
- The seal marks the University's legal and public documents, communications, and publications.

(Source: *Community Update*, August-September 1998)



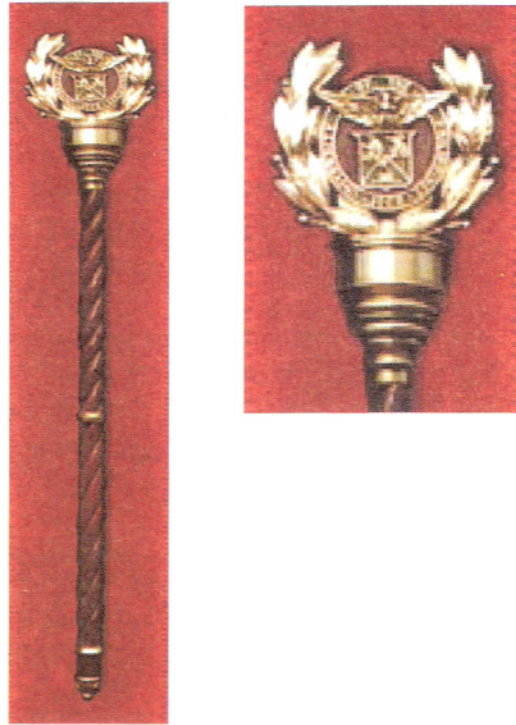
I.1.1 The Mace

- The mace is a heavy staff made of wood and metal and graced by the seal of the University of the Philippines.
- The mace symbolizes the authority of the University President and the Chancellor.
- The University President's mace is carried by the Secretary of the University, who precedes the President during academic processions.

The Chancellor's mace is carried by the University Registrar, who precedes the Chancellor.

- The President's as well as the Chancellor's mace, occupies prominent place during such activities as commencement and investiture ceremonies. Facing the audience, the President's mace is placed at the right side of the stage, while the Chancellor's mace is placed at the left side of the stage.

The President's Mace



I.1.2 The Medallion

- The Regents'/President's Medallion is a replica of the seal of the University of the Philippines. Its chain interconnects smaller replicas of the U.P. seal.
- The Chancellor's Medallion shows a replica of the Oblation at its center.
- The Medallion symbolizes the honor of the University of the Philippines and its tradition of academic excellence.
- The Medallion is worn over the academic gown during such rites as commencement and President's and Chancellor's investiture.

The Regents'/President's Medallion



The Chancellor's Medallion



I.2 The U.P. Flag



- The U.P. Flag is colored maroon on top and forest green below. At its center is the seal of the University of the Philippines with green inscription of its name in full around the seal.
- The Philippine Flag and the U.P. Flag are flown from separate staffs of the same height.
- To an observer facing a building, the U.P. Flag is flown to his/her right side while the Philippine Flag is to his/her left side.
- During flag raising ceremonies, the Philippine Flag is briskly hoisted first, followed by the U.P. Flag. The same sequence is followed during flag retreats, but the Philippine flag is lowered slowly.
- Stage arrangements require that the U.P. Flag is always to the speaker's left, while the Philippine Flag is always at the speaker's right.

1.3 The National Flag

1.3.1 Protocol of the Flag

The use and the care of the flag of the Philippines shall reflect deep respect for the national emblem. Every precaution shall be exercised in its handling. The following rules shall be observed:

- The flag shall be displayed only from sunrise to sunset. It shall always be hoisted briskly and lowered slowly and ceremoniously. It should not be flown when the weather is inclement.
- When flown at half-staff, the flag shall be hoisted for an instant to the peak and then lowered to the half-staff position. Before lowering the flag for the day, it should again be raised to the peak.
- The flag shall be hung horizontally or vertically. When hung horizontally, the blue field should be placed at the peak of the staff unless the flag is at half-mast. In times of war in which the Philippines is involved, the red field is placed topmost. When hung vertically, the equilateral triangle is on top, the blue field should be to the left and the red field to the right of the viewer facing the flag.
- When used on a speaker's platform, the flag shall be displayed above and behind the speaker, never on the front of the platform. If flown from a staff, it shall be on the speaker's right.
- The flag shall never be used to cover a desk or a table, or as covering for a ceiling, or as a receptacle, or as drapery of any sort whatsoever.
- The flag shall not touch the ground. At the moment of unveiling a statue or monument, it shall be carried aloft.

- When used to cover a casket, the flag shall be so placed that the equilateral triangle with the sun and the stars is at the head, with the blue field to the right, and the red field to the left of the deceased.
- When Philippine and foreign flags are displayed on flag poles, the poles shall be of the same height with the Philippine flag on the left as the group is viewed.
- No flag or pennant shall ever be flown above the Philippine flag.
- The flag shall never be dipped to any person or object.
- The flag shall never be draped over the head, top, or other part of a vehicle. When the flag is displayed on a motorcar, the staff shall be affixed firmly to the right fender such that the flag shall not touch the body of the car.
- The colors shall never be draped with black crepe except when the President of the Philippines declares a national mourning.
- The flag shall not be loaned except for official or community ceremonial purposes.
- When the flag is in such a condition that it is no longer a fitting emblem for display, it shall be completely destroyed--preferably by burning.
- The likeness of the Philippine flag shall never be embroidered or painted on wearing apparel and advertising materials.

1.3.2 Salute to the Flag

- During the Ceremony of hoisting or lowering of the flag or when the flag is passing in a parade or in a review, everyone shall face the flag and stand at attention. Men shall remove their hats or headdresses with the right hand and hold them at the left breast. Women place the right hand over the heart. In this manner, salute to the flag in moving column is rendered at the moment the flag passes. When the national anthem is played, the same manner of saluting the flag is to be observed. When no flag is displayed, all shall face the musicians.

Source: Philippine Foreign Service Code, Ministry of Foreign Affairs, 1983.

1.4 The Oblation

- No symbol is more closely identified with the University of the Philippines than the statue of the Oblation. The naked figure of a young man in a symbolic gesture of sacrificial offering of service to country and humanity has become a landmark in every campus of the University. For the hundreds of thousands of U.P. alumni, the Oblation has become their major symbolic link with Alma Mater. The Oblation is also the major rallying point for all kinds of dissent,

protest actions and social criticism, as well as expressions of public service, nationalism and patriotism. For the constituent universities of the U.P. System, the Oblation is the enduring symbol of their unity in mission, vision and traditions.

- The Oblation, a masterpiece of National Artist for visual arts Guillermo E. Tolentino, was commissioned in 1935 by President Jorge C. Bocobo.
- On 29 November 1958, on the occasion of the University's golden jubilee, the 9-foot tall bronze Oblation was unveiled in U.P. Diliman where it now stands in front of Quezon Hall, the main administration building of the U.P. System.
- The original oblation is kept at the third floor of the U.P. Main Library in the Diliman Campus.
- The oblations displayed in the different constituent universities, except those of U.P. Mindanao and U.P. Open University, were cast from the original of Guillermo E. Tolentino.

(See Appendix E for photos of the Oblation in the various Constituent Universities.)

1.5 The U.P. Hymn

1.5.1 U.P. Beloved/U.P. Naming Mahal

- U.P. Beloved is a tale of two competitions. Both contests were held in 1917, the first to select the lyrics that could best express the U.P. spirit, "capable of touching the heart and soul of every U.P. student and alumnus." The poem by **Teogenes Velez**, then a liberal arts student, was chosen. The other contest then was held to set the prize-winning poem to music. The composition of **Nicanor Abelardo** won. Since then, it has been sung or played as the University Hymn.
- U.P. Naming Mahal, is another story. This version is a composite poem culled from "translations received by a screening committee which found none of them to be, in full, suitable to the hymn's musical accents nor literally acceptable."
- The translations were those of **Tomas N. Aguirre**, Department of Pilipino and Philippine Literature; **Carlito R. Barril**, College of Agriculture; **Conrado Galang**, Baguio; **C.P. Habito**, College of Agriculture; **Bienvenido T. Miranda**, Natural Science Research Center (now Institute); **Jose L. Pelayo**, College of Engineering Shops; **Hilarion R. Rubio**, retired from the College of Music faculty, and **Severino S. Tabios**, Los Baños Legal Office.
- The screening committee was chaired by then Music Dean **Ruby K. Mangahas**, with **Antonino Buenaventura**, **Felipe Padilla de Leon**, **Aurelio Estanislao**, and **Regalado Jose**, as members.

- U.P. Naming Mahal was first sung during the general commencement exercises on 11 April 1970.

(Source: *The 1985 Alumni Yearbook*)

(See Appendix F for the musical score of *U.P. Beloved/U.P. Naming Mahal*)

1.6 Academic Costume

Two academic costumes are officially recognized by the University during academic functions:

1.6.1 Gown or Toga

- It is a loose gown or a robe with accompanying cap and tassel. The academic gowns used in the University are for three levels: a Bachelor's degree, a Master's degree and a doctorate. The bachelor's gown has long pointed sleeves. The Master's gown has sleeves cut away above the elbow in front and hung down at the back. The doctor's gown has velvet panels in front and bell-shaped sleeves with three horizontal velvet panels.
- A cap with flat top and tassel is worn by bachelor's and master's degree holders. Doctors wear cap or beret with gold tassel.
- Hoods are worn by holders of DOCTOR'S degree, POSTGRADUATE degrees and such other degrees that require a FIRST degree as a PREREQUISITE. The hood is bound with velvet of the department color as indicated in the list below and lined with silk of U.P.'s colors of maroon and forest green.
- The subject colors are:
 - Agriculture – maize
 - Architecture – imperial yellow
 - Arts, Letters, Humanities – white
 - Commerce, Accountancy, Business – drab
 - Dentistry – lilac
 - Economics – copper
 - Education – light blue
 - Engineering – orange
 - Fine Arts – brown
 - Forestry – russet
 - History – white
 - Home Economics – maroon
 - Hospital Administration – green
 - Hygiene and Public Health – salmon
 - Industrial Management – black
 - Journalism – crimson
 - Law and Jurisprudence – purple
 - Library Science – lemon
 - Medicine – green
 - Music – pink

Nursing – apricot
 Occupational Therapy – green
 Pharmacy – olive green
 Philosophy – dark blue
 Physical Education – sage green
 Physical Therapy – green
 Public Administration – peacock blue
 Public Health – salmon pink
 Science including Biology, Chemistry, Zoology and Sugar
 Technology – golden yellow
 Social Work – citron
 Veterinary Medicine – gray

- The academic hood is draped around the neck and shoulders so that the larger portion hangs down the wearer's back. The velvet or velveteen degree band is worn on the outside. The lower portion of this band which hangs on the wearer's back is turned inside out to show the school colors forming a chevron.



References:

Academic Apparel: Academic Regalia Color List,
http://academicapparel.com/caps/regalia_colors.html

Academic Costume Code, <http://store.graduationgown.com>

Academic Dress and Insignia of the World, Volume II,
 Hugh Smith & Kevin Sheard, 1970, AA Balkene/Cape
 Town

Regalia 101: All the facts you need about academic regalia,
www.robeshop.com/regalia.htm

The New Book of Knowledge, Grolier Incorporated: 1973

1.6.2 Sablay

- The sablay is the other official academic attire of the University. The word "sablay" has two meanings: one, a loose piece of clothing that is simple yet elegant and joined by an ornament; and two, the draping of a precious object or fabric on the shoulder.
- The sablay was first used in the University of the Philippines Diliman in 1990. There was a period when experimentation was allowed thus giving rise to various versions of the sablay. These are now obsolete and should not be worn anymore. The official design for the sablay of U.P. Diliman was adopted at the 28 February 2001 (73rd) University Council Meeting. This official version is what is now the required costume in official academic ceremonies in U.P. Diliman.
- The sablay gets its inspiration from the Muslim malong but incorporates various traditional elements found in other Philippine cultures. Running



sablay

through the sablay are geometric motifs of indigenous Philippine tribes. They border the initials of the University interpreted in *alibata* characters, the ancient Philippine alphabet. Alternating with the initials of U.P. is an *ukkit* or *ukir* as an accent. The basic colors use maroon and forest green, the official colors of the University of the Philippines.

- The sablay has two versions: the hablon, hand-woven material from Iloilo, and the cotton twill with the design silk screened on to the fabric.
- The sablay is worn by men over plain or ecru-colored barong and black pants, by women over white or ecru-colored dress, midcalf to ankle length. The dress should have sleeves matched with closed shoes. Being an academic costume, the sablay should be worn only with academic regalia (medallions for academic achievement) and a minimum of jewelry. Corsages and leis are not part of the academic costume and therefore they should NOT be worn with the sablay during the ceremony.
- The sablay is worn initially over the right shoulder. After the President has conferred the degree, it is moved from the right to the left shoulder without being taken off.
- The U.P. Open University has adopted the sablay as the official academic costume for its graduates. It has also adopted a doctoral hood, designed to combine with the sablay for the PhD graduates. The hood is made of a piece of fabric shaped like a hood with a metal medallion sewn in front (see photos below). The colors of the hood are the U.P. colors maroon and forest green. Horizontal stripes symbolize provision of access to quality education, the mission of the U.P. Open University. (Approved by the BOR at its 117th meeting, 30 May 2003)



The UPOU Doctoral Hood

2. Precedence in the University

2.1. Board of Regents (BOR)

- The Board of Regents is the highest governing body of the University of the Philippines. It is composed of the following:
 - a. The Chair of the Commission on Higher Education as Chair of the Board
 - b. The President of the University of the Philippines System as Vice-Chair of the Board
 - c. The Chair of the Senate Committee on Education
 - d. The Chair of the House Committee on Education
 - e. The President of the U.P. Alumni Association
 - f. The Faculty Regent
 - g. The Student Regent
 - h. Five other Regents appointed by the President of the Philippines, at least three of whom are alumni of the University
- The order of precedence is as follows:
 - a. Chair
 - b. Vice-Chair
 - c. Chair of the Senate Committee on Education
 - d. Chair of the House Committee on Education
 - e. President of the U.P. Alumni Association
 - f. The most senior Regent (the one with the longest continuous service)
 - g. The second in terms of seniority
 - h. The third in terms of seniority
 - i. The fourth in terms of seniority
 - j. The most junior Regent
 - k. The Faculty Regent
 - l. The Student Regent

2.2. U.P. System Officials

- By tradition, the President of the University is always followed by the Vice President for Academic Affairs, then, by the Vice President for Planning and Finance, the Vice President for Administration, the Vice President for Development, the Vice President for Public Affairs, the Vice President for Legal Affairs, and the Secretary of the University and of the Board of Regents
- The Chancellor of U.P. Diliman takes precedence over all the other Chancellors since U.P. Diliman is the flagship campus of the University. The rest of the Chancellors are listed on the basis of the date of establishment of their campus as constituent universities, thus: the U.P. Diliman Chancellor followed by the Chancellors of U.P. Los Baños, U.P. Manila, U.P. Visayas, U.P. Open University, U.P. Mindanao and U.P. Baguio.

(See also Processional on pp. 12 and 14.)

2.3 Officials of the Constituent Universities (CUs)

- Each CU is headed by a Chancellor and supported by a number of Vice-Chancellors. By tradition, the Vice-Chancellor for Academic Affairs takes precedence over the other Vice-Chancellors. Quite often, the precedence is as follows: Vice-Chancellor for Academic Affairs, Vice-Chancellor for Administration, Vice-Chancellor for Planning and Development, Vice-Chancellor for Research, Vice-Chancellor for Student Affairs (in U.P. Diliman), Vice-Chancellor for Community Affairs and the University Registrar.
- Order of precedence among the deans of the constituent universities is based on the date of establishment of the college/school. Thus, in U.P. Manila, for instance, the Dean of the College of Medicine takes precedence over the other Deans.

3. University Ceremonies

3.1. Commencement Exercises, President's/Chancellor's Investiture, Conferment of Honorary Degree

The University holds academic ceremonies, principally commencement exercises, investiture of incoming President/Chancellor and conferment of honorary degrees. Facets of these academic ceremonies involve protocol.

3.1.1 Commencement Exercises

- Guest list
 - Select government officials
 - Presidents of universities
 - Ambassadors
 - Members of the Board of Regents
 - U.P. System Officials
 - Chancellors and Vice-Chancellors of the various Constituent Universities (CUs)
 - Guests of the Commencement Speaker
 - Parents of candidates for graduation

- Seating

Each CU has its own seating arrangement for the stage and for the audience. The stage layout is similar to that for the Conferment of Honorary Degree (see p. 16). However, more people are usually seated on stage. Aside from the President of the University, the Commencement Speaker, the members of the Board of Regents, and University and CU officials, the following may also be seated on stage: Chancellors and Vice-Chancellors of other CUs, members of the diplomatic corps and other guests, the *summa cum laudes* and their parents, the Deans and Directors of the various units, and members of the faculty in their academic costume.

For the candidates for graduation, seats are arranged by degree program by College. In each section, the seating arrangement follows this order: candidates with honors (*magna cum laudes* then *cum laudes*), candidates for baccalaureate degrees, candidates for masters degrees and candidates for doctoral degrees.

