



# The University of the Philippines

# **GAZETTE**

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### **JANUARY- MARCH 2025**

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<sup>1</sup> *Suluk is the original name of Sulu. The Tagalog word saliksik must have derived from Arabic Salik (seeker), singular of suluk, which was possibly introduced by the Tausug.*

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**ADMINISTRATIVE  
ORDERS**



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-01**

TO: : **ALL CONCERNED**  
SUBJECT : **CONSTITUTION OF TECHNICAL WORKING GROUP (TWG)  
FOR THE UP CEBU MARITIME STUDIES PROGRAM**  
DATE : **06 January 2024**

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Please constitute yourselves into a Technical Working Group (TWG), with Vice President for Academic Affairs Dr. Leo DP. Cubillan as Chair and UP Cebu Chancellor Atty Leo B. Malagar and Vice Chancellor for Academic Affairs Asst. Prof. Marinel P. Tudtud as Co-Chairs, for the institution of a Maritime Studies Program in the UP Cebu which will undertake the following duties and responsibilities, among others:

1. Conduct assessment and feasibility study for a maritime studies program;
2. Identify and establish partnerships with maritime industries and experts that can co-develop the campus and provide necessary curricular expertise;
3. Facilitate the required consultations with the stakeholders and the general public; and
4. Prepare a comprehensive proposal for the institution of a maritime studies program in UP Cebu.

The TWG composition and designation of the members are as follows:

Chair:

**Dr. Leo DP. Cubillan**  
Vice President for Academic Affairs

**Atty. King Anthony Y. Perez**  
UP Cebu, Legal Office Chief

Co-Chairs:

**Atty. Leo B. Malagar**  
UP Cebu, Chancellor

**Prof. Laura T. David**  
UP Diliman, Marine Science Institute

**Asst. Prof. Marinel P. Tudtud**  
UP Cebu, Vice Chancellor for Academic  
Affairs

**Prof. Jay L. Batongbacal**  
UP Diliman, College of Law

**UP Cebu Faculty-at-Large**

Members:

**Engr. Daniel C. Peckley Jr.**  
Vice President for Development

**Academic Union Representative**

**Administrative Personnel Union  
Representative**

**Atty. Abraham Rey M. Acosta**  
Vice President for Legal Affairs

**University Student Council  
Representative**

**Dr. Hazel A. Trapero**  
Head, Office of the Campus Architect

The TWG may choose to add members to its core subject to the approval of the President.

**The TWG shall submit its proposal and recommendation to the President and for the consideration of the Board of Regents no later than 07 April 2025.** The TWG is entitled to receive honorarium equivalent to a standing committee (Level 2) as approved by the Board of Regents (1199th Meeting, 26 August 2005).

The TWG shall have two (2) support staff to assist the Technical Working Group on administrative and logistical matters, as approved by the President.

Please be guided accordingly.

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-02**

**TO: : ALL CONCERNED**

**SUBJECT : CONSTITUTION OF THE TECHNICAL WORKING GROUP  
FOR THE ESTABLISHMENT OF A COLLEGE OF  
ENGINEERING IN UP MINDANAO**

**DATE : 08 January 2024**

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There is a proposal to establish a College of Engineering in UP Mindanao which stems from the UP's intent to support the sustainable development of the region. Last May 2024, this plan garnered significant attention from various local and national media outlets. In order to give an empirical and significant basis for the approval of this proposal, there is a need to constitute a Technical Working Group (TWG) to study the viability, feasibility and implementation of this proposal.

Based on Executive Order No. 1 dated 13 March 1984<sup>1</sup>, the UP President has the power to formulate and recommend integrated system-wide policies and programs for consideration and approval by the Board of Regents. Thus, pursuant to the proposal to establish a College of Engineering in UP Mindanao, this Administrative Order is issued in order to constitute a TWG for the above-captioned purpose.

Pursuant to the foregoing, and in order to be able to adhere to the planned timeline of offering engineering program/s beginning next Academic Year 2025-2026, the following are hereby appointed as members of the TWG to conduct a study for the establishment of a College of Engineering in UP Mindanao, with Dean Cleto L. Nañola Jr. and Maria Antonia N. Tanchuling as Chairperson and Co-Chairperson, respectively:

Chair:

**Prof. Lyre Ann Murao**  
Chancellor, UP Mindanao

Co-Chair:

**Prof. Maria Antonia N. Tanchuling**  
Dean, UP College of Engineering, UP  
Diliman

Members:

**Prof. Cleto L. Nañola Jr.**  
Dean, College of Science and  
Mathematics, UP Mindanao

**Dr. Jose Regin F. Regidor**  
Chair, Institute of Civil Engineering, UP  
Diliman

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<sup>1</sup> Section II.A.1 of the Handbook on Existing Delineation of Authority in the University, p. 7

**Asst. Prof. Raymond Freth A. Lagria**  
Department Chair, Department of  
Industrial Engineering and  
Operations Research, UP Diliman

**Asst. Prof. Cinmayii A.  
Garillos-Manliguez**  
Department Chair, Department of  
Mathematics, Physics and  
Computer Science, UP Mindanao

**Dr. Guillermo Q. Tabios III**  
Professor Emeritus, College of  
Engineering, UP Diliman

**Engr. Fortunato T. Dela Peña**  
Professor, College of Engineering,  
UP Diliman

**Prof. Aura C. Matias**  
College of Engineering, UP Diliman

**Ar. Jean Marie V. Juanga**  
Assistant Professor, Department of  
Architecture, UP Mindanao

**Engr. Micah Amor P. Yares**  
Assistant Professor, Department of  
Architecture, UP Mindanao

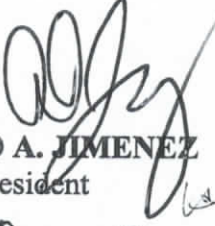
**Engr. Isaac T. Muncada**  
Lecturer, Department of Architecture,  
UP Mindanao




The expected output of the TWG would be a comprehensive research study on the feasibility and viability of establishing a College of Engineering in UP Mindanao. The research study should include the appropriate recommendation of the TWG to the BOR, and if said recommendation is for the establishment of the College of Engineering in UP Mindanao, then said study must include a detailed implementation plan.

The TWG may designate experts, resource persons, and support staff to assist in the implementation of its tasks, subject to the approval of the President.

The TWG and its support staff shall be entitled to honoraria and rates approved by the Board of Regents for ad hoc committee level 2. All expenses will be charged to appropriate UP funds.

For your guidance and compliance.

  
**ANGELO A. JIMENEZ**  
President

    
Abraham Reyes M. Acosta



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-03**

**TO :** **PROF. AUGUSTUS C. RESURRECCION**  
Vice President for Administration

**MS. IRYN Y. BALMORES**  
Vice President for Planning and Finance

**SUBJECT :** **APPOINTMENT AS OFFICER-IN-CHARGE OF THE UNIVERSITY FROM 12-19 JANUARY 2025**

**DATE :** **08 January 2025**

I hereby appoint you as Officer-in-Charge of the University for the period 12-19 January 2025. During this time, I will be on an official trip to Málaga, Spain, to participate in the preparatory meetings and the launching of the Capacity Building for Legal and Social Advancement (CALESA) Digital Project, financed by the Spanish Agency for International Development Cooperation and organized by the UP College of Law and the University of Malaga (UMA). Additionally, I will meet with UMA Rector Juan Teodomiro López Navarrete and other UMA officials to explore academic collaboration in the fields of music and tourism.

The specific dates of your assignments are as follows:

VP Resurreccion:	12-15 January 2025
VP Balmores:	16-19 January 2025

  
**ANGELO A. JIMENEZ**  
President

*cc :* *All Chancellors and UP Tacloban Dean*  
*EXECOM*  
*UP SBO*  
*UP SAO*  
*UP System HRDO*



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-05**

**TO : ALL CONCERNED**

**SUBJECT : RECONSTITUTION OF THE UP MANILA SCIENCE AND TECHNOLOGY PARK IN NEW CLARK CITY AND THE NATIONAL INSTITUTES OF HEALTH (NIH) BUILDING PROJECTS COMMITTEE**

**DATE : 12 March 2025**

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The UP Manila (UPM) Science and Technology New Clark City and the NIH Building Projects Committee is hereby reconstituted with Dr. Leo DP. Cubillan, Vice President for Academic Affairs, as Chair. The committee's appointment is effective from 01 January 2025 to 31 December 2025 with the following members:

**Chair:**

**DR. LEO DP. CUBILLAN**  
Vice President for Academic Affairs

**Vice Chair:**

**DR. MICHAEL L. TEE**  
Chancellor, UP Manila

**System Members:**

**MS. IRYN Y. BALMORES**  
Vice President for Planning and Finance

**PROF. AUGUSTUS C. RESURRECCION**  
Vice President for Administration

**ATTY. MARIAN COQUIA-REGIDOR**  
Vice President for Public Affairs

**ATTY. ABRAHAM REY M. ACOSTA**  
Vice President for Legal Affairs

**PROF. PETER A. SY**  
Vice President for Digital Transformation

**ATTY. RICKY D. DELA TORRE**  
Chief of Staff, Office of the President

**CU Members:**

**DR. EVA MARIA CUTIONGCO-DE LA PAZ**  
NIH Director, UP Manila

**DR. JOSE V. TECSON III**  
Vice Chancellor for Planning and Development, UP Manila

**DR. EDWARD H. WANG**  
Clinical Professor, UP Manila

**Special Advisor:**

**DR. CARMENCITA D. PADILLA**  
National Scientist and Professor Emeritus, UP Manila

**Project Development Group:**

**PROF. LUIS G. SISON**  
Director, Technology Transfer and Business Development Office, UP System

**PROF. JOSE EMMANUEL P. REVERENTE**  
Assistant Professor, College of Engineering, UP Diliman


**PROF. LOURDES MARIE S. TEJERO**  
Director, Technology Transfer and Business Development Office, UP Manila

The committee is responsible for developing and carrying out a plan for the proposed UPM Science and Technology Park and the completion of the new NIH Building.

The Special Advisor and Project Development Group (PDG) shall provide technical support to the Committee.

These special projects are categorized as System projects; as such, special budgets shall be approved at the level of the UP President. The Committee Chair, Vice Chair, members, Special Advisor, and PDG shall receive honoraria as approved by the UP President.

For your guidance and compliance.



**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-07**

**TO :** **DR. MICHAEL L. TEE**  
Chancellor, University of the Philippines Manila  
**DR. PATRICIA B. ARINTO**  
Dean, University of the Philippines Tacloban College

**SUBJECT :** **IMPLEMENTATION OF THE TERMS OF REFERENCE  
BETWEEN UNIVERSITY OF THE PHILIPPINES MANILA  
AND UNIVERSITY OF THE PHILIPPINES TACLOBAN  
COLLEGE**

**DATE :** **10 January 2025**

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The University of the Philippines (UP) Manila promotes the health of the public by educating future health leaders and professionals, conducting translational research, and providing responsive public service. It has an Internship Program which aims to complement the formal education received by students in their respective institutions.

UP Tacloban, an autonomous constituent unit of the University, on the other hand, aims to be a world-class university by building capacities and engaging communities for sustainable development in Eastern Visayas. It is committed to collaborating with communities and institutions in addressing critical issues confronting the nation and the world. Among the course subjects that it offers is Biology 195 Practicum under its Division of Natural Sciences and Mathematics. UP Tacloban's Biology 195 Practicum intends to expose its students to the professional world for them to learn how to apply the skills they have acquired within the classroom and laboratory setting in real-life situations.

In light of the foregoing, the Chancellor of UP Manila and Dean of UP Tacloban recognize the need for a long-term engagement for an internship collaboration, and have approved and endorsed the attached Terms of Reference pertaining to the implementation of said internship program in UP Manila for the students of UP Tacloban's Biology 195 Practicum for the purpose of developing academic and educational cooperation and the promotion of mutual understanding between the two constituent units of the University.

