



# The University of the Philippines

# GAZETTE

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# DECISIONS OF THE BOARD OF REGENTS

1279<sup>th</sup> MEETING, 29 MARCH 2012

## MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETING/S

### A. 1276<sup>th</sup> (Special) Meeting, 16 January 2012

The Board discussed the following cases in Executive Session:

1. *On the case of Dean Enrique M. Avila, Prof. Ernesto P. Pineda, and Mr. Sharif Alsidry, UP Cebu*

The Board, at its 1277<sup>th</sup> and 1278<sup>th</sup> meetings held on 26 January 2012 and 24 February 2012, respectively, discussed the case in Executive Session. The Body agreed to decide on the case at its March meeting.

2. On the Case of *Mr. Florendo Sambrano, UP Los Baños*

**Board action:** The Board resolved to approve the recommendation of the OVPLA and affirmed the Decision of the UP President dated 15 July 2009 but reduced the penalty of Mr. Sambrano to one (1) year suspension in view of mitigating circumstance of length of service.

3. On the Appeal of *Dean Juan Amor Palafox (ADT Case No. UPD-2004-009), SOLAIR, UP Diliman*

**Board action:** The Board resolved to approve the recommendation of the OVPLA affirming the Decision of the UP President dated 9 February 2011; and, to deny the Appeal.

## REPORT FOR INFORMATION OF THE BOARD

### A. REPORT OF THE PRESIDENT

#### 1. “Initiatives and Activities of the President

(24 February 2012 – 28 March 2012)

#### “Programme for Leadership in University Management (PLUM), National University of Singapore (NUS), 5-9 March 2012

- I attended this inaugural program of NUS, which was designed for Presidents and senior officials of leading universities in ASEAN. The program fees, hotel accommodation, and meals of the program participants were sponsored by Temasek Foundation. The program was based on the proposition that as Asia continues to grow, higher education will play an even larger role in driving economic and social development. Building university management capacity is thus imperative.
- From UP, three other officials attended the program: VP for Development Elvira Zamora; UPD College of Engineering Dean Aura Matias, and UPLB Dean of College of Public Affairs and Development Agnes Rola. From the Philippines, the presidents and other senior officials of Ateneo de Manila University and De la Salle University also attended. The presidents’ group and the deans’ group had separate modules.
- The 5-day interactive program revolved around strategic planning and covered the following topics:
  - a) Opportunities and challenges facing higher education in the 21<sup>st</sup> century
  - b) Vision: Where do we want to be in 10 years’ time?
  - c) Faculty appointment, development and retention
  - d) Internationalization strategies: How? Where? Why?
  - e) Research benchmarking: How do we stack up?
  - f) Educational philosophy and curriculum reform
  - g) University governance
  - h) Communication and branding
  - i) Quality assurance framework: Are we on track to excellence?
  - j) Universities as engines of economic growth: Entrepreneurship in academia
  - k) Strategic planning.
- The participants also visited such facilities as (a) the Duke-NUS Graduate Medical School which showcases e-based collaborative and interactive learning processes, (b) the University Scholars Program (USP) residential college which is a model for multidisciplinary learning; and (c) Temasek

Laboratory which undertakes cross-disciplinary research on high-end technologies needed by Singapore.

- The program provided an exceptional opportunity for leaders of leading universities in ASEAN to be together for about a week, sharing experiences and comparing notes with each other on how they go about running their respective institutions and addressing constraints. The value of the program for me, therefore, was in my being able to benchmark UP's practices with those of its peers in the region.
- There were many lessons learned from the program. Some of these are the following:
  - On performance assessment: The criteria for promotion and tenure in NUS require performance in teaching and research (excellent in one, good in the other). Teaching performance is gauged in three ways: student feedback (done online); peer feedback (done by one from the same department and one from another department); and personal statement (e.g., to explain student feedback). The faculty key performance indexes (KPIs), which are common among a number of universities represented in the PLUM, are the number of publications in ISI journals (around 2 articles per year) and the number of PhD graduates produced (the more senior the faculty, the more PhD graduates expected). In University of Malaya, the publication requirement is two (2) articles per year.
  - On faculty development: Several universities have an induction program for new faculty members. Some have dedicated training centers for faculty development. For example, University Kebangsaan Malaysia (UKM) has the Center of Faculty Advancement and NUS has the Center for Development of Teaching and Learning (CDTL). In NUS, new recruits and poorly performing faculty members are made to go through the CDTL's programs. University of Malaya (UM) has a center that assists faculty members in completing their doctoral dissertation. UM expects to soon achieve an all PhD faculty like Mahidol University of Thailand.
  - On research: All the universities represented in the program place a significant emphasis on interdisciplinary research that produces solutions to society's problems. In NUS, every faculty member is expected to do research. But teaching is still given premium over other functions of the faculty. Thus, NUS does not have research faculty.
  - On publication: Publication of articles in ISI journals can be increased if it is defined as an objective and adequate funding is allocated to it. For instance, UM was doing only 600 articles three years ago; now it boasts of 3,000 articles per year. UM established

a center dedicated to helping faculty members publish in ISI-listed journals. This is part of UM's strategy to be among the world's top 100 universities in 2015.

- On internationalization: NUS achieves internationalization by bringing the world to NUS through co-teaching, joint degree programs in NUS, and joint campus in Singapore. It also takes NUS students to the world through reciprocal student exchange, joint and double-degree programs, and NUS overseas colleges in the US, Europe, China, India, and Israel.
- On educational philosophy. NUS sees educational philosophy as providing a common ideal towards the kind of graduates it wants to produce. The philosophy provides some coherence in program development by diverse departments. Education is long-term so the philosophy should not change frequently. NUS wants its graduates to be individuals who have questioning minds and well-rounded character, are constructive and responsible members of a community, are bearers of resourceful and enterprising spirit, and are able communicators.
- On training of new administrators: In NUS, training workshops are conducted for new deans and administrators.
- On universities as engines of economic growth: Once seen primarily as providers of education, universities have increasingly been expected to directly and immediately drive economic growth through innovation and enterprise. With increased financial incentives and pressure to demonstrate results, universities have begun to increasingly partner with industry. The focus of universities now is on knowledge creation (no longer knowledge transfer) and on basic and applied research (not just basic research). Universities before were seen as free of commercial interests; now universities encourage technology transfer, commercialization, and industry partnership. Universities no longer have just a passive role in the economy; they take active role and responsibility in the economy.
- On being an entrepreneurial university: NUS is injecting an enterprise dimension to its teaching and research involving students, faculty, and alumni. It is creating a nurturing environment for "would-be" entrepreneurs through incubation and mentoring support, access to funding, and marketing support. It provides an experiential entrepreneurial education by arranging full-time internship for its students in startup innovative companies around the world. It is translating its research into innovation and commercialization impacts.

- Our UP Strategic Plan for 2011-2017 has the key elements for achieving the vision of UP as a great university that takes a leadership role in the development of a globally competitive Philippines. What I heard and saw in the NUS program was a validation of the plans and programs to implement our strategic plan.
- Inspired by the PLUM, I am planning to develop and conduct a UP-designed version of the PLUM for selected state universities and colleges (SUCs). Such capacity building program for SUCs will be in line with UP's leadership role in higher education in the country. The proposed program will have to be done in collaboration with CHED. I spoke to the concerned official of Temasek Foundation and she expressed interest in co-sponsoring the program, especially if it will be undertaken in partnership with a Singapore-based institution like NUS.

### **Visit to Nanyang Technological University (NTU), Singapore, 8 March 2012**

- The UP delegation in the Temasek-NUS PLUM utilized part of the free afternoon on the 8 March to visit NTU, Singapore's leading science and technology university. We were given an overview of NTU by a team led by its Vice-President for International Affairs. The President, a Swede scientist, was out of the country during our visit.
- NTU has 33,000 students, a third of which are in the graduate programs. Foreign students account for 20% of the undergraduate and 40% of the graduate students. The engineering programs account for 48% of the undergraduate students. NTU has 1,800 faculty members, of which 45% are foreigners. Its publication averages 2.2 articles per faculty member based on 2010 data.
- We toured the Energy Research Institute at NTU. This is a global center of excellence that focuses on efficiency of current energy systems and developing alternative energy sources. The institute aims to develop and maintain a world-class research program that fosters a multidisciplinary environment for scientists, engineers, and social scientists to interact and together promote relevant energy solutions and policies for the future. A UP Engineering faculty member is doing his doctoral dissertation in the institute.

### **Visit to Iloilo City and Miag-ao, 28-29 February 2012**

- I served as the lecturer at a Lecture-Forum on Public-Private Partnership (PPP) organized by UPV College of Fisheries and Oceanography and held in Miag-ao on 29 February. The audience included UPV administrators, faculty, staff and students, as well as business people.

- After the lecture, I had a brief meeting with DOST Secretary Mario Montejo, who was visiting UPV for updates on DOST-funded milkfish and shrimp research projects.
- This was followed by a visit to the Municipal Hall of Miag-ao to meet with Mayor Julieta Flores, other local officials, and local business people. I gave an abbreviated version of my earlier lecture on PPP. I stressed the importance of developing recreational facilities inside the UPV campus to promote tourism. Some of the concerns raised during the meeting were about: the informal settlers inside the campus, the need for development projects to be environment-friendly, UPV as market for Miag-ao producers of goods and services, and employment opportunities in UPV for the local folks.
- The day before (28 February), I attended a Kapihan in Iloilo City with Mayor Jed Mabilog, Vice-Mayor Jose Espinosa III, other city officials, and local business leaders. Most participants, led by the City Mayor, are UP alumni. I was accompanied by Chancellor Rommel Espinosa and other UPV officials. The attendees expressed support for UPV's presence in Iloilo City. A key issue discussed was the presence of informal settlers in four of the 11 hectares of UPV campus in the city.

**Visit to the La Granja Research and Training Station of the UPLB College of Agriculture in La Carlota City, 14-15 March 2012**

- Accompanying me in this visit to La Granja and Bacolod were UPLB Vice-Chancellor for Community Affairs Enrique Tolentino and College of Agriculture Dean Domingo Angeles.
- On 14 March, I was briefed by the Station Manager on the status of the 288-hectare La Granja Research and Training Station of UPLB in La Carlota City. More than half of the land area of La Granja is now occupied by informal settlers/tillers. The briefing also covered the Sustainable Agri-Livestock Technology (SALT) Program, a partnership between UPLB, the Negros Occidental Provincial Government, and the UPLB Alumni Foundation in Negros Occidental (UPLBAFNO).
- Together with Negros Occidental Governor Alfredo G. Marañon, Jr., La Carlota City Mayor Juliet Ferrer (UP alumna), and UPLBAFNO President Enrique Miguel Lacson, I led the Groundbreaking Ceremony for the P6 million Tissue Culture Laboratory, a project under the SALT Program.
- More importantly, I sat down with Governor Marañon to discuss the proposed assistance by the provincial government in relocating informal settlers and repossessing farms tilled by outsiders. This would free up more farm areas in the La Granja station for use in the SALT-TEP and other agricultural research and production activities. I also noted the request of the provincial government and UP alumni in the province for

extension of the term of the SALT Program MOA signed on 10 November 2010.