- Processional

(Only those in academic attire, e.g. cap and gown or sablay, may join the processional. For a discussion of the Academic Costume, see pp. 7-9.)

Order of Procession

University Marshal (The Vice-Chancellor for Students Affairs or his/her equivalent)

Summa Cum Laudes

Candidates for doctoral degrees of the different colleges/schools/institutes. (They may be recognized as one group or they may join their own college/school/institute.)

Candidates for graduation (arranged by college/school/institute) led by the college officials, College Secretary and College Marshal, followed by the college flag bearer, candidates with honors (*magna cum laudes* and *cum laudes*), candidates for BAVBS, candidates for masters degrees, and candidates for doctoral degrees

The faculty of the CU

Directors

Deans

Special Guests (those in academic costume)

Officers of Administration of other CUs

Officers of Administration of the host CU and the U.P. System

Members of the Board of Regents

Mace of the Chancellor (carried by the University Registrar)

Chancellor of the host Constituent University

Mace of the President (carried by the Secretary of the University)

President of the University of the Philippines

Chairman of the Board of Regents

Commencement Speaker

- Entry of colors (*Candidates for graduation should remain standing during the entry of colors.*)

Flag position:

During procession

- Philippine Flag – right side) side by side
- U.P. Flag – left side)

On Stage:

- Philippine Flag – right side of the stage or left of audience
- U.P. Flag – left side of the stage or right of audience

- Program

- ♦ National Anthem
- ♦ Opening remarks by the Chancellor

- ♦ Musical Number
- ♦ Introduction of the Commencement Speaker
- ♦ Speech of the Commencement Speaker
- ♦ Presentation of Candidates for Graduation
(The Vice-Chancellor for Academic Affairs or his/her equivalent, the Deans of Academic Units and the Directors of Institutes present to the Chancellor the candidates for graduation.)
- ♦ Conferment of Degrees and Titles
- ♦ Hooding of/Awarding of Certificates to Doctoral Graduates
- ♦ Musical Number
- ♦ Response from a representative of the graduating class
- ♦ Pledge of Loyalty to the Alma Mater
- ♦ Induction of graduates to the U.P. Alumni Association
- ♦ U.P. Naming Mahal
- Exit of Colors
- Recessional

3.1.2 President's Investiture

- Guest list of officialdom
 - President of the Republic
 - Vice President of the Republic
 - Senate President
 - Speaker of the House of Representatives
 - Chief Justice of the Supreme Court
 - Senators
 - Congressmen
 - Cabinet Secretaries
 - Associate Justices
 - Chair and Members, Commission on Higher Education
 - Ambassadors
 - Foreign Guests

University Secretary
 Grand Marshal
 Deputy Marshal

AUDIENCE SEATING FACING STAGE

↓	↓	↓	Sectoral Speakers	A I S L E	President and his/her Spouse, Members of the Board of Regents, Former U.P. Presidents	A I S L E	President's Family and Relatives
			Faculty (not in academic costume)		VPs/Univ. Sec./Chancellors /Former Chancellors/VCS		Faculty (not in academic costume)
					Senators/Congressmen/Cabinet Members		
			Alumni		Supreme Court Chief Justice, Assoc. Justices		Alumni
					Members of the Diplomatic Corps		
			Guests				Guests
					Processional Participants in Academic Costume		
			REPS				REPS
					Presidents/Representatives of Philippine and Foreign Universities		
			Administrative Personnel		Deans & Directors (not in academic costume)		Administrative Personnel
					Faculty (not in academic costume)		
			Students				Students

- Processional
(Only those in academic attire, e.g. cap and gown or sablay, may join the processional. For a discussion of Academic Costumes, see pp. 7-9.)
 - Order of Procession
 - Grand Marshal
 - Faculty of the University
 - Deans/Directors/Heads of Units
 - Vice-Chancellors/Assistant Vice Presidents
 - Presidents/Representatives of SUCs and other Institutions
 - Chancellors of other CUs
 - Vice Presidents
 - Former U.P. Presidents
 - Board of Regents
 - Secretary of the University (with UPS mace)
 - President of the University
 - Chair, Board of Regents

- Entry of colors – c/o Department of Military Science and Tactics
 - Flag position
 - During Procession
 - Philippine Flag – right side) side by side
 - U.P. Flag – left side)
 - On Stage
 - Philippine Flag – right side of the stage or left of audience
 - U.P. Flag – left side of the stage or right of audience

- Program
 - ♦ National Anthem
 - ♦ Order of Messages
 - Administrative personnel]
 - REPS] from the
 - Alumni] different
 - Student Regent] CUs
 - Faculty Regent]
 - ♦ Musical Number
 - ♦ Investiture Rites
 - The BOR Chair presiding
 - Positioning
 - BOR Chair - left of the President
 - President - right of the BOR Chair
 - President's Spouse - right of the President
 - Note: Upon reaching their respective places, the BOR Chair and the President face each other. The President's spouse turns to the center to witness the ceremony.*
 - ♦ Investiture Address – approximately 30 minutes (Copies of the President's address to be distributed after the investiture.)
 - ♦ Musical Number
 - ♦ U.P. Naming Mahal
- Exit of Colors
- Recessional

3.1.3 Chancellor's Investiture

- Guest list of Officialdom (*see p. 13*)

- Guest list of Officialdom (*see p. 13*)

University Registrar

Grand Marshal

Deputy Marshal

AUDIENCE SEATING FACING STAGE

			Sectoral Speakers	AISLE	Chancellor and his/her Spouse, University President, Members of the Board of Regents/ Former U.P. Presidents	AISLE	Chancellor's Family and Relatives
			Faculty (not in academic costume)		VPs/Univ. Sec./Chancellors of other CUs/ Former Chancellors/VCS of host CU		Faculty (not in academic costume)
					Senators/Congressmen/Cabinet Members		
					Supreme Court Chief Justice, Assoc. Justices		
			Alumni		Members of the Diplomatic Corps		Alumni
			Guests		Processional Participants in Academic Costume		Guests
			REPS		Presidents/Representatives of Philippine and Foreign Universities		REPS
			Administrative Personnel				Administrative Personnel
					Deans & Directors (not in academic costume)		
			Students		Faculty (not in academic costume)		Students

- Program
 - ♦ Processional (*see p. 14*)
 - ♦ Entry of Colors (*see p. 14*)
 - ♦ National Anthem
 - ♦ Order of Messages (*see p.14*)
 - ♦ Investiture Rites
 - The President presiding
 - Positioning
 - President - center of stage, left of the Chancellor
 - Chancellor - center of stage, right of the President
 - Chancellor's Spouse - right of the Chancellor
 - Note: Upon reaching their respective places, the President and Chancellor face each other. The Chancellor's spouse turns to the center to witness the ceremony.*
 - ♦ Investiture Address – approximately 30 minutes. (Copies of the Chancellor's address to be distributed after the investiture.)
 - ♦ Musical Number
 - ♦ U.P. Naming Mahal
- Exit of Colors
- Recessional

3.1.4 Conferment of Honorary Degree

- Nomination Process
 - The nomination is approved by the BOR through a vote of not less than three fourths (3/4) of all its members (670th Meeting of the BOR, 17 February 1960). No information is released or published about

this matter until the party concerned has signified his/her acceptance of the award.

- Informing the honoree of the BOR's decision

The President writes the candidate for honorary degree. If the honoree happens to be a state visitor, the communication is coursed through the Department of Foreign Affairs (DFA). Otherwise, communication is sent directly to the candidate for honorary degree.

When the Honoree is a high foreign dignitary, the University coordinates with the Malacañang Protocol Office regarding some concerns like honoree's party/guests, food preference, security arrangements, media coverage, etc.

- Items of distinction given the honoree

Certain items of distinction are given the honoree as testimonies of the honorary degree bestowed by the University of the Philippines.

Vestments - These consist of the hood, the cap and the gown.

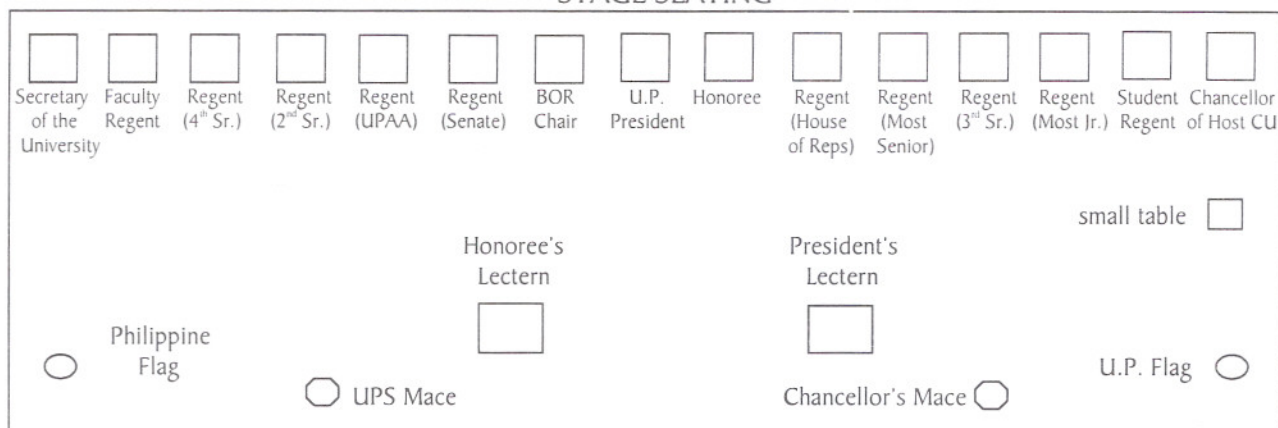
Citation - As a practice, the citation is bilingual; in Filipino and in English.

Diploma - This is also bilingual. There is a standard U.P. diploma for honorary degrees. Specific to the recipient of the honorary degree are the following:

- The honoree – name, title, form of address to him/her
- Title of the degree
- Date and place of conferment
- The President as signatory, attestation by the Secretary of the University

- Guest List of Officialdom (see p. 13)
- Seating (For BOR order of precedence, see p.10)

STAGE SEATING



AUDIENCE SEATING

Honoree's Party/Guests	AISLE	Former U.P. Presidents/ Officers of U.P. System Administration
Heads of State Universities and Colleges		Chancellors and Vice-Chancellors
Faculty in academic costumes		Government Officials
Faculty in ordinary attire		Heads of Diplomatic Missions
REPS/Administrative Personnel		Alumni and Other Guests
Students		Students

- Processional

(Only those in academic attire, e.g. cap and gown or sablay, may join the processional. For a discussion of Academic Costumes, see pp. 7-9.)

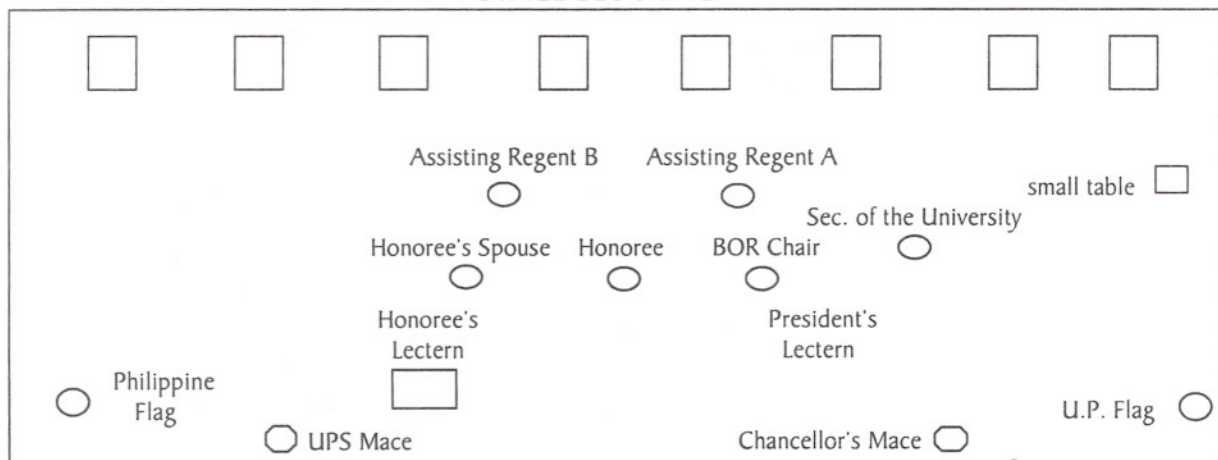
Order of Procession:

Grand Marshal
 Faculty of the University
 Deans/Directors/Heads of Units
 Vice-Chancellors/Assistant Vice Presidents
 Presidents/Representatives of SUCs and other Institutions
 Chancellors of other CUs
 Vice Presidents
 Former U.P. Presidents
 Board of Regents
 Registrar of Host CU (with CU mace)
 Chancellor of Host CU
 Secretary of the University (with UPS mace)
 President of the University
 Chair, Board of Regents
 Candidate for Honorary Degree

Note: The recipient of the Honorary Degree (Honoree) follows the Chairman of the Board of Regents at the end of the line.

- Entry of colors – c/o Department of Military Science and Tactics
- Program
 - ♦ National Anthem
 - ♦ Conferment of Honorary Degree
 - The President presiding

STAGE BLOCKING



- The President reads the English version of the citation. The Chancellor reads the Filipino version.
- The Secretary of the University hands the diploma/hood/citation to Assisting Regent A.
- Assisting Regent A hands the diploma/hood/citation to the BOR Chair.
- The BOR Chair gives the diploma and citation to the Honoree.
- Regent B assists the BOR Chair in putting the hood on the Honoree.
- ◆ Speech of the Honoree
- ◆ Musical Number
- ◆ U.P. Naming Mahal
- Exit of Colors
- Recessional

3.2 Turnover Ceremony

At the end of the term of the U.P. President, a turnover ceremony is held at the Quezon Hall lobby for the outgoing president to turn over the mace, symbol of authority of the U.P. presidency, to the incoming president.

3.2.1 Program

- Arrival Honors for Outgoing President
8:00 a.m. – Outgoing President arrives at Quezon Hall

The Military Host (MH), together with a member of the Corps of Sponsors, greets the Outgoing President, escorts him/her to his/her designated seat, and puts lei/corsage on him/her while the ROTC Band plays.

- Arrival Honors for the Incoming President
8:15 a.m. Incoming President arrives at Quezon Hall

The MH with a member of the Corps of Sponsors greets Incoming President upon alighting from the vehicle. The MH salutes Incoming President who returns the salute. The Sponsor puts lei/corsage on Incoming President.

The MH leads Incoming President to the designated dais. Incoming President occupies the dais facing the Honor Guard Co. (HGC).

The HGC Commander (HGCC) gives the command for "Present Arms" to the HGC. He then faces Incoming President and executes "Present Sword." Incoming President renders and holds a salute as the Band plays a short tune. After the tune, Incoming President brings his/her right hand down to his/her side. This is the signal for the HGCC to bring the HGC to Attention.

The HGCC then commands the HGC to "Present Arms" for trooping the line. When the HGC has executed the command, the HGCC salutes and informs Incoming President that the troop is ready for inspection, saying, "*Ginoo/Ginang, handa na po ang Tanod Pandangal upang libutin, Ginoo/Ginang.*"

Incoming President returns the salute and steps down the dais (left foot first) for trooping the line, following the base drum's cadence with the left foot's stride, and walks towards the Band. The MH and HGCC accompany the Incoming President.

Upon reaching six paces before the flags, the HGCC gives the command for saluting the flags. Incoming President, MH and HGCC salute. After passing the flags, the HGCC gives the command to terminate the salute.

Trooping the line ends as the HGCC proceeds to his original position. Incoming President and MH return to their respective dais.

The HGCC then commands the HGC to render a final salute. Incoming President returns the salute.

The HGCC brings the HGC to Attention. He salutes Incoming President and informs him/her that the Arrival Honors is completed, saying, "*Ginoo/Ginang, tapos na po ang Parangal, Ginoo/Ginang.*" Incoming President returns the salute.

Incoming President asks the HGCC to approach him, saying, "*Mangyaring lumapit kayo.*"

The customary handshake follows. Incoming President, if he/she wishes, may inform the HGCC that he/she is pleased with the Ceremony.

The HGCC returns to his post. The MH faces and salutes Incoming President. Handshake follows.

Then, the MH leads Incoming President to where the other guests are gathered.

- Flag Ceremony

8:30 a.m. - Pambansang Awit followed by U.P. Naming Mahal to be led by a University performing group

- Turnover Ceremony

8:35 a.m. - Outgoing President gives his/her departure speech

After the Outgoing President's departure speech, the University Secretary gets the U.P. Mace from the stand and hands it to the Outgoing President.

Outgoing President says:

"I hereby hand over to you this mace, symbol of authority of the Presidency of the University, turning over to you by this Act all the responsibilities and prerogatives of your Office."

("Ibinibigay ko sa iyo ang mace na ito, simbolo ng awtoridad ng pagkapangulo ng unibersidad.")

Outgoing President hands over the U.P. Mace to Incoming President.