This Administrative Order is, therefore, issued to authorize and approve the aforementioned internship collaboration between UP Manila and UP Tacloban. This internship collaboration shall be governed by the Terms of Reference attached hereto as Annex "A" and made as an integral part of this Administrative Order.

The UP Manila and UP Tacloban shall submit regular reports regarding this internship collaboration to the Office of the Vice President for Academic Affairs, commencing upon issuance of this Administrative Order.

  
ANGELO A. JIMENEZ  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-10**

TO : **MARIAN COQUIA - REGIDOR**  
SUBJECT : **APPOINTMENT AS VICE PRESIDENT FOR PUBLIC AFFAIRS**  
DATE : **10 January 2025**

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You are hereby appointed as Vice President for Public Affairs, effective 13 January 2025, to serve at the pleasure of the UP President, subject to the confirmation by the UP Board of Regents.

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-11**

TO : Chair: **ASSOC. PROF. CARL MICHAEL F. ODULIO**  
Vice Chancellor for Research and Development

Co-Chair: **DR. RENATO SOLIDUM JR.**  
Secretary, Department of Science and Technology

Members: **DR. GIOVANNI TAPANG**  
Dean, College of Science

**DR. RACHEL JUNE RAVAGO-GOTANCO**  
Marine Science Institute, College of Science

**DR. ELMER S. ESTACIO**  
National Institute of Physics, College of Science

cc : **ATTY. EDGARDO CARLO L. VISTAN II**  
Chancellor, UP Diliman

SUBJECT : **SEARCH COMMITTEE FOR THE NEXT  
DIRECTOR OF THE NATIONAL INSTITUTE OF  
MOLECULAR BIOLOGY AND  
BIOTECHNOLOGY (NIMBB)**

DATE : **20 January 2025**

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The term of Dr. Pia D. Bagamasbad, current Director of the National Institute of Molecular Biology and Biotechnology (NIMBB), will end on 23 February 2025. The selection and appointment of the NIMBB Director is governed by Section 6 of Executive Order No. 4 dated 20 July 1999, which states thus:

*“The BIOTECH UP Diliman shall be headed by a Director who shall serve as the principal academic leader and chief executive officer of the BIOTECH UP Diliman. The Director shall be appointed for a term of three (3) years by the University President upon the endorsement of the Chancellor. To qualify for appointment as Director, a person must have the following minimum requirements: (1) a Ph.D. or the equivalent degree in molecular biology or biotechnology or a closely related field of study; (2) several research publications in molecular biology and biotechnology; and (3) some administrative experience.”*

In accordance with the above provision, please constitute yourselves into a Search Committee for the next Director of the NIMBB.

Please submit your report to the Chancellor on or before **14 February 2025, Friday**.

Please be guided accordingly.

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines  
 OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-12**

TO : ALL CONSTITUENTS OF UP CEBU  
 SUBJECT : INSTITUTING A SEARCH PROCESS FOR THE NEXT CHANCELLOR OF UP CEBU, AND CONSTITUTING A SEARCH COMMITTEE THEREFORE  
 DATE : 24 January 2025

**I. Background/Purpose**

The term of office of the Chancellor of UP Cebu will end on 15 June 2025.

This Administrative Order is hereby issued to commence a search process for the next Chancellor of UP Cebu, pursuant to Section 18 of RA 9500, which provides that:

*“The Chancellor of the constituent university shall be elected by the Board upon nomination of the President of the University, following a process of consultation with the constituents of the constituent university based on standards and guidelines set by the Board.”*

**II. Timetable for the Search Process**

ACTIVITY	DATE
Nominations to the Search Committee	Monday, 3 February 2025
Constitution of the Search Committee	Monday, 10 February 2025
Last Day to submit nominations for Chancellor	Friday, 28 February 2025
Submission of Report of the Search Committee	Thursday, 10 April 2025
Meeting of the Board of Regents to choose the next Chancellor	Thursday, 24 April 2025

**III. Search Committee**

Crucial to the process is the creation of a Search Committee whose members shall consist of men and women of unquestionable, unassailable integrity, who enjoy the respect of their constituents and maintain the highest regard for the interests of the University.

Accordingly, a Search Committee shall be constituted subject to the following guidelines:

- A. The Search Committee shall oversee and manage the process for finding the nominees for the Chancellorship. The Search Committee shall strive to find enough qualified nominees to the position by actively seeking out qualified candidates.

- B. The Search Committee is not a COMELEC whose job is to count votes. It is a fact-finding body whose job is to gather all relevant information for the President and the Board of Regents.
- C. The Search Committee shall consist of two (2) senior faculty members (Associate Professor/Full Professor/University Professor/Emeritus Professor); and one (1) junior faculty member (Assistant Professor/ Instructor); one (1) REPS; one (1) administrative staff; one (1) student; and a representative of the President.
- D. Nominations for membership in the Search Committee may be made by any individual, group or groups in the constituent university (faculty, students, REPS, administrative personnel, and alumni).
- E. Nominations to the Search Committee shall be sent through email to the Office of the Secretary of the University at [osu@up.edu.ph](mailto:osu@up.edu.ph) no later than 5pm, **Monday, 3 February 2025**. Each nomination shall be accomplished using the attached nomination form.
- F. The President shall appoint the members of the Search Committee on or before **Monday, 10 February 2025**.

#### **IV. Nomination Process for the Chancellorship**

##### *A. Who may be nominated to the Chancellorship*

To be nominated, a nominee MUST possess the following qualifications:

1. Commitment to academic freedom and the values and ideals of the university;
2. Distinction in the nominee's chosen field of expertise coupled with a generalist view and an appreciation of other disciplines;
3. Filipino citizen with a strong nationalist commitment;
4. Demonstrated observance of the principles of collegiality and the democratic process;
5. Unquestionable moral integrity;
6. Academic leadership and administrative skill; and,
7. Willingness to serve as Chancellor on a full-time basis and for the full term of three (3) years.

##### *B. Who May Nominate*

Any person or group in or outside the University is encouraged to submit their nomination.

##### *C. Nomination Papers to be Submitted*

1. Complete set of nomination papers shall include the following:

- a. A nomination letter specifying the reasons or justifications for the nomination (indicating how the nominee measures up to the qualifications specified in IV-A), and bearing the printed name(s) and signature(s) of the nominator(s); and
  - b. Two (2) clear copies of the nominee's curriculum vitae and one- or two-page summary thereof.
2. THE NOMINATION PAPERS MUST BE EMAILED TO THE OFFICE OF THE SECRETARY OF THE UNIVERSITY AT *osu@up.edu.ph* OR TO ANY MEMBER OF THE SEARCH COMMITTEE **NOT LATER THAN FRIDAY, 28 FEBRUARY 2025**.


*D. Conduct of Nomination*

1. The Search Committee shall draw up its own schedule of activities and set deadlines as needed.
2. The Search Committee shall ask the qualified nominees about their willingness to serve as full-time Chancellor for three (3) years. Those who indicate their willingness to serve must submit a vision paper of no more than five (5) pages; and a summary of his/her most significant qualifications and achievements in no more than two (2) pages.
3. The Search Committee must interview as many constituents of the constituent university as possible as well as outsiders who, in the judgment of its members, may have pertinent information to provide about the qualifications and competence of the nominees. The Committee should ask the interviewees to concretize important but ambiguous assertions and follow up every significant clue.
4. The Search Committee must also interview the nominees, giving them ample chance to explain their vision and refute any derogatory information.
5. The Search Committee is not authorized to conduct a straw poll because this might create the wrong impression that the search process is a popularity contest whereby the nominee who gets the highest numbers of votes will be appointed.
6. **ON OR BEFORE THURSDAY, 10 APRIL 2025**, THE SEARCH COMMITTEE SHALL SUBMIT TO THE PRESIDENT A FULL REPORT OF THE SEARCH PROCESS INCLUDING THE FINAL LIST OF NOMINEES, ASSESSING THEIR STRENGTHS AND WEAKNESSES.

*E. Appointment*

The President shall submit the Search Committee Report with his endorsement to the Board of Regents at the latter's meeting on **Thursday, 24 April 2025**.

FOR WIDEST DISSEMINATION.

  
**ANGELO A. JIMENEZ**  
President

2F North Wing, Quezon Hall, UP Diliman, Quezon City 1101, Philippines  
*op@up.edu.ph* | 632-89280110 or 632-89283014

**NOMINATION FOR MEMBERSHIP IN THE  
SEARCH COMMITTEE FOR CHANCELLOR  
OF UP CEBU**

DATE \_\_\_\_\_

I hereby nominate:

NAME \_\_\_\_\_

Present Designation \_\_\_\_\_

Office \_\_\_\_\_

Contact No./Email Address \_\_\_\_\_

BRIEF JUSTIFICATION IN SUPPORT OF THE NOMINATION

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Nominated by:

Name \_\_\_\_\_

Present Designation \_\_\_\_\_

**NOMINATION FOR CHANCELLOR OF UP CEBU**

DATE \_\_\_\_\_

I hereby nominate:

NAME \_\_\_\_\_

Present Designation \_\_\_\_\_

Office \_\_\_\_\_

Contact No./Email Address \_\_\_\_\_

**BRIEF JUSTIFICATION IN SUPPORT OF THE NOMINATION**

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Nominated by:

Name \_\_\_\_\_

Present Designation \_\_\_\_\_

Conforme:

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(Signature over printed name of nominee)

*Please attach the Curriculum Vitae (3-5 pages) and the Vision Paper of the nominee and submit to OSU at [osu@up.edu.ph](mailto:osu@up.edu.ph) or to any member of the Search Committee for the Chancellor of UP Cebu.*



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-13**

**TO :** Chair: **DR. LEO DP CUBILLAN**  
Vice President for Academic Affairs

Vice-Chair: **PROFESSOR MA THERESA T. PAYONGAYONG**  
Assistant Vice President for Academic Affairs  
(Curriculum & Instruction)

Members: **PROFESSOR ZENAIDA G. BAOANAN**  
UP Baguio

**ASST. PROF. ANNE FE GALLARDO-PEREZ**  
UP Cebu

**ASSOC. PROF. ANNA MARIE SIBAYAN-SARMIENTO**  
UP Diliman

**ASST. PROF. APRIL HOPE T. CASTRO**  
UP Los Baños

**PROF. MARIA CONSTANCIA OBRERO-CARRILLO**  
UP Manila

**PROF. JHOANNA LYNN CRUZ-DALILING**  
UP Mindanao

**ASST. PROF. AURORA D. LACASTE**  
UP Open University

**PROF. MARY OVIETA L. VILLAREAL**  
UP Visayas

**ASST. PROF. ANTONINO SALVADOR DE VEYRA**  
UP Tacloban College

**SUBJECT :** **RECONSTITUTION OF THE UP SYSTEM  
GENERAL EDUCATION (GE) COUNCIL FOR  
THE PERIOD OF AY 2024-2025**

**DATE :** **24 January 2025**


Please constitute yourselves into the UP System General Education (GE) Council with Vice President for Academic Affairs Dr. Leo DP Cubillan as Chair and Assistant Vice President for Academic Affairs (Curriculum and Instruction) Prof. Ma Theresa T. Payongayong as Vice-Chair for the period of AY 2024-2025. The Council is expected to perform the following functions:

1. Coordinate with Constituent Units regarding the development assessment and monitoring of the GE program;

2. Anticipate future needs and demands that will impinge on the GE program and recommend appropriate changes;
3. Evaluate proposals for the institution of GE courses;
4. Formulate and enforce academic policies and standards for GE courses;
5. In general, propose policies and such other changes needed to improve content and the teaching of GE courses; and
6. Evaluate and approve proposals for grants related to GE.

Council members shall receive the BOR-approved honoraria of a Level 2 Standing Committee. All meeting and travel expenses shall be charged to the OVPAA funds.