- In the evening of 14 March, I attended a fellowship dinner in Bacolod City among UP alumni from Negros Occidental. There I presented my plans and programs for UP. In my estimate, more than 50 alumni were present.

#### **Mr. Oscar Lopez as UPD Commencement Speaker**

- Mr. Oscar Lopez has accepted UP's offer of an honorary degree and the invitation for him to be commencement speaker at the UP Diliman graduation exercises. The presence of the Board on 22 April will be most appreciated.

#### **Defining and promoting the UP brand**

- On 20 March, we held the 2nd Disruption Workshop at the Board of Regents Room. This was attended by UP System officials and conducted *gratis* by TBWA\SMP, an award-winning, internationally-affiliated ad agency owned and managed by UP alumni. The workshop came up with the tagline: "University of the Philippines: shaping minds that shape the nation" and various suggested approaches for promoting the UP brand to elicit support from government officials, UP alumni, donors, and other stakeholders.

#### **Prospective grants for capacity-building**

- On 19 March, I hosted a lunch meeting in my office for ADB's Neeraj Jain, Philippine Country Director, and S. Chander, Principal Director of the Office of Information Systems and Technology. We discussed the possible role of UP in an ADB-supported training program to develop specialists who can service Oracle software users in the country. A big user of Oracle applications, ADB is in need of such specialists, who are currently brought from abroad at very expensive rates. Joining me at the meeting were VPD Zamora, UP ITTC Director Caro, and Department of Computer Science Chair Valdez.
- On 26 March, I was visited by ADB Education Specialist Joel Mangahas who discussed ADB's interest in UP hosting certain knowledge centers (particularly in ICT and tourism), which are to be set up under a proposed ADB capacity-building technical assistance to strengthen the Philippines' knowledge-based economic and social development. VP for Academic Affairs Gisela Concepcion joined the discussion.



## **Student safety and campus security**

- On my representation when I visited him last 13 March, Speaker Sonny Belmonte offered reward money of P100,000 to anybody who could provide information leading to the arrest of the second suspect in the attack on UPD student Lordei Hina at the Vinzons Hall.
- Lordei is now in stable condition but will need long-term rehabilitation. UP Diliman has so far assumed the payment of the medical expenses incurred on Lordei. Her mother wrote a letter to UP this month asking that there be a written agreement on UP Diliman's liability for the full cost of Lordei's medical treatment and rehabilitation. UP lawyers are studying the extent of UP's legal liability, if any, for such cost. The case of Lordei has brought to the fore the need for medical insurance to cover our students. We will study if and how this insurance coverage could be implemented.
- Re the case of slain UPLB student Ray Bernard Penaranda, P300,000 reward money was put up by Interior Secretary Jesse Robredo, Laguna Governor E.R. Ejercito, and Los Baños Mayor Anthony Genuino for the capture of the suspects. Malacañang also released a statement giving assurance of justice for Ray.
- Governor Ejercito provided ten vehicles for patrolling the vicinity of UPLB and for transporting students at night.
- ANG KASANGGA Party List Representative Teodorico T. Haresco Jr. wrote a letter to Energy Secretary Rene Almendras seeking funding support of P1 million each for UPD and UPLB for the installation of LED street lighting in strategic areas in the two campuses. He offered a counterpart funding of P250,000 for each of the campuses.

## **Presentation of the proposed 2013 budget to UP constituents**

- On 23 March, Vice-President for Planning and Finance Lisa Bersales and I presented our proposed UP budget for 2013 to student representatives (student regent, outgoing and incoming Collegian editors, incoming UPD-USC Chair), the alumni regent, staff regent and All UP Workers union officials. We also explained the changes our administration introduced in the process, although not yet perfect, to make the budget a planning tool. This consultation was a way to bring the leaders of our UP constituents into the loop early enough so as to benefit from their comments and suggestions. It also helped provide our constituents and supporters with accurate data on which to form their views about the budget.

### **UP's fiscal autonomy**

- On my request for a meeting, National Treasurer Roberto Tan came to my office on 2 March and we discussed the implication to UP of the DBM-DOF-COA Joint Administrative Order (JAO) No. 2012-01 dated 6 January 2012 which requires reporting to DOF of, and giving it access to, bank accounts of national government offices, including SUCs. This JAO was designed to enable DOF achieve efficient management of cash flows at the national level of government. I pointed out that UP, based on its Charter of 2008, enjoys fiscal autonomy and should thus be recognized as a member of the so-called Fiscal Autonomy Group, which is just “encouraged” to comply with the JAO.
- I later formalized our position in a letter to the National Treasurer. VP for Planning and Finance Lisa Bersales and VP for Legal Affairs Danny Uy made a follow-up visit to the National Treasurer on 24 March and the results were promising.

### **Development of UP's land assets**

- In separate letters this month to Senate President Juan Ponce Enrile and Senate Finance Committee Chair Senator Franklin Drilon, UP Diliman has formally asked the Senate to consider the UP Diliman campus as possible site of the future building of the Senate. The UPD Chancellor cited the human resources currently based in Diliman, the strategic location of the campus, and how the offer fits with UP's strategic plan of utilizing available land for generation of crucial revenues to fulfill its mandate.
- On 13 March, DENR Assistant Secretary Marlo Mendoza came to my office to discuss the National Greening Program. UPLB is expected to get grant funding of about P40 million in 2012 under the program for planting trees on 3,000 hectares of our Laguna-Quezon land grant. Similar grant funding may be programmed in 2013 for other UP properties (e.g., in Mindanao and Miag-ao). Also present at the meeting were VP for Development Elvira Zamora, DENR Special Concerns Director Billy Ragos, and DENR OIC- Planning Chief Arniel Rey Alcaraz.
- On 13 March, I met with Speaker Feliciano Belmonte, Jr. at the Batasan Complex on his invitation. We discussed the possibility of amending the UP Charter to make it possible for UP to sell the land occupied by Krus na Ligas (over 20 hectares) to its informal settlers. VP for Public Affairs de Vera accompanied me.

### **Donations for scholarships, infrastructure, and others**

- Following an earlier face-to-face meeting with Mr. Rick Rey representing the donor Mely and Rick Rey Foundation, I signed on 13 March a Deed of

Donation and Acceptance for the construction and furnishing of a building that will house the teaching-healing facilities of the Department of Pediatrics of UP Manila-Philippine General Hospital at a cost of approximately P16 million.

- At the eUP kick-off ceremony held at the Executive House on 12 March, Mr. Bert Lina, Chair of Air21, announced his intent to donate to UP P21 million per year for 21 years. Earlier, he offered to donate P1 for every envelop delivered by Air 21 within the country; this was estimated to reach about P10 million a year. The documentation of the donation will be formalized.
- At the same eUP event, UP alumnus Orlando Vea, Chief Wireless Adviser of Smart Communications, Inc. committed his company to provide UP with (a) WIFI facilities in all its campuses, (b) high-grade connectivity across the campuses, and (c) data center. Details are now being laid down in a Memorandum of Agreement.
- On 20 March, I signed an agreement with Upsilon Sigma Phi North America, Inc. for the USPNA Scholarship Program commencing in the first semester of AY 2012-2013 that will provide scholarships to three (3) qualified students of UP Diliman and UP Los Baños in the fields of science and engineering. This was initially committed during my trip to the USA last year.
- On 25 March, I received a pledge of an additional P2 million donation from Mr. Wilfredo Keng during his son's 15<sup>th</sup> birthday celebration in Century Park, Manila.

#### **Other significant events and speeches**

- 24 February – visited by top alumni leaders of UP Alumni Association in America (UPAAA) led by Romulo Aquino regarding the 2013 biennial convention in Las Vegas, Nevada. With him were former VPPA Belinda Aquino, Ms. Necitas Aquino, and Dr. Erlinda Roxas-Santos.
- 25 February – delivered a message at the UP College of Fine Arts Alumni Homecoming held at the UP Executive House.
- 1 March – spoke about Melchora Aquino as a role model for service to the nation at the *Tandang Sora @ 200 National Conference* hosted by the UPD College of Social Work and Community Development.
- 3 March – dialogued with College of Human Ecology faculty, staff, and students at UP Los Baños on the question of why the Board of Regents appointed a new dean instead of giving a third term to the erstwhile incumbent dean.

- 8 March – met with UP alumni based in Singapore and presented to them our Strategic Plan 2011-2017 while there for the Temasek-NUS PLUM. The meeting was held at Nanyang Technological University [joined by VPD Zamora, Dean Matias, and Dean Rola].
- 10 March – attended a fund-raising function of the Philippine Association of University Women (PAUW) UP Chapter at the Executive House.
- 11 March – spoke at the ceremony commemorating the East Japan Great Earthquake of 2011 held at UP Diliman amphitheater, hosted by the Japanese Ambassador and attended by Speaker Belmonte, Secretary Ochoa, Senator Angara, among others.
- 11 March – received a plaque of recognition as an outstanding ROTC graduate from the Armed Forces of the Philippines at the *Gabi ng Parangal* in Camp Aguinaldo celebrating the 100<sup>th</sup> founding anniversary of the Reserve Officers' Training Corps (ROTC).
- 16 March – delivered the welcome remarks at the lecture by Tourism Secretary Ramon Jimenez, a UP College of Fine Arts alumnus hosted by the UP Asian Institute of Tourism (AIT). In the open forum, a suggestion was made regarding the possibility of a new building for AIT being constructed with funding out of the budget of the Department of Tourism.
- 16 March – administered oath to the 2012 UP Geology Alumni Association Board of Directors and gave an inspirational message at the homecoming held at UPD NIGS.
- 17 March – spoke at the 5<sup>th</sup> Japan Foundation Fellows Reunion held at the Makati Shangri-La Hotel
- 17 March – guest of honor during the UP ROTC Centennial Homecoming Parade held at the UPD Sunken Garden and during the ROTC Centennial Night held at Quezon Hall.
- 20 March – signed MOA between UP and Upsilon Sigma Phi North America for a scholarship.
- 22 March – visited by UP alumni Ms. Robina Gokongwei-Pe and Ms. Arlene Magtibay of Robinsons group regarding UP properties for development [joined by UP ODPI Director Arch. Christopher Espina].
- 23 March – gave a lecture on “The North Luzon Expressway Project: Experiences and Lessons in Project Development” at the CPED-NCPAG Public Private Partnership Forum held at UPD NIP auditorium [attended by government officials involved in PPP].

- 27 March – chaired the UP Provident Fund Board of Trustees regular meeting.
- 27 March – courtesy call by the Nanjing University of Aeronautics and Astronautics (NUAA) officials headed by Prof. Cui Ruije, Chair of the University Council. Possibilities for faculty and student exchanges as well as graduate studies in NUAA were discussed.
- 27 March – visit by Prof. Rhee Tshang Chu, President of the Korean Global Foundation in connection with the upcoming World Korean Forum in Manila in June 2012 at which I will be a keynote speaker.”