Incoming President accepts the Mace and says:

"I accept this Mace and hereby solemnly pledge that I shall devote all my efforts to advance the thrusts toward the future of the University of the Philippines as the National Center of Excellence and Advanced Learning."

("Tinatanggap ko ang mace na ito, at taos-pusong sumusumpa na iuukol ko ang aking buong pagkatao para sa ikabubuti ng moral na pamumuno, kagalingang pang-akademiko, at materyal na kapakanan ng unibersidad bilang natatanging sentro ng pangunahing kaalaman at pananaliksik para sa mamamayang Pilipino.")

Incoming President hands Mace to University Secretary who puts it back on the stand.

Incoming President delivers his/her acceptance speech.

After the speech, the U.P. ROTC Band plays "Push on, U.P.!"

3.3 University Programs, Official Receptions and Courtesy Calls

3.3.1 Scheduling an event when a VIP is involved

- The importance of being earnest. When a guest of honor is to be invited to grace an occasion, the date and time of the activity must consider his/her availability. Hold off any public announcement of the

date and all date-related arrangements until his/her commitment is secured. Nothing conveys better the earnestness of an invitation than its accordance to the invitee of the privilege of setting the date.

- When a traditional event calls for a traditional venue. There are cases when a preferred venue is critical to the affair due to considerations of protocol, tradition or technical requirements. Ensure venue availability mindful of the common convenient time of the guest of honor, the host and other key players.
- Competing events. Check the national and the University's calendars for possible conflict with other important events.

3.3.2 Letter of invitation to the guest of honor/speaker

- When to call, when to write. Calling up the appointment secretary is always an option but it is definitely more polite to write. When inviting ambassadors, top government officials and persons of similar stature as guest of honor/speaker, always write first, indicating a tentative date for the event. Writing ensures that all relevant information will get to the prospective guest's attention (not dependent on the efficiency of the secretary) and gives better chances of acceptance. At any rate, a formal, written invitation must follow an arrangement initially secured over the phone.
- What to include in the letter. After the what, where, when, what time, the VIP must be given an idea of how significant the event is, including maybe the infrequency of its being held. If inviting the U.P. President, say how the conference or seminar will project the image of the University or help secure a place for it in the world community of scholars. Mention the profile of participants and audience, the other speakers and VIPs, and how much time is allotted for his/her scheduled speech. If a theme has been adopted for the event (like in anniversary celebrations), mention this too.
- Should the date suggested be not feasible for the guest of honor/speaker, a more convenient time may be elicited from him/her. After s/he has accepted in principle, further negotiations on the final date may be done over the phone by the appointment secretaries.
- Helping your guest speaker write a good piece. As soon as ready, a copy of the printed invitation and program must be sent to the guest speaker, with background materials for his/her speech – about the conference, about the person being honored if any, about the mission of unit, its programs and current projects, etc. For book launchings, an advance copy of the book should be sent.
- It is always a thoughtful gesture to send a list of suggested talking points or a draft speech for the President's use at his/her option. The

University President, for instance, may be updated about what is going on in the discipline; and given perspective for his/her speech.

- Be considerate of his/her time. For day-long events like conferences and seminars, the scheduled time for his/her speech must be indicated. His/her office must be given the contact number (mobile phone) of the host or the event organizer. The number of his/her aide or secretary should be obtained. If behind schedule (hall is empty, where's the audience), a phone call to the staff suggesting to delay arrival of the guest of honor is pretty well in order.

3.3.3 Inviting Regents, National Artists and the like to a campus/college activity

- Avoid sending a "token" or "courtesy" invitation to a Regent, or to anyone for that matter whose presence is not really expected. The presumption is that everyone who receives an invitation will come. Release the invitation only if able to personally recognize and receive invited guests properly. [Gentle reminder: VIPs must respond to RSVP invitations well in advance if the host is to do a good job of receiving distinguished guests.]
- A Regent must at all times be given a seat of importance in any university/college function. His/Her presence must be acknowledged by the emcee. The head of unit must accord him/her all the honors and courtesies possible under the situation.
- National Artists/Scientists and others of "national" stature should be received with some decorum and accorded the appropriate recognition.
- As much as possible, those in the reception area must be able to recognize expected VIPs by face.

3.3.4 When to inform the Chancellor and the President about your VIP guests (national figures)

- It is wise to course any invitation for the President of the Republic through the Chancellor and the President. Sending Malacañang pro-forma invitations must be avoided. Every invitation must be earnest and special.
- It may not always be possible for the President or the Chancellor to be present at an event to which important government officials (senators, congressmen, the Chief Justice, cabinet members and ambassadors) have been invited. It is advisable to let these two top officials know as soon as the decision to invite is made. If both of them are unavailable, they would assign university officials to represent them.
- For proper coordination of the choice of commencement speakers in the seven constituent universities, this must be reported and coordinated in

advance with the President through the Secretary of the University, before communication with the speaker of choice even commences.

3.3.5 Informing the Chancellor when inviting the University President

- The Chancellor must be informed when the President is invited to be guest of honor at a college event. S/he would likely wish to be around or, if not available, would want to send a Vice-Chancellor to receive the President.
- When the President attends an academic lecture in his/her individual capacity as a faculty member or expert, the presence of the Chancellor of the host campus may not be expected.

3.3.6 When is an event "worthy" of an official reception by the President?

- Examples of occasions that may call for dinner receptions with the President as host are:
 - ✓ Investiture of a new president
 - ✓ Retirement of top officials and faculty members with exceptionally long and distinguished service to the University
 - ✓ Visit of heads of foreign universities, distinguished academicians, experts
 - ✓ Honoring faculty, students, alumni, or units/offices (e.g. U.P. Press as Best Publisher of the Year) as recipients of national and international awards
 - ✓ Testimonial for major donors, supporters, friends of the University
 - ✓ Welcome reception for U.P. Oblation Scholars
 - ✓ Dinner for visiting alumni from abroad who had extended significant assistance to Alma Mater in the past
 - ✓ Thank-you dinner in honor of officials who just finished their terms as BOR members, UPAA Board members, etc.
 - ✓ University Foundation Day
 - ✓ Welcome/Farewell dinner for participants in international conferences hosted by the University
 - ✓ Year-end Christmas party to thank the staff, inner circle
 - ✓ Post-lecture dinners for visiting professors; post-performance dinners for visiting artists
 - ✓ Showcase of Philippine food and culture to visiting scholars and students

3.3.7 When a college/unit organizes a reception in the name of the President

- Hosting vs. financing a dinner. Some colleges/units would sometimes ask the President to "host" a dinner for participants in their conferences when what they actually mean is to simply ask the Office of the President to shoulder the cost of the reception. Having received the financial assistance, the unit then proceeds to publicize the reception as one to be hosted by the President even if the latter's availability has not

been ascertained ahead of time. The President's non-appearance impacts badly on his/her office and on his/her person. It is incumbent upon the head of the unit concerned to coordinate this point with the staff of the President.

- Receptions being organized in the name of the University President must be coordinated with the Office of the President, particularly the latter's Public Relations Officer or equivalent staff.

3.3.8 Drawing up the Guest List (*See pp. 11, 13.*)

3.3.9 Invitations and Responses

- Invitations sent by the University are either formal or informal. They should specify the day, date, hour and place of the occasion. If possible, they should include the preferred attire.
- Invitations must include from whom or in whose behalf they are being sent, whether from the Chair of the BOR, the President of the University or the Chancellor.
- RSVP – Secretaries whose names and phone numbers are cited in the RSVP must be briefed beforehand before the invitations are released. They should be familiar with the details of the invitations and the name of every invitee. It's a turn off for an invitee to call and be asked by the phone receptionist for information the latter should have known in the first place.
- List of confirmations / regrets. The host (say, the President) must be given a copy of the list of confirmed guests before the party to enable him to prepare for his role, e.g., think ahead how to relate to each guest.
- Things to consider in sending out invitations:
 - Protocol and providing lead time in extending invitations must be observed. Invitations must reach the invitees at least two weeks before the event. The services of commercial couriers may be employed. Faxing a copy in advance, followed by the original, is now acceptable.
 - It is grossly impolite to send invitations on very short notice. If it could not be avoided, a short typewritten note explaining the reason could be stapled to the card. This way the recipient would know it was not she/he alone who got invited at the last minute.
 - In case of omission of any specification as to attire, it may be assumed that the attire is informal. However, when the invitation is for dinner or a reception after six o' clock, this omission can cause confusion and uncertainty, so it is always best to be explicit about attire. Say "Barong for men, Long dress for women," business suit or

smart casual instead of the terms "formal" and "informal" which may not have shared meanings among members of the University community who come from diverse cultures.

- A reception in honor of a distinguished visitor or high ranking official is disclosed in the first line of the invitation card.
- The purpose of the occasion is not mentioned when sending invitation to the guest of honor. The phrase "To Remind" is used.
- Include a map or sketch of the venue.
- The institutional affiliation is placed after the name of a visiting professor being honored at a dinner, e.g. Dr. John M. Wilson, Professor of Plant and Soil Science, Harvard University.
- Always use black ink in writing formal invitations. They may be written on fine-grade white stationery or white correspondence cards.
- Formal invitations may be extended by telephone. A secretary leaves a message with whoever is to be invited. The following is an example:

This is U.P. President Zabur's office.
The President (and Mrs. Zabur)
invite(s)
Secretary (and Mrs.) Santos
to luncheon in honor of Prof. Juan S. De la Cruz,
Professor of Philosophy,
on Friday, the tenth of September 200_ at one
o'clock, at the Executive House, U.P. Diliman.

My name is Miss Cruz and my number is XXX-XXXX.

- **Responding to Invitations**

- To give the host/hostess ample time to invite alternates, invitations should be answered immediately, within one or two days upon receipt.
- When accepting invitations, the reply should mention the date and place of the reception (if the reception will not be held in the host's residence).

- **Declining Invitations**

- Acceptable reasons should be given when declining invitations.
- Decline invitations at the earliest possible time. This may be done by facsimile, telephone, letter or telegram.

- **Suspending, postponing or advancing date of function**
 - A very good explanation should be given when suspending, postponing or advancing date of function. Acceptable excuses are: illness, death, wedding, important conference, etc.
 - Meticulously go through your guest list every time there is a change in date, time and venue of the event. Sounds so basic and yet, amid the flurry of preparations, someone out there is forgotten every now and then with disastrous results. Send an explicit notice or make an explicit phone call to this effect. Do not just send your distinguished guests a printed program with a new date expecting his/her appointment secretary to discover the change.
 - In the case of dinner invitations which have been sent long in advance, communicate the postponement by letter stating the original wordings in the invitation.

3.3.10 Welcoming the Guest

- Arrival Honors. Arrival honors in any form must be brief and neatly executed. Sometimes a lei, a handshake and a photo op suffice.
- It is also customary for visiting ambassadors and other dignitaries to be met by a University Police motorcycle escort at the entrance to the university and guided to the venue of the dinner or program.
- Reception Line. A reception line is in order when the party or program is either large and formal or has for guest of honor the President of the Republic, the President of the Senate, the Speaker of the House of Representatives, the Chief Justice, an Ambassador or a visiting head of state. The reception line may consist of the Chairman of the Board, the President, the Chancellor of the host campus, and the VP for Public Affairs. Other University officials may be invited to join provided it does not result in a long, cumbersome line.
- The President and the rest of the reception line must come, at the very least, 15 minutes before the guests are expected to arrive. An introducer of sufficient rank walking to his/her right, must guide the guest of honor down the receiving line, announcing clearly at every stop the name and position of the welcoming officials.
- For less formal occasions where no receiving line is employed, consider the use of nametags and the help of staff assistants who will see to it that guests are brought and introduced to the hosts as they arrive. For large events, guests are also expected to announce/introduce themselves to the host as they meet at the entrance.
- The reception line at a college event. The reception line, arranged from highest to lowest level of welcomers, may consist of the President's/Chancellor's representatives if any, the highest officials of

the unit, and the head of the student body if the latter is co-sponsoring the activity. Key alumni who have significant role in the event may be invited to join the line. The line should preferably not exceed seven people. As cited above, an introducer must walk alongside the guest of honor (to his/her right) and announce in a clear voice the name and position of every person in the line.

- Signing the guest book. This little act of guest book signing has ceremonial, historical and administrative values and should not be missed in formal receptions. A university official should lead the guest of honor to the foyer where the guest book is. A photographer should be on hand; a good pen available. The date and the title of the event should be pre-printed in nice longhand before the first guest arrives. For very large receptions, a pre-printed registration list attended to by an alert and cordial secretariat serves the purpose.
- Reception area and holding room for VIPs. In Quezon Hall, first-time visits of alumni, heads of universities and other dignitaries usually start in the anteroom of the Office of the President. Even non-first-timers who had been away long enough would often appreciate being ushered again into the President's inner room. "Nostalgia" is an important capital in development work. However, where the main event is to be held in some distance from Quezon Hall, the nicest and most comfortable room in the building could serve the purpose of receiving area.
- When the President / Chancellor invites a dean / faculty member during the courtesy call of an ambassador or guests of similar rank. Other University officials, deans, faculty members and senior administrative staff may be invited to be on hand when an ambassador visits. Who gets invited depends on the objective of the visit, e.g., an ambassador at the start of his tour of duty would pay the U.P. President a courtesy call which is akin to a presentation of credentials, or would visit the University to "break ground" for a major project involving the ambassador's constituents. The other invitees should already be around before the honored guest arrives. It ruins the flow to restart introductions when more serious discussion is already underway.
- Handshaking, Hugging and Kissing. Bouquets, Leis and Corsages. When receiving Muslim guests, it is advisable to call up the latter's secretary and ask advice about the propriety of certain Western practices.
- Business Card Etiquette. Always be ready with a stack of neat, crisp business cards when you are scheduled to meet first-time guests, especially foreigners.
- The business cards of U.P. officials and other personalities must reflect the image of the institution. Careful thought should be given to their design and the choice of stock and printing.

- Among Asians – particularly the Japanese, Chinese and Koreans -- the exchange of cards early on during the courtesy call or meeting is an act of much grace and deference. It would be nice for the Filipino host to adapt to its rhythm. The Japanese present their cards with both hands and a little bow especially to someone whom they believe is more important or whom they wish to honor. Take a little time to read the card before keeping it in your pocket or setting it aside. You may pick up some information from it to start small talk.
- Remember that the Chinese write their family names first. Therefore, you would address the Mr. Chen Jiebin in the card as Mr. Chen. Some Chinese names have been westernized; it is easy to spot the surname in such cases.
- Knowing your guest/small-talk protocol. Do not rush your foreign guest to the discussion of the agenda for the visit. The latter may not even be apparent in some cases. Allow for a short warm-up period (varies from culture to culture) talking about safe topics until the guest has relaxed and is at ease.
- Sending the curriculum vitae before the visit. It is customary for the staff of visiting members of the diplomatic corps to send the host a copy of the diplomat's curriculum vitae; they will in turn ask a copy of the curriculum vitae of the host. The same is true for visiting heads of other universities. The exchange can be initiated by either party.
- Briefing materials for the host. The host (the President, the Chancellor or a Dean) must have a set of background materials at least a day prior to the arrival of an honored guest. When receiving an ambassador for instance, the President's briefing notes might consist of the following: a list of linkages / memoranda of agreement signed with universities in the Ambassador's home country, the status of each partnership, list of students / nationals who are currently enrolled in U.P., list of faculty members who earned their degrees in the Ambassador's country, development assistances to U.P. from the Ambassador's country, etc. If the guest is a donor who had given in prior years the President must be reminded of this before s/he arrives. The status of funds and how the donation was used could serve as the host's talking points.
- Current in-house publications for the guest. One or two publications (not a loadful) may be given to the guest along with a token. (*Gifts and tokens are discussed on pp. 35-36.*) It is also S.O.P. to have the latest U.P. publications available in the foyer during President-hosted functions.
- Briefing an out-of-town/foreign guest. It is the duty of the host to brief the guest about certain practices, traditions, and regulations of the place/s s/he will be visiting (e.g., no smoking in enclosed public places)

to spare him/her from possible embarrassments and inconveniences during his/her stay.

3.3.II Seating Protocol

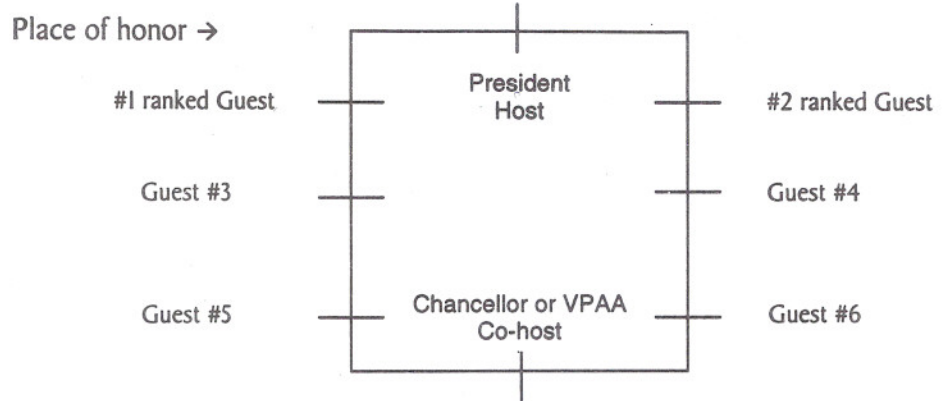
3.3.II.1 On stage during university ceremonies (see pp. 11, 13, & 16)

3.3.II.2 The table plan/seating protocol during dinners/receptions

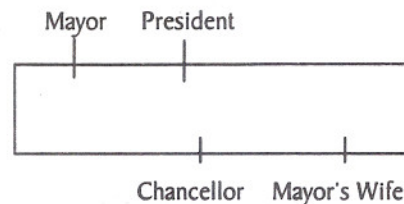
[A good part of the following is adopted from Letitia Baldrige, *New Complete Guide to Executive Manners*. New York: Rawson Associates, 1985.]