Please be guided accordingly.

  
ANGELO A. JIMENEZ  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-14**

TO : **ALL CONCERNED**

ATTENTION : Office of the Vice President for Planning and Finance  
Office of the Vice President for Administration  
UP System Budget Office  
UP System Accounting Office  
UP System HRDO

SUBJECT : **DESIGNATION OF AUTHORIZED SIGNATORIES FOR SUB-UNITS/OFFICES OF THE OFFICE OF THE PRESIDENT ON SELECT FINANCIAL AND ADMINISTRATIVE DOCUMENTS**

DATE : **26 February 2025**

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Pursuant to Articles 48 and 54 of the Revised Code of the University of the Philippines; and for expeditious and efficient administration, the following Vice Presidents are hereby designated as the authorized signatories for the listed Office of the President (OP) sub-units/offices, with authority to certify and approve Budget Utilization Requests (BURs), Obligation Requests (ObRs), Disbursement Vouchers (DVs), Office Orders, Travel Orders, and other related financial and administrative documents:

1. The Vice President for Academic Affairs (VPAA) for the following offices/units:
  - (a) UP Resilience Institute (UPRI)
  - (b) UP Intelligent Systems Center (UPISC)
  - (c) President's Committee on Culture and the Arts (PCCA)
2. The Vice President for Administration (VPA) for the following office:
  - (a) UP Procurement Office (UPPO)
3. The Vice President for Development (VPD) for the following offices/units:
  - (a) UP Bonifacio Global City (UP BGC)
  - (b) Committee for the UP Manila Science and Technology Park in New Clark City and National Institutes of Health (NIH) Building Projects
4. The Vice President for Public Affairs (VPPA) for the following offices/units:
  - (a) Television UP (TVUP)
  - (b) UP System Pahinungod Office
  - (c) UP SUC Alliance Committee
  - (d) UP Strategic Communications Group

5. The Vice President for Digital Transformation (VPDX) for the following office:
  - (a) UP Data Privacy Office (DPO)

This Administrative Order shall take effect immediately and shall be effective until further notice.

For your guidance and compliance.

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-15**

**FOR** : **DR. EILEEN LORENA M. MAMINO**  
Assistant to the Chancellor, UP Los Baños, and  
Director, Office of Alumni Relations, UP Los Baños

**SUBJECT** : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH  
COMMITTEE FOR THE DIRECTORSHIP OF THE  
NATIONAL CROP PROTECTION CENTER (NCPC), UP LOS  
BAÑOS**

**DATE** : **14 February 2025**

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I hereby designate you as the President's representative in the Search Committee for the Directorship of the National Crop Protection Center (NCPC), UP Los Baños.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.

  
**ANGELO A. JIMENEZ**  
President

cc : *Office of the Chancellor, Los Baños*



University of the Philippines

OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER PAJ 25-16**

To : Project Leader: **ATTY. ABRAHAM REY M. ACOSTA**  
Vice President for Legal Affairs

Co-Project Leader: **DR. ROSALIE ARCALA-HALL**  
Director, UP-CIDS

Subject : **SULU PROJECT 2025—LUPA' SUG AND THE PATH AHLU S-SULUK:<sup>1</sup> INTERNATIONAL CONFERENCE ON SULU HISTORY AND POWER**

Date : **18 February 2025**

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In pursuit of the University's commitment to advancing research, cultural heritage, and governance studies, and in line with its flagship programs on **Research and Innovation, Active and Collaborative Partnerships, and Arts and Culture**, the **Sulu Project 2025: Lupa' Sug and the Path Ahlu s-Suluk—International Conference on Sulu History and Power** has been approved for implementation from **January to June 2025**.

To ensure the effective execution of this initiative, You are hereby **appointed as Project Leaders** of the Sulu Project 2025. As Project Leaders, you shall have the following responsibilities:

1. Oversee the overall implementation of the project, ensuring the successful conduct of the International Conference on Sulu History and Power in April 2025 and the publication and launching of the Conference Proceedings in June 2025.
2. Facilitate collaboration with project partners, including the UP College of Law Office of the Dean, the UP Bangsamoro Development Institute Technical Working Group, and Mindanao State University.
3. Appoint and/or hire support staff, consultants, and resource persons necessary for the successful execution of the project, subject to University policies and budgetary limitations.
4. Ensure compliance with the University's financial and administrative guidelines in the utilization of project funds.

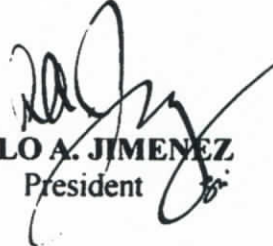
You shall be entitled to honoraria, subject to existing University rules and regulations on accounting, auditing, and fund disbursement. You may also request the administrative support of a secretariat to assist you in the implementation of the project.

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<sup>1</sup> Suluk is the original name of Sulu. The Tagalog word saliksik must have derived from Arabic Salik (seeker), singular of suluk, which was possibly introduced by the Tausug.

The funding requirements of this project shall be borne by the University, as reflected in the approved budget. All disbursements shall adhere to the University's financial policies and guidelines.

This Administrative Order shall take effect immediately and shall remain valid until the completion of the project.

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines

OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-17**

**TO : ALL SYSTEM AND CONSTITUENT UNIVERSITY OFFICIALS  
ALL FACULTY, REPS, STUDENTS, AND STAFF**

**SUBJECT : EDSA PEOPLE POWER REVOLUTION ANNIVERSARY  
(25 FEBRUARY 2025)**

**DATE : 19 February 2025**

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In commemoration of the **EDSA People Power Revolution Anniversary** on February 25—a historic testament to the Filipino people's courage and unwavering commitment to democracy—all administrators, faculty, REPS, students, and staff across the UP System are encouraged to participate in meaningful and peaceful activities that honor the spirit of unity, freedom, and civil liberties.

To reinforce the significance of this occasion, 25 February 2025 shall also be observed as an Alternative Learning Day in the University. Administrators, faculty, REPS, students, and staff are enjoined to engage in commemorative activities as part of their academic, professional, and civic responsibilities, with appropriate learning and work arrangements in place. Chancellors shall determine suitable work and class arrangements for their respective campuses to support the commemoration of the EDSA People Power Revolution Anniversary.

The University reaffirms its commitment to upholding democratic values, human rights, and the spirit of People Power. Let this occasion serve as a reminder of our shared responsibility to protect and strengthen these principles within our campuses and beyond.

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-18**

TO : Chair: **LEO DP CUBILLAN**  
Vice President for Academic Affairs

Co-Chair: **PROFESSOR EMERITUS GRACE J. ALFONSO**  
Director, TVUP

Members **PROFESSOR PERCIVAL F. ALMORO**  
Assistant Vice President for Academic Affairs  
(Research)

**NATIONAL ARTIST & PROFESSOR EMERITUS  
RAMON SANTOS**

**PROFESSOR EMERITUS MERLIE M. ALUNAN**

**PROFESSOR EMERITUS JOSE "BUTCH"  
DALISAY**

**PROFESSOR EMERITUS NICANOR TIONGSON**

SUBJECT : **CONSTITUTION OF THE SEARCH  
COMMITTEE FOR ARTIST-IN-RESIDENCE**

DATE : **24 March 2025**

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Please constitute yourselves into the Search Committee for selection of the Artist-in-Residence.


With Vice President Leo DP Cubillan as Chair, the committee is expected to do the following, but not limited to:

1. Review the guidelines for Artist-in-Residence.
2. Benchmark the tasks and responsibilities with similar programs in other universities.
3. Evaluate applications for the Artist-in-Residence.

The Committee may designate a secretariat to assist in the implementation of its tasks, subject to the approval of the President.

The chair, co-chair and members, and the secretariat of the Committee shall be given honoraria based on the rates equivalent to an Ad Hoc Committee (Level 2) as approved by the Board of Regents (1199th meeting, 26 August 2005).

For your guidance and compliance.

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-19**

TO : Chair: **LEO DP CUBILLAN**  
Vice President for Academic Affairs

Co-Chair: **PROFESSOR JOSE ANTONIO R. CLEMENTE**  
Assistant Vice President for Academic Affairs  
(Faculty Development)

Members **NATIONAL SCIENTIST & PROFESSOR EMERITUS CARMENCITA D. PADILLA**  
Science and Technology Cluster

**PROFESSOR EMERITUS GEMINO H. ABAD**  
Arts and Letters Cluster

**PROFESSOR EMERITUS EMMANUEL S. DE DIOS**  
Management and Economics Cluster

**PROFESSOR EMERITUS AGNES C. ROLA**  
Social Sciences and Philosophy Cluster

SUBJECT : **CONSTITUTION OF THE SEARCH COMMITTEE FOR UNIVERSITY PROFESSOR**

DATE : **12 March 2025**

Please constitute yourselves into the Search Committee for the selection of the University Professor.

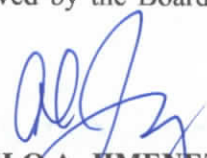
With Vice President Leo DP Cubillan as Chair, the committee is expected to do the following, but not limited to:

1. Review the guidelines for the University Professor selection process.
2. Benchmark the roles and responsibilities of the position against similar appointments in other universities.
3. Evaluate applications for the University Professor position.

The Committee may designate a secretariat to assist in the implementation of its tasks, subject to the approval of the President.

The chair, co-chair and members, and the secretariat of the Committee shall be given honoraria based on the rates equivalent to an Ad Hoc Committee (Level 2) as approved by the Board of Regents (1199th meeting, 26 August 2005).

For your guidance and compliance.

  
**ANGELO A. JIMENEZ**  
 President

LEO DP CUBILLAN      CARMENCITA D. PADILLA



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-21**

**TO : ALL CONSTITUENTS OF UP CEBU**

**SUBJECT : AMENDMENT TO ADMINISTRATIVE ORDER NO. PAJ 25-12:  
ITEM II - TIMETABLE FOR THE SEARCH PROCESS FOR THE  
NEXT CHANCELLOR OF UP CEBU**

**DATE : 26 February 2025**

This Administrative Order is issued to amend Item II of Administrative Order No. 25-12, Timetable for the Search Process, as follows:

ACTIVITY	DATE
Constitution of the Search Committee	Friday, 28 February 2025
Last Day to submit nominations for Chancellor	Friday, 14 March 2025
Submission of Report of the Search Committee	Monday, 14 April 2025
Meeting of the Board of Regents to choose the next Chancellor	Thursday, 24 April 2025

For widest dissemination.

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-22**

TO : Senior Faculty Representatives **ASSOC. PROF. GRETCHEN CHAVES**  
Dean, School of Management, UP Cebu  
**ASSOC. PROF. BRISNEVE EDULLANTES**  
College of Science, UP Cebu

Junior Faculty Representative **ASST. PROF. PURITA BALTAZAR**  
College of Social Sciences (High School Program),  
UP Cebu

REPS Representative **MR. MC NIÑO R. VILLADORES**  
College Librarian, UP Cebu

Administrative Representative **MS. NOELLE ANNE C. SENO**  
Office of the Legal Counsel, UP Cebu

Student Representative **MR. JOROSH DIAMOLA**  
School of Management  
Representative, USC, UP Cebu

President's Representative **ATTY. ABRAHAM REY M. ACOSTA**  
Vice President for Legal Affairs

SUBJECT: **CONSTITUTION OF THE SEARCH COMMITTEE FOR THE CHANCELLOR  
OF UP CEBU**

DATE : **27 February 2025**

With Assoc. Prof. Gretchen Chaves as Chair, please constitute yourselves into a Search Committee that will assist the President and the Board of Regents in the selection of the next Chancellor of UP Cebu.

We are sending herewith Administrative Order No. PAJ 25-12 "Instituting a Search Process for the Next Chancellor of UP Cebu, and Constituting a Search Committee Therefor" and Administrative Order No. PAJ 25-21 "Amendment to Administrative Order No. PAJ 25-12: Item II - Timetable for the Search Process for the Next Chancellor of UP Cebu" for your guidance.