**2. President’s Report for the INFORMATION of the Board**  
*(Delegated Authority to the President subject to Information of the Board)*

**a. Academic Calendars of Different Constituent Universities for AY 2012-2013**

- a.1 UP Manila
- a.2 UP Los Baños
- a.3 Master of Management (MM) Program of UP Diliman Extension Program in Pampanga (UPDEPP)
- a.4 Master of Science in Regional Development Planning (MSRDP) Program known as the Spatial Planning for Regions in Growing Economies SPRING-Asia of the School of Urban and Regional Planning, UP Diliman

The President by virtue of the authority granted him by the Board of Regents, approved the Academic Calendars.

(The documents are on file at OSU Records.)

- a.5 Request for Change of UP Cebu’s Commencement Schedule from 25 April 2012 to 24 April 2012

The request is being made to accommodate the request of UP Visayas to move UP Cebu’s Commencement to 24 April 2012 because UP Visayas has scheduled its Commencement Exercises and Investiture of Chancellor Rommel Espinosa on 25 April 2012. The new schedule would allow the President and the members of the Board to grace both occasions.

- a.6 Request of UP Visayas for Change in its Academic Calendars for School Year 2011-2012 and 2012-2013

From	To
Summer 2011-2012 <b>Th, 19 April</b>	Summer 2011-2012 <b>Th, 12 April</b>

From	To
Summer 2012-2013 <b>Th, 18 April</b>	Summer 2012-2013 <b>Th, 11 April</b>

The adjustments are necessary to conform to the 24-class days in the summer session.

Furthermore, it is requested to correct the date of Bonifacio Day from 3 December to 30 November.

- a.7 Request of the Dean of the School of Health Sciences for change in the date of its graduation in Palo, Leyte for AY 2011-2012 from 28 June 2012 to 27 April 2012

**b. Deed of Donation between the University of the Philippines Manila (Donee) and Senator Edgardo J. Angara (Donor)**

Donation: Parcel of land, situated at Barangay Reserva, Baler, Province of Aurora, with TCT No. 051-201-2000126 more particularly described as follows:

**"A PARCEL OF LAND (LOT-2608 A OF THE SUBDIVISION PLAN PSD-03-189018, BEING A PORTION OF LOT-2608, PLS 11 PINAGPATIAN PUBLIC LAND SUBDIVISION, L.R.C. REC. NO.), SITUATED IN THE BARRIO OF RESERVA, MANICIPALITY OF BALER, PROVINCE OF AURORA, ISLAND OF LUZON. BOUNDED ON NW., ALONG LINE 1-2 BY LOT-2608-B OF THE SUBDIVISION PLAN; ON THE NE., ALONG LINE 2-3 BY ROAD (12.00 M. WIDE); ON THE SE., AND NW., ALONG LINES 3-4-5-6-1 BY LOT-2608-B OF THE SUBDIVISION PLAN BEGINNING AT A POINT MARKED "1" ON THE PLAN BEING S., 4 DEG. 50'W., 500.08 M FROM BLLM NO. 54, PLS 11, PINAGPATIAN PUBLIC LAND SUBDIVISION THENCE; N., 77 DEG. 04'E., 3.40 M. TO POINT 2; THENCE; S., 12 DEG. 20'E., 48.41 M. TO POINT 3; THENCE; S., 77 DEG 15'W., 2.27 M. TO POINT 4; THENCE; S., 77 DEG. 09'W., 211.74 M. TO POINT 5; THENCE; N., 43 DEG. 01'E., 120.97 M. TO POINT 6; THENCE N., 87 DEG. 07'E., 112.60 M. TO THE POINT BEGINNING, CONTAINING AN AREA OF TEN THOUSAND (10,000) SQUARE METERS, MORE OR LESS. ALL POINTS REFERRED TO ARE INDICATED ON THE PLAN AND ARE MARKED ON THE GROUND BY PS CYL. CONC. MONS. 15X40 CMS. BEARINGS TRUE; DATE OF ORIGINAL SURVEY; SEPTEMBER 19, 1993 AND THAT OF THE SUBDIVISION SURVEY JULY 5, AND WAS APPROVED ON JULY 12."**

Beneficiary Unit: UP Manila- School of Health Sciences

Conditionalties: To be used as a site for the Construction of the Administration Building and Campus of the University of the Philippines Manila School of Health Sciences (UPM SHS) Baler Extension Campus;

Particulars:

1. That for and in consideration of the noble and high purpose of educating the youth, especially of Aurora, the Donor hereby transfers and conveys by way of donation unto said Donee the above-listed real property;
2. That the donation granted to the Donee is subject to the condition that the Donee shall use the parcel of land exclusively for the establishment and operation of the UPM SHS Baler Extension Campus;
3. In the event that the Donee fails to establish and/or operate said parcel of land in accordance with the purpose exclusively stipulated or utilizes the parcel of land for any other purpose, the parcel of land shall automatically revert to the Donor and the Donation shall be of no force and effect;
4. The Donor affirms that the donation is not made with intent to deceive his creditors, and that he has reserved for himself sufficient funds and property;
5. The Donee ACCEPTS the DONATION of the above-listed property and does express gratitude for the kindness and generosity of the Donor;
6. Any and all previous deeds and conveyances involving the above-cited property, specifically the Deed of Donation executed on 29 July 2009 between Senator Edgardo J. Angara and the Provincial Government of Aurora, shall be deemed annulled, cancelled, and vacated by virtue of this instrument.
7. This Deed of Donation shall be recorded and registered in the provincial record book.

Date notarized: 27 February 2012

**c. Memorandum of Agreement between the University of the Philippines and the Upsilon Sigma Phi North America (USPNA), USA, (Donor)**

Project: USPNA Scholarship Program

Particulars:

The Donor shall:

1. provide full scholarship to three (3) college students enrolled in Science and Engineering courses who will meet the qualifications set forth in the rules to govern the scholarship under the MOA (USPNA Scholar);
2. leave the selection of the recipients of the scholarship grant exclusively to the University; and
3. remit the amount of ₱39,000.00 per semester per scholar at the start of each semester. Accordingly, in one school year, which is composed of two semesters, the Donor shall provide full scholarship assistance to each scholar at a maximum amount of ₱78,000.00.

The University (through the Office of the Scholarships and Student Services) shall:

1. implement the Rules in the selection of the USPNA scholars;
2. select the student(s) qualified to receive the scholarship grant under the Program;
3. hold in trust the amount received from the Donor for the purposes intended. The scholar shall draw the necessary amount therefrom in accordance with the rules and regulations of the University; and
4. send, within thirty (30) days upon the closing of each school year, a statement of expenditures of the scholarship to the Donor. Any unexpended amount shall be credited for the next school year's remittance.

Effectivity: Effective upon signing

Date notarized: 23 March 2012

### 3. **Contracts/Agreements**

*(Delegated Authority to the President subject to Information of the Board [cost not exceeding ₱30 Million Pesos])*

**Note:** These agreements have gone through the standard University processes from the Constituent Universities (CUs) concerned and the University System. In cases where there were irregularities in the processes, the documents were returned for review of or to exact compliance by the concerned.



CU		CONTRACTOR/ PARTY	PROJECT	AMOUNT/ DURATION
UP Diliman	1	M.P. Villegas Construction	Proposed Renovation of Balay Chancellor, C.P. Garcia Avenue, UP Diliman	₱414,871.16  (30 Calendar Days)
	2	Ravilo-Gonzales Group Construction Corporation	Proposed Renovation of 3 <sup>rd</sup> Floor Toilets, Technology Business Incubator, National Engineering Center, UP Diliman	₱368,355.93  (30 Calendar Days)
	3	VIM Construction	Proposed Philippine Collegian Office Renovation, UP Diliman	₱820,480.17  (60 Calendar Days)
	4	Mechanics Cons. Corporation	Proposed Replacement of Lighting Fixtures at CHK Gym, UP Diliman	₱852,078.58  (60 Calendar Days)
	5	Care Best Int'l., Inc. (Agency)	Janitorial Services	One (1) month period from 1 December 2011 until 31 December 2011
	6	Winace Security Agency, Inc. (Agency)	Security Services (North Sector)	7:00 am of 01 January 2012 to 7:00 am of 01 January 2013

UP Manila	1	IDAJR Builders and Construction Supply	Proposed Re-Ceiling and Insulation Works at the School of Health Sciences, Palo, Leyte	₱1,118,429.18 <i>(90 Calendar Days)</i>
	2	TEchnomed International, Inc. (Supplier)	Supply and Installation of Surgical Lights at the Operating Room Complex, Philippine General Hospital, UP Manila, described as follows: 20 units Ceiling Mounted Surgical Lamps with two (2) independent light Heads, Model MarLED V10i/V10i, Martin Brand, German manufactured	₱28,950,000.00 <i>(210 calendar days to take effect upon receipt of the Notice to Proceed)</i>
UP Open University		Pambansang Samahang mga Nars ng Pilipinas, Inc. (Lessor)	Rent a Space to be used by UPOU as Learning Center	₱1,323,655.44, exclusive of VAT, for the entire lease period of three (3) years

**B. REPORT OF THE FACULTY REGENT  
(29 March 2012)**

**“2012 UP Faculty Regent Selection Process**

The guidelines, timetable and memo to be sent to the Chancellors and faculty of the different CUs have already been drafted. Copies of these documents will be sent to former faculty regents for their comments and suggestions.

A letter has been sent to the director of the Advanced Science and Technology Institute (ASTI) of the Department of Science and Technology (DOST) to seek his opinion regarding the electronic voting which was conducted by UP in 2010 in connection with the selection of the Faculty Regent. The primer that was circulated UP-wide in 2010 was also attached to the letter, so that he will be able to assess the process.

Director Denis Villorente already replied but he had several questions before he could make his evaluation. Hence, the questions were forwarded to the UP Computer Center c/o Dr. Roel Ocampo who developed the online voting system.

Dr. Ocampo already sent his reply. He stated that he is not sure if it would be feasible to use the exact same system again since he is no longer in touch with the original developer, nor does he have a copy of the system/code itself. He is confident though that there are still faculty members and/or technical people within the University who are capable of developing and deploying such a system in time for the next FR selection.

The Office of the Vice-President for Academic Affairs is working closely with the Office of the Faculty Regent on this matter.

### **Faculty Concerns Workshop**

As reported in the last BOR meeting, a Steering Committee workshop was held during the first week of February. The synthesis of the group reports which tackled the different issues (teaching, mentoring, research, creative work and extension, recruitment, faculty development, retention, mobility, retirement, extension of services in the university, faculty evaluation, promotion and tenure, compensation, privileges, benefits and welfare, honors and recognition, incentives and awards, general conduct, ethics, restrictions, limited practice of profession, conflict of interest, discipline) have been circulated.

Sometime in May 2012, a Faculty Concerns Workshop will be held, which will have additional participants. Officers of the administration will also be invited to join. The aim of the workshop is to produce a system-wide Faculty Manual that would make the rules governing faculty uniform across CUs in keeping with our goal of one-UP. The OVPAA has already requested the various CU committees, composed of the original Steering Committee members and the additional Workshop participants to hold discussions of the various topics in the Synthesis Report, which would be helpful in preparing for the May workshop.

As per information from VP Concepcion, two other workshops, e-UP and Information Dissemination, will be integrated with the Faculty Concerns Workshop.