- The important seats are the focal point. The "kabisera" depends on the shape of the table (rectangular, square, round), the number of tables and their arrangements, and the layout of the room. The rest of the guests must have a good view of the guest of honor.
- The place of honor is to the right of the host. The guest of honor sits to the right of the host (say, the President). The next most important guest is seated on the left of the President. The third and fourth most important guests are seated to the right and left of the co-host (say, the VPAA, or the Chancellor), and so on.
- Who is the most honored guest? It is easy to identify in most cases: the guest of honor as cited in the invitation, the guest speaker, the ambassador or government official for whom the dinner is given, the donor in a turnover event.
- Foreign guests are usually assigned the place of honor. An exception is when a top national figure is also present.
- The evening's honoree (a retiring teacher) sits at the place of honor even if an individual of higher rank (a senator, his student in high school) is around.
- Members of the Board of Regents and University officials must be placed in their proper positions around the table according to their ranks and according to who is senior to whom. Base this on the list of precedence on pages 10 and 11 of this handbook.
- Seat them to honor and to facilitate interaction. In social dinners, sexes are seated alternatively (male-female-male-female, and so on) with husbands and wives separated and sometimes even at separate tables. However, receptions hosted by the University are rarely purely social, many of them are social-business in nature. The seats should therefore be ranked

in order of importance of the guests, with no reference to gender, as in the following:



- A person's spouse assumes the rank of his/her mate. If the President and the Chancellor of U.P. Diliman are co-hosting a dinner, seat the Quezon City Mayor to the right of the President and the Mayor's wife to the right of the Chancellor (or vice versa: the Mayor's wife to the right of the President, and the Mayor to the right of the Chancellor – although we rarely resort to the latter arrangement), as follows:



- Open seating – although this is sometimes resorted to because of the difficulty of ascertaining who will be coming, it will be useful at least to mark the seats of the host and the co-host with place cards.
- Table hosts. For large dinners, University and college officials should be distributed among the tables with each one playing the role of table host. These table hosts will see to it that guests assigned to his table are guided to their places, that proper introductions among the other guests are done, that other courtesies called for by the situation are extended, and that conversation is kept going.
- Place cards/Menu Cards. Menu and place cards if done elegantly easily add a touch of formality and importance to a dinner. But more than this they also afford the host a quiet and efficient way of conveying information about the menu and in managing the seating protocol. The cards must match in terms of paper stock (light colored), printing (black ink; word-processed using artistic font is now acceptable) and design (with the U.P. seal or logo, if one has been adopted, on the top margin).

- For place card, 2" x 5" may be an appropriate size. A person's title and last name suffice unless the guests do not know each other, in which case, first names may be added. It is bad manners for a guest to change the seating for whatever reason, e.g., to give himself/herself a better seat, or in the case of University officials and faculty members and staff, to avoid being seated beside a guest whom the U.P. person is not sure how to relate to or entertain.
- For menu cards, 4" x 6" or half bond is a usual size. Include only the main courses. The name of the event and the date may be indicated just below the seal, logo or whatever design element has been chosen for the event.

3.3.12 The Program

- Deciding how long it should last. A long dinner program becomes boring to the participants and defeats the purpose of honoring or pleasing the guest. Decide on the acceptable duration and, as much as possible, indicate this in the invitation, e.g., 6:30 PM – 9:30 PM. Let the guests know what to expect in terms of program flow (except surprise numbers, of course) so they have an idea what time they could be home.
- Who speaks first/last. In general, the most important personality speaks last.
- When the President of the Republic comes to the campus for a visit and chooses the occasion for a policy speech, not only does s/he speak last, normally no other program numbers may follow afterwards.
- The President of the University speaks last if he is the topmost personality in the program. But if the Chairman of the Board is present and is asked for a speaking role as well s/he shall have that honor. Please refer to the order of precedence on pages 10 and 11 of this handbook for the treatment of other personalities.
- Exceptions. Understandably, the President or other top-ranking officials speak ahead of the others when giving welcome remarks and keynote speeches. This happens especially during University assemblies and University-hosted conferences attended by participants from outside the University. S/He also may not be the last when delivering an academic lecture in her/his discipline where more established experts, foreign and local, have been invited as speakers.
- Program and cultural numbers during dinners. Cultural numbers must enhance the affair and must not distract or interfere with conversation flow. The event organizer must always have in mind the purpose of the dinner and the tone that he/she is trying to achieve. Those that are in

the nature of business dinners where a specific agenda is to be tackled can dispense with entertainment numbers. Soft piano or vocal music during actual meal time may be appropriate depending on the host's preference.

- Musical performers must be briefed about the nature of the event and the profile of the audience so they can adjust their repertoire.
- A short Filipiniana program during dinners aimed at showcasing Filipino food and culture – as when entertaining a group of visiting students and scholars – is appropriate. Menu, venue and table motif, including waiter uniforms, tokens and printed program can all be coordinated for a truly Filipino ambience.
- If a program is called for, an emcee must be assigned and briefed by the event organizer thoroughly about the background and objective of the affair, the profile of the guests, and some do's and don'ts, if any. It is customary to assign a VP, an AVP and on some occasions, a dean, as emcee in President-hosted dinners.
- Pianists, vocal artists, performing groups and the like must be introduced properly before their numbers and in the printed program, which must include song/composition titles and the name of the composer.
- The Emcee – protocol points. Media persons who have quite established their names in the industry (as against reporters) are sometimes invited as guests. Where it is not obvious to everyone (particularly to dinner speakers who might get carried away with what they say), an emcee may find it advisable to (nicely) drop the information about the presence of friends from the media among the guests.
- Introducing the honoree / speaker. The more prominent the person is, the shorter the introduction, VIPs have ready-made bio-sketches for such occasions; ask for one from his/her staff.
- Take care of your speakers. Help your guest of honor and other speakers deliver a good speech. The lectern with lighting, a good microphone or sound system, a glass of water (for a lengthy speech or lecture) are details that are sometimes overlooked.
- Testimonials. A dinner is not a testimonial dinner if no testimonies will be given during the affair. "A dinner in honor of ..." might be the more appropriate wording in the invitation and in the printed program. A testimonial is usually given when an official or a faculty or staff member with long distinguished service is retiring.
- Time allotment for each speaker must be followed.

- As a rule of thumb, the most important personalities speak last.
- The Toast. A toast is given either to welcome, bid goodbye, thank or express appreciation of someone – the guest of honor if there is one at the dinner. The host (the President), a member of the Executive Staff (a VP) or anyone associated with Administration who has the talent and skills may give the toast. A 30-second to one-minute speech is appropriate. The toast may be given at the start, at the middle or toward the end of the dinner. The event organizer must give the waiters the cue when the toast is about to be given so they can refill the glasses.
- If there are testimonials, these will precede the toast.
- The honoree does not toast himself/herself; s/he does not drink from his/her glass. S/He simply expresses his/her thanks or gives a short thank-you speech.
- A return-toast is sometimes given by the honoree to thank the host/s for the dinner.
- The Printed Program. A nicely printed dinner program at a formal party serves not only to inform the guests what is to take place but also as a souvenir of a memorable evening. It also communicates the importance of the event. Paper stock, printing and design usually match the invitation card.

3.3.13 Food and Drinks

3.3.13.1 Do's and Don'ts

- For first-time visitors to the country and balikbayans, Filipino dishes may be appropriate.
- Do not serve Chinese menu to Chinese guests or Korean menu to Koreans if that is the only occasion you have to entertain them for dinner during their entire visit.
- Some Westerners are squeamish about a whole fish being served with the heads and eyes intact. Fillet is safer. Same is true with a whole lechon, although a barrio-fiesta dinner is not complete without it. Someone should be around to explain traditions and describe the dishes.
- Menu card and dish cards – Use these when there are foreign guests. They are useful for the information they contain and they also add some formality to the setup.

For very important formal affairs (such as the 100th anniversary of the university), the menu card printed on good stock paper becomes part of the memorabilia/ archives.

- Do not serve pork to Muslim or Jewish guests. Do not serve beef to Hindus.
- It will be best to ask his/her secretary ahead of time if the guest of honor has preference for a particular kind of food (e.g. vegetarian food) or has any dietary restrictions.
- When there are foreign guests, fresh fruit juice is always more special than canned juices. Red or white wine goes with major meals.
- Be careful not to serve lavish food or create an air of extravagance during fund-raising dinners or dinners to thank donors and supporters

3.3.13.2 Serving of wine and liquor during official functions

- **Pertinent regulations.** The sale, service and consumption of alcoholic beverages in Quezon City are governed by City Ordinance No. NC-85, s.89. U.P. Diliman has also issued a number of memoranda on the matter.
- **Places where alcoholic beverages may be served.** In view of the public and academic character of U.P. (both cited in the city ordinance), serving alcoholic beverages during President-hosted functions must preferably be limited to the following places:
 - (a) The Executive House which is not only the traditional place for official receptions given by the University President but also his/her private dwelling place during his/her incumbency. (Private homes are not covered by the ordinance.)
 - (b) University facilities that may fall within the Ordinance's classification of tourist-oriented establishments, such as the University Hotel.
- **To whom alcoholic beverages may be served.** Serving cocktails and table wine is very much part of the dining culture of many a guest the University President officially entertains, foreigners especially, and may not be dispensed with.

When organizing receptions for students, bear in mind that alcoholic beverages should not be served to guests under 18 years of age.

Certain religions prohibit their followers from partaking of alcohol. Baldrige's advice (*New Complete Guide to Executive Manners*) is not to entirely ignore such guests during wine

service but to politely, maybe discreetly, ask or offer and let the person decide.

The host and his assistants must exert extra attention to wine service if there are known alcoholics among the guests and must think ahead of time how to handle a possible situation with tact and diplomacy.

- When they may be served. Alcoholic beverages even during President-hosted functions are almost never served during regular office hours.
- Fiscal and Auditing Constraints. Expenses on wine and other alcoholic beverages are almost always charged only against the President's or Chancellor's discretionary funds. Colleges and offices are well advised to check first where their entertainment budgets are coming from before including the service of alcoholic beverages in their dinner plans.

3.3.14 Gifts and Tokens – Remembrance of the Visit

- The exchange of gifts between guest and host is customary among Asians. So be ready with a little something for your Asian guest, either during courtesy call or dinner. In case of the latter, the handing out or distribution of token gifts is also employed to gently signal to everyone the end of the party and to close it on a positive note.
- A more special gift is given to honorees of testimonial and retirement dinners, along with a citation or a certificate.
- Tokens and institutional give-aways from the University, even if inexpensive, must be tastefully rendered, dignified and appropriate.
- Try to read up on the culture of the guest, or ask those who know, to avoid choosing an inappropriate gift, e.g., clock symbolizes death among the Chinese.
- Little items that will showcase the research, inventions and products of the University are likely candidates for tokens. Remember the traveling convenience of the guest; do not give bulky or heavy items, or those that will get them into trouble with customs officers – pirated CDs, battery-operated gadgets, perishable foodstuff, etc.
- When giving gifts of books, get the recommendation of someone (say, a Vice President or the U.P. Press Director) who has read the same. This is to avoid the possibility that subject matter of the book (or treatment thereof) is offensive to the recipient. We in U.P. are proud of our libertarian and activist traditions. However, to openly give (not by design but by simple oversight) a U.P. publication that is contrary to someone's sentiments is poor PR work.

- Inexpensive personal-use items can be given an institutional touch if stamped or embossed with the U.P. name or logo, e.g., calendars, calculators, letter-openers, paper weights, desktop organizers, appointment books, address books, key chains, t-shirts with U.P. themes, and pens. Keeping the logo small and unobtrusive increases the likelihood of the item being used by the recipient.
- Avoid giving expensive "personal" items in case the recipient's institution has a gift policy that prohibits the acceptance of gifts of certain values. Presidents and CEOs of universities/companies that have contributed significantly to U.P. may be given special institutional gifts for their offices or official residences.
- Unless prompted by the giver (sometimes they wish to explain its use or significance), do not open gifts while the courtesy call or dinner is ongoing.
- Have an official gift registry to avoid the embarrassment of giving duplicate gifts to the same institution, guests, or hosts. Update the gift list periodically.

3.3.15 Role of the Host, Co-Host, Staff Assistants

- Sometimes the President (host) is not immediately around to receive the guest/s upon arrival at the venue. The event organizer must see to it that the Vice President tasked to assist the President in this event be on hand.
- Most of President-hosted functions could be classified as either academic affairs, public affairs, development, finance or administration depending on the objective of the occasion; thus, falling within the concern of a particular Vice President. In view of this, it has been standard operating procedure for the VP concerned to take the lead in organizing and directing dinners within his/her turf and for the VP to personally assist the President during the event.

3.3.16 Departure Honors / Courtesies

- Walk your guest of honor to the door and if possible down to his/her car. If s/he did not come with an aide or PRO, have a staff carry for him/her the tokens, books, and publications that s/he may have received during the visit.

3.3.17 Thank-You Letter and Post-Event Courtesies

- Save the trees, avoid giving the University President the usual plaque of appreciation for speaking at your event. If you must, a simple thank-you note will do. Other VIPs who receive too many plaques probably feel the same way.

- Sending thank-you note, souvenir photos or album after the event. For retirement parties, testimonial dinners, including those that are essentially PR events, a nicely packaged photo album may be sent to the guest of honor and other guests after the event.

3.3.18 Publicity and Press Coverage

- If outside press coverage is invited, a press kit (containing information on the honoree, the event being celebrated, etc) may be sent out in advance. Some space must be reserved for TV crew if one is expected.

3.3.19 Documentation

- Be ready to tape-record (video-record, if your budget can afford it) the speech of the guest of honor. Do not publish verbatim without his/her clearance.

3.3.20 Security Arrangements

- If dignitaries, politicians, and the like are expected for dinner, security arrangements must be included in the preparations.

3.3.21 Map and Parking Assistance, Motorcycle Escorts

- Parking assistance and motorcycle escorts may be provided by the University Police.

3.3.22 Standby Generator / Electrician and Other Contingency Plans

- A power outage in the middle of a well-planned event must be anticipated and prepared for. The standby generator, perhaps long out of use, must be run and tested before the dinner or program.

3.3.23 Powder Room

- There's nothing that could ruin a best-planned party than inhospitable restrooms. (Towels, soap, tissue paper must be handy.)

3.3.24 Checklist

- The best way to honor your guests is to plan ahead and to plan carefully. A poorly planned and managed party is insulting to the honoree and to other guests. An event organizer planning a program or reception for the University may create separate checklists for various functions.

References:

1. Baldrige, Letitia. *New Complete Guide to Executive Manners*. New York: Rawson Associates, 1985.

2. McCaffree, Mary Jane and Pauline Innis. *Protocol: The Complete Handbook of Diplomatic, Official, and Social Usage*. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1977.
3. Wood, John R. and Jean Serres. *Diplomatic Ceremonial and Protocol: Principles, Procedures, and Practices*. London: Macmillan, 1970.

4. Communications Within the University

4.1 Executive Order, Administrative Order, Memorandum Circular, Memorandum

The Office of the President and other offices issue official policies, statements and procedures for compliance/information of the University constituents. In order to have a systematic and orderly release of said issuances, the Secretary of the University issued on 14 March 2001, a memorandum regarding specific forms of issuances for use by all concerned.

4.1.1 Numbered Executive Order

Promulgated by the President only, for the compliance or information of university officers, deans, and directors and others concerned when the subject matter deals with major policies.

4.1.2 Numbered Administrative Order

Promulgated by the President, Vice Presidents or Chancellors when the directive which is addressed to particular official/s or employee/s deals with specific subject matter like creation of a committee, special assignments and the like.

4.1.3 Memorandum Circular/Memorandum

Promulgated by the President or other University officials concerning subjects which are purely informational in nature.

4.2 Difference Between Memorandum For And Memorandum To

- "Memo for" is used when someone lower in rank is sending the memorandum to his/her superior/supervisor.
- "Memo to" is used when a supervisor is sending the memorandum to his/her subordinate.

4.3 Communications Through Channels

- It is standard operating procedure in the University that communications should be coursed through proper channels. Thus, a letter to the Dean should be coursed through the Department Chair; a letter to the Chancellor, coursed

through the Dean; a letter to the President, coursed through the Chancellor; and a letter to the members of the Board of Regents coursed through the President of the University.