The deadline is **14 April 2025**, for the submission of the Search Committee Report which must include the final list of all nominees, assessing not only their strengths and weaknesses, but also their suitability for the position given the needs and thrusts of UP Cebu.

All expenses of the Committee in the discharge of its task will be borne by the Office of the President. Moreover, the Committee Chair and members, including support staff, shall be entitled to honoraria as set by the Board of Regents.

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-23**

FOR : **DR. LEO DP. CUBILLAN**  
Vice President for Academic Affairs


SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH  
COMMITTEE FOR THE DEANSHIP OF THE  
COLLEGE OF HUMAN KINETICS (CHK), UP DILIMAN**

DATE : **04 March 2025**

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I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Human Kinetics (CHK), UP Diliman.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.

  
**ANGELO A. JIMENEZ**  
President

cc : *Office of the Chancellor, UP Diliman*



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-24**

TO : Chair: **MARIAN L. COQUIA-REGIDOR**  
Vice President for Public Affairs

Co-Chair: **LEO D.P. CUBILLAN**  
Vice President for Academic Affairs

Members: **AUGUSTUS C. RESURRECCION**  
Vice President for Administration

**IRYN Y. BALMORES**  
Vice President for Planning and Finance

**MA. THERESA T. PAYONGAYONG**  
Assistant Vice President for Academic Affairs  
(Curriculum and Instruction)

**RICHARD S. JAVIER**  
Assistant Vice President for Administration  
(Human Resource Development)

**NOREEN P. ESCULTURA**  
Assistant Vice President for Planning and Finance

**TRISTAN NATHANIEL C. RAMOS**  
Office of Student Development Services Director

**LUIS G. SISON**  
Technology Transfer and Business Development Office  
Director

**GRACE J. ALFONSO**  
TVUP Director

**ABDULMARI D.L. IMAO, JR.**  
President's Committee on Culture and the Arts Chair

SUBJECT : **RECONSTITUTION OF THE STEERING  
COMMITTEE FOR THE *LINGGO NG  
UNIBERSIDAD AND GAWAD PANGULO***

DATE : **04 March 2025**

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The Steering Committee for the *Linggo ng Unibersidad* and *Gawad Pangulo* is hereby reconstituted, with Vice President for Public Affairs Marian L. Coquia-Regidor as Chair and Vice President for Academic Affairs Leo D.P. Cubillan as Co-Chair, in accordance with the BOR-approved institution of *Linggo ng Unibersidad* and *Gawad Pangulo: Pagkilala sa Karangalan at Kahusayan sa Paglilingkod para sa Bayan*.

As a committee, you are in charge of planning and implementing the entire weeklong celebration of the *Linggo ng Unibersidad*. The Steering Committee will also oversee the University of the Philippines *Gawad Pangulo* ceremony which is the culminating event of the *Linggo ng Unibersidad*.

You will also be assigned to different subcommittees, as listed below, with their respective functions following the general implementing guidelines (please refer to Annex A):

1. Subcommittee on the Search for *Natatanging Akademikong Institusyon, Natatanging Organisasyong Pangmag-aaral, Natatanging Inobasyon ng Mag-Aaral and Natatanging Inobasyon ng Fakulti* : To be headed by the Office of the Vice President for Academic Affairs (OVPA), the subcommittee shall be in charge of selecting recipients for these four (4) *Gawad Pangulo* Awards.
2. Subcommittee on the Search for *Natatanging Administratibong Institusyon and Natatanging Kawani ng UP System*: To be headed by the Office of the Vice President for Administration (OVPA), the subcommittee shall be in charge of selecting recipients for these two (2) *Gawad Pangulo* Awards.
3. Subcommittee on the Search for *Natatanging Serbisyo Publiko and Natatanging Alumni*: To be headed by the Office of the Vice President for Public Affairs (OVPPA), the subcommittee shall be in charge of selecting recipients for these two (2) *Gawad Pangulo* Awards.
4. Subcommittee on Publicity and Documentation: The Office of the Vice President for Public Affairs (OVPPA), including but not limited to the Media and Public Affairs Office (MPRO), shall be in charge of the coverage and publicity of the *Gawad Pangulo*, and preparation of related collaterals.
5. Subcommittee on Finance: To be led by the Office of the Vice President for Planning and Finance (OVPPF), the subcommittee shall be in charge of coordinating all line-item budgets and managing funds related to the *Gawad Pangulo*.
6. Subcommittee on the *Linggo ng Parangal* Programs: The subcommittee shall be in charge of the different programs and activities of the UP *Linggo ng Unibersidad* to be led by the Chair of PCCA and Director of TVUP, with members from the Offices of the Vice President for Public Affairs, Academic Affairs, and Administration.

The Steering Committee, along with its support staff, shall submit regular reports/plans to the Office of the President and shall be entitled to honoraria and rates approved by the President.

For your guidance and compliance.

  
ANGELO A. JIMENEZ  
President

**UNIVERSITY OF THE PHILIPPINES****Institution of Linggo ng Unibersidad and Gawad Pangulo:  
*Pagkilala sa Karangalan at Kahusayan sa Paglilingkod para sa Bayan*****I. Introduction and Rationale**

Recognizing the contributions of UP's academics, administrative staff, REPS, students and alumni in advancing the core values of the University is vital because it creates a model for the rest of the UP community to emanate or follow. These recognitions emphasize that UP is true to its mandate of promoting academic excellence while also leading in delivering public service as stated in the UP Charter of 2008. By honoring the contributions of these individuals and units, the University shows what it means to be a *Iskolar ng Bayan* who exemplifies the shared values of *karangalan at kahusayan sa paglilingkod para sa bayan (Honor and Excellence in the service of the nation)* as laid down in the UP Strategic Plan 2023-2029 of President Angelo Jimenez.

These awards demonstrate how individuals and units can be effective agents for change, and encourage diversity, inclusivity, and respect in all actions toward living the principles of *Tatak UP*. Recognizing the outstanding contributions of the UP community members put the utmost value and appreciation on their work and services. It creates an enabling environment for more efficient performance and productive output.

Many Constituent Universities (CUs) institutionalize these recognitions through their respective *Chancellor Awards*. In UP Diliman for example, the *Gawad Tsanselor* is awarded to outstanding teachers, researchers in the Filipino language, REPS, administrative staff members, extension programs, and students during the *Linggo ng Parangal*. Each honoree receives a special sculpture trophy designed by UP CFA's faculty artists Manolo Sicat and Jamel Joseph Obnamnia, a medal, and a certificate, as well as a monetary award of PhP 150,000.00. In addition, the home unit of the awardee also receives its counterpart monetary award. The *Gawad Tsanselor* is a gesture of appreciation for the awardees' contribution to advancing UP's values of honor and excellence.

In the UP System, the *Gawad Pangulo* for Progressive Teaching and Learning was launched in 2008 based on the need to showcase exemplary educators who enrich the course content and innovate in pedagogy while upholding the fundamental value and relevance of their courses. At the same time, it was instituted to promote progressive teaching and learning that will sharpen the minds and excite the imagination of our students, encourage critical thinking, hone their physical, social, and mental skills, broaden their perspectives, and encourage them to make use of technology effectively and responsibly to pursue knowledge and nurture their innovative and creative spirit. The *Gawad Pangulo* winners ( maximum of three) are awarded PhP 150 000 each.

In 2015, the Office of the Vice President for Public Affairs instituted the *Gawad Pangulo for Excellence in Public Service*. It was created to honor public service

programs within the UP System. It seeks to recognize and showcase, to the University's internal and external audiences, public service and volunteerism programs that exemplify "*Galing UP, Lingkod Bayan*". Selected institutional public service programs and projects are awarded Certificates of Recognition and PhP 100 000 cash grants to sustain the projects or promote replication in other units or communities.

Given the success and relevance of these System Awards, the Office of the Vice President for Public Affairs is convinced of the need to expand the *Gawad Pangulo* into an annual event during a weeklong celebration of the UP Foundation Day, which is proposed to be called the ***Linggo ng Unibersidad***. The OVPPA is also proposing the institution of a new set of system awards that will supplement and complement the current recognitions awarded by the Chancellors of the CU's.

The proposal will not, therefore, replicate the already established *Gawad Chancellor* awards of the CU's. The proposed *Gawad Pangulo* is envisioned to incentivize outstanding System administrative staff and recognize the service offered to the University by retiring administrative employees. Focused on the principles of *karangalan at kahusayan sa paglilingkod para sa bayan*, the proposed *Gawad Pangulo* will also recognize outstanding UP institutions, both academic and administrative, and outstanding individuals, whose services to the University are exemplary and champion *Tatak UP*.

## II. Institution of the ***Linggo ng Unibersidad***

- A. UP Foundation Day is celebrated every 18 June annually. No official institutional event is scheduled during this important date in the history of the University. To officially commemorate the Foundation Day of UP, the Office of the Vice President for Public Affairs is proposing the ***Linggo ng Unibersidad***.
- B. The ***Linggo ng Unibersidad*** will be a week-long celebration to honor successful and outstanding individuals and institutions of the University of the Philippines modeling UP's core values and principles of *karangalan at kahusayan sa paglilingkod para sa bayan* (*Honor and Excellence in the service of the nation*).
- C. Recommended Activities
  1. *Pagkilala sa mga Akademiko ng Unibersidad*. Recognition of faculty members and researchers (REPS) who received national and international recognition, including but not limited to, National Artists, National Scientists, Ramon Magsaysay, and similar national prestigious awards; and Nobel, Pulitzer, Booker Prize, and similar international awards. Reckoning period is from July of the previous year to May of the current year. The honorees shall receive a medal of honor and a certificate from the President.

2. *Pagkilala sa mga Retirado ng UP System.* Recognition of administrative staff from the UP System who are retiring from the University. The honorees shall receive a plaque of appreciation from the President and cash incentives according to the years of service (5 years, 10 years, 15 years, 20 years). Those who have served the University System Office for at least 25 years, shall be given a medal of honor, plaque of appreciation, and the corresponding cash incentive.
  3. *Pagkilala sa mga Natatanging Mag-aaral na Nagkamit ng Pinakamataas na Marka sa Board o Bar Exam.* Recognition of the top-notchers in Board Examinations and the Bar Examination through a **dinner reception** and a simple program at the Executive House. Certificates of Recognition shall be given to the honorees.
  4. *Pagkilala sa Natatanging Paglilingkod ng mga Agency-hired na kawani.* Recognition of invaluable service and assistance rendered by agency-hired personnel. Awardees shall be given a plaque of appreciation and cash incentive.
- D. *The Gawad Pangulo Awarding Ceremony shall serve as the culminating event of the Linggo ng Unibersidad.*

### III. General Description of the *Gawad Pangulo*

- A. The complete title of the award shall be *Gawad Pangulo: Pagkilala sa Karangalan at Kahusayan sa Paglilingkod para sa Bayan (Gawad Pangulo)*.
- B. *Gawad Pangulo* shall be the Presidential recognition that members of the UP community may receive for their achievements and contributions that advance the mandate of UP to lead as a public service University while maintaining its standards of excellence; hence promoting the core values of Honor and Excellence in the service of the nation.
- C. There will be six (6) *Gawad Pangulo*:
  1. *Gawad Pangulo sa Natatanging Akademikong Institusyon*
  2. *Gawad Pangulo sa Natatanging Administratibong Institusyon*
  3. *Gawad Pangulo sa Natatanging Organisasyong Pangmag-aaral*
  4. *Gawad Pangulo sa Natatanging Serbisyo Publiko*
    - a. *UP Constituent Universities and Autonomous College*
    - b. *UP-State Universities and Colleges (SUCs) Partnership*
  5. *Gawad Pangulo sa Natatanging Kawani ng UP System*
  6. *Gawad Pangulo sa Natatanging Alumni*