### **Other Matters**

Some requests for follow-up of certain issues were received. These were referred to the offices concerned. Among these are:

1. The case of a former faculty's non-renewal of appointment – forwarded to the Chancellor of UP Diliman
2. The case filed by a professor regarding a death threat she received from a staff – referred to the Chancellor of UP Diliman
3. The sexual harassment case against a faculty member of UPV filed by a student – referred to the OVPLA
4. Objection to the agency fee charged to non-union members of UP faculty and REPS – referred to the OVPA. Note: VP Amante has replied that this issue was addressed by the OVPLA and a letter in this regard was sent to the Civil Service Commission (CSC) about the first week of December 2011. Further communications from the CSC will be used as guide to resolve this particular issue.
5. Implementation of the Magna Carta of Women  
According to VP Bersales, all CUs have complied with doing GAD activities and programs. However, full compliance of 5% budget allocation to GAD activities and programs has not yet been reached.”

### **C. REPORT OF THE STUDENT REGENT (29 March 2012)**

#### **“Campus and student security**

Several high-profile incidents over the past year have compelled the UP administration to seriously revisit security measures and policies. We have to prepare our campuses physically and our students psychologically as well.

Students have become common targets for robbery and other crimes against property because of their physical and mental vulnerabilities. But more disturbingly, students from UP have become common targets for state-sanctioned harm and harassment. We are vulnerable for both economic and political reasons, inside and outside the campus.

The students welcome efforts to build a more secure atmosphere, based on policies that come from stakeholders' analysis, that respect privacy and other individual freedoms, and address the roots of the problem.

The Student Regent as proposed two immediate policies that are widely supported by the students across the system:

- 1) Creation of a clear and systematic crime reporting system

One of the issues with UP security policies is that they are not decisively rooted on data. The lack of institutional mechanisms, exacerbated by police

inefficiencies, fruitless prosecution, and the like discourage students from reporting incidences of crime. We can counter this resigned attitude if the UP administration can establish a systematic crime reporting system that will produce results.

2) Convening of the Joint Monitoring Group (JMG)

The JMG was constituted as part of the agreement between UP through then President Jose Abueva and the Department of National Defense through then Secretary Fidel Ramos. This group was tasked to monitor compliance with the agreement, which reiterated previous agreements – the Memorandum of Agreement of 1969 between UP and the Quezon City local government, the Guidelines on Student Affairs of 1981 issue by the Armed Forces of the Philippines, and other multilateral contracts.

These agreements ban military and police detachments inside campuses, bar operations and deployment of forces, and require proper notification of the university in case of arrest, detention or custodial investigation of any UP student, faculty, or personnel.

These have already been communicated to the UP President. As a matter of principle, the Student Regent also firmly supports the open campus policy of the UP System, as reiterated by the UP Diliman Chancellor in his statements. We accept the trust and responsibility, as necessarily implied by this policy, to make the right decisions.

**Special concerns: Legal issues involving UP students**

A. People v. Vicencio and Santos (victim: Lordei Hina)

The case of robbery against Danmar Vicencio aka Carlo Pescayo is being reinvestigated so charges can be upgraded to frustrated homicide. The Diliman Legal Office is the private prosecutor, but the family has also engaged a private counsel.

The other suspect, Dante Borromeo Santos, is still at large and carries a Php100, 000 bounty. He was reported last seen at his house in Mambogan, Antipolo City. The motives of the crime are being explored, as several groups have raised political angles.

Lordei Hina is still confined in the hospital, and currently undergoing therapies. She is starting to speak and eat pureed food, and can soon be discharged from the hospital as soon as the feeding tube is removed.

The UP Diliman administration is seeking guidance on policies of reparation and reimbursement for costs attending the incident.

B. People v. De Guzman and Rivera

The case of robbery with homicide is being reinvestigated so charges can be upgraded to rape with homicide, a crime that carries a higher penalty. UP professor and avowed women's rights advocate Rowena Guanzon is one of the private prosecutors.

C. The complaint of Pauline Gidget Estella, et.al.

Pauline Gidget Estella, former editor-in-chief of the Philippine Collegian, was surveilled and trailed by military elements in Samar last month. She is currently exploring action to ensure her safety.

D. The complaint of Anton Dulce, Marie Gold Villar, et.al.

Anton Dulce, Mari Gold Villar and other community development students were harassed, interrogated and assaulted by military men in Porac, Pampanga while on fieldwork last January. They have been withdrawn from the area by the College of Social Work and Community Development (CSWCD). Reportedly, the military will send the CSWCD a formal apology.

**Student Regent's midterm report and consultation**

The Student Regent has already served six months in 2011, and started another six months this 2012. To mark the midterm, schedules for the report and consultation were completed:

6 January	– UP Diliman
9 January	– UP Los Baños
11 January	– UP Manila
13 January	– UP Visayas, Miag-ao
16 January	– UP Visayas, Iloilo City
27 January	– UP Baguio
1 February	– UPM SHS Baler
8 February	– UP Diliman
15 February	– UPD Pampanga
17 February	– UPV Tacloban
20 February	– UPM SHS Palo
2 March	– UP Mindanao
5 March	– UPM SHS Koronadal

In general, student concerns fell under three categories: quality of our academics, quality of student life (services and facilities), and quality of the students' engagement in governance.

The SR Report zoomed in on the following issues of the School of Health Sciences, units which are not often in the limelight:

- Facilities are incomplete
- Faculty items are not sufficient
- Allowances and stipends come in late

### **General Assembly of Student Councils (GASC)**

At least 40 out of 52 student councils are expected to attend the GASC on 31 March 2012, to be held in UP Diliman. The GASC is scheduled to approve the set of rules that will govern the selection of the next Student Regent.

The UP Visayas Chancellor, meanwhile, has assumed jurisdiction over the complaint for grave misconduct against three UP Visayas students.

Incoming Student Council officers are expected to attend, including Ynik Ante, the unproclaimed chairperson of UP Los Baños.

### **Projects**

#### **KASAMA SA UP National Council meeting**

The Katipunan ng mga Sangguniang Mag-aaral sa UP will conduct its first National Council (NC) meeting for this term. The NC focuses heavily on trainings and workshops on skills and organization management, for the incoming Student Council officers. The NC will kick off with a tour of the Philippine General Hospital and a situationer on health. It starts after the BOR meeting today, 29 March 2012.

#### **Student Regents' Reunion**

At least six Student Regents have confirmed attendance at the reunion on Friday, 30 March 2012. Also invited were the first four Student Regents during the pre-Martial Law years. The reunion will be at the UP Hotel.

#### **Journalism campus workshop**

The OSR has endorsed "Project InformNation" of the UP Journalism Club, which aims to gather and train high school students in journalism and media work. The event starts on 31 March 2012.

#### **Budget Campaign**

With fresh data about the 2012 internal operating budget and the 2013 UP budget proposal, the sectoral regents are planning to conduct a roundtable discussion with their respective constituencies."

## **D. REPORT OF THE STAFF REGENT**

(March 2012)

“The Staff Regent travelled to UP Cebu and UP Visayas for a series of updates/consultation meetings with constituents:

1. Update/Consultation Forum at UP Cebu – March 14, 2012  
Attendance: 84 (including some faculty members)
2. Update/Consultation Forum at UP Visayas
  - a. Miag-ao Campus – March 15, 2012  
Attendance: 40 (including some faculty members)
  - b. Leganes Research Station – March 16, 2012 (morning)
  - c. Iloilo City Campus – March 16, 2012 (afternoon)  
Attendance: 21 staff/REPS

### **Issues Raised at the Forum:**

1. Implementation of the one (1)-day Service Recognition Pay (SRP)
2. Casual/Contractual Employees
3. Deviated items/positions
4. Resolution of Avila, *et al.* Case (UP Cebu)
5. Others: FAPHE, Employee’s housing, REPS career path, Fellowship/Scholarship for staff/REPS, accreditation of organizations

### On the implementation of the 10 days service recognition pay (SRP)

#### Questions:

- a. Why are services rendered as casual/contractual in the computation of one (1)-day SRP excluded?
- b. How can the university give recognition to retiring employees who are still on casual/contractual status?
- c. Can the administration consider optional retirement age of 60 as beneficiaries/or avail of the benefit?

#### Resolutions:

- a. The University should include the services of employees while on casual/contractual status in the computation of the one (1)-day SRP.
- b. The University should also give at least a portion of the one (1)-day SRP for retiring employees that are still on casual/contractual status
- c. Services rendered while on temporary appointment should be included in the computation of the 10-day SRP
- d. Work for the lowering down of age inclusion (at least 60 years old) for those who can avail of the benefit so that the retiree can enjoy said benefit at a young age



#### On casual/contractual employees

There is a unanimous call to stop the hiring of contractual employees and for the University to work for the regularization even on incremental basis.

#### On Deviated items

There is also a unanimous call to immediately correct the injustices done to employees who are still on deviated items (especially the REPS). Moreover, this call become even more imperative in the light of the August 11, 2011 letter from the DBM, addressed to President Pascual, revoking the authority given to the university to hire employees on lower salary grade than the authorized item.

#### On the Resolution of AVILA, *et al.* Case

Attendees at the UP Cebu forum are unanimous in requesting the BOR to affirm the decision of the former President on the said case, and that they are all mortified on the possible repercussions on the event that Dean Avila will be allowed to return to UP Cebu even as a faculty member.

#### On the FAPHE, Housing, REPS Career Path, Staff Scholarship Program and Accreditation of REPS and Staff Organizations

Constituents from UP Cebu and UP Iloilo are requesting for an arrangement (through Memorandum of Agreement) with notable hospitals in their respective cities so that their hospitalization bills will be automatically charged to the University under the FAPHE Program to minimize out-of-pocket payment on their part.

There is also general call for the University to implement an affordable employees housing program in each constituent unit.

The REPS are also requesting for the speedy implementation of a career path similar to the faculty.

Finally, our constituents from both campuses are amenable to an accreditation mechanism for Staff and REPS organizations that will join in the election for the next staff regent.”

## GENERAL GOVERNANCE

The Board **APPROVED** the following:

### A. APPOINTMENT OF UNIVERSITY OFFICIALS

#### UP System

Atty. **HECTOR DANNY D. UY** as Vice-President for Legal Affairs, effective 12 March 2012 until 11 September 2012

Dr. **VIRGINIA E. RAMOS-OCAMPO** as Assistant Secretary of the University, effective 1 April 2012 to serve at the pleasure of the Secretary of the University and of the Board of Regents

#### UP Diliman

Dr. **CAROLYN I. SOBRITCHEA** as Dean, Asian Center, effective 1 April 2012 until 31 May 2013

Mr. **RODOLFO Y. TARLIT** as University Librarian, effective 1 April 2012 until 31 March 2015

#### UP Manila

Prof. **TERESITA C. MENDOZA** as Dean, College of Allied Medical Professions (CAMP), effective 1 May 2012 until 30 April 2015

#### UP Baguio

Dr. **RAYMUNDO D. ROVILLOS** as Chancellor, effective 14 April 2012 until 13 April 2015

### B. ESTABLISHMENT OF THE UP PADAYON OFFICE

#### **Rationale**

The UP Charter of 2008 (RA 9500) mandates that UP as the national university shall 1) “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 standards of excellence”; 2) “harness the expertise of the members of its community and other individuals to regularly study the state of the nation in relation to its quest for national development in the primary area of politics and economics, among others identify key concerns and give advice and recommendations to Congress and the President of the Philippines,” and 3) “serve the Filipino nation and humanity” and

“relate its activities to the needs of the Filipino people and their aspirations for social progress and transformation”.