- When sending official communications to government officials, e.g. the President of the Republic, it is also advisable to course these through proper channels so the appropriate endorsement could be made. Thus, a Chancellor's letter to the President of the Republic should be coursed through the President of the University.
- Coursing communications through channels would facilitate action on requests or appeals as there is no more need for the addressee to send back such requests/appeals for comments or recommendations of the lower body(ies).

4.4 Communications with External Bodies/Entities

- Official communication on important matters to various government offices (e.g., DBM, NEDA, etc.) by constituent universities should be coursed through regular University channels.
- As a general policy, the practice of sending communications directly to other government agencies is discouraged as it could weaken the University's effectiveness in relating with external agencies particularly on matters with policy consequences and implications affecting various U.P. constituent universities. Sometimes, extreme embarrassment is caused to University officials who should have had prior knowledge of these communications. This is especially true when the addressee writes back and U.P. officials are unaware of the original communication. Thus, U.P. administration is unable to respond in an appropriate manner.
- In highly exceptional cases, where time absolutely is of the essence or when some alleged grievance is being communicated to an appropriate governmental body, concerned offices in the University administration should be immediately informed of any communication sent directly, attaching a copy of it.

(Reference: OP Memo No. 54, 23 October 1991)

4.5 Restrictions in Communications

Chapter 25 of the University Code provides certain restrictions in communications:

- No member of the faculty, officer, or employee of the University System shall publish or discuss publicly the proceedings of the Board of Regents or its decisions, not yet released for publication, without the written permission of the President.
- No member of the faculty, officer, or employee of the University System shall publish or discuss publicly any information concerning a particular

college or school, not released for publication, without written permission of its Dean or Director and the President.

- No member of the faculty, officer, or employee of the University System shall publish or discuss publicly charges or complaints against any other member of the faculty, officer or employee concerning his official duties or his private life or conduct. Any such complaint or charge shall be addressed to the proper authorities of the University System for action before resorting to any other remedy available to the complaining party.
- All information concerning a particular college or school shall be given by its Dean or Director; Provided, that the information has to do with his/her college or school only and not with any other college or school of the University; Provided, further, that the President may prohibit the publication or the release of any news affecting the University System.
- Authors of articles appearing in University System publications shall be severally responsible for the opinion expressed therein.

5. Language Policy *(Approved by the U.P. Board of Regents, 29 May 1989)*

- It is the position of the University that the Philippines is not only one country, and Filipinos one national community. That is only our social and political reality. Spiritually and culturally, we are, by our own historical experience, a unique civilization of diverse local and regional cultures; a civilization shaped by our own indigenous traditions, and by influence from Asia and the West.
- We need a national language and the lingua franca of Filipino culture and civilization.
- We need at the same time to cultivate and enhance our local and regional cultures and languages, for they are truly our nation's fountainhead by which Filipino civilization is enriched and grows ever stronger.
- We also need to cultivate an international language which enables us to participate actively and fruitfully in the family of nations.
- Like many nationals in the modern world, Filipinos should be multilingual. Ideally, every Filipino should learn the national language and a global language in addition to the national tongue or language of one's birth.

5.1 Filipino as the National Language

- The University shall take the lead in helping evolve the national language called Filipino.
- Filipino shall be the medium of instruction in the University at the undergraduate level, with a reasonable time frame or transition period. Each Constituent University shall determine the length of the transition period.

- During the transition period, each Constituent University shall review regularly the progress of Filipino on campus. In general, all effective measures shall be adopted to ensure the successful evolution of Filipino

5.2 Our Regional Languages or the Fountainhead of Filipino

- Filipino civilization is only as rich as the synergetic unity of our local and regional cultures.
- Filipino shall evolve only from enrichment by our local and regional languages, and foreign languages such as Spanish and English.
- In order that Filipino may flourish as our national language, the University, among others, shall promote the teaching of Philippine regional languages: Tagalog, Cebuano, Ilocano, Hiligaynon, Bicol, Samar-Leyte (Waray), Kapampangan, Pangasinan, Maranao, Maguindanao, Tausog, Kiniray-a, etc.

5.3 English as our Global Lingua Franca

- English, being the foremost lingua franca of the world, shall be maintained as the primary international language in the University.
- Like any other University, U.P. must also continue to teach and develop its resources in other languages in Asia and the rest of the world: Chinese, Japanese, Bahasa, etc.; Spanish, French, German, Russian, etc.

5.4 Language Policy as Practiced in the University

- Both English and Filipino are accepted as medium of instruction in the University. Certain formality, however, is observed in the use of both English and Filipino.
- Prudence dictates that if one starts a lecture in Filipino, s/he has to be consistent and finish the same in Filipino. The same goes true for the use of English.
- Communications may be written in English or Filipino. One, however, has to be consistent in the use of either English or Filipino.
- Students in many colleges of the University are encouraged to write their papers/theses in either English or Filipino.
- Examinations may be given and may be answered in either English or Filipino.
- The University has also encouraged the translation into Filipino of many textbooks/reference materials written in English.

6. Use of Faculty Titles

6.1 Standardizing the Use of Faculty Titles

On 26 November 1973, President Salvador P. Lopez issued a memorandum calling for the standardization in the use of faculty titles.

- Any faculty member, whether part-time or full-time, permanent or temporary, shall carry only the title of his primary discipline, not of his department.
- In cases where the faculty member concerned has competence in more than one discipline, primary discipline shall be taken to mean as that discipline to which he devotes more than 50% of his academic work. His appointment shall carry only the title of such primary discipline.

6.2 The Faculty

- The regular members of the teaching staff of the University include the following (in order of precedence):
 1. University Professor
 2. Professor
 3. Associate Professor
 4. Assistant Professor
 5. Instructor

6.2.1 University Professor

- This is the highest academic rank in the University of the Philippines. It is conferred by the Board of Regents, on recommendation of the President of the University, upon a select few among the faculty in active service, for exemplary achievement in their fields. Once conferred, it shall be coterminous with service to the University unless revoked for very serious cause. (1009th BOR meeting, 26 February 1988; revised at 1109th BOR meeting, 29 May 1997)

6.2.2 Professor

- This rank is given to one who has distinguished himself in his profession or in his field of expertise. The initial appointment in the University to the rank of Professor shall be for a period of one (1) year. A renewal shall be with tenure.

6.2.3 Associate Professor

- No person without a graduate or professional degree, or outstanding academic, creative, or professional achievement shall be initially appointed to the rank of Associate Professor. The initial appointment to the rank of Associate Professor shall be temporary in character, for a period not exceeding two (2) years, after which it shall automatically

terminate. A renewal after that two year period shall be with tenure on the basis of criteria set for faculty promotions.

6.2.4 Assistant Professor

- This is the rank given to one who has obtained a graduate or professional degree or who has accomplished an outstanding academic, creative or professional work.
- The initial appointment in the University to the rank of Assistant Professor shall be temporary in character, renewable every year for a period not exceeding three (3) years. Such appointment shall automatically terminate at the end of that three-year period unless the Assistant Professor is given tenure.

6.2.5 Instructor

- This is usually the rank given to one who is teaching for the first time, after completion of a Bachelor's degree. Appointment to this rank is temporary in character, for a period not exceeding one (1) year. A temporary appointment shall automatically terminate at the end of that one-year period unless the Chancellor, upon recommendation of the Dean of the unit, renews that appointment for a period of one year. In no case, however, under normal circumstances, shall such renewals exceed five (5) years from the date of the initial appointment.

6.3 Other Faculty Titles

6.3.1 Professor Emeritus

- A retired faculty member with the rank of professor may be appointed Professor Emeritus, if s/he has rendered at least twenty (20) years of active and faithful service to the University and has achieved marked distinction as a productive scholar, artist or scientist, or is widely acknowledged as an effective and dedicated teacher. (845th BOR meeting, 25 April 1974; amended at 937th BOR meeting, 5 March 1981 and 1017th BOR meeting, 8 December 1988)
- Professor Emeritus is a title for life. Once a faculty member is appointed as such, his/her appointment need not be renewed. A Professor Emeritus may be given a teaching or research assignment by the Dean of a college, subject to the approval of the Chancellor. If there is a need for the teaching services that can not be met by any regular faculty member or lecturer, a Professor Emeritus even over seventy (70) years old may be given a teaching assignment subject to the approval of the President. (Office of the President, U.P., EO No. 3, 9 June 1993)
- At its 1199th meeting on 26 August 2005, the Board of Regents approved the title of University Professor Emeritus, to be conferred to retired University Professors following existing guidelines.

6.3.2 Artist-in-Residence

- Highly qualified and deserving faculty members in the creative arts (literature, fine arts, music, etc.) may be appointed to the position of Artist-in-Residence on recommendation of the President to the Board of Regents.
- The title Artist-in-Residence shall specify, whenever feasible, the artistic field, e.g. Playwright-in-Residence.
- More than one deserving faculty in each category may be appointed at the same time.
- Except in highly meritorious cases, no faculty member who is regularly performing administrative functions may be appointed Artist-in-Residence.
- Members of the Artist-in-Residence Committee and holders of U.P. Professorial Chairs are not eligible for an Artist-in-Residence appointment. (851st BOR meeting, 29 August 1974; superseded at 887th BOR meeting, 26 May 1977; amended at 927th BOR meeting, 29 May 1980; further amended at 985th BOR meeting, 28 February 1986)

6.4 Addressing the Faculty

- In written communications, it is practice to indicate the faculty title below the addressee's name.
Ex. Maria dela Cruz
Professor of Humanities
- In some cases, the highest degree of the addressee may be written after his/her name.
Ex. Maria dela Cruz, Ph.D.
Professor of Humanities
- In salutations, a Professor, an Associate Professor, an Assistant Professor are similarly addressed as "Professor." An Instructor is addressed as "Mr." or "Ms."
Ex. Dear Professor dela Cruz:
Dear Mr. Santos:
- A Professorial Chair holder may add the name of the chair to his/her title.
Ex. Maria dela Cruz, Ph.D.
Roberto Benedicto Professor of Humanities
- A faculty member occupying an administrative position may add his/her designation to his/her faculty title.
Ex. Jose Benedicto, MD
Professor of Pediatrics and
Dean, College of Medicine

7. University Policy on Religious Services, Prayers and Invocations during Programs in Academic Buildings

7.1 To pray or not to pray

- The U.P. Charter provides:

No instructor in the university shall inculcate sectarian tenets in any of the teachings, nor attempt, either directly or indirectly, under penalty of dismissal by the Board of Regents, to influence students or attendants at the university for or against any particular church or religious sect.

- At its 1153rd meeting on 30 August 2001, the U.P. Board of Regents asserted the secular nature of the University.
- Prayers inside classroom: The University prohibits the conduct of prayers in classrooms by faculty members. In the words of then President Francisco Nemenzo: "I respect everybody's freedom of religion, including the freedom to have none. One is free to pray silently to any God, but he/she cannot use his/her authority as a teacher to get the students to do the same." [OP Memo No. FN-03-23, 6 June 2003]
- In U.P. Diliman, religious services and rites inside academic and office buildings are categorically prohibited under Chancellor's Memorandum No. 50, s. 1991 and Administrative Order No. 94-123, s. 1994.

8. University Policy on Naming Buildings and Facilities on Campus

8.1 Bases for Naming Buildings in the University

- Republic Act 1059 (1954) "An Act Prohibiting the Naming of Sitios, Barrios, Municipalities, Cities, Provinces, Streets, Highways, Avenues, Bridges, and Other Public Thoroughfares, Parks, Plazas, Public Schools, Public Buildings, Piers, Government Air-Crafts and Vessels, and Other Public Institutions After Living Persons"
- Article 272 of the Revised Code of the University of the Philippines provides: "University buildings, structures, streets, and other places shall have such names as may be given by the President or a Committee chosen by him."
- The exercise of the authority to name buildings is subject to limitation set by law and by the Committee on Naming of Streets and Buildings constituted in 1984.
- On 24 March 1994, the Board of Regents approved at its 1075th meeting the additional delegation of authority to the chancellors by vesting them with approval of naming buildings, structures, streets and other places.

8.2 Naming Public Buildings After Living Persons

At its 1154th meeting on 27 September 2000, the BOR issued guidelines on donations. Among the guidelines issued was that donations which stipulate that a particular building/institution be named after a particular individual are considered donations with onerous condition and should not be accepted until approved by the Board.

8.3 Guidelines for Naming Buildings, Structures, Streets, Parks and other Places in the University

In July 2004, President Nemenzo prescribed the following guidelines for naming buildings, structures, streets, parks and other places in the University.

1. Buildings, structures, streets, parks and other places in the University may be named after natural (living or deceased) persons, juridical persons and objects (e.g. flowers, trees, etc.).
2. Naming buildings, structures, streets, parks and other places in the University after living persons or juridical persons shall be allowed only when it is made a condition in a donation in favor of the University and for meritorious considerations.
3. In naming a building, a structure, a street, a park or a place in the University after a natural or juridical person, the person so honored –
 - 3.1 must have chalked up exceptional or exemplary achievements in his/her field/profession, or made significant contribution to the University or the Filipino people.
 - 3.2 must have sterling reputation or could be looked upon as a role model of the youth.
4. In naming a building, a structure, a street, a park or a place after a natural or juridical person or an object, the donation should not be less than 50% of the construction cost of such building, structure, street, park or place.
5. Acceptance by the University of a donation for naming a building, a structure, a street, a park or a place is not automatic upon the execution of a deed of donation but shall be subject to confirmation by the Board of Regents upon recommendation of the President.
6. In all cases, naming buildings, structures, streets, parks or other places after natural or juridical persons or objects shall be subject to the confirmation by the BOR upon the recommendation of the President.

9. University Policy on Naming Professorial Chairs

A professorial chair is a form of recognition for achievement in the academe, established to advance knowledge and learning in various fields or disciplines. Professorial Chairs are positions supported by special endowments and awarded to members of the faculty at the tertiary level who have distinguished themselves in the field they represent. (959th BOR meeting, 26 May 1983; amended at 993rd BOR meeting, 28 November 1986; further amended at 1005th BOR meeting, 24 September 1987; confirmed at 1017th BOR meeting, 8 December 1988 and amended at 1057th BOR meeting, 25 January 1993; further amended at 1159th BOR meeting, 21 March 2002; further amended at 1179th BOR meeting, 26 February 2004).

- A candidate for a professorial chair should be a regular member of the faculty with the rank of Assistant Professor or higher and, or as general rule, should have served the University as a faculty member for at least five (5) years. Moreover, the candidate should have shown outstanding performance in teaching, intellectual productivity and service to the University and the larger community.
- Professorial Chair rank shall correspond to the basic rank of the appointee and shall have a title appropriate to the field in which it was established.
- A Professorial Chair may, subject to the approval of the BOR, be named after the donor or his/her designate provided the required endowment is established to support it.
- Donations or grants for professorial chairs shall be subject to acceptance by the BOR.
- No donation or grant for a professorial chair imposing any condition inimical to the interest of the University shall be accepted.