- a. *Lifetime*
  - b. *Capstone*
- D. The number of awardees for each of the *Gawad Pangulo* will be as follows:
- a. A maximum of three (3) awardees for *Gawad Pangulo sa Natatanging Akademikong Institusyon, Administratibong Institusyon, and Natatanging Organisasyong Pangmag-aaral* shall be awarded annually, depending on the decision and assessment of the selection committees.
  - b. A maximum of five (5) each for *Gawad Pangulo sa Natatanging Serbisyo Publiko for UP CUs and Autonomous College, and UP- SUC Partnership categories* shall be awarded annually, depending on the decision and assessment of the selection committees.
  - c. One (1) awardee for the *Gawad Pangulo sa Natatanging Kawani ng UP System*
  - d. A maximum of five (5) each for *Gawad Pangulo sa Natatanging Alumni, for Lifetime Achievement and a Capstone program in Public Service*
- E. The awarding ceremony shall be the culminating event of the *Linggo ng Parangal* which coincides with the UP Foundation week (UP Foundation Day is 18 June). The ceremony shall be called *The University of the Philippines Gawad Pangulo*.
- F. Recipients of the awards shall receive the following: a sculptural memento designed by a distinguished UP Artist, and a citation signed by the UP President and the Chairs of the Selections Committees.
- G. In addition, the awards come with cash incentives expected to be utilized to continue the institution's projects or programs and/or the institution of new ones. For the student organization, the cash incentive is envisioned to defray some of the organization's expenditures related to public service. For the individual awards, the home units shall receive counterpart monetary awards to be used as financial assistance in the home unit's programs that contribute to UP's vision of honor and excellence. The amount will be determined by the UP Office of the President upon recommendation of the Steering Committee.
- H. The sculptural memento for *Gawad Pangulo* recipients is to be commissioned from the leading sculpture or design artist from the College of Fine Arts of UP Diliman, Fine Arts Program of the College of Communication, Art and Design of UP Cebu, and/or Fine Arts Program of the College of Arts and Communication of UP Baguio

**IV. Nature of the *Gawad Pangulo***

- A. *Gawad Pangulo sa Natatanging Akademikong Institusyon*. This award shall be given to any academic institution in UP (degree-granting or non-degree granting) that exhibits outstanding performance in research or creative work, innovation, public service, linkages and networking, and mentoring. The institution is judged on the productivity of the institution and its individual faculty as researchers, artists, public servants, and mentors during the reckoning period. High points will be given to interdisciplinary and transdisciplinary projects and/or programs that demonstrate a commitment to advancing diversity and inclusion. The programs and projects must also embody the University's principles of *Karangalan at Kahusayan sa paglilingkod para sa Bayan*.
- B. *Gawad Pangulo sa Natatanging Administratibong Institusyon*. This award shall be given to any administrative unit in UP that exhibits exemplary administrative systems and initiatives in public service that embody the University's principles of *Karangalan at Kahusayan sa paglilingkod para sa Bayan*. The institution is adjudged on its constant outstanding performance rating, initiatives of staff members in professional development, and initiative of the office in developing programs for the University during the reckoning period. This award also recognizes the collaborative efforts and initiative of the staff members. The award features how the administrative unit can break barriers between diverse members and foster greater communication between and among other institutions, including academic units.
- C. *Gawad Pangulo sa Natatanging Serbisyo Publiko (UP CUs and Autonomous College Category)*. The award is anchored on the University's mandate to "lead as a public service university by providing various forms of community, public, and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standard of excellence". It aims to enhance the visibility of university-based public service undertakings; advocate professionalism in their implementation; and promote best and innovative practices for dissemination, support, and replication for the greater use and benefit of UP's various stakeholders. This is a recognition that celebrates outstanding public service programs, projects, and initiatives introduced and implemented by the different Constituent Universities and autonomous colleges that carry the University's principles of *Karangalan at Kahusayan sa paglilingkod para sa Bayan*.

*Gawad Pangulo sa Natatanging Serbisyo Publiko (UP-SUC Partnership Category)* recognizes the various exemplary public service activities of other SUCs and HEIs. Based on data, while there are several award-giving bodies recognizing exemplary public service given by institutions and HEIs, these are in recognition of the public service work of individuals, organizations, and institutions, both public and private. This award focuses on recognizing public service activities in higher education, both private and public as a response to

the call to foster relationships and partnerships with various SUCs and HEIs as part of his vision for UP.

- D. *Gawad Pangulo sa Natatanging Organisasyong Pangmag-aaral* recognizes a UP student organization that implemented new initiatives and programs during the reckoning period that embody the University's principles of *Karangalan at Kahusayan sa paglilingkod para sa Bayan*. Its programs impact the UP and the local community. This means, that the organization strives to be a community builder through service, education, engagement, and inspiration. The organization should have established outstanding and meaningful engagements inside and outside of the University. It also assesses the retention and active involvement of their membership: the organization has worked to foster a sense of community within its membership, from new to returning members. They value all members and encourage involvement in the organization regardless of the time spent in the organization. The organization also serves the needs of its members through various programs to continually foster learning and professional growth. Like the *Natatanging Akademikong Institusyon* and the *Natatanging Administratibong Institusyon*, the *Natatanging Organisasyong Pangmag-aaral* must also demonstrate commitment to advancing diversity and inclusion.
- E. *Gawad Pangulo sa Natatanging Kawani ng UP System* recognizes and values the contribution of the administrative personnel of the UP System in the attainment of academic and operational excellence in the University. Just like in the other *Gawad Pangulo*, the awardees must embody University's principles of *Karangalan at Kahusayan sa paglilingkod para sa Bayan*. In recognition of their exemplary performance and dedication to service, the *Gawad Pangulo sa Natatanging Kawani* award will be given to outstanding administrative personnel in each of the following categories: Category 1: Salary Grades 1 to 8; Category 2: Salary Grades 9 to below 18; and Supervisory Category: SG 18 and above, including SG 15 officially designated as head, supervising at least three (3) people.
- F. *Gawad Pangulo sa Natatanging Alumni* recognizes UP Graduates with exceptional accomplishments in their chosen field which personify UP's leadership in higher education and/or national development as a research, teaching, and public service university, and as a regional and international university. It is awarded to UP Alumni with exceptional service in local, national, and international affairs that helped increase the visibility and prestige of UP as a National University and helped UP undertake its mandates under RA 9500; and graduates who have rendered exceptional service which exemplifies UP's principles of *Karangalan at Kahusayan sa paglilingkod para sa Bayan*. The *Gawad Pangulo sa Natatanging Alumni* for Lifetime Achievement and Capstone program in Public Service will be awarded.

This will be different from the existing *Oblation Awards* that honor outstanding Alumni at the end of the 6<sup>th</sup> year term of the UP President with its own selection criteria.

**V. General Principles**

A. The “Natatangi” is an exemplary UP institution or an individual member of the UP community. The institution or the individual demonstrates excellence in at least three of the following: teaching, research, innovation, creative work, extension work, public service, and professional development.

B. The principles of *Karangalan at Kahusayan sa paglilingkod para sa Bayan*. are exemplified through:

1. Academic Institution

- a. Publications and/or creative works of the individual members of the unit
- b. Academic, research, innovations, and creative work initiatives of the unit / Collaborative academic, research, and creative work programs of the unit (curricular reviews, curricular proposals, research programs, writing of a monograph)
- c. Extension program initiatives and/or projects of the unit
- d. Public service initiatives and/or programs of the unit
- e. Local, national, and international recognition of the unit (awards, distinctions, etc.)
- f. Local, national, and international recognitions of the individual members of the unit.
- g. Citations of excellence from various stakeholders.

2. Administrative Institution

- a. Exemplary feedback management system
- b. Organized key performance indicators
- c. Active engagement with other units
- d. Extension program initiatives and/or projects of the unit
- e. Public service initiatives and/or programs of the unit

- f. Local, national, and international recognition of the unit (awards, distinctions, etc.)
  - g. Local, national, and international recognitions of the individual members of the unit.
  - h. Citations of excellence from various stakeholders.
3. Public Service
- a. Service orientation in terms of the motivation and rationale in addressing the needs of the community and/or intended beneficiaries
  - b. Impact to the community
  - c. Innovation and resource mobilization
  - d. Approach which measures the collaboration between and among units/disciplines in the implementation of the public service initiative.
  - e. Enhancement of teaching and research of the implementer/implementing institution
4. Student Organization
- a. Public service / Extension Programs and initiatives of the organization
  - b. Local, national and international recognition of the organization (awards, distinctions, etc.)
  - c. Citations of excellence from various stakeholders.
  - d. Local, national, and international recognitions of the individual members of the unit.
  - e. Publications and/or creative works of the individual members of the organization
  - f. Academic presentations in conferences, symposiums, forums, and the likes of the individual members of the organization
  - g. Academic initiatives and programs of the organization
5. Administrative Staff in the UP System
- a. Seminars, forums, conferences, and workshops attended for professional development.

- b. Professionalism, collegiality, and commitment to the institution.
  - c. Innovative in the delivery of services/work
  - d. Efficient in performing duties.
  - e. Team-player and collaborative.
  - f. Local, national, and international recognitions of the individual members of the unit.
  - g. Citations of excellence from various stakeholders.
6. Alumni
- a. Generously and readily responded to the needs of the University, helping it to expand services to internal and external publics, surmount and act on the pandemic and disasters; construct, upgrade, and preserve facilities; acquire equipment; manage utilities; and, support academic, artistic, and athletic excellence.
    - i. As exemplified through volunteer work, public service, and/or monetary support to the university;
    - ii. Actively facilitated the construction and preservation of UP facilities & structures;
    - iii. Supported & sponsored activities and events led by student organizations, academic units, and university offices.
  - b. Exceptional accomplishment in their chosen field which personifies UP's leadership in higher education and/or national development as a research, teaching, and public service university, and as a regional and international university.
    - i. Must provide local, national, and international citations, certificates, and awards attesting to these accomplishments;
    - ii. Spearheaded innovations
    - iii. Led and motivated people toward positive directions
  - c. Exceptional service in local, national, and international affairs that helped increase the visibility and prestige of UP as a National University and helped UP undertake its mandates under RA 9500
    - i. Must provide local, national, and international citations, certificates, and awards attesting to these accomplishments;
    - ii. Has been recognized by their peers as a respected member of their community, which can be proven via testimonials and recommendations
    - iii. Is a recognized specialist in their chosen field.

- d. Exceptional service which exemplifies UP's principles of dangal, husay, malasakit and pakikipagkapwa.
  - i. Served the greater public through various programs and projects.
- C. Evaluation shall be done by Committees of Peers, under the supervision of the UP Steering Committee for Gawad Pangulo.
- D. Submissions of documentary proofs are required. Also, nomination forms shall be disseminated to all units.
- E. Incomplete or improperly documented applications shall not be evaluated.
- F. The reckoning period for all accomplishments shall always be the last three years (for example: Gawad Pangulo 2024, the reckoning period is from January 2021 to December 2023).
- G. Previous Gawad Pangulo recipients shall be eligible for nomination only after three years from the last Gawad Pangulo.

## **VI. Implementation**

### **A. Implementation Flow**

1. The President shall release an Administrative Order constituting the Steering Committee of the *Linggo ng Unibersidad*.
2. The Steering Committee shall immediately convene its first meeting.
3. Each subcommittee shall submit a budget proposal to the Office of the Vice President for Public Affairs for consolidation, which shall be submitted to the Vice President for Planning and Finance.
4. Each subcommittee assigned to an award category shall finalize its call with the following:
  - a. Nomination Guidelines (eligibility and criteria)
  - b. The Nomination Form
  - c. Important dates for the community to remember
5. All calls for nominations shall be submitted to the Office of the President through the Office of the Vice President for Public Affairs.
6. The Office of the Vice President for Public Affairs shall consolidate all the submitted *calls for nominations* by the subcommittees; which shall then be submitted to the Office of the President.