The “public service” role of public HEIs cannot be over emphasized. All over the world, particularly publicly-funded HEIs are being called upon to promote and exercise social responsibility and civil engagement. At the international level, networks such as the *Talloires* Network (<http://www.tufts.edu/talloiresnetwork/>) with its over 200 member-universities in 59 countries work for the strengthening of the civic roles and social responsibilities of higher education.

In Asia, the *Asia-Talloires* Network of Engaged University (ATNEU) and the ASEAN University Network on Universal Social Responsibility and Sustainability (USR & S) coordinate and help universities develop and maximize industry and community engagement to enhance the core business of a university – research, education and service. The University of the Philippines is an active member of these networks.

The “public service” role of the University of the Philippines is being undertaken by the constituent universities (CUs), individual colleges in each CU, and specialized institutes and offices at the UP CU and UP system level through extension programs, volunteer programs such as *Pahinungod*, specialized studies and technical assistance undertaken as part of research activities or contracted services, or individual consultancy services by faculty members to the executive branch, judiciary or Congress.

As a system however, UP’s “public service” role is not coordinated or strategically focused to achieve maximum impact. Neither is it efficiently projected or disseminated to the different “publics”. As UP President Alfredo E. Pascual noted in his investiture speech – “much of our accomplishments, champions and experts are not recognized even among ourselves, the general public, and the world.”

Moreover, many of these accomplishments are not well documented, shared with other local universities and those in the Asian region, or used as building blocks to develop new theories on community engagement, volunteerism, and community development.

One major reason for the failure of UP to exercise its public service role is the fact that there is no office in the current administrative structure of the UP system tasked to perform this function. While the over-all responsibility falls within the functions of the Vice-President for Public Affairs, the two offices under his jurisdiction deal with information management (System Information Office) and alumni relations (Office of Alumni Relations).

There is clearly a need to create a Public Service Office at the UP System level to address this problem.

### **The *Padayon UP* Public Service Office**

The Office of the University President, with the approval of the Board of Regents, shall establish a public service office to be called *Padayon UP* (The UP Public Service Office) that shall principally coordinate and mobilize the resources of the University to respond promptly and efficiently to the demands of public service and develop relevant networking and support from the different “publics” of the University.

The *Padayon UP* shall:

1. Coordinate and monitor all public service modalities and volunteer programs throughout the UP System, help document the various public service activities of the University, and in cooperation with the UP System Information Office, disseminate these activities, programs and information to the UP community, other universities, policy makers, local governments, and the general public;
2. Assist CUs in initiating, implementing and evaluating public service initiatives toward developing a relevant, strategic, sustainable and systematic public service program consistent with the mandate of RA 9500 and promotion of One UP;
3. Review the conduct of public service activities and programs and recommend to the President policies to ensure system-wide replication of successful programs, fund innovative activities, and create an award system for individuals and programs that increase institutional visibility for UP consistent with the promotion of One UP;
4. Transmit to appropriate agencies for timely legislative, executive, or private sector action such policy studies emanating from UP CUs, research units, extension projects, including those generated from evaluation and impact assessments of public service projects; and
5. Upon instructions of the President, coordinate the delivery of immediate, focused and strategic technical assistance to various publics that need assistance.

The *Padayon UP* Public Service Office is the UP President’s action on the resolution of the 2009 Faculty Conference stating that UP must be both a research university and a public service University, with the present crises in the Philippines as frame of reference for its public service activities.

The 2009 Faculty conference specifically recommended the establishment of a system-wide organization to coordinate public service and allocate from 2% to 10% of UP’s income to its public service program. To this end, the *Padayon UP* Public Service Office shall develop a strategic public service framework and a system for designing, linking, and sustaining public service programs that are relevant, pragmatic, strategic, timely and pioneering.

## ACADEMIC MATTERS

Matters endorsed by the President, the action of the Board are indicated at the end of each item:

**A. Establishment of the Angeles R. Buenaventura Professorial Chair in Statistics at the School of Statistics, UP Diliman**

The UP Statistical Center Research Foundation, Inc. (UPSCRFI) has set aside an endowment fund intended to support a Professorial Chair. This Chair is to be awarded to a deserving full-time regular faculty member of the School of Statistics in accordance with the guidelines on Professorial Chairs of the University.

The Chair-holder who is a full-time regular faculty member of the School of Statistics will receive an annual honorarium of ₱50,000.

It is also requested that the UP Statistical Center Research Foundation, Inc. (UPSCRFI), a non-profit foundation located in the School of Statistics, be allowed to continue managing the fund.

At present, the UPSCRFI manages the fund for the following professorial chairs for the School of Statistics:

- PSA Professorial Chair in Statistics
- BSP Sterling Professorial Chair in Government and Official Statistics
- Rosario Chew Professorial Chair in Marketing Research
- UPSCRFI Chair in Statistics

**Board action: APPROVAL**

**B. Confirmation of Graduation *Ad Referendum* of Mr. ROMMEL SHERWIN D. COPUYOC for the Degree of Bachelor of Science in Mechanical Engineering, College of Engineering, UP Diliman as of the End of Second Semester 2011-2012**

The graduation of Mr. Rommel Sherwin D. Copuyoc has been recommended by the faculty of the College of Engineering in their letter dated 4 January 2012 and by the UP Diliman University Council *Ad Referendum*.

The UP Diliman University Registrar certifies that he has completed all the requirements for his degree as of the Second Semester 2011-2012.

Mr. Copuyoc has to submit his application for the Mechanical Engineering Board Examination on 23 February 2012, the deadline set by the Professional Regulatory Commission (PRC).

By virtue of the authority delegated to the President by the Board of Regents at its 1048<sup>th</sup> meeting held on 26 March 1992, the President approved on 21 February 2012 the graduation *ad referendum* of Mr. Copuyoc.

**Board action: CONFIRMATION**

**C. Graduation *Ad Referendum* of Students from the College of Medicine, UP Manila as of the End of First Semester, Academic Year 2011-2012**

The Dean of the College of Medicine, Dr. Alberto B. Roxas requests for the inclusion of the following in the list of graduates as of the end of the First Semester, AY 2011-2012:

- Dr. Gloria Nenita Velasco  
Diploma in Epidemiology (Clinical Epidemiology)
- Dr. Godofredo Inciong  
MS Health Informatics (Medical Informatics)

A referendum was conducted during the period of 18 January 2012 until 08 February 2012 and a total of 327 out of 578 UP Manila University Council members signed the approval.

This request is made to enable the students to be included in the list of graduates as of the end of the First Semester, 2011-2012.

**Board action: APPROVAL**

**D. Request of the President for Authority to Approve the Graduation of Students from the Different Constituent Universities who have Completed all the Requirements as of the end of Second Semester 2011-2012, and Whose Graduation was Endorsed by their Respective University Councils**

This request is in view of the early Commencement Exercises set by many of the CUs. It is understood that the graduation of students approved by the President is subject to confirmation by the Board of Regents.

**Board action: APPROVAL**

E. **Advanced Education Incentive for UP Diliman and UP System Non-Teaching Staff (Administrative Staff and REPS)**

The Chancellor of UP Diliman has endorsed the guidelines for the payment of the grant. This was processed as “a One-Time Incentive to Non-Teaching Staff for Finishing a Degree”.

Similar to other employee benefits, there is a need for these guidelines to be approved by the Board, in the exercise of its mandate provided in the UP Charter (RA 9500), as follows:

Section 13(k). To appoint faculty members and other officials and employees, to draw up a position classification and compensation plan for its faculty and staff, and, any law to the contrary notwithstanding, **to fix and adjust salaries and benefits of the faculty members and other employees...** (emphasis supplied.)

It is respectfully recommended that UP System employees be covered by the UP Diliman Guidelines. Hereunder is the UP Diliman Guidelines:

F. **Guidelines on the Grant of One-Time Incentive to Non-Teaching Staff for Finishing a Degree**

Criteria

1. Must be a UP employee with a minimum of five (5) years service prior to the date of conferment of the degree, which shall be based on the employee’s Service Record.
2. Must obtain a certification from the unit head that the degree earned is relevant to the nature of the job.
3. Must not have a performance rating lower than satisfactory for the last five (5) years.

Mechanics

1. Proof of graduation (diploma or official transcript of record) must be submitted to the HRDO which will conduct the verification process.
2. The HRDO through the Vice-Chancellor for Administration will recommend the cash award for final consideration of the UPD Chancellor (for UPD employees). For UP System employees, the HRDO will recommend to the Vice-President for Administration who shall take final action on the award.

**Board action: APPROVAL**

## FISCAL MATTERS

Matters endorsed by the President, the action of the Board are indicated at the end of each item:

### A. UP Internal Operating Budget for CY 2012 in the amount of ₱ 7.85 Billion

	<u>Amount ('000)</u>	<u>%</u>
General Fund [RA 10155 + RLIP]	₱ 6,178,607	78.75%
Revolving Fund	1,667,236	21.25%
<b>Total</b>	<b>₱ 7,845,843</b>	<b>100.00%</b>

The Table below details the allocation for Personal Services (PS), Maintenance and Other Operating Expenses (MOOE), and Capital Outlay (CO).

Particulars	(In Thousand Pesos)			
	TOTAL	PS	MOOE	CO
<b>Total General Fund*</b>	<b>6,178,607</b>	<b>5,275,164</b>	<b>713,443</b>	<b>190,000</b>
CUs	4,405,658	3,997,764	407,894	0
PGH	1,772,949	1,277,400	305,549	190,000
<b>Total Revolving Fund</b>	<b>1,667,236</b>	<b>442,941</b>	<b>901,526</b>	<b>322,769</b>
CUs	1,009,672	299,085	483,507	227,080
PGH	657,564	143,856	418,019	95,689
<b>GRAND TOTAL</b>	<b>7,845,843</b>	<b>5,718,105</b>	<b>1,614,969</b>	<b>512,769</b>
CUs	5,415,330	4,296,849	891,401	227,080
PGH	2,430,513	1,421,256	723,568	285,689

\* Includes automatic appropriations for Retirement & Life Insurance Premiums (RLIP) of ₱429.867 million (CUs-₱330.103 million and PGH - ₱99.764 million)

**Board action: APPROVAL**

### B. UP Budget Proposal for CY 2013 in the Amount of ₱18.4 Billion

	<u>Amount ('000)</u>
Baseline, CY 2012 GAA	₱ 7,528,690
Additional Requirements	<u>10,882,316</u>
	<b>₱18,411,006</b>

The additional funding requirements over and above the baseline budget are for the following:

Particulars	Amount ('000)
A. UP System and Constituent Universities	
1. Personal Services	527,875
2. MOOE	2,467,115
3. Capital Outlays	4,309,920
4. Equipment Outlays	654,848
5. Land and Land Improvement Outlays	81,810
<b>Total, UP System and other CUs</b>	<b>₱8,041,568</b>



B. UP PGH	
1. Personal Services	522,995
2. MOOE	987,895
3. Equipment Outlays	1,329,858
<b>Total, UP PGH</b>	<b>2,840,748</b>
<b>Grand Total</b>	<b>₱10,882,316</b>

The budget proposal for CY 2013 will be submitted to the Regional Development Council, the Department of Budget and Management and the Commission on Higher Education.