Precedence and Government

Precedence, which shows the order of honor on a ceremonial or formal occasion, varies from country to country. In the Philippines, the general order of precedence is, as of 7 July 1995 and according to the Office of Protocol of the Department of Foreign Affairs, as follows:

☐	The President
☐	The Vice President
☐	Former Presidents of the Philippines (from most senior to most junior)
☐	The President of the Senate
☐	The Speaker of the House of Representatives
☐	The Chief Justice of the Supreme Court
☐	The Secretary of Foreign Affairs
☐	Foreign Ambassadors Extraordinary and Plenipotentiary
☐	Members of the Cabinet who are Heads of Departments (other than the Secretary of Foreign Affairs)
☐	◦ The Executive Secretary
☐	◦ The Secretary of Finance
☐	◦ The Secretary of Justice
☐	◦ The Secretary of Agriculture
☐	◦ The Secretary of Public Works and Highways
☐	◦ The Secretary of Education, Culture, and Sports
☐	◦ The Secretary of Labor and Employment
☐	◦ The Secretary of National Defense
☐	◦ The Secretary of Health
☐	◦ The Secretary of Trade and Industry
☐	◦ The Secretary of Social Welfare and Development
☐	◦ The Secretary of Agrarian Reform
☐	◦ The Secretary of Environment and Natural Resources
☐	◦ The Secretary of Interior and Local Governments
☐	◦ The Secretary of Tourism
☐	◦ The Secretary of Transportation and Communication
☐	◦ The Secretary of Science and Technology
☐	◦ The Secretary of Budget and Management
☐	◦ The Secretary of Energy
☐	Foreign Envoys Extraordinary and Ministers Plenipotentiary
☐	Officials with Cabinet Rank
☐	◦ The Director General, National Economic and Development Authority
☐	◦ Presidential Executive Coordinator for Economic and Financial Affairs
☐	◦ Presidential Executive Coordinator for Resource and Public Welfare Affairs
☐	◦ Presidential Spokesman, Solicitor General and Legal Counsel
☐	◦ Press Secretary
☐	◦ National Security Council Director General
☐	◦ Presidential Adviser on Rural Development
☐	◦ Presidential Adviser on the Philippine Assistance Program
☐	◦ Presidential Adviser on Housing Development
☐	◦ Presidential Management Staff Secretary
☐	◦ The Head, Office of Muslim Affairs
☐	Members of the Senate (according to seniority of length in service)
☐	Members of the House of Representatives (according to seniority of length in service)

☐	Associate Justices of the Supreme Court
☐	The Commissioners on Elections
☐	Members of the Council of State who are not Cabinet Members
☐	Acting Heads of Departments and Former Vice Presidents of the Philippines
☐	The Undersecretaries of Foreign Affairs
☐	Ambassadors of the Philippines assigned to foreign posts
☐	Undersecretaries of the various Departments, including the Assistant Executive Secretaries
☐	Assistant Secretaries of Departments, Directors General and Chiefs of Missions I and II of the Department of Foreign Affairs
☐	The Governor of the Central Bank
☐	Foreign Chargé d'Affaires en pied
☐	Foreign Chargé d'Affaires ad interim
☐	The Mayor of Manila, the Presiding Justice of the Court of Appeals, the President of the University of the Philippines, the Chief of Staff, Commissioners or Officials with the rank of Undersecretary
☐	Heads of Permanent United Nations Agencies in the Philippines who hold the rank of Director
☐	Provincial Governors
☐	The Vice Chief of Staff
☐	Foreign Ministers-Counselor, Counselors of Embassies, Consuls General, Foreign Military Attaches with the rank of Major General or Rear Admiral, and Officers of equivalent rank in the Armed Forces of the Philippines
☐	Judges of the Courts of First Instance (RTC)
☐	First Secretaries of foreign embassies, foreign Military Attaches with the rank of Brigadier General or Commodore, and Officers of equivalent rank in the Armed Forces of the Philippines
☐	Mayors of Chartered Cities
☐	Directors/Commissioners of Bureaus and Chiefs of Offices
☐	Presidents, Chairmen and Managers of Government Corporations
☐	Second Secretaries and Consuls of foreign embassies, foreign Military Attaches with the rank of Colonel or Lieutenant Colonel, and Officers of equivalent rank in the Armed Forces of the Philippines
☐	Third Secretaries and Vice Consuls of foreign embassies, foreign Assistant Military Attaches with the rank of Major or Captain, and Officers of equivalent rank in the Armed Forces of the Philippines

Note:

- 1) Precedence pertinent to the attendance of the Mayor of the City of Manila – Anywhere in the Philippines, when the mayor of the City of Manila is in attendance, he is always FIRST in precedence because he is the mayor of the SEAT OF GOVERNMENT. Even if the function is hosted by the Mayor of Q.C. for instance, and both the mayors of Q.C and Manila are in attendance, the mayor of Manila is still first in precedence. (Source: Protocol Office, DFA)
- 2) Precedence among former Presidents of the Republic – Clarification on this issue obtained from the Department of Foreign Affairs Protocol Office states that "seniority" consideration is taken to mean seniority in terms of ascendancy. For example, in a function where the former Presidents Corazon Aquino, Fidel Ramos, and Joseph Estrada are present, the order of precedence is as follows: Aquino, Ramos, Estrada.
- 3) In case of representation, or when representatives are sent – In case a representative is sent in a function, the representative occupies the last position in a particular set or category of dignitaries present. For example, in a function when former presidents are in attendance and one of them, say, former President Fidel Ramos, has sent a representative, the order of precedence will be as follows: Aquino, Estrada, Ramos' representative. (Source: Protocol Office, DFA)

Precedence and the Diplomatic Corps

Precedence among heads of diplomatic missions is determined by the class to which they belong.

☐	Ambassadors, High Commissioners, Apostolic Nuncios or Pronuncios belong to the highest class of heads of mission.
☐	Envoys Extraordinary, Ministers Plenipotentiary, or Internuncios belong, theoretically, to the next highest class (a class now practically nonexistent).
☐	Chargé d' Affaires en titre (titular or en pied) belong to the final and lowest class of heads of mission.

1. The Dean or Doyen of Diplomatic Corps

Within each class, seniority is usually decided by date and hour (in case of the same date) of assumption of duty. The diplomatic corps is composed of the collective heads of mission accredited to the same government. The Dean or Doyen(ne), the highest ranking head of mission, heads the diplomatic corps.

2. Individual Precedence within a Mission

Individual precedence within a mission usually proceeds, after the Ambassador or his or her equivalent:

☐	Minister Plenipotentiary
☐	Minister Counselor; Counselor
☐	First Secretary
☐	Second Secretary
☐	Third Secretary
☐	Attaché

3. Individual Precedence between Diplomats

Individual precedence among diplomats at formal or diplomatic functions:

☐	Apostolic Nuncio or Pro-Nuncio (in countries like the Philippines where he is Doyen(ne) ex officio)
☐	Ambassador
☐	High Commissioner
☐	Envoy Extraordinary and Minister Plenipotentiary
☐	Chargé d'Affaires (en titre)
☐	Chargé d'Affaires (ad interim)
☐	Minister-Counselor
☐	Counselor
☐	First Secretary
☐	Second Secretary
☐	Third Secretary
☐	Attaché

Precedence and International Organizations

- As general rule of courtesy, it would be well to remember that, with the exception of heads of diplomatic missions in their country of residence, it is proper to give foreigners precedence over nationals of the same rank.
- Nationals of any country vested with an international mission take precedence over their fellow countrymen of equal rank (i.e., they are effectively foreigners). This is also the case when they are received abroad at their own embassy or consulate.
- It is accepted that a special guest may be given the place of honor at the table. Nonetheless, to avoid possible incidents, it is prudent not to invite other diplomats and international officials to the same function until after a thorough study of their relative standings has been accomplished.
- Invitations to such functions where a guest of honor is involved should explicitly state that a guest of honor is involved, what the name of the person is, and his or her qualifications.
- No discrimination is made between men and women, each being seated according to rank. Diplomatic custom requiring that spouses of diplomats be assigned the same order as their spouses applies also to the spouses of international officials when they are received together.
- Theoretically, international officials take precedence over consuls.
- To avoid the problem of protocol disparity, it is the practice not to invite heads of diplomatic missions and directors of international organizations to the same seated functions.

References:

Foreign Service Institute, Department of Foreign Affairs. Manual on Protocol for Cabinet Members. 1994.

Office of Protocol, Department of Foreign Affairs. "Transmittal." 17 July 1995.

Feltham, R. G. Diplomatic Handbook. Fifth Edition. London: Longman. 1988.

Wood, John R. and Jean Serres. Diplomatic Ceremonial and Protocol: Principles, Procedures, and Practices. London: Longman. 1970.

Protocol in Communications

I. Correspondence

Official correspondence contains the following information:

- Date – indicates the date the letter is being sent: the day, month and year of its writing.
- Address – gives the full name, title and address of the party the correspondence is sent to.
- Title of Address – the courtesy given to the addressee, e.g., His Excellency, Honorable.
- Salutation – by practice, greetings in a correspondence begin with "Dear" followed by the addressee's official title and/or last name, e.g., Dear Mr. President, or Dear President Dela Cruz, or simply, Sir, Madam

I.1 Official Correspondence

The following section provides the proper address forms based on American and international usage. It includes the practice in correspondence and in both formal and informal conversation. It also includes:

- Courtesy title distinctions
- Use of courtesy titles
- Salutations
- Complimentary closing in correspondence, and
- Royalty and foreign titles.

Basic considerations regarding Courtesy Title Distinctions

- *His Excellency* – This title is used for foreign chiefs of state (e.g., President of a republic), head of government (e.g., Premier or Prime Minister), a foreign Cabinet officer, a foreign Ambassador, other foreign high official or former foreign high official.
- *The Honorable* – High-ranking officials whether in office or retired are accorded this title. It applies to the members of the executive branch of the government, the legislative branch (the Senate and the House of Representatives), the judiciary, heads of government agencies at the national and local levels.
- *Academic titles* – Holders of doctor's degrees in the academe are accorded the title "Dr." and if the holder also holds the position of a professor, s/he may also be addressed as "Professor." Those without a doctoral degree and do not hold the position of a professor are simply addressed as Mr. (or Miss/Mrs., or when it is known as preferred, "Ms.") (See also Academic Titles, p. 42-43)

Salutations

In official correspondence, titles of top-ranking officials (the President, Vice President, Chief Justice, Cabinet Secretary, Ambassador) are preceded by "Mr." or "Madam," e.g., Dear Mr. President, or Dear Madam Ambassador. Correspondence carrying impersonal openings such as "Sir" and "Madam" alone are also accepted.

Complimentary Close in Correspondence

Complimentary clauses to close communications to top-ranking officials use "Respectfully" or "Respectfully yours" as proper. The same holds in communications with chiefs of state, members of a royal family or nobility.

Communications with other government officials, diplomats, and private citizens generally use "Sincerely" or "Sincerely yours."

I.1.1 The Executive Branch

The following forms derive from American practice:

POSITION:	The PRESIDENT
ENVELOPE (Official):	The President (office address)
ENVELOPE (Social):	The President and Mrs. (surname)
ENVELOPE (Wife of President):	Mrs. (Surname)
SALUTATION:	Dear Mr. President Dear Mr. President and Mrs. (surname)
COMPLIMENTARY CLOSE:	Respectfully or Respectfully yours
INVITATION:	The President
PLACE CARD:	The President
INTRODUCTIONS:	The President For the Wife of President: The First Lady, Mrs. (surname)
CONVERSATION:	Mr. President or in prolonged conversation: Sir
NOTE:	<i>The first name or initials of the President and his wife should never be used at any time</i>
POSITION:	The PRESIDENT-ELECT
ENVELOPE (Official):	The Honorable (name) The President-elect (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname) (home address)
ENVELOPE (Wife of President-elect):	Mrs. (name of President-elect)
SALUTATION:	Dear Mr. (surname) or Dear Mr. and Mrs. (surname)
COMPLIMENTARY CLOSE:	Respectfully or Respectfully yours
INVITATION:	Mr. (and Mrs. [surname])
PLACE CARD:	Mr. (surname): Mrs. (surname)
INTRODUCTIONS:	Mr. (surname) or The President-elect, Mr. (surname) (and Mrs. [surname])
CONVERSATION:	Mr. (surname) or Sir

POSITION:	The VICE PRESIDENT
ENVELOPE (Official):	The Vice President (office address)
ENVELOPE (Social):	The Vice President and Mrs. (surname) (home address)
ENVELOPE (Wife of the Vice President):	Mrs. (name of Vice President)
SALUTATION:	Dear Mr. Vice President or Dear Mr. Vice President and Mrs. (surname)
COMPLIMENTARY CLOSE:	Respectfully or Respectfully yours
INVITATION:	The Vice President
PLACE CARD:	The Vice President
INTRODUCTIONS:	The Vice President; Wife of the Vice President: Mrs. (name of the Vice President)
CONVERSATION:	Mr. Vice President or in prolonged conversation: Sir
POSITION:	The VICE PRESIDENT-ELECT
ENVELOPE (Official):	The Honorable (name) The Vice-President-elect (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname) (home address)
ENVELOPE (Wife of the Vice-President-elect):	Mrs. (name of Vice-President-elect)
SALUTATION:	Dear Mr. (surname) or Dear Mr. (and Mrs.) (surname)
COMPLIMENTARY CLOSE:	Respectfully or Respectfully yours
INVITATION:	Mr. (and Mrs.) (surname)
PLACE CARD:	Mr. (surname); Mrs. (surname)
INTRODUCTIONS:	Mr. (surname) or The Vice President-elect, Mr. (surname) (and Mrs. [surname]) or The Honorable (name), Vice President-elect (and Mrs. [surname])
CONVERSATION:	Mr. (surname) or Sir
POSITION:	FORMER PRESIDENT or VICE PRESIDENT
ENVELOPE (Official):	The Honorable (name) (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname) (home address)
SALUTATION:	Dear Mr. * (surname)
COMPLIMENTARY CLOSE:	Respectfully or Respectfully yours
INVITATION:	Mr. * (and Mrs.) (surname)
PLACE CARD:	Mr. * (surname); Mrs. (surname)
INTRODUCTIONS:	The Honorable (name) (and Mrs. [surname])
CONVERSATION:	Mr. * (name) or Sir
NOTE:	<i>*Unless the former President (or Vice President) is entitled to another distinctive title (e.g., military) and prefers to be addressed by it. For example: General (full name for envelope), Dear General (surname).</i>
POSITION:	CABINET MEMBER (Male)
ENVELOPE (Official):	The Honorable (name)

	Secretary of (e.g., Education) (address of office)
ENVELOPE (Social):	The Honorable Secretary of (e.g., Education) and Mrs. (surname)
ENVELOPE (Wife of Cabinet Member):	Mrs. (name of Cabinet Member)
SALUTATION:	Dear Mr. Secretary; Dear Mr. Secretary and Mrs. (surname)
COMPLIMENTARY CLOSE:	Respectfully or Sincerely
INVITATION:	The Secretary of (e.g., Education) (and Mrs. [surname])
PLACE CARD:	The Secretary of (e.g., Education) Wife of Cabinet Member; Mrs. (surname)
INTRODUCTIONS:	Secretary (surname) or The Secretary of (e.g., Education), Mr. (surname) or The Honorable (name), Secretary of (e.g., Education)
CONVERSATION:	Mr. Secretary or Mr. (surname) or Sir
POSITION:	CABINET MEMBER (Female)
ENVELOPE (Official):	The Honorable (name) Secretary of (e.g., Justice) (office address)
ENVELOPE (Social):	The Honorable The Secretary of (e.g., Justice) and Mr. (surname) or Mr. and Mrs. (name of husband)
SALUTATION:	Dear Madam Secretary (formal) Dear Mrs. (Miss) (surname) or Dear (Mr. and Mrs. (surname) (informal)
COMPLIMENTARY CLOSE:	Respectfully or sincerely
INVITATION:	The Secretary of (e.g., Justice) (and Mr. [surname]) or Mr. and Mrs. (surname)
PLACE CARD:	The Secretary of (e.g., Justice); Mr. (surname) for Husband
INTRODUCTIONS:	The Secretary of (e.g., Justice) Mrs. or (Miss) (surname only) The Honorable (name), Secretary of (e.g., Justice)
CONVERSATION:	Madam Secretary or Mrs. (Miss) (surname)
POSITION:	ACTING SECRETARY of a Department
ENVELOPE (Official):	The Honorable (name) Acting Secretary of (e.g., Commerce)
ENVELOPE (Social):	The Honorable The Acting Secretary of (e.g., Commerce) and Mrs. (surname)
SALUTATION:	Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Acting Secretary of (e.g., Commerce) (and Mrs. [surname])
PLACE CARD:	The Acting Secretary of (e.g., Commerce)
INTRODUCTIONS:	Mr. (surname) or The Acting Secretary of (Commerce) Mr. (surname) (and Mrs. [surname]) or The Honorable (name), Acting Secretary of (e.g., Commerce) (and Mrs. [surname])
CONVERSATION:	Mr. (surname)

POSITION:	CABINET MEMBER ad interim*
ENVELOPE (Official):	The Honorable (name) Secretary of (e.g., Agriculture) ad interim
ENVELOPE (Social):	The Honorable The Secretary of (e.g., Agriculture) ad interim and Mrs. (surname)
SALUTATION:	Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Secretary of (e.g., Agriculture) ad interim (and Mrs. [surname])
PLACE CARD:	The Secretary of (e.g., Agriculture) ad interim
INTRODUCTIONS:	Mr. (surname) or The Secretary of (e.g., Agriculture) ad interim Mr. (surname) or The Honorable (name), Secretary of (e.g., Agriculture) ad interim (and Mrs. [surname])
CONVERSATION:	Mr. (surname)
NOTE:	<i>*i.e., the Office of Secretary is vacant</i>
POSITION:	UNDERSECRETARY
ENVELOPE (Official):	The Honorable (name) Undersecretary of (e.g., Education) Department of Education
ENVELOPE (Social):	The Honorable Undersecretary of (e.g., Education) and Mrs. (surname)
SALUTATION:	Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Undersecretary of (e.g., Education) (and Mrs. [surname])
PLACE CARD:	The Undersecretary of (e.g., Education)
INTRODUCTIONS:	Mr. (surname) or The Undersecretary of (e.g., Education), Mr. (surname) The Honorable (name), Undersecretary of (e.g., Education)
CONVERSATION:	Mr. (surname)
POSITION:	SOLICITOR GENERAL
ENVELOPE (Official):	The Honorable (name) Solicitor General
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. Solicitor General or Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Solicitor General (and Mrs. [surname])
PLACE CARD:	The Solicitor General
INTRODUCTIONS:	Mr. (surname) or The Honorable (name), Solicitor General of (country)
CONVERSATION:	Mr. (surname)
POSITION:	UNDERSECRETARY for specific area
ENVELOPE (Official):	The Honorable (name) Undersecretary for (e.g., Finance) Department of (e.g., Finance)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (and Mrs.) (surname)

PLACE CARD:	Mr. (surname)
INTRODUCTIONS:	Mr. (surname) or The Honorable (name), Undersecretary of (e.g., Finance)
CONVERSATION:	Mr. (surname)
POSITION:	ASSISTANT SECRETARY
ENVELOPE (Official):	The Honorable (name) Assistant Secretary of (e.g., Education) Department of Education
ENVELOPE (Social):	The Honorable (name) (and Mrs. [surname])
SALUTATION:	Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (and Mrs.) (surname)
PLACE CARD:	Mr. (surname)
INTRODUCTIONS:	Mr. (surname) or The Honorable (name), Assistant Secretary of (e.g., Education)
CONVERSATION:	Mr. (surname)

The foregoing are representative of acceptable form in official or formal correspondence with regard to the executive branch of government.

