



**OFFICE OF THE SECRETARY  
OF THE UNIVERSITY (OSU)**

UNIVERSITY OF THE PHILIPPINES  
CITIZEN'S CHARTER

# ABOUT OSU

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*“There shall be a Secretary of the University appointed by the Board, who shall also be the Secretary of the Board, and who shall keep such records of the University as may be designated by the Board.”  
(Sec. 15, RA 9500)*



# ABOUT OSU

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- The Office of the Secretary of the University (OSU) was established to handle the records and communications of the University. The OSU is the communication, operations, and policy research hub of the Board of Regents.
- As the custodian of the Board's official records on policies and decisions, the OSU also conducts research on policy for the Board's attention and action.



# MISSION

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- To facilitate governance of the University through its work as the secretariat and administrative arm of the following:
  - **Board of Regents (BOR)**
  - **President's Advisory Council (PAC)**



# MISSION

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- To serve as the primary interface and communication link between the top policy makers and executive officers of the University on one hand and the diverse stakeholders and resource providers of the University and the general public on the other.



# VISION

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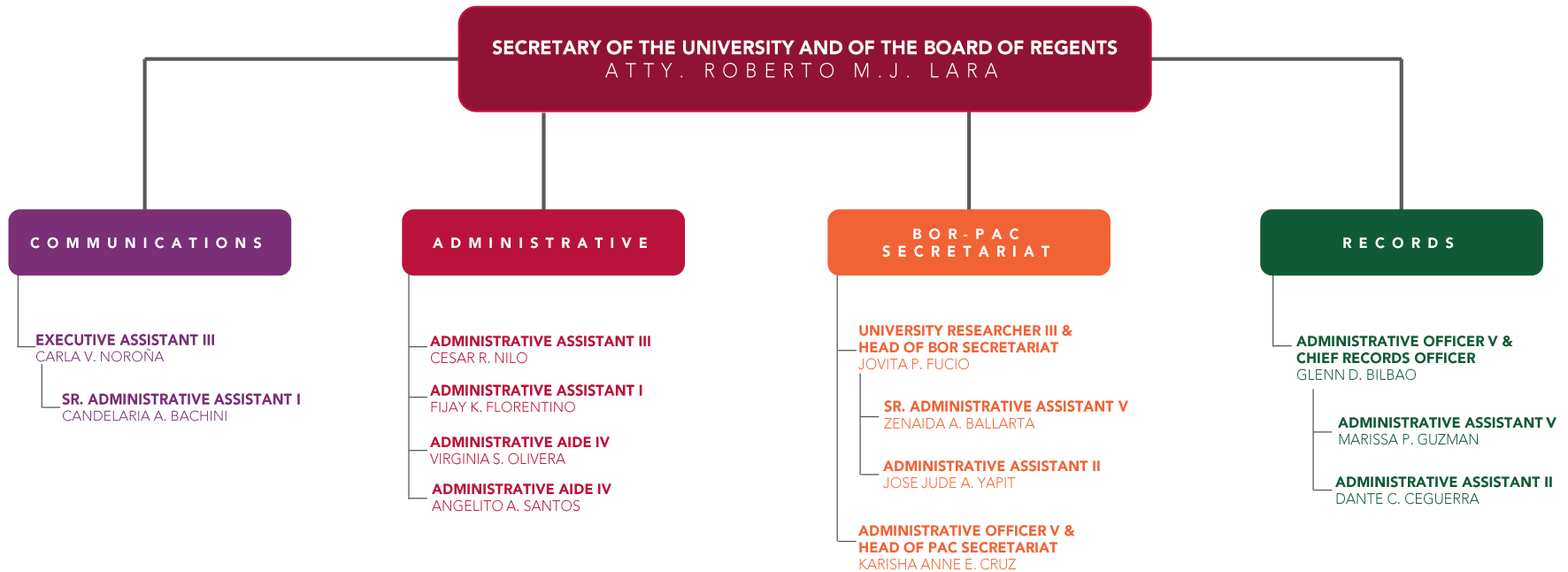
- The OSU upholds operational excellence and efficiency in supporting the major functions of the University through efficient and timely processing of communications and effective management of the University records and policies.





# Office of the Secretary of the University University of the Philippines

2019 ORGANIZATIONAL CHART



(as of 18 June 2019)

# REQUEST FOR OSU RECORDS<sup>1</sup>

STEP	CLIENT	SERVICE PROVIDED	DURATION OF ACTIVITY	PERSONNEL-IN-CHARGE	FORM
1	Submit records request form OR letter request addressed to the Secretary of the University and of the Board of Regents (SU-BOR) to the Records Head	Receive and review the details of the letter request	2-3 minutes	Records Officer	Records Request Form ( <i>downloadable at OSU website</i> ) or Letter-request
2		Submit letter request to the SU-BOR for approval	Within one day	Records Officer	
3		Inform client of the status of the request: Approval or disapproval of request	One (1) working day after response of the SU-BOR	Records Officer	
4		Prepare document requested and submit to the SU-BOR for clearance and signature	One (1) working day after response of the SU-BOR	Records Officer	
5	Receive requested document and log in the records book	Release requested document to client	3 minutes	Records Officer	OSU Records Logbook

<sup>1</sup>Request for BOR Decisions (without need for basic papers and other attachments) may be accessed through the OSU website ([osu.up.edu.ph](http://osu.up.edu.ph))





# SENDING DOCUMENTS

addressed to the President, Secretary of the University, or Board of Regents

STEP	CLIENT	SERVICE PROVIDED	DURATION OF ACTIVITY	PERSONNEL-IN-CHARGE	FORM
1	Proceed to Receiving / Communication Section and have your document/s received by communications staff	Receive and review details of the document	2 to 3 minutes	Receiving Staff	
2		Encode document received in the document tracking system (DTS)	2 to 3 minutes	Receiving Staff	
3		Review document and attach appropriate referral slip	Within one day	Executive Assistant	
4		Submit document to the SU-BOR for appropriate action	Within one day	Executive Assistant	



# CONTACT US

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☎ 981-8500 loc:

- 2533 – Executive Assistant to the Secretary of the University
- 2534 – Communications Section (Receiving documents)
- 2535 – BOR Secretariat Section
- 2508 – PAC Secretariat Section
- 2536 – Records Section

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