7. The President shall approve the consolidated LIB.
8. The *Official Call for Nominations* shall be made after the President approves all the calls submitted by the subcommittees. The *Official Call for Nominations* shall be distributed to all System Offices and all CUs through a memorandum signed by the President and through the information dissemination platforms of the University.
9. The deliberation period shall commence immediately after the Deadline of the Call.
10. Recommendations for the Gawad Pangulo shall be sent to the President through the Office of the Vice President for Public Affairs. Announcement of winners shall follow.
11. The awarding ceremony shall be scheduled on a Friday during the week of the UP Linggo ng Unibersidad.

B. Implementing Units

1. The lead unit in the implementation of the award is the *Office of the Vice President for Public Affairs* co-chaired by the *Office of the Vice President for Academic Affairs*.
2. Members of the Steering Committee is composed of the following:
  - a. VP for Administration
  - b. VP for Planning and Finance
  - c. AVP for Public Affairs
  - d. AVP for Curriculum and Instruction
  - e. AVP for Research and Development
  - f. AVP for Student Affairs
  - g. AVP for Internationalization
  - h. TVUP Director
  - i. PCCA Director
3. The Steering Committee shall be responsible for the planning and implementation of the entire weeklong celebration of the *Linggo ng Unibersidad*.

4. The Steering Committee shall also be responsible for the ceremony of the *Gawad Pangulo* to be held on the Friday of the *Linggo ng Unibersidad*.
5. Subcommittees include the following:
  - a. *Subcommittee on the Search for Natatanging Akademikong Institusyon and Organisasyong Pangmag-aaral* shall be in-charge of selecting the recipients of these two *Gawad Pangulo*. The Office of the Vice President for Academic Affairs shall lead the subcommittee.
  - b. *Subcommittee on the Search for Natatanging Kawani ng UP System and Natatanging Administratibong Institusyon* shall be in-charge of selecting the recipients of these two *Gawad Pangulo*. The Office of the Vice President for Administration shall lead the subcommittee.
  - c. *Subcommittee on the Search for Natatanging Serbisyo Publiko and Natatanging Alumni* shall be in-charge of selecting the recipients of this *Gawad Pangulo*. The Office of the Vice President for Public Affairs shall lead the subcommittee.
  - d. *Subcommittee on Publicity and Documentation* shall be in-charge of media coverage and publicity of the *Gawad*. The subcommittee will also prepare the printing of collaterals related to the event. The MPRO of the Office of the Vice President for Public Affairs shall lead the subcommittee.
  - e. *Subcommittee on Finance* shall be in-charge of coordinating all line-item budgets related to the *Gawad Pangulo* and the management of funds. The Vice President for Planning and Finance shall lead the subcommittee.
  - f. *Subcommittee on the Linggo ng Parangal Programs* shall be in charge of the different programs to celebrate the *UP Linggo ng Unibersidad*. The Director of PCCA and TVUP, shall lead the subcommittee. Members of this subcommittee shall include AVPs from the Office of the Vice President for Public Affairs, the Office of the Vice President for Academic Affairs, and the Office of the Vice President for Administration.

C. Finances

1. The Chairs, Vice-Chairs, and members of the Steering Committee and the Sub-Committee members including the secretariat will be receiving Level 2 Honoraria as approved by the Board of Regents.
2. The Line-Item Budgets of ALL COMMITTEES shall be requested to the Office of the President through the Office of the Vice President for Planning and Finance.

- a. The Line-Item Budget for the cash rewards, and sculptural memento for the six (6) Gawad Pangulo shall be requested by the Office of the Vice President for Public Affairs (OVPPA). The Line-Item budget for the Gawad Pangulo other than those mentioned above shall be requested by the subcommittee.
- b. The Line-Item Budget for *Pagkilala sa mga Akademiko ng Unibersidad* shall be requested by the Office of the Vice President for Academic Affairs (OVPA).
- c. The Line-Item Budget for *Pagkilala sa mga Retirado ng UP System* and *Pagkilala sa Natatanging Paglilingkod ng mga Agency-hired na Kawani* shall be requested by the Office of the Vice President for Administration (OVPA).
- d. The Line-Item Budget for *Pagkilala sa mga Natatanging Mag-aaral na Nagkamit ng Pinakamataas na Marka sa Board o Bar Exam* shall be requested by the Office of the Vice President for Public Affairs through the Office of Alumni Relations.



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-25**

TO : **DR. DOLORES CECILIA T. MADRID**  
Director, UP System Office of International Linkages

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH  
COMMITTEE FOR THE DEANSHIP OF THE COLLEGE OF  
MEDIA AND COMMUNICATION (CMC), UP DILIMAN**

DATE : **05 March 2025**

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I hereby designate you as the President's representative in the Search Committee for the Deanship of the College of Media and Communication (CMC), UP Diliman.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.

  
**ANGELO A. JIMENEZ**  
President

cc : *Office of the Chancellor, UP Diliman*



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-26**

TO : **ATTY. RICKY D. DELA TORRE**  
Special Assistant to the President, Office of the President

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH  
COMMITTEE FOR THE DEANSHIP OF THE SCHOOL OF  
URBAN AND REGIONAL PLANNING (SURP), UP DILIMAN**

DATE : **06 March 2025**

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I hereby designate you as the President's representative in the Search Committee for the Deanship of the School of Urban and Regional Planning (SURP), UP Diliman.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.

  
**ANGELO A. JIMENEZ**  
President

cc : *Office of the Chancellor, UP Diliman*



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-27**

TO : **PROF. AUGUSTUS C. RESURRECCION**  
Vice President for Administration

SUBJECT : **APPOINTMENT AS OFFICER-IN-CHARGE OF THE  
UNIVERSITY FROM 11-14 MARCH 2025**

DATE : **07 March 2025**

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I hereby appoint you as Officer-in-Charge of the University for the period 11-14 March 2025. During this time, I will be on an official trip to Tainan, Taiwan to participate in Southeast and South Asia and Taiwan Universities (SATU) Presidents' Forum 2025 General Assembly at National Cheng Kung University (NCKU), Tainan, Taiwan.

  
**ANGELO A. JIMENEZ**  
President

cc : *All Chancellors and UP Tacloban Dean*  
*EXECOM*  
*UP SBO*  
*UP SAO*  
*UP System HRDO*



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-28**

**TO :** **DR. LEO DP CUBILLAN**  
Vice President for Academic Affairs

**ATTY. EDGARDO CARLO L. VISTAN II**  
Chancellor, UP Diliman

**DR. SHIRLEY V. GUEVARRA**  
Dean, College of Home Economics

**ASST. PROF. GIOVANNI FRANCIS A. LEGASPI**  
Dean, Asian Institute of Tourism

**ASST. PROF. ARLYN P. MACAPINLAC**  
Director, Office of Field Activities

**MR. JOHN PATRICK C. GREGORIO**  
General Manager, University Hotel

**SUBJECT :** **INTERNSHIP PROGRAM AT THE UNIVERSITY HOTEL FOR  
THE STUDENTS OF THE ASIAN INSTITUTE OF TOURISM  
AND COLLEGE OF HOME ECONOMICS, UP DILIMAN**

**DATE :** **10 March 2025**

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The UP Diliman Asian Institute of Tourism (AIT) and College of Home Economics (CHE) are currently implementing an Internship Program as part of the requirements for T-109: Travel Industry Practices, HRIM 144: Rooms Division Management, HRIM 174: Practicum I, HRIM 175: Practicum 2, and HRIM 186: Practicum in Hotels, Restaurants, and Related Institutions. AIT and CHE have requested the University Hotel (UH) and the latter has agreed to accept AIT and CHE students to undergo their internship or on-the-job training at the hotel's facilities and offices.

For a more effective implementation of the Internship Program, the Chancellor of UP Diliman, through AIT and CHE, and the UH have approved and endorsed the internship, as well as the Terms of Reference thereof.

This Administrative Order is therefore issued to authorize and approve the internship of AIT and CHE students at the UH. The internship shall be governed by the Terms of Reference attached hereto as Annex A and made an integral part of this Administrative Order.

UP Diliman shall submit regular reports regarding this internship to the Office of the Vice President for Academic Affairs commencing upon issuance of this Administrative Order.

This Administrative Order shall remain effective for a period of three (3) years from its issuance, and shall be subject to a yearly review.

For your guidance and compliance.

  
**ANGELO A. JIMENEZ**  
President

**TERMS OF REFERENCE**  
**FOR**  
**INTERNSHIP OF STUDENTS OF THE ASIAN INSTITUTE OF**  
**TOURISM AND COLLEGE OF HOME ECONOMICS AT THE**  
**UNIVERSITY HOTEL**

This Terms of Reference shall govern the internship of students of the Asian Institute of Tourism (AIT) and the College of Home Economics (CHE) at the University Hotel (HOTEL).

**1. Responsibilities of the Parties**

**A. The HOTEL shall:**

- a. Designate its Internship Supervisor(s) who will coordinate with AIT and CHE's Internship/Practicum Adviser(s) in jointly defining practical and related works along the student interns' area of specialization and serve as guides to the respective student interns;
- b. Provide the daily schedule of activities of the student interns for the entire duration of the Internship Program. The schedule must be submitted for approval to AIT and CHE at least two weeks before the intended start of the internship;
- c. Conduct an orientation for the student interns in the HOTEL's premises about the HOTEL's rules and regulations, safety protocols, existing Code of Conduct, and policies governing the Internship Program before the start of the internship. A copy of said rules and regulations shall be submitted to AIT and CHE and their students before the start of the Internship Program;
- d. Provide materials and tools necessary to ensure safety of the student interns while fulfilling their tasks for the Internship Program, including the required uniforms, safety shoes, and other personal protective equipment, if necessary;
- e. Ensure that the student interns engage in the approved activities for at most 8 hours per day to reach the required number of internship hours (360 hours for AIT and maximum of 600 hours for CHE) for the duration of the Internship Program;
- f. In cases where the student interns need to go on field, the HOTEL shall provide transportation at a pre-agreed schedule and timetable;
- g. In case of emergency, free medical check-up (c/o the UP Health Service) and initial dose of needed medicine.
- h. Accomplish the necessary forms required by AIT and CHE (e.g., Internship Evaluation Report) to monitor, supervise, and evaluate the performance of student interns in connection with the assigned activities for the duration of the Internship Program;
- i. Issue Certificates of Completion to the students interns upon fulfillment of all internship activities and tasks.

**B. AIT and CHE shall:**

- a. Recommend to the HOTEL a list of highly qualified students who are willing to undergo their Internship Program at the HOTEL, taking into consideration the requirements of the Internship Program and of HOTEL in terms of qualifications and number of students required;
- b. Designate the Internship/Practicum Adviser(s) for the students for the duration of the Internship Program. The Internship/Practicum Adviser(s) shall be selected from the faculty of the AIT and CHE who shall review and approve the daily schedule proposed by the HOTEL;
- c. Submit to the HOTEL the documents required for the Internship Program, such as Letter of Recommendation for Student Internship, Parental/Legal Guardian Written Consent, Evaluation Form, etc. The written consent of the student interns and that of their respective parents shall be submitted to the HOTEL prior to the commencement of the Internship Program;
- d. Orient student interns and their parents/guardians about the rules and regulations, proper attitudes, and behavior inside the HOTEL premises, particularly towards his/her work and his/her co-workers as stipulated in Section 1.c above;
- e. Monitor the attendance, activities, and performance of the student interns by visiting them at the HOTEL premises at least three times during the Internship Program;
- f. Ensure that the Internship/Practicum Adviser(s) will evaluate and assess the activities of the student interns at the end of the Internship Program; and
- g. Ensure the submission of a Final Written Report, reviewed and endorsed by the Internship/Practicum Adviser(s), seven days after the engagement.