Reference:

McCaffree, Mary Jane and Pauline Innis, Protocol: The Complete Handbook of Diplomatic, Official and Social Usage. Revised Edition. Washington: Devon Publishing Company, Inc. 1985.

1.1.2 The Legislative Branch

POSITION:	PRESIDENT OF THE SENATE
ENVELOPE (Official):	The Honorable (name) President of the Senate (office address)
SALUTATION:	Sir or Dear Mr. President
COMPLIMENTARY CLOSE:	Respectfully or Very truly yours (formal)
INTRODUCTIONS:	President of the Senate
POSITION:	PRESIDENT PRO TEMPORE OF THE SENATE
ENVELOPE (Official):	The Honorable (name) President pro tempore of the Senate (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Senator (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Senator (and Mrs.) (surname)
PLACE CARD:	Senator (surname)
INTRODUCTIONS:	Senator (surname) or The Honorable (name), President pro tempore of the Senate
CONVERSATION:	Senator (surname)
POSITION:	SENATOR (MALE)
ENVELOPE (Official):	The Honorable (name) (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Senator (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Senator (and Mrs.) (surname)

PLACE CARD:	Senator (surname): Mrs. (surname)
INTRODUCTIONS:	Senator (surname) or The Honorable (name), Senator
CONVERSATION:	Senator (surname) or Senator
POSITION:	SENATOR (FEMALE)
ENVELOPE (Official):	The Honorable (name) (office address)
ENVELOPE (Social):	The Honorable (name) and Mr. (surname) or Mr. and Mrs. (surname of husband)
SALUTATION:	Dear Senator (surname) Dear Mr. and Mrs. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Senator (surname) Mr. and Mrs. (surname)
PLACE CARD:	Senator (surname) Mr. (surname), for husband
INTRODUCTIONS:	Senator (surname) or The Honorable (name), Senator
POSITION:	MAJORITY LEADER/MINORITY LEADER
ENVELOPE (Official):	The Honorable (name) Senate of the Philippines (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Senator (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Senator (and Mrs.) (surname)
PLACE CARD:	Senator (surname)
INTRODUCTIONS:	Senator (surname) or The Honorable (name), Senator
CONVERSATION:	Senator (name) or Senator
POSITION:	SENATOR-ELECT
ENVELOPE (Official):	The Honorable (name) Senator-elect (address, if given) or (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (and Mrs.) (surname)
PLACE CARD:	Mr. (surname)
INTRODUCTIONS:	Mr. (surname) or The Honorable (name), Senator-elect
CONVERSATION:	Mr. (surname)
POSITION:	FORMER SENATOR
ENVELOPE (Official):	The Honorable (name) (address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Senator (and Mrs.) (surname)
PLACE CARD:	Senator (surname)
INTRODUCTIONS:	The Honorable (name), former Senator
CONVERSATION:	Senator (surname)

POSITION:	THE SPEAKER OF THE HOUSE
ENVELOPE (Official):	The Honorable (name) Speaker of the House of Representatives (office address)
ENVELOPE (Social):	The Speaker of the House of Representatives and Mrs. (surname)
ENVELOPE (Wife of the Speaker):	Mrs. (name of Speaker)
SALUTATION:	Dear Mr. Speaker
COMPLIMENTARY CLOSE:	Respectfully or Sincerely
INVITATION:	The Speaker of the House of Representatives (preferred) or The Speaker of the House of Representatives (and Mrs. [surname]) or The Speaker (and Mrs. [surname])
PLACE CARD:	The Speaker of the House of Representatives or The Speaker
INTRODUCTIONS:	The Speaker or The Speaker of the House of Representatives or The Honorable (name), Speaker of the House of Representatives
CONVERSATION:	Mr. Speaker or Sir
POSITION:	REPRESENTATIVE (Male)
ENVELOPE (Official):	The Honorable (name) (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (surname) Mr. (and Mrs.) (surname)
PLACE CARD:	Mr. (surname)
INTRODUCTIONS:	Mr. (surname) or The Honorable (name), Representative from (province)
CONVERSATION:	Mr. (surname)
POSITION:	REPRESENTATIVE (Female)
ENVELOPE (Official):	The Honorable (name) (office address)
ENVELOPE (Social):	The Honorable (name) and Mr. (surname) or Mr. and Mrs. (name of husband [preferred])
SALUTATION:	Dear Mrs. (Miss) (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mrs. (Miss) (surname) Mr. (and Mrs.) (surname)
PLACE CARD:	Mrs. (Miss) (surname)
INTRODUCTIONS:	Mrs. (Miss) (surname) or The Honorable (name), Representative from (province)
CONVERSATION:	Mrs. (Miss) (surname)
POSITION:	REPRESENTATIVE-ELECT
ENVELOPE (Official):	The Honorable (name) Representative-elect (address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. (Mrs., Miss) (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (Mrs., Miss) (surname) or Mr. and Mrs. (surname)

PLACE CARD:	Mr. (Mrs., Miss) (surname)
INTRODUCTIONS:	The Honorable (name), Representative-elect from (province)
CONVERSATION:	Mr. (Mrs. Miss) (surname)
POSITION:	FORMER REPRESENTATIVE
ENVELOPE (Official):	The Honorable (name) (address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. (Mrs., Miss) (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (Mrs., Miss) (surname) or Mr. and Mrs. (surname)
PLACE CARD:	Mr. (Mrs., Miss) (surname)
INTRODUCTIONS:	Mr. (Mrs., Miss) (surname) or The Honorable (name), former Representative from (province)
CONVERSATION:	Mr. (Mrs., Miss) (surname)
POSITION:	MAJORITY LEADER/ MINORITY LEADER
ENVELOPE (Official):	The Honorable (name) (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (and Mrs.) (surname)
PLACE CARD:	Mr. (surname)
INTRODUCTIONS:	Mr. (surname) or The Honorable (name), Representative from (province)
CONVERSATION:	Mr. (surname)

The foregoing are representative of acceptable form in official or formal correspondence with regard to the legislative branch of government.

Reference:

McCaffree, Mary Jane and Pauline Innis, Protocol: The Complete Handbook of Diplomatic, Official and Social Usage, Revised Edition. Washington: Devon Publishing Company, Inc. 1985.

1.1.3 The Judicial Branch

POSITION:	THE CHIEF JUSTICE OF THE SUPREME COURT
ENVELOPE (Official):	The Chief Justice The Supreme Court
ENVELOPE (Social):	The Chief Justice and Mrs. (surname)
ENVELOPE (Wife of the Chief Justice):	Mrs. (name of Chief Justice)
SALUTATION:	Dear Mr. Chief Justice
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Chief Justice (and Mrs. [surname])
PLACE CARD:	The Chief Justice
INTRODUCTIONS:	The Chief Justice
CONVERSATION:	Mr. Chief Justice or Sir
POSITION:	ASSOCIATE JUSTICE OF THE SUPREME COURT
ENVELOPE (Official):	Mr. Justice (surname)

	The Supreme Court (office address)
ENVELOPE (Social):	Mr. Justice (surname) and Mrs. (surname)
ENVELOPE (Wife of an Associate Justice):	Mrs. (name of Associate Justice)
SALUTATION:	Dear Mr. Justice (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. Justice (surname) (and Mrs. [surname])
PLACE CARD:	Mr. Justice (surname)
INTRODUCTIONS:	Mr. Justice (surname) or Mr. Justice (surname) of (e.g., the Supreme Court of the Philippines)
CONVERSATION:	Mr. Justice or Mr. Justice (surname) or Sir
NOTE:	<i>According to form accepted by the Supreme Court of the Philippines, the given name of an Associate Justice is, with the exception of calling cards, never used unless there should be two with the same surname.</i>
POSITION:	RETIRED CHIEF JUSTICE OF THE SUPREME COURT
ENVELOPE (Official):	Chief Justice (surname) The Supreme Court (office address) or The Honorable (name), Chief Justice (office address)
ENVELOPE (Social):	Chief Justice (surname) and Mrs. (surname) or The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. Chief Justice (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. Chief Justice (surname) (and Mrs. [surname])
PLACE CARD:	Mr. Chief Justice (surname)
INTRODUCTIONS:	Mr. Chief Justice (surname) or The Honorable (name), former Chief Justice
CONVERSATION:	Mr. Chief Justice or Sir
NOTE:	<i>Accepted form by the Supreme Court of the Philippines decrees that a Chief Justice retains his title upon retirement.</i>
POSITION:	RETIRED ASSOCIATE JUSTICE OF THE SUPREME COURT
ENVELOPE (Official):	The Honorable (name) (local address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. Justice (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. Justice (surname) and Mrs. (surname)
PLACE CARD:	Mr. Justice (surname)
INTRODUCTIONS:	Mr. Justice (surname)
CONVERSATION:	Mr. Justice or Sir
NOTE:	<i>Retired Associate Justices retain their titles. Those who resign do not.</i>
POSITION:	CHIEF JUDGE OF A LOWER COURT
ENVELOPE (Official):	The Honorable (name) Chief Judge

	(e.g., Regional Trial Court of [name of court]) (city, zip)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Judge (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Judge (and Mrs.) (surname)
PLACE CARD:	Judge (surname)
INTRODUCTIONS:	Judge (surname) or The Honorable (name), Chief Judge, (e.g., Regional Trial Court of [name of court])
CONVERSATION:	Judge (name) or Judge
POSITION:	JUDGE OF A LOWER COURT
ENVELOPE (Official):	The Honorable (name) (e.g., Regional Trial Court of [name of court]) (city, zip)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Sir or Dear Judge (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Judge and (Mrs.) (surname)
PLACE CARD:	Judge (surname)
INTRODUCTIONS:	Judge (surname) or The Honorable (name), Judge of (e.g., the Regional Trial Court of [name of court])
CONVERSATION:	Judge (surname) or Judge or Sir

The foregoing are representative of acceptable form in official or formal correspondence with regard to the judicial branch of government.

Reference:

McCaffree, Mary Jane and Pauline Innis, Protocol: The Complete Handbook of Diplomatic, Official and Social Usage. Revised Edition. Washington: Devon Publishing Company, Inc. 1985.

I.1.4 Local Government

POSITION:	GOVERNOR
ENVELOPE (Official):	The Honorable (name, including middle name) Governor of (province) (province)
ENVELOPE (Social):	The Honorable The Governor of (province) and Mrs. (surname)
SALUTATION:	Dear Governor (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Governor of (province) (and Mrs. [surname])
PLACE CARD:	The Governor of (province)
INTRODUCTIONS:	Governor (surname) or The Honorable (name [including, middle name], Governor of (province)
CONVERSATION:	Governor (surname) or Governor or Sir
POSITION:	ACTING GOVERNOR
ENVELOPE (Official):	The Honorable (name)

	Acting Governor of (province)
ENVELOPE (Social):	The Honorable (name) The Acting Governor of (province) and Mrs. (surname)
SALUTATION:	Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Acting Governor of (province) (and Mrs. [surname])
PLACE CARD:	The Acting Governor of (province)
INTRODUCTIONS:	Mr. (surname) or The Honorable (name), Acting Governor of (province)
CONVERSATION:	Mr. (surname)
POSITION:	MAYOR (Male)
ENVELOPE (Official):	The Honorable (name [including middle name]) Mayor of (city/municipality)
ENVELOPE (Social):	The Honorable (name [including middle name]) and Mrs. (surname)
SALUTATION:	Dear Mayor (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Mayor of (city/municipality) (and Mrs. [surname])
PLACE CARD:	Mayor (surname)
INTRODUCTIONS:	Mayor (surname) or The Honorable (name [including middle name]), Mayor of (city/municipality)
CONVERSATION:	Mayor (surname) or Mr. Mayor or Sir
POSITION:	MAYOR (Female)
ENVELOPE (Official):	The Honorable (name [including middle name]) Mayor of (city/municipality)
ENVELOPE (Social):	The Honorable The Mayor of (city/municipality) and Mr. (surname) or Mr. and Mrs. (name of husband [including middle name])
SALUTATION:	Dear Mayor (surname) or Dear Mrs./Ms. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Mayor of (city/municipality) (and Mr. [surname]) or Mr. and Mrs. (surname)
PLACE CARD:	Mayor (surname)
INTRODUCTIONS:	Mayor (surname) or The Honorable (name [including middle name]), Mayor of (city/municipality)
CONVERSATION:	Mayor (surname) or Madam Mayor or Mrs. (Miss) (surname)

The foregoing are representative of acceptable form in official or formal correspondence with regard to local government.

Reference:

McCaffree, Mary Jane and Pauline Innis, Protocol: The Complete Handbook of Diplomatic, Official and Social Usage. Revised Edition. Washington: Devon Publishing Company, Inc. 1985.

1.1.5 Diplomatic Missions

POSITION:	AMBASSADOR (Male)
ENVELOPE (Official, away from post):	The Honorable (name) (e.g., Philippine) Ambassador to (country)
ENVELOPE (Social, away from post):	The Honorable (e.g., The Philippine) Ambassador to (country) and Mrs. (surname)
SALUTATION:	Sir or Dear Mr. Ambassador or (if the Ambassador holds military rank) Dear (e.g., Admiral) (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION (away from post):	(e.g., The American) Ambassador to (country) (and Mrs. [surname]) or (e.g., Philippine) Ambassador and Mrs. (surname)
PLACE CARD (away from post):	(e.g., The Philippine) Ambassador to (country)
INTRODUCTIONS (away from post):	The Honorable (name), (e.g., Philippine) Ambassador to (country)
CONVERSATION:	Mr. Ambassador or Mr. (or military title) [surname]
POSITION:	AMBASSADOR (Female)
ENVELOPE (Official, away from post):	The Honorable (name) (e.g., Philippine) Ambassador to (country)
ENVELOPE (Social, away from post):	The Honorable The (e.g., Philippine) Ambassador to (country) and Mr. (surname)*
SALUTATION:	Madam or Dear Madam Ambassador or Dear Mrs. (Miss) (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION (away from post):	The (e.g., Philippine) Ambassador to (country) (and Mr. [surname]) or (e.g., Philippine) Ambassador and Mr. (surname)
PLACE CARD (away from post):	The (e.g., Philippine) Ambassador to (country)
INTRODUCTIONS (away from post):	The Honorable (name), (e.g., Philippine) Ambassador to (country)
CONVERSATION:	Madam Ambassador or Mrs. (or Miss) (surname)
NOTE:	<i>*The usual form for a married couple, "Mr. and Mrs. (name of husband)," may also be used.</i>
POSITION:	AMBASSADOR AT LARGE
ENVELOPE (Official):	The Honorable (name) Ambassador at Large
ENVELOPE (Social):	The Honorable The Ambassador at Large and Mrs. (surname)
SALUTATION:	Dear Mr. Ambassador
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Ambassador at Large (and Mrs. [surname])
PLACE CARD:	The Ambassador at Large
INTRODUCTIONS:	Ambassador (surname)
CONVERSATION:	Mr. Ambassador or Sir
POSITION:	FORMER AMBASSADOR
ENVELOPE (Official):	The Honorable (name)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)

SALUTATION:	Dear Mr. (surname) or Dear Mr. Ambassador
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Ambassador (and Mrs.) (surname)
PLACE CARD:	Ambassador (surname)
INTRODUCTIONS:	Mr. (surname) or Ambassador (surname) or The Honorable (name), former Ambassador (e.g., to the United States)
CONVERSATION:	Ambassador (surname) or Mr. (surname)
POSITION:	FOREIGN AMBASSADOR
ENVELOPE (Official):	His Excellency (name, including middle name) Ambassador of (full name of country)
ENVELOPE (Social):	His Excellency The Ambassador of (full name of country) and Mrs. (surname)
SALUTATION:	Excellency (formal) Dear Mr. Ambassador (informal)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Ambassador of (country) (and Mrs. [surname])
PLACE CARD:	The Ambassador of (country)
INTRODUCTIONS:	Ambassador (surname) or His Excellency (name, including middle name), Ambassador of (full name of country)*
CONVERSATION:	Your Excellency or Mr. Ambassador
NOTE:	<i>* In a few instances, an adjective derived from the name of the country precedes the title of "Ambassador" (e.g., His Excellency, the British Ambassador).</i>
POSITION:	FOREIGN AMBASSADOR WITH A PERSONAL TITLE (of Royalty)
ENVELOPE (Official):	His Royal Highness Prince (full name) Ambassador of (full name of country)
ENVELOPE (Social):	His Royal Highness The Ambassador of (full name of country) and Princess (surname)
SALUTATION:	Your Royal Highness or Dear Mr. Ambassador
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Ambassador of (full name of country) and Princess (surname)
PLACE CARD:	The Ambassador of (full name of country)
INTRODUCTIONS:	Ambassador (surname) or His Royal Highness, Prince (full name) Ambassador of (full name of country)
CONVERSATION:	Your Royal Highness or Mr. Ambassador
POSITION:	FOREIGN CHARGÉ D'AFFAIRES ad interim
ENVELOPE (Official):	Mr. (name) Chargé d'Affaires ad interim of (country) or, if Chargé is a Minister: The Honorable (name)

	Chargé d'Affaires ad interim of (country)
ENVELOPE (Social):	The Chargé d'Affaires ad interim of (country) and Mrs. (surname) or if Chargé is a Minister: The Honorable The Chargé d'Affaires ad interim of (country) and Mrs. (surname)
SALUTATION:	Sir or Dear Mr. Chargé d'Affaires
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	The Chargé d'Affaires ad interim of (country) (and Mrs. [surname])
PLACE CARD:	The Chargé d'Affaires ad interim of (country)
INTRODUCTIONS:	The Chargé d'Affaires ad interim of (country), Mr. (surname) or, if Chargé is a Minister: The Honorable (name), Chargé d'Affaires ad interim of (country)
CONVERSATION:	Sir or Mr. Chargé d'Affaires

The foregoing are representative of acceptable form in official or formal correspondence with regard to international institutions.