**Board action: APPROVAL**

- C. Programming of Prior Year's Excess Income of UP Cebu in the Amount of ₱2,862,397.66, Certified Available by the UP Cebu Chief Accountant and Budget Office Head, to be utilized as follows:**

<b>Personal Services</b> To augment other personnel benefits	<b>₱947,779.27</b>
<b>Maintenance and Other Operating Expenses</b> To augment MOOE needs including expenses for utilities, janitorial and security services for CY 2012	<b>1,914,618.39</b>
<b>Total</b>	<b>₱2,862,397.66</b>

It is understood that disbursements from this fund shall be subject to the usual accounting, budgeting and auditing laws, rules and regulations.

**Board action: APPROVAL**

- D. Reprogramming of Prior Year's Unexpended Obligations in the Amount of ₱5,394,054.68, Certified Available by the UP Cebu Chief Accountant and Budget Office Head, to be utilized as follows:**

<b>Personal Services</b> To fund the severance pay and other personnel benefits of UP Cebu personnel	<b>₱5,394,054.68</b>
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It is understood that disbursements from this fund shall be subject to the usual accounting, budgeting and auditing laws, rules and regulations.

**Board action: APPROVAL**

**E. Reprogramming of Unexpended Balances of UP Diliman in the Amount of ₱3,218,329.08, Certified Available by the UPD Budget Office and Accounting Office, to be utilized as follows:**

<b>A.III.b. Research Services</b>	<b>₱3,218,329.08</b>
<p><b>Equipment Outlay</b>                      For the purchase of laboratory and other equipment of the College of Science-Natural Science and Research Institute (CS-NSRI)</p>	

It is understood that disbursements from this reprogrammed amount shall be subject to the usual accounting and auditing laws, rules and regulations.

**Board action: APPROVAL**

**F. Proposed Utilization of the 20% Undergraduate Tuition Fee Increment of the J.D. program, College of Law, UP Diliman, as follows:**

• Maintenance and Other Operating Expenses (MOOE)	40%
• Equipment Outlay (EO)	40%
• Moot Court Competitions participation, student programs and activities, student scholarship, etc.	20%

It is understood that disbursements from this fund shall be subject to the usual accounting, budgeting and auditing laws, rules and regulations.

**Board action: The Board APPROVED the Utilization of the 20% Undergraduate Tuition Fee Increment for MOOE and EO only, and provided that actual utilization is consistent with the guidelines prescribed by the Board.**

**G. Proposals of the Office of the Vice-President for Development, as follows:**

- (1) Creation of a Special Trust Account for the Technology Transfer and Business Development Office (TTBDO) of the University of the Philippines System and such other similar unit/ office of each Constituent University (CU) that undertakes, handles and manages the University’s Intellectual Properties (IP), Intellectual Property Rights (IPR), and Technology Transfer (TT) Activities;
- (2) Guidelines on the Use and Disbursement of the Funds of the Special Trust Account of TTBDO and such other similar unit/ office of the CU; and

- (3) Alignment of the income generated from IP, IPR and TT and commercialization activities, including those derived from trademark licensing, as of December 31, 2011 as the seed or initial fund of the Special Trust Account of TTBD0 and such other similar unit/ office of the CU.

#### **Overview and Statutory Basis of the Proposals:**

- (1) **Creation of a Special Trust Account for the Technology Transfer and Business Development Office (TTBD0) of the University of the Philippines System and such other similar unit/ office of each Constituent University (CU) that undertakes, handles and manages the University's Intellectual Properties (IP), Intellectual Property Rights (IPR), and Technology Transfer (TT) Activities;**

The State recognizes that science, technology and innovation are essential to national development and progress. It also recognizes, promotes and protects intellectual properties (IP) and intellectual property rights (IPR) of Filipino authors and creators, scientists, inventors and innovators while ensuring greater public access to the knowledge and technologies generated therefrom. The State further recognizes and promotes technology transfer (TT) as a strategic mission of research and development institutions (RDIs) such as the University of the Philippines (UP) which will translate results of R&D into useful and safe products and services that, in turn, will redound to the benefit of Filipinos.

Republic Act (RA) No. 10055, also known as the Philippine Technology Transfer Act of 2009, which became effective on May 8, 2010 reiterated the foregoing State policies and principles. Under Section 3 Article 1 of the law, its objective was made clear, thus: *“This Act aims to promote and facilitate the transfer, dissemination, and effective use, management, and commercialization of intellectual property, technology and knowledge resulting from R&D funded by the government for the benefit of national economy and taxpayers.”*

Among others, RA No. 10055 also provides that ownership of IP and IPRs from research funded by a government funding agency (GFA) such as the Department of Science and Technology (DOST) shall be vested on the RDI that actually implemented the research. In the commercialization of the IP and IPR by RDI, the RDI shall be allowed to directly negotiate agreements for commercialization and all revenues thereof shall accrue to the RDI.

To ensure that technology transfer and commercialization of R&D results generated from R&D funded by the government will be sustainable, the State authorizes and mandates the RDI to use the revenues derived from commercialization of IPs and/or IPRs for varied and relevant technology transfer and technology commercialization activities.

Quoted below are the provisions of Section 18 Article VIII of RA No. 10055:

*“Section 18. Use of Income and Revolving Fund.-Public RDIs undertaking technology transfer shall be vested with authority to use their share of the revenues derived from commercialization of IP generated from R&D funded by GFAs. All income generated from commercialization of IPs and/or IPRs from R&D funded by public funds shall be constituted as revolving fund for use of the RDI undertaking technology transfer, deposited in an authorized government depository bank subject to accounting and auditing rules and regulations; provided, that said income shall be used to defray intellectual property management costs and expenses and to fund R&D, science and technology capability building, and technology transfer activities, including operation of technology licensing office; provided, further, that no amount of said income shall be used for payment of salaries and other allowances.*

*In case the income after payment of all costs and expenses for IPR management, including the payment of royalties to other parties, exceed ten per cent (10%) of the annual budget of the RDI, a minimum of seventy per cent (70%) of the excess income shall be remitted to the Bureau of Treasury; Provided, that this shall apply only if the GFA has solely funded the research; Provided, finally, that this paragraph shall **not apply to State Universities and Colleges and Government-Owned and-Controlled Corporations, which enjoy fiscal autonomy under their respective charters or other applicable laws.**”*

Again, under the Joint DOST-Intellectual Property Office of the Philippines (IPOPhl) Administrative Order No. 02-2010 dated August 18, 2010 which is referred to as the Implementing Rules and Regulations (IRR) of RA No. 10055, Rule 22 thereof provides:

*“Rule 22: Use of Income and Revolving Fund – Public RDIs undertaking technology transfer shall be vested with the authority to use their share of the revenues derived from commercialization of IP generated from R&D funded by GFAs. All income generated from commercialization of IP s and/or IPRs from R&D funded by public funds shall be constituted as a revolving fund for the use of the RDI undertaking technology transfer, deposited in an authorized government depository bank subject to accounting and auditing rules and regulations; Provided, that said income shall be used to defray intellectual property management costs and expenses and to fund research and development, science and technology capability building, and technology transfer activities, including operation of technology*

licensing offices; Provided, further, That no amount of said income shall be used for payment of salaries and other allowances.

*In case the income after payment of all costs and expenses for IPR management, including the payment of royalties to the other parties, shall exceed ten per cent (10%) of the annual budget of the RDI, a minimum of seventy per cent (70%) of the excess income shall be remitted to the Bureau of Treasury; Provided, That this shall apply only if the GFA has solely funded the research; Provided, finally, That this paragraph shall not apply to State Universities and Colleges and Government Owned and Controlled Corporations, which enjoy fiscal autonomy under their respective charters or other applicable laws. Professional fees shall be included in the computation of the IP management cost and expenses. For the avoidance of doubt, professional fees and/or services shall refer to payment for expert services as the term is defined by relevant government circulars...*

RA No. 10055 is also consistent with the provisions of RA No. 9500, also known as the UP Charter of 2008. Thus, pursuant to the University's mission and purpose to promote, share and disseminate knowledge and technologies generated from its R&D activities for the public good, UP's ownership and use of income generated therefrom remain funds belonging to UP for its own use and disposition. Quoted below is Section 13 (m) of RA No. 9500 on the corporate authority of the University, through the Board of Regents, on its ownership and use of internally-generated income:

*“Section 13. Powers and Duties of the Board of Regents.  
- The administration of the national university and the exercise of its corporate powers are vested in the Board of Regents.*

xxx

m. xxxx

*Such fees and charges, including government support and other income generated by the national university, shall constitute special trust funds and shall be deposited in an authorized government depository bank. Any and all interest that shall accrue therefrom shall form part of the same funds for the use of the national university.*

*Notwithstanding any provision of law to the contrary, all income generated by the national university or by its subsidiaries shall, upon their collection, be retained by the national university and disbursed at the discretion of the Board for the professional growth and development, health, welfare, and other benefits of the students, faculty members and other personnel; for the acquisition, construction, maintenance and repair of urgently needed instructional and auxiliary facilities, equipment,*

***buildings and other infrastructure; and for expenses necessary for the attainment of its purposes under its approved program of expenditures.***

*If the national university, for reasons beyond its control, shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board may authorize the use of said fund for any reasonable purpose for which it deems necessary and urgent for the attainment of the objectives of the national university: Provided, that funds collected from students for a specific purpose shall not be reprogrammed to other expenditures.”*

The provisions of the University’s Revised IPR Policy which was approved and confirmed by the Board of Regents (BOR) during its 1269<sup>th</sup> and 1273<sup>rd</sup> Meetings on June 3, 2011 and September 29, 2011, respectively, are similarly consistent with both RA Nos. 9500 and 10055. Article 8(3) of the UP-Revised IPR Policy reads:

*“Section 8. obelus*

*“(3) Upfront, milestones and other payments- Determination of the sharing of revenues from IP commercialization agreements, other than royalties which shall be governed by the section above, such as upfront, milestones and other similar payments between the U.P. System, the constituent university and inventors, authors or creators structured into a deal shall be governed by the appropriate agreements pursuant to the provisions of the Technology Transfer Act after consideration of all expenses incurred in protecting the intellectual property, as well as for maintenance, possible litigation and other costs.*

*All other expenses such as administrative costs, filing fees, costs relating to the production, distribution, advertising, maintenance and similar expenses of the work or invention shall be for the account of the constituent university and shall be taken from its share in the royalties and other payments. In the disposition of any royalty income accruing to the university from copyrights or patents, first consideration shall be given to support research activities.*

*If the university receives shares in a company as consideration for any intellectual property commercialization agreement, the shares the university obtains will be held by the university and the proceeds from the liquidation of the shares shall be distributed to the author(s)/ creator (s) according to the same ratio above. An author/ inventor/ creator may also request to hold his/her portion of the shares in his/her own name, in which case such inventor*

*shall no longer be entitled to any proceeds from the liquidation of the remaining shares by the university.*

*The share of the university in the royalty and other revenues mentioned above shall be constituted as a revolving fund for use of the university, deposited in an authorized government deposit bank subject to accounting and auditing rules and regulations. Said revolving fund shall be used to defray intellectual property management costs and expenses including professional fees and to finance research and development, science and technology capability building and technology transfer activities, including operation of technology licensing offices; Provided, that no amount of said income shall be used for payment of salaries, bonuses and allowances.*

In sum, the creation of special trust account to hold all income derived and generated by UP out of its R&D activities resulting in IP, IPR and technology transfer and technology commercialization transactions, whether or not the same were generated from R&D activities funded by the government, finds basis in law. In a similar vein, the uses and disbursement of funds from said special trust account by the University are likewise provided for and sanctioned by law. In the preparation of the Guidelines on the Uses and Disbursement of Funds from the special trust account of TTBD0 and such other similar office/ unit within each CU, the law, including the applicable government accounting and auditing rules and regulations, is culled and used as basis thereof.