**2. General Conditions of the Internship:**

- a. There will be no employer-employee relationship between the HOTEL and the student interns of the AIT and CHE.
- b. The student interns will be personally responsible for any and all liabilities for damage to property or injury to third persons, which may be occasioned by their intentional or negligent acts while in the course of their training.
- c. The student interns are under the supervision of their official Internship/Practicum Adviser while undergoing internship, and, together with the student interns concerned shall waive any claim against the HOTEL for any injury that the student may sustain or any loss, that they may suffer, personal or pecuniary, in the performance of their duties and functions while under internship, except when injury or damage is due to the fault or negligence of the HOTEL or its officers and representatives.
- d. AIT and CHE shall not be held liable for damages which may be caused to the HOTEL property due to the student interns' intentional, unintentional, deliberate, or negligent acts.
- e. The student interns shall abide by the HOTEL's rules and regulations and comply with those stipulated for the Internship Program; otherwise and


upon observance of due process, the student may be excluded from further participation in the Internship Program.

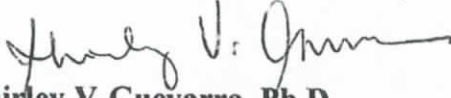
- f. AIT and CHE may, on reasonable grounds, pull out any student intern from the Internship Program upon prior written notice to the HOTEL.
- g. AIT, CHE and the HOTEL agree that in case of any incident that may arise as a result of the student interns' internship in the HOTEL, the parties agree to create a panel composed to three (3) members to investigate the circumstances of the incident. One member of the panel shall be selected by each party. Responsibility for the damages and/or injuries shall be taken on a case-to-case basis based on the findings of the panel.
- h. Each Party shall abide by the provisions of Republic Act No. 10173 (Data Privacy Act of 2012) and all other applicable laws and regulations in processing personal and sensitive personal information and in the implementation of the Internship Program.


### 3. EFFECTIVITY


This Terms of Reference shall be effective for three (3) years commencing upon issuance of the Administrative Order by the UP President and shall be reviewed on a year-to-year basis.

Conformé:

  
**Asst. Prof. Giovanni Francis A. Legaspi**  
Dean, Asian Institute of Tourism

  
**Shirley V. Guevarra, Ph.D.**  
Dean, College of Home Economics

  
**John Patrick C. Gregorio**  
General Manager and Board Member  
University Hotel

  
**Asst. Prof. Arlyn P. Macapinlac**  
Director, Office of Field Activities



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-29**

TO : Chair: **ASST. PROF. RICHARD S. JAVIER**  
Assistant Vice President for Administration  
(Human Resource Development)

Members: **MS. ELOISA MARIE O. COMIA**  
System Human Resource Development Office

**MS. MA. AILENE B. ANGELES**  
Office of Vice President for Administration

Support Staff: **MR. ALBERT G. ESGUERRA**  
Office of Vice President for Administration

SUBJECT : **CONSTITUTION OF THE 2024 SALN REVIEW  
AND COMPLIANCE COMMITTEE**

DATE : **18 March 2025**

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You are hereby constituted as the Review and Compliance Committee for the 2024 Statement of Assets, Liabilities, and Net Worth (SALN) of UP System employees, with Assistant Vice President Richard S. Javier as Chair.

Your functions shall include the following:

1. Evaluation of submitted SALN forms to determine whether said statements have been properly accomplished.
  - a. A SALN is deemed properly accomplished when all applicable information or details required therein are provided by the filer;
  - b. Items not applicable to the filer should be marked as N/A (Not Applicable).
2. Submission of the following lists of employees in alphabetical order:
  - a. Those who filed their SALNs; and
  - b. Those who did not file their SALNs

The above-mentioned lists shall be submitted to the Office of the Deputy Ombudsman **on or before 30 April 2025**.

3. Preparation of the Compliance Order for employees covered by No. 2b above.

As members of the Committee, you shall be entitled to Grade Level 1 Ad Hoc committee honoraria upon submission of the SALN report to the Office of the Deputy Ombudsman.

For your guidance and compliance.



**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-31**

TO : **DR. EILEEN LORENA M. MAMINO**  
Assistant to the Chancellor, UP Los Baños, and  
Director, Office of Alumni Relations, UP Los Baños

SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH  
COMMITTEE FOR THE DIRECTORSHIP OF THE  
INSTITUTE OF MATHEMATICAL SCIENCES, COLLEGE OF  
ARTS AND SCIENCES (IMS-CAS), UP LOS BAÑOS**

DATE : **25 March 2025**

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I hereby designate you as the President's representative in the Search Committee for the Directorship of the Institute of Mathematical Sciences, College of Arts and Sciences, UP Los Baños.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.

  
**ANGELO A. JIMENEZ**  
President

cc : *Office of the Chancellor, UP Los Baños*



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-32**

**TO :** **DR. KAREN ANN B. JAGO-ON**  
Assistant Vice President for Development  
(Land Use Planning and Development)

**SUBJECT :** **PRESIDENT’S REPRESENTATIVE IN THE SEARCH  
COMMITTEE FOR THE DEANSHIP OF THE COLLEGE OF  
PHARMACY, UP MANILA**

**DATE :** **25 March 2025**

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I hereby designate you as the President’s representative in the Search Committee for the Deanship of the College of Pharmacy, UP Manila.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.

  
**ANGELO A. JIMENEZ**  
President

*cc : Office of the Chancellor, UP Manila*



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-33**

TO : Chair: **VICE PRESIDENT FOR ADMINISTRATION**

Co-Chairs: **VICE PRESIDENT FOR PLANNING AND FINANCE**

**VICE PRESIDENT FOR DEVELOPMENT**

Members: **UP SYSTEM HRDO DIRECTOR**

**UP SYSTEM BUDGET OFFICE DIRECTOR**

**NATIONAL PRESIDENT, ALL UP WORKERS UNION**

SUBJECT : **CONSTITUTION OF THE UP SYSTEM ADMINISTRATION PERFORMANCE MANAGEMENT TEAM (UPSA PMT)**

DATE : **25 March 2025**

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With the Vice President for Administration as Chair and the Vice President for Planning and Finance, and the Vice President for Development as Co-Chairs, please constitute yourselves into the **UP System Administration Performance Management Team (UPSA PMT)**. This is in compliance with the Civil Service Commission (CSC) Memorandum Circular No. 6 s. 2012, "*Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)*". The UPSA PMT shall undertake the following tasks<sup>1</sup>:

1. Hold consultation meetings with the Directors/Heads of Offices/Units for the purpose of discussing the targets set in the Office Performance Commitment and Rating (OPCR) form;
2. Ensure that office performance targets and measures, as well as the budget, are aligned with those of the offices/units and that work distribution within each office/unit is rationalized;
3. Recommend approval of the OPCR to the Vice President for Administration;
4. Consolidate OPCRs submitted by various offices/units and submit the same to System HRDO;
5. Review, validate, evaluate, and provide feedback to enhance the initial performance assessments submitted by offices/units;
6. Conduct a UPSA performance planning and review session annually for the purpose of discussing the office/unit assessment for the preceding performance period and plans for the succeeding rating period with concerned Directors/Heads of Offices/Units. This shall include the participation of the System Budget Office with regard to budget utilization;

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<sup>1</sup> Reference CSC-approved UP Strategic Performance Management System (SPMS), version 1.4, October 2023, pages 6-7

7. Act as the appeals body and final arbiter for UPSA performance management issues;
8. Identify potential top performers and provide inputs to PRAISE Committee for grant of awards and incentives; and
9. Adopt internal rules, procedures, and strategies in carrying out the above-mentioned responsibilities, including the schedule of meetings and deliberations, and the delegation of authority to representatives in case of absence of its members.

The UPSA PMT, support staff, and resource persons shall be granted honoraria with the rates for standing committees (Grade 2) as approved by the UP Board of Regents during its 1199<sup>th</sup> meeting held on 26 August 2005.

For your guidance and compliance.

  
ANGELO A. JIMENEZ  
President *Am*



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-34**

TO : Chair: **VICE PRESIDENT FOR ADMINISTRATION**

Co-Chairs: **VICE PRESIDENT FOR PLANNING AND FINANCE**

**VICE PRESIDENT FOR DEVELOPMENT**

Members: **ASSISTANT VICE PRESIDENT FOR ADMINISTRATION**

**UP SYSTEM HRDO DIRECTOR**

**REPRESENTATIVE FROM THE FIRST LEVEL EMPLOYEES**  
(Nominated by the Accredited Employee Union)

**REPRESENTATIVE FROM THE SECOND LEVEL EMPLOYEES**

**NATIONAL PRESIDENT, ALL UP WORKERS UNION**

SUBJECT : **CONSTITUTION OF THE UP SYSTEM PERFORMANCE MANAGEMENT TEAM (UPS PMT)**

DATE : **25 March 2025**

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With the Vice President for Administration as Chair and the Vice President for Planning and Finance, and the Vice President for Development as Co-Chairs, please constitute yourselves into the **UP System Performance Management Team (UPS PMT)**. This is in compliance with the Civil Service Commission (CSC) Memorandum Circular No. 6 s. 2012, "*Guidelines in the Establishment and Implementation of Agency Strategic Performance Management System (SPMS)*". The UPS PMT shall undertake the following tasks<sup>2</sup>:

1. Propose a synchronized calendar for UP SPMS activities, in consultation with the CUs, for approval by the President;
2. Review the performance commitments and ratings submitted by the CUs, and recommend approval to the President;

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<sup>2</sup> Reference CSC-approved UP Strategic Performance Management System (SPMS), version 1.4, October 2023, pages 5-6

3. Hold consultation meetings with University officials, upon request, for guidance on the Office Performance Commitment and Rating (OPCR) form;
4. Ensure that office performance targets and measures, work distribution and budgets are rationalized and aligned with the UP Strategic Plan;
5. Recommend approval of the CUs performance commitment and rating to the UP President;
6. Act on appeals and recommend a final decision on performance management issues;
7. Identify potential top performers and provide inputs to the Program on Recognition of Achievements and Incentives for Service Excellence (PRAISE) Committees as mandated by the Civil Service Commission (CSC), for aligning incentives and awards with the SPMS for UP System employees; and
8. Adopt internal rules, procedures, and strategies in carrying out the above responsibilities, including the schedule of meetings and deliberations, and the delegation of authority to representatives in case of absence of its members.

The UPS PMT, support staff, and resource persons shall be granted honoraria with the rates for standing committees (Grade 2) as approved by the UP Board of Regents during its 1199<sup>th</sup> meeting held on 26 August 2005.

For your guidance and compliance.

  
ANGELO A. JIMENEZ  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-36**

**TO :** DR. LEO DP CUBILLAN  
Vice President for Academic Affairs

**SUBJECT :** PRESIDENT'S REPRESENTATIVE IN THE SEARCH  
COMMITTEE FOR THE NEXT EXECUTIVE DIRECTOR OF  
THE NATIONAL INSTITUTES OF HEALTH, UP MANILA

**DATE :** 31 March 2025

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I hereby designate you as the President's representative in the Search Committee for the next Executive Director of the National Institutes of Health, UP Manila.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.

  
ANGELO A. JIMENEZ  
President

cc : Office of the Chancellor, UP Manila



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-37**

**TO : ATTY. MARIAN L. COQUIA-REGIDOR**  
Vice President for Public Affairs

**SUBJECT : PRESIDENT’S REPRESENTATIVE IN THE SEARCH  
COMMITTEE FOR THE NEXT DEAN OF THE COLLEGE OF  
DENTISTRY, UP MANILA**

**DATE : 31 March 2025**

---

I hereby designate you as the President’s representative in the Search Committee for the Next Dean of the College of Dentistry, UP Manila.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.