Reference:

McCaffree, Mary Jane and Pauline Innis, Protocol: The Complete Handbook of Diplomatic, Official and Social Usage. Revised Edition. Washington: Devon Publishing Company, Inc. 1985.

1.1.6 Officials of Government Agencies or Organizations

POSITION:	HEAD OF A GOVERNMENT AGENCY
ENVELOPE (Official):	The Honorable (name, including middle name) (title) [,] (agency) (office address)
ENVELOPE (Social):	The Honorable (name, including middle name) and Mrs. (surname)
SALUTATION:	Dear Mr. (Dr.) (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (Dr.) (and Mrs.) (surname)
PLACE CARD:	Mr. (Dr.) (surname)
INTRODUCTIONS:	Mr. (Dr.) (surname) or (title) of the (agency), Mr. (surname)
CONVERSATION:	Mr. (Dr.) (surname)
POSITION:	PRESIDENT, CHAIRMAN OR MEMBER OF A COMMISSION OR BOARD
ENVELOPE (Official):	The Honorable (name, including middle name) President (or Chairman or Member), (name of commission or board) (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. (surname) or Dear Mr. Chairman
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (and Mrs.) (surname)
PLACE CARD:	Mr. (surname)
INTRODUCTIONS:	Mr. (surname) or the President (Chairman or

	Member) of (commission or board), Mr. (surname)
CONVERSATION:	Mr. (surname)
POSITION:	HEAD OF A GOVERNMENT ORGANIZATION
ENVELOPE (Official):	The Honorable (name) (title), (name of organization) [name of umbrella government agency, if any] (office address)
ENVELOPE (Social):	The Honorable (name) and Mrs. (surname)
SALUTATION:	Dear Mr. (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (and Mrs.) (surname)
PLACE CARD:	Mr. (surname)
INTRODUCTIONS:	Mr. (surname)
CONVERSATION:	Mr. (surname)

The foregoing are representative of acceptable form in official or formal correspondence with regard to officials of national government agencies, commissions, boards and organizations.

I.1.7 The Academe: Officials & Faculty

Official correspondence for officials and faculty at the University of the Philippines is patterned after the practice in the U.S.

POSITION:	CHAIR, U.P. BOARD OF REGENTS
ENVELOPE (Official):	Honorable (name) Chair U.P. Board of Regents Address
SALUTATION:	Dear Regent (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Regent (name) Chair, U.P. Board of Regents
PLACE CARD:	Regent (name) Chair, U.P. Board of Regents
INTRODUCTIONS:	Regent (surname)
CONVERSATION:	Regent (surname)
POSITION:	MEMBER, U.P. BOARD OF REGENTS
ENVELOPE (Official):	Honorable (name) Member U.P. Board of Regents Address
SALUTATION:	Dear Regent (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Regent (name) Member, U.P. Board of Regents
PLACE CARD:	Regent (name) Member, U.P. Board of Regents
INTRODUCTIONS:	Regent (surname)
CONVERSATION:	Regent (surname)

POSITION:	PRESIDENT (or CHANCELLOR) (MALE)
ENVELOPE (Official):	Dr. (or Mr.) (name, with middle initial)
	President (or Chancellor)
	(name of institution)
	(local address) or
	President (or Chancellor) (name, including middle initial)
ENVELOPE (Social):	President (or Chancellor) and Mrs. (name of President or Chancellor, including middle initial) or
	Dr. (or Mr.) and Mrs. (name of president or chancellor, including middle initial)
SALUTATION:	Dear Dr. (or Mr.) (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Dr. (or Mr.) (and Mrs.) (surname) or President (or Chancellor) (and Mrs.) (surname)
PLACE CARD:	Dr. (or Mr.) (surname) or President (or Chancellor) (surname)
INTRODUCTIONS:	President (or Chancellor) (surname) or Dr. (or Mr.) (name, including middle initial), President or Chancellor of (name of university)
CONVERSATION:	President (or Chancellor) (surname) or Dr. (or Mr.) (surname)
NOTE:	<i>When the name of the president or chancellor is listed in a college publication, the initials of professional degrees are frequently placed after the name instead of the title "Dr." preceding the name (e.g., Juan dela Cruz, LL.D., Ph.D., President [name of institution])</i>
POSITION:	PRESIDENT (or CHANCELLOR) (FEMALE)
ENVELOPE (Official):	Dr. (or Mrs./Ms.) (name, with middle initial)
	President (or Chancellor)
	(name of institution)
	(local address) or
	President (or Chancellor) (name, including middle initial)
ENVELOPE (Social):	President (or Chancellor) and Mr. (surname) or Mr. and Mrs. (name of husband including middle initial)
SALUTATION:	Dear Dr. (or Mrs./Ms.) (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. and Mrs. (surname) or President (or Chancellor) (and Mr.) (surname)
PLACE CARD:	Dr. (or Mrs./Ms.) (surname) or President (or Chancellor) (surname)
INTRODUCTIONS:	President (or Chancellor) (surname) or Dr. (or Mrs./Ms.) (name, including middle initial), President [or Chancellor of (name of university)]
CONVERSATION:	President (or Chancellor) (surname) or Dr. (or Mrs./Ms.) (surname)
NOTE:	<i>When the name of the president or chancellor is listed in a college publication, the initials of professional degrees are frequently placed after</i>

	<i>the name instead of the title "Dr." preceding the name (e.g., Juana dela Cruz, Ll.D., Ph.D., President [name of institution])</i>
POSITION:	DEAN OF A COLLEGE, DEAN OF A FACULTY
ENVELOPE (Official):	Dr. (or Mr.) (name, including middle initial) Dean, (name of college) (name of university) (city, [province]) or Dean (name including middle initial)
ENVELOPE (Social):	Dean and Mrs. (name, including middle initial of dean) or Dr. (or Mr.) (name, including middle initial of dean)
SALUTATION:	Dear Dr. (or Mr.) (surname) or Dear Dean (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Dr. (or Mr.) (and Mrs.) (surname) or Dean (and Mrs.) (surname)
PLACE CARD:	Dr. (surname) or Dean (surname)
INTRODUCTIONS:	Dean (surname) or Dr. (or Mr.) (name, including middle initial of dean) Dean of (college)
CONVERSATION:	Dean (surname) or Dr. (or Mr.) (surname)
NOTE:	<i>When the dean's name is listed in a college publication, the initials of professional degrees are frequently placed after the dean's name, instead of the title "Dr." going before the name (e.g., Juan dela Cruz, Ll. M., Jur.Sc.D., Dean of College)</i>
POSITION:	PROFESSOR, ASSOCIATE PROFESSOR & ASSISTANT PROFESSOR
ENVELOPE (Official):	With doctoral degree: Dr. (name, with middle initial) Without Doctoral degree: Professor (name, with middle initial) (name of department and college) (name of institution) (local address)
ENVELOPE (Social):	Dr. (and Mrs.) (name of professor, associate professor, assistant professor)
SALUTATION:	Dear Dr.* (surname) Dear Professor (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Dr.* (and Mrs.) (surname) Mr. (and Mrs.) (surname)
PLACE CARD:	Dr.* (surname) or Professor (surname)
INTRODUCTIONS:	Dr.* (or Professor) (surname) or Dr.* (or Professor) (surname) (name of department and college)
CONVERSATION:	Dr.* (surname) or Professor (surname) (within university)
NOTE:	<i>*If applicable. When a professor's (or associate professor's or assistant professor's) name is listed in a college publication, the initials of professional degrees</i>

	are frequently placed after the name of the professor (or associate professor or assistant professor): e.g., Juan dela Cruz, Ph.D.
POSITION:	INSTRUCTOR
ENVELOPE (Official):	Mr. (or Mrs./Miss/Ms.) (name, with middle initial) (name of department and college) (name of institution) (local address)
ENVELOPE (Social):	Mr. (and Mrs.) (name of instructor) or Mrs./Ms. (name of instructor) and Mr. (surname) or Miss/Ms. (name of instructor)
SALUTATION:	Dear Mr. (or Mrs.) (surname)
COMPLIMENTARY CLOSE:	Sincerely
INVITATION:	Mr. (and Mrs.) (surname) or Mrs. (name) (and Mr.) (surname)
PLACE CARD:	Mr. (or Mrs./Miss/Ms.) (surname)
INTRODUCTIONS:	Mr. (or Mrs./Miss/Ms.) (surname) of (name of department and college)
CONVERSATION:	Mr. (or Mrs./Miss/Ms.) (surname)

Reference:

McCaffree, Mary Jane and Pauline Innis, Protocol: The Complete Handbook of Diplomatic, Official and Social Usage. Revised Edition. Washington: Devon Publishing Company, Inc. 1985.

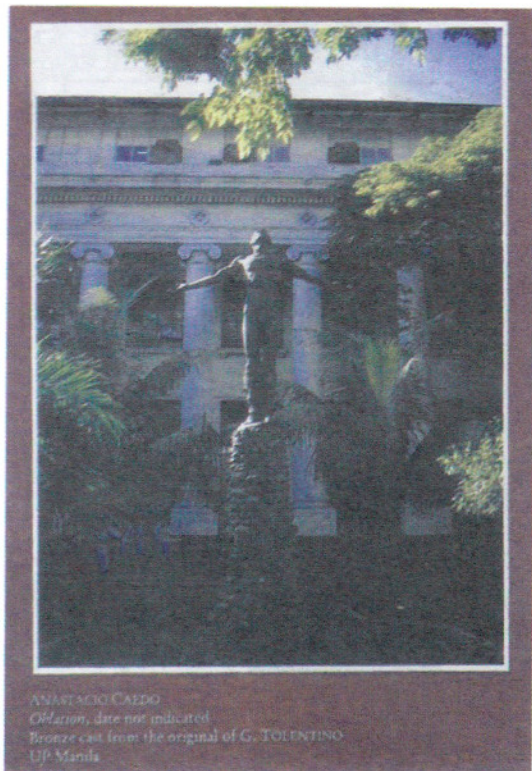
The Oblation in the various Constituent Universities



U.P. Diliman



U.P. Los Baños



U.P. Manila



U.P. Visayas, Miag-ao



U.P. Open University



U.P. Mindanao



U.P. Baguio

Musical Scores of U.P. Beloved and U.P. Naming Mahal

U.P. Beloved

Words by Teogenes Velez

Nicanor Abelardo

Andante Modto (M.M. $\text{♩} = 80$)

U. P. Be - lov - - ed Thou

Al - ma Ma - ter_ Dear , For thee u -

ni - ted, Our joy - ful voi - ces_ hear;

Far the we wan - - der, O'er is - lands

yon - - der, Lo - yal thy sons — we'll —

ev - er be , Lo - - yal thy

sons — we'll — ev - er — be. —

Ros.

UP Naming Mahal

(SATB, a capella)

Solemnly, very legato

Musika ni Nicamor Abelardo
Inareglo ni: Nhilck Ramiro Pech

Soprano
1 U - P na - ming ma - hal, pa - man - ta - sang hi - rang.
2 Lun - ti - an at pu - la, sa - gi - sag mag - pa - kai - lan - man,

Alto
1 U - P na - ming ma - hal, pa - man - ta - sang hi - rang
2 Lun - ti - an at pu - la, sa - gi - sag mag - pa - kai - lan - man

Tenor
1 U - P na - ming ma - hal, pa - man - ta - sang hi - rang
2 Lun - ti - an at pu - la, sa - gi - sag mag - pa - kai - lan - man

Bass
1 U - P na - ming ma - hal, pa - man - ta - sang hi - rang.
2 Lun - ti - an at pu - la, sa - gi - sag mag - pa - kai - lan - man,

mp

Ang ti - nig na - min sa - na'y in - yong ding - gin,
A - ting 'pag - di - wang, bul - wa - gan ng da - ngal,

Ang ti - nig na - min sa - na'y in - yong ding da - gin
A - ting 'pag - di - wang, bul - wa - gan ng da - ngal

Ang ti - nig na - min sa - na'y in - yong ding - gin
A - ting 'pag - di - wang, bul - wa - gan ng da - ngal

Ang ti - nig na - min sa - na'y in - yong ding da - gin,
A - ting 'pag - di - wang, bul - wa - gan ng da - ngal,

P **mp** **mf**

Ma - la - yong lu - pa - in, a - min mang ma - ra - ting,
Hu - ma - yo't i - tang - hal gi - ting at ta - pang.

Ma - la - yong lu - pa - in, a - min mang ma - ra - ting,
Hu - ma - yo't i - tang - hal gi - ting at ta - pang.

Ma - la - yong lu - pa - in, a - min mang ma - ra - ting,
Hu - ma - yo't i - tang - hal gi - ting at ta - pang.

Ma - la - yong lu - pa - in, a - min mang ma - ra - ting,
Hu - ma - yo't i - tang - hal gi - ting at ta - pang.

Di rin mag - ba - ba - go ang dam - da min,
Ma - bu - hay ang pag - a sa ng ba - yan.

Di rin mag - ba - ba - go ang dam - da min
Ma - bu - hay ang pag - a sa ng ba - yan

Di rin mag - ba - ba - go ang dam - da min
Ma - bu - hay ang pag - a sa ng ba - yan

only on repeat

Di rin mag - ba - ba - go ang dam - da min
Ma - bu - hay ang pag - a sa ng ba - yan

Di rin mag - ba - ba - go ang dam - da min
Ma - bu - hay ang pag - a sa ng ba - yan

Di rin mag - ba - ba - go ang dam - da min
Ma - bu - hay ang pag - a sa ng ba - yan

Di rin mag - ba - ba - go ang dam - da min
Ma - bu - hay ang pag - a sa ng ba - yan



UNIVERSITY OF THE PHILIPPINES
Quezon City

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23 March 2004

MEMORANDUM NO. 04-18

FOR : Prof. Ludendorffo Decenteceo, Chair
Dr. Oscar M. Alfonso, Consultant/Editor
Dr. Lourdes E. Abadingo, Member
Ms. Azucena M. Cabrales, Member/Secretary
Ms. Ma. Rosario Navarro, Member
Ms. Carmencita C. Loyola, Member
Ms. Margarita Pambid, Member

SUBJECT : **Creation of a Committee to Produce/Publish a Handbook on Protocol in the University of the Philippines System**

With Prof. Decenteceo as Chair, please constitute yourselves into a Committee that will work on the production/publication of a Handbook on Protocol in the University of the Philippines System.

As is the case with any university of at least national consequence, the University of the Philippines inevitably finds itself host, repeatedly to events of import attended by persons of eminent stations in society. It is thus the responsibility of the Committee to consolidate and put together in easy to read handbook existing practices and policies of correct form in the University of the Philippines System.

The Committee, including its support staff shall be entitled to honoraria for Ad hoc Committee level 2 as approved by the Board of Regents. All expenses shall be charged to the Office of the Vice President for Administration.


MARTIN V. GREGORIO
Secretary of the University
and of the Board of Regents



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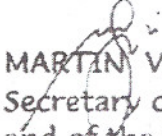
24 June 2004

MEMORANDUM

For : Ms. Carla V. Noroña
Senior Communications Development Officer
Office of the Secretary of the University

Subject : Designation as Secretary of the Committee tasked to
Produce/Publish a Handbook on Protocol in the University
of the Philippines System

You are hereby designated Secretary of the Committee tasked to Produce/Publish a Handbook on Protocol in the University of the Philippines System, vice Ms. Azucena M. Cabrales who will remain a member of the Committee.


MARTIN V. GREGORIO
Secretary of the University
and of the Board of Regents