**Rationale/ Objectives:**

In addition to the University's compliance with the provisions of RA No. 10055, the proposals seek to achieve the following:

- a) The creation of a special trust account for income generated from IP, IPR and technology transfer and commercialization activities of the University under the name of and in trust for TTBD0 of UP System and such other similar unit/ office of each constituent university (CU) which undertakes, handles and manages IP, IPR and technology transfer (TT) and commercialization activities will ensure the readiness and availability of necessary funds to sustain and render efficient their respective operations while ensuring that a uniform accounting system in the maintenance of said trust account will result in better monitoring of receivables and timely preparation of financial reports.
- b) The Guidelines on the use and disbursement of funds from the special trust account will facilitate a better and more uniform accounting and operational management of IP, IPR and TT and commercialization transactions and activities of the University.

- c) The alignment of the income generated in 2011 from IP, IPR and TT and commercialization activities of UP System and each CU as the seed or initial fund of the TTBD0 and such other similar unit / office of each CU, respectively, shall ensure the availability of funds for immediate operation and/or improvements in their respective operations.

(2) **Guidelines on the Use and Disbursement of Funds of the Special Trust Account for TTBD0 and such other similar office/ unit of the CU**

- a) Coverage. The Guidelines shall cover any and all income generated by UP from its IP, IPR, TT and commercialization activities, irrespective of the funding source of any R&D activity from which the IP, IPR or TT was/ were derived. The Guidelines shall also cover the income derived from trademarks of UP such as but not limited to its name, seal, shield and logo, the Oblation, the Carillon and its counterpart in each CU, the *sablay* with *alibata* characters, and trade names and service marks of its technology products and services.
- b) **Creation of Special Trust Account for TTBD0 and such similar unit/office of the CU.** Income generated by UP from its IP, IPR, TT and commercialization activities shall be held in trust and deposited in a special trust account of UP-TTBD0 and such other similar unit/ office of each CU. Unless otherwise authorized by the BOR, there will only be one such special trust account under the name of UP-TTBD0 and such other similar unit/ TLO of the CU.
- c) **Supervision by OVPPF.** The Office of the Vice-President for Planning and Finance (OVPPF), through its Accounting Office, shall designate a single and uniform special trust account number for UP-TTBD0 and such other similar unit/ office of each CU. Subject to government accounting and auditing rules and regulations, the OVPPF, in coordination with the Office of the Vice-President for Development (OVPD), through the TTBD0, will also be authorized to issue such appropriate and relevant accounting rules and regulations in the maintenance and monitoring of income internally generated by the University from its IP, IPR, TT and commercialization activities.
- d) **Deposit of Funds in Authorized Government Depository Bank.** The funds of the special trust account shall be deposited in an authorized government depository bank, subject to government accounting and auditing rules and regulations.
- e) **Interest Income.** Consistent with Section 13 of RA No. 9500, any and all interest that shall accrue from the funds of the special trust account shall form part of the same funds for the use of UP-TTBD0 and such similar office/ unit /office of the CU.



- f) **Uses of the Fund.** Consistent with RA No. 10055 and Section 25 of RA No. 9500, and subject only to government accounting and auditing rules and regulations, the special trust fund shall be exclusively used as a revolving fund by the UP-TTBDO and such other similar office/ unit of the CU in support of its academic and educational purposes, particularly for the following purposes:
- (i) IP management costs and expenses such as but not limited to the following: professional fees and expert services, filing and maintenance fees for IP protection, costs relating to the production, distribution, advertising, and similar expenses to maintain the works or inventions
  - (ii) R&D funding and support services
  - (iii) Science and technology capacity building
  - (iv) Technology transfer activities, including operation of technology licensing offices
- g) **Expenses in the Operations of the TTBD0 and such other similar unit/office.** As defined, expenses in the operations of the UP-TTBDO and the TLO shall mean any and all allowable maintenance and other operating expenses, and expenses for equipment outlay but excluding the payment of salaries and other allowances.
- h) **Disbursements from the Fund.** All disbursements from the Fund shall be pursuant to the authorized uses thereof and subject to government accounting and auditing rules and regulations.
- i) **Rules of Construction.** Nothing in the Guidelines shall be construed to prevent or otherwise limit the authorities of the University from exercising any and all its rights and privileges under the University Charter.

Upon approval by the BOR, the Office of the President shall issue an Administrative Order on the Guidelines for immediate implementation in the University.

**(3) Alignment of 2011 Income generated from IP, IPR, TT and commercialization activities as the seed or initial fund of UP-TTBDO and such other similar office/ unit of CU**

As the seed or initial fund of the special trust fund of UP-TTBDO and such other similar unit/office of each CU, it is proposed that the income derived from IP, IPR, TT and commercialization activities for the year ending December 31, 2011 by UPS and each CU, respectively, be aligned and transferred to their respective special trust accounts.

In the case of UP-TTBDO, the seed fund for its special trust account shall comprise the income derived from the trademark licenses by UPS amounting to P1, 068,286.93 as of December 31, 2011. In addition to the income derived from trademark licenses and the 15% share of UPS out of the royalties from the commercialized technologies of UP Manila (*lagundi* and *sambong* medicines) from January 1, 2012 to February 29, 2012 in the amount of P1, 440,508.63, UP-TTBDO should have a total amount of P2, 508,795.56 as its outstanding fund for the period ending February 29, 2012.

Only by way of example, the UPM-Intellectual Property Office (IPO) which is the office/ unit that undertakes, handles and manages UPM's IP, IPR and TT activities, has generated a gross income of P9, 178,604.96 for the year ending December 31, 2011. With its remittance of P977, 237.95 to UPS as the latter's 15% share on the royalties for TT licensing, its IPTT net income stood at P8, 201,367.01 as of December 31, 2011.

**Board action: APPROVAL**

**H. Creation of Trust Fund for the UPS Science & Technology Park Fund and UPS East Campus Property**

The **UP S&T Park** is envisioned to promote R&D linkages among academe, industry and government, generate new technologies, and supplement the University's resources to support UP's academic programs. It strengthens UP's commitment to education, training and research excellence by creating an environment where high-technology enterprises interact with the academe in R&D and other technology-oriented projects. The UP S&T Park is a vehicle for transforming innovative ideas into commercial products and startup companies. It is a venue for industry-academe collaboration. UP's academic departments, together with their faculty, staff and students benefit from the presence of IT and IT-enabled companies that locate in the Techno Park. The companies bring with them expertise, knowledge and technology, thereby facilitating collaborative efforts in research, training, product development, and knowledge acquisition.

The **UP East Campus Project** involves the development of a 7.4-ha. area at the east campus boundary along Katipunan/C-5 Avenue, which includes the site occupied by the UP Integrated School (UPIS). The project entails the construction by the proponent, as a donation, of new high school buildings of the UP Integrated School at the present site of the decommissioned Narra Dormitory. This will in turn allow for the development of the vacated UPIS site into mixed-use and academic-support facilities, consistent with the UP Diliman campus setting and academic development goals. Key project components are the relocation and improvement of UPIS in a more suitable site within the main campus, and the development of the vacated UPIS property as an appropriately-scaled mixed-use University Town facility.

Funds from these trust accounts shall be used for educational purposes and academic support. It is understood that all disbursements from these funds shall be subject to the usual accounting and auditing rules and regulations.

**Board action: APPROVAL**

**I. Creation of Trust Fund for the *UPS Philippine Genome Center***

The Philippine Genome Center is a multidisciplinary institution that will combine basic and applied research for the development of health diagnostics, therapeutics, DNA forensics and preventive products, and improved crop varieties. The Center was established at the University of the Philippines during the 1246<sup>th</sup> Board of Regents meeting held on 31 July 2009 to utilize the knowledge of genomics in revolutionizing health, forensics, agriculture and drug discovery and related researches in the Philippines. Its vision is to become a center of excellence in gene discovery and genomics research that effectively translates knowledge into applications beneficial to Philippine society.

Funds from various sources will be deposited to the UPS Philippine Genome Center Trust Fund and shall be used for payment of Maintenance and Other Operating Expenses (MOOE) as well as equipment needs of the Center. It is understood that all disbursements from this fund shall be subject to the usual accounting and auditing rules and regulations.

**Board action: APPROVAL**

**J. Appeal to Reconsider the Granting of Cash Award in the Amount of ₱10,000.00 Each to All Employees of the Office of Admissions (OA)**

The Office of Admissions is truly grateful for the recognition given to the dedication and untiring efforts of its staff to come out with untainted UPCAT results at the earliest possible time. The granting of a cash award of P10, 000.00 to its employees was approved during the 1275<sup>th</sup> Meeting of the Board of Regents last 24 November 2011. It is understood that the cash award is to be given only if the target date for the release of the UPCAT results is met, which is not later than the second working week of January. Unfortunately, for this year, the Office of Admissions was only able to release the results on 18 January. The main reason cited for the delay is the sheer volume of UPCAT applicants processed for this year, which is an all-time high. That the results were released a few days late indicates that the cash incentive is not the primary concern of the Office and its staff. What takes priority is the integrity of the results.

Despite all these, the Director of the Office of Admissions, Prof. Gerald Pio M. Franco is appealing to the Board to reconsider the granting of the award for this year based on the substantial increase in applications. Due to the aforementioned increase in applications, the Office of Admissions employees had more documents to

check and verify. It is to their credit that premium was given to accuracy and integrity of the UPCAT data. The appeal is that the cash award still be granted to the Office of Admissions staff in recognition of their dedication and untiring efforts to come out with untainted UPCAT results.

**Board action: APPROVAL**

**K. Memoranda of Agreement**

**Note:** These agreements have gone through the standard University processes from the Constituent Universities (CU's) concerned and the University System. In cases where there were irregularities in the processes, the documents were returned for review of or to exact compliance by the concerned.