  
**ANGELO A. JIMENEZ**  
President

cc : *Office of the Chancellor, UP Manila*



University of the Philippines  
OFFICE OF THE PRESIDENT

**ADMINISTRATIVE ORDER NO. PAJ 25-38**

TO : **DR. TRISTAN NATHANIEL C. RAMOS**  
Director, Office of Student Development Services


SUBJECT : **PRESIDENT'S REPRESENTATIVE IN THE SEARCH  
COMMITTEE FOR THE NEXT DEAN OF THE COLLEGE OF  
PUBLIC HEALTH, UP MANILA**

DATE : **31 March 2025**

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I hereby designate you as the President's representative in the Search Committee for the Next Dean of the College of Public Health, UP Manila.

All expenses that will be incurred in the performance of this duty shall be borne by the Office of the President. Payment of honoraria for this task is authorized based on Board-approved rules and rates.

  
ANGELO A. JIMENEZ  
President

cc : *Office of the Chancellor, UP Manila*



**UNIVERSITY OF THE PHILIPPINES**  
**Quezon City**



**OFFICE OF THE PRESIDENT**

**ADMINISTRATIVE ORDER NO. JFA 2025-01**

**TO :** **DR. JOSE V. CAMACHO, JR.**  
Chancellor, UP Los Baños

**DR. CLEMENT C. CAMPOSANO**  
Chancellor, UP Visayas

**DR. MELINDA DP. BANDALARIA**  
Chancellor, UP Open University

**DR. LYRE ANNI E. MURAO**  
Chancellor, UP Mindanao

**PROF. JOEL M. ADDAWE**  
Chancellor, UP Baguio

**ATTY. LEO B. MALAGAR**  
Chancellor, UP Cebu

**PROF. PATRICIA B. ARINTO**  
Dean, UP Tacloban College

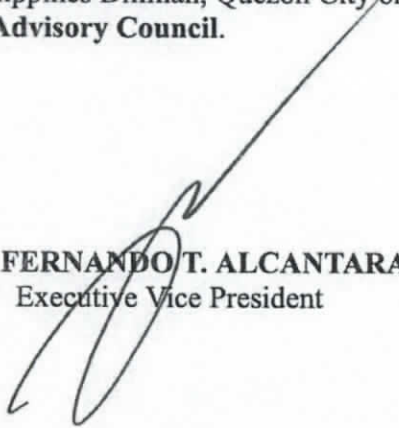
**SUBJECT :** **TRAVEL AUTHORITY**

**DATE :** **08 January 2025**

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You are hereby authorized to travel to University of the Philippines Diliman, Quezon City on **20 January 2025** for the **416<sup>th</sup> Meeting of the President's Advisory Council**.

**JOSE FERNANDO T. ALCANTARA**  
Executive Vice President



# MEMORANDA



University of the Philippines  
OFFICE OF THE PRESIDENT

**MEMORANDUM NO. PAJ 25-01**


**FOR : THE U.P. BOARD OF REGENTS**  
**SUBJECT : REQUEST FOR AUTHORITY TO TRAVEL TO TAINAN, TAIWAN**  
**DATE : 27 January 2025**

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I respectfully request permission to travel on official time to Tainan, Taiwan, from 11-14 March 2025 to participate in Southeast and South Asia and Taiwan Universities (SATU) Presidents' Forum 2025 General Assembly at the National Cheng Kung University (NCKU), Tainan, Taiwan.

I would like to request funding for any unsponsored cost of airfare and accommodation, pre-travel allowance, actual cost of unsponsored meals, incidentals, and other representation expenses, all to be charged to the UP International Linkages Fund, as well as my salary during the period.

Furthermore, I request permission to use an official passport and to be exempted from the payment of travel tax.

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**MEMORANDUM NO. PAJ 25-02**

**TO : VICE PRESIDENTS AND SECRETARY OF THE UNIVERSITY  
CHANCELLORS & DEAN OF UP TACLOBAN  
DIRECTOR, UP PGH**

**SUBJECT : 2025 EARTHQUAKE PREPAREDNESS DRILL**

**DATE : 26 February 2025**

In line with the 2025 Nationwide Simultaneous Earthquake Drill (NSED) initiatives, please note the scheduled earthquake drills for this year:

Quarter	Date	Time
1st Quarter	13 March 2025	2:00 PM
2nd Quarter	19 June 2025	9:00 AM
3rd Quarter	11 September 2025	3:00 PM
4th Quarter	6 November 2025	9:00 AM

As part of ongoing capacity-building efforts for disaster resilience across the UP System, I enjoin all UP units to conduct their earthquake drills, along with the following supplementary activities:

- Initial Response (First 15 Seconds of Ground-Shaking): Open the door; Drop, Cover, and Hold (DCH).
- Evacuation: Proceed to your designated Evacuation Areas promptly and calmly.
- Headcount: Evacuation Teams will perform an efficient headcount of their faculty, admin, REPS, students and among others for each building, college, or cluster.
- Incident Commander gives stand-down orders.
- Return to Posts: After the drill, everyone will return to their respective posts.

All units are required to document their drills and submit a report to the UP Resilience Institute through [resilience.institute@up.edu.ph](mailto:resilience.institute@up.edu.ph).

Thank you for your cooperation.

  
ANGELO A. JIMENEZ  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**MEMORANDUM NO. PAJ 25-03**

**TO :** ALL UP SYSTEM AND UP DILIMAN OFFICIALS AND EMPLOYEES

**SUBJECT :** UP SPORTS FEST 2025: FAMILY FUN DAY!

**DATE :** 26 February 2025

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I invite you and your family to join the UP SPORTS FEST 2025: FAMILY FUN DAY! This special event is a celebration of your dedication and hard work, bringing together the UP community for a day of fun, sports, and camaraderie.

**Event Details:**

**Date :** 9 March 2025 (Sunday)  
**Time :** 2:00 PM  
**Venue :** Football Grandstand (Outdoor)

**Activities:**

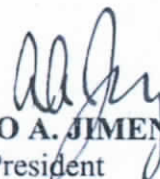
- *Libreng carnival at inflatables para sa buong pamilya!*
- *Libreng snacks para sa UP employees!*
- *Exciting games at papremyo para sa lahat ng mananalo!*

This is more than just a sports fest—it is an opportunity to bond, relax, and celebrate as one UP family. Let's come together and enjoy a day of *lakas, sigla, at pagkakaisa!*

For any inquiries, contact local numbers 4529 & 5430 or email: [oasd@up.edu.ph](mailto:oasd@up.edu.ph).

Kindly disseminate this information to your respective teams and encourage participation.

See you at UP Sports Fest 2025!

  
**ANGELO A. JIMENEZ**  
President



University of the Philippines  
OFFICE OF THE PRESIDENT

**MEMORANDUM NO. PAJ 25-05**

**TO :** CHANCELLORS  
DEAN OF UP TACLOBAN  
PGH DIRECTOR  
DEANS  
DIRECTORS  
HEADS OF UNITS (CUs, UP SYSTEM)  
VICE PRESIDENTS AND SECRETARY OF THE UNIVERSITY  
AND OF THE BOR  
HRDO DIRECTORS (CUs, UP SYSTEM)  
BUDGET OFFICE DIRECTORS (CUs, UP SYSTEM)

**SUBJECT :** CALL FOR APPLICATIONS TO THE 2025 FACULTY MERIT PROMOTION

**DATE :** 3 APRIL 2025

---

The Board of Regents (BOR) has approved the 2025 Faculty Merit Promotion (FMP) Guidelines during its 1398<sup>th</sup> meeting on 27 March 2025. We are now officially issuing a call for FMP applications to faculty members who are eligible for promotion under this cycle.

The 2025 guidelines underwent an extensive review by two technical working groups and were deliberated by the System Academic Affairs Committee (AAC), the President's Advisory Council (PAC), and the BOR. Feedback from the previous promotion cycles (2019–2022), as well as inputs from all Constituent Universities (CUs) and Autonomous College (AC), were taken into careful consideration. Most concerns have been addressed through several rounds of revisions. While significant effort and deliberation have gone into finalizing the 2025 guidelines, the BOR has directed a further review to refine the process. A new set of guidelines is expected for the next round of promotions following another thorough consultation and deliberation process.

Please note the following important points:

1. Promotions under the 2025 FMP shall be effective upon BOR approval, which shall not be later than 30 June 2025. Accomplishments considered for this round must have been completed by December 2024. Any accomplishments beginning January 2025 will be considered in the next promotion cycle, subject to eligibility.
2. Due to time constraints, the Faculty Merit Promotion software application (FMP App) will not be deployed to all CUs and AC for this round. Faculty members shall instead accomplish their unit's FMP Instrument and **OVPAA Form 1.2**. The Constituent Universities and Autonomous College must complete **Form 1.1** and submit it to the OVPAA.

3. The evaluation and approval timeline for this round is tight in order to meet the target date for BOR deliberation on 26 June 2025. For any clarifications regarding the 2025 FMP Guidelines, please email the Office of the Vice President for Academic Affairs ([appts.ovpaa@up.edu.ph](mailto:appts.ovpaa@up.edu.ph)).
4. Recommended promotion steps at the level of the unit are not automatically granted. We kindly request all levels of review to resolve appeals before submitting the recommendations to the higher level of review. For appeals:
  - Only new information/data will be considered.
  - Appeals for Instructor and Assistant Professor, within rank and crossing rank from Instructor to Assistant Professor, are to be decided at the CU level. The decision at the CU level is deemed final.
  - Appeals for Associate Professor and Professor, within rank, crossing rank from Assistant Professor to Associate Professor and Associate Professor crossing to Professor, are to be decided at the System level. The decision at the System level is deemed final.

#### **Schedule of Activities for the 2025 Faculty Promotions**

<b>Date</b>	<b>Faculty Promotion Activities</b>
28 April 2025	Submission by individual faculty of their application for promotion (i.e., unit's FMP instrument, OVPAA Form 1.2, supporting documents in alignment with the general guidelines)
29 April – 07 May 2025	Unit/Department/Center/Institute evaluation  Resolution of appeals before submission to the next level of peer review
08 – 16 May 2025	College/School/Institute evaluation  Resolution of appeals before submission to the next level of peer review
19 – 29 May 2025	CU/AC APFC evaluation  Resolution of appeals before submission to the next level of peer review
30 May – 01 June 2025	CU APFC through the OVCAA to submit recommendations to the Chancellor/Dean of AC  Chancellor's/AC Dean's review
01 June 2025	Submission of CU/AC recommendations to the OVPAA
02 – 06 June 2025	System AAC evaluation
07 June 2025	Submission of appeals to the OVPAA for Associate Professor and Professor recommendations
09 June 2025	Submission of AAC recommendations to OP

13 June 2025	Start of review and recommendation by the President
16 June 2025	Submission of the recommendations to the BOR
26 June 2025	BOR approval of the recommendations and budget for promotions
30 June 2025	Announcement of approved promotions

We hope that the 2025 Faculty Promotion will motivate us to continuously strive to attain academic excellence in support of our university's mission.

For your guidance and compliance.

  
**ANGELO A. JIMENEZ**  
 President

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**Gazette**

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## UNIVERSITY OFFICIALS

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Chancellor, UP Los Baños

**Prof. MICHAEL L. TEE**  
Chancellor, UP Manila

**Prof. CLEMENT C. CAMPOSANO**  
Chancellor, UP Visayas

**Prof. MELINDA dP. BANDALARIA** (end - 28 February 2025)

**Prof. JOANE V. SERRANO** (start- 01 March 2025)  
Chancellor, UP Open University

**Prof. LYRE ANNI E. MURAO**  
Chancellor, UP Mindanao

**Prof. JOEL M. ADDAWE**  
Chancellor, UP Baguio

**Atty. LEO B. MALAGAR**  
Chancellor, UP Cebu

**Prof. PATRICIA B. ARINTO**  
Dean, UP Tacloban College (Executive Order No. PAJ 23-01)