UNIT		TITLE	PROJECT/AMOUNT/ DURATION
UP Diliman	1	Memorandum of Understanding for Educational Cooperation between the University of the Philippines Diliman and The Regents of the University of Michigan in behalf of its International Institute, USA	Academic Cooperation  <i>(Effective upon signing by the Parties and will be in effect for three (3) years)</i>
	2	Agreement on Student Exchange Programme between the University of the Philippines Diliman and <i>The Institute D'Etudes Politiques De Paris, Foundation National Des Sciences Politiques (Sciences PO)</i>	Exchange of Students  <i>(Effective on the date of signing and shall remain valid thereafter for five (5) years)</i>
	3	Memorandum of Understanding for Student Exchanges between the University of the Philippines Diliman through the College of Home Economics and the Jeonju University through the Department of Hotel Management	Exchange of Students  <i>(Effective for two (2) years starting on the date of signing)</i>
	4	Memorandum of Agreement between the University of the Philippines Diliman (Second Party) through the Third World Studies Center (TWSC) and the Sungkonghoe University (First Party), Seoul, Korea through the Democracy and Social Movements Institute (DaSMI)	Asian Democracy Index  <i>(Effective upon signing of the parties and shall be in force for one (1) year, or upon completion of the project within a period less than one year after the execution of the agreement)</i>

	5	Amendment to the Project Contract between the University of the Philippines Diliman through the College of Engineering and the JICA Project Office for ASEAN University Network/Southeast Asia Engineering Education Development Network (AUN/SEED-Net)	Graduate Study Program for Master's Degree/Doctoral Degree ( <i>AUN/SEED-Net Project No. UP G1101b</i> )
UP Diliman	6	Memorandum of Agreement between the University of the Philippines Diliman through the DNA Analysis Laboratory, Natural Sciences Institute (NSRI) and the Department of Justice (DOJ)	DNA testing for suspected child trafficking cases (DNA-PROKIDS)  <i>(Effective on the date of signing by both parties and shall be valid for five (5) years)</i>
	7	Memorandum of Agreement between the University of the Philippines Diliman through its Training Center for Applied Geodesy and Photogrammetry (UP-TCAGP) and Metals Industry Research and Development Center (MIRDC)	Development of a Prototype Automated Guide-way Transit (AGT) System
	8	Memorandum of Understanding amongst the University of the Philippines Diliman and the following: <ul style="list-style-type: none"> <li>• Ateneo de Manila University – Ateneo School of Government (ASoG)</li> <li>• Development Academy of the Philippines (DAP)</li> <li>• Xavier University-Ateneo De Cagayan (Xavier University)</li> <li>• Department of Agrarian Reform (DAR)</li> <li>• Department of Agriculture (DA)</li> <li>• Department of Environment and Natural Resources (DENR)</li> </ul>	Educational Consortium for Rural Development (ECRD) for developing and implementing a Master's Degree course
	9	Memorandum of Agreement between the University of the Philippines Diliman through the College of Fine Arts and the Lafarge Cement Services (Phils), Inc. for itself and in behalf of Republic Cement Corporation (RCC)	Design Competition

	10	Training Course Contract between the University of the Philippines Diliman through the National College of Public Administration and Governance (NCPAG) and Director Dan A. Saguil, Center for Policy and Executive Development (CPED), NCPAG	Pilot Course on Good Governance and Human Rights-Based Approach to Development
UP Diliman	11	Memorandum of Agreement between the University of the Philippines Diliman and the Philippine Council for Industry, Energy and Emerging Technology Research and Development (PCIEERD)	Mapping Sago Habitats and Sago Suitable Sites Using Optical and Radar Image Analysis and Suitability Relationships of the Program: Sago Bioresource Assessment for Sustainability Industry Utilizations Using Remote Sensing, Geospatial and Suitability Analysis  <i>(Effective 1 December 2011 and shall be enforced and effect for one (1) year but not later than 30 November 2012)</i>
	12	Memorandum of Agreement between the University of the Philippines Diliman and the Department of Agriculture (DA)	Geomatics Training Course for Agricultural Mapping Using High Resolution Satellite Imagery  <i>(Effective and enforceable upon signing by both Parties and shall be implemented for a period of five (5) months starting from the initial release of funds to the University)</i>
	13	Memorandum of Agreement between the University of the Philippines Diliman through the School of Labor and Industrial Relations (SOLAIR) and Center for Labor Education, Advocacy, Research and Development, Inc. (CLEARED)	Joint collaborative projects  <i>(Effective upon approval by the University and shall remain in force for a period of three (3) years)</i>
	14	Extension/Renewal of the Hold-Out Agreement for Letter of Credit Facility between the University of the Philippines (Assignor) and the Development Bank of the Philippines (Assignee)	Amount: ₱400,000,000.00  <i>(Valid and Effective up to 31 January 2013 subject to renewal for another period of one (1) year)</i>

UP Diliman	15	Memorandum of Agreement between the University of the Philippines Diliman (University) through the Office of the Vice Chancellor for Research and Development and Intellectual Property Office of the Philippines (IPOP HL)	Innovation and Technology Support Office (ITSO) with OVCRD  <i>(Shall take effect immediately upon signing by the parties and shall remain in force and effect until completion of Project on 31 December 2012)</i>
UP Manila	1	Agreement on Educational, Scientific and Scholarly Exchanges between the University of the Philippines Manila and the Seton Hall University (SHU)	Direct Contact and Cooperation between Faculty Members, Departments and Research Institutes for Educational, Scientific and Scholarly Exchanges  <i>(Effective on the date of the signing by representatives of both Universities and shall remain in effect for five (5) years and may be renewed thereafter subject to mutual consent)</i>
	2	License Agreement between the University of the Philippines Manila and the RiteMED Philippines, Inc.	License Agreement on the Production of <i>Lagundi</i> Tablet and Syrup and <i>Sambong</i> Tablet  Effectivity: <i>Lagundi</i> Tablet and Syrup -7 July 2010- 6 July 2015 <i>Sambong</i> Tablet - 15 July 2010 – 14 July 2015
	3	Manufacturing Agreement among the University of the Philippines Manila (Licensor), ATC Health Care International Corporation (Purchaser) and the Northfield Laboratories, Inc. (Manufacturer)	Manufacture and Delivery of <i>Lagundi</i> Pediatric Syrup  <i>(The Agreement shall continue in force and effect until terminated by any Party. Paragraph 10 and all provisions regarding Confidential Information shall, however, survive the termination of the agreement and shall bind Manufacturer in perpetuity.)</i>

UP Los Baños	1	Memorandum of Understanding between the University of the Philippines Los Baños and the College of Natural Resources and Life Sciences, Pusan National University (PNU), South Korea	Cooperation on Exchange Programs  (Valid for a period of five (5) years from the date of signing by the representatives of both universities. The Agreement shall be renewed after being reviewed and renegotiated by both universities.)
	2	Memorandum of Understanding between the University of the Philippines Los Baños and the Chinese Academy of Agricultural Sciences (CAAS), Beijing, China	Cooperation on Exchange Programs  (Valid for a period of five (5) years from the date of signing by the representatives of both universities. The Agreement shall be renewed after being reviewed and renegotiated by both universities.)
	3	Memorandum of Student Exchange Agreement between the University of the Philippines Los Baños and the Iowa State University (ISU), College of Veterinary Medicine, USA	Student Exchange  (Valid for a period of three (3) years reckoned from the date of signing by the representatives of both universities)
	4	Memorandum of Understanding between the University of the Philippines Los Baños and the Iowa State University of Science and Technology (ISU), USA	Cooperation on Exchange Programs  (Valid for a period of five (5) years from the date of signing by the representatives of both universities.)
UP Open University	1	Memorandum of Agreement between the University of the Philippines Open University and the Advanced Science and Technology Institute (ASTI)	Internet Service <i>(The Agreement is valid for a minimum of one (1) year from the date the link was accepted and shall remain effective until terminated by either one of the Parties. Should one of the Parties desire to terminate the Agreement, it shall notify the other party of its intention not to renew sixty (60) days before the effectivity of the termination.)</i>



UP Open University	2	License Agreement between UP Open University (Licensee) and Dr. FELIX LIBRERO (Author)	Book entitled “Writing your Thesis (A Practical Guide for Students)”  <i>Except for termination for cause, Author grants to Licence an exclusive and perpetual license to publish, reproduce, publicly distribute and sell the Licensed Material or any portion thereof.</i>
UP Mindanao	1	Memorandum of Agreement amongst the University of the Philippines Mindanao, Commission on Higher Education Regional Office-XI (CHED-XI), and the Office of the 1 <sup>st</sup> Congressional District-Davao City	Scholarship Program for UP Mindanao  Scholarship Grant: ₱10 Million  <i>Effectivity: First Semester, SY 2011-2012</i>

**Board action: CONFIRMATION**

## ADMINISTRATIVE MATTERS

**The Board APPROVED the following:**

**A. Proposed UP IT Development Center (ITDC): Restructuring and Expansion of Roles and Functions of the UP IT Training Center**

During its 1179<sup>th</sup> meeting on 26 February 2004, the UP Board of Regents approved the creation of the Information Technology Training Center (ITTC) Program. Since its creation, the UP ITTC has offered medium to high level training in IT, with the objective of shifting the level of Filipinos’ IT skills from “users” to “developers,” and to increase the supply of IT professionals in the country. The ITTC, under the Office of the Vice-President for Development (OVPD), focuses on Information Technology training, faculty development, course development, research and industry-academe collaboration.

The restructuring and expansion of the roles and functions of the UP ITTC is being proposed in line with one of the key directions of the UP administration under President Alfredo E. Pascual – the design, development and implementation of an integrated University-wide Information and Communication Technology (ICT) System dubbed as the **e-UP** project.

## **New Name and Functions**

The UP IT Training Center (ITTC) shall be renamed as the “**UP Information Technology Development Center (UP ITDC)**”, under the Office of the Vice-President for Development (OVPD). It shall have the following functions:

- Design, develop and implement an integrated University-wide Information and Communication Technology (ICT) System.
- Formulate strategies, plans and policies for the development, acquisition, deployment and use of all components of the University Information System and Intercampus Network and Communications infrastructure and resources.
- Provide and manage network interconnection among the Constituent Universities system-wide. Set up, maintain, update and upgrade as necessary all shared ICT and online services.
- Coordinate the system-wide ICT initiatives through the various CU Computer Centers.
- In addition to face-to-face mode, facilitate and manage interaction and communication among students, faculty and staff by e-mail, telephony, and appropriate technologies.
- Wherever possible, provide reasonable accommodations in assistive technologies to constituents with disabilities and special needs.
- Implement a sustainable plan for replacement, maintenance and upgrade of existing shared infrastructure.

In addition to the above functions, the UP ITDC shall aggressively carry out the following existing functions of the UP ITTC:

- Provide instruction and technical assistance to students, faculty and staff as required in order to maximize use of available technologies.
- Offer IT training, consulting, content and software development and other IT services to external University stakeholders.
- Facilitate the adoption, utilization and integration of appropriate information technologies into academic practices and activities.
- Efficiently and flexibly utilize ICT in residential, distance and alternative learning modes of instruction.
- Conduct advocacy campaigns to promote the development of ICT in the Philippines.
- Provide advice and opinion to the Philippine Government and its instrumentalities on ICT matters.

To accomplish the stated functions, the UP ITDC shall ensure the realization of the following goals:

### Increased ICT knowledge-base among UP faculty and staff

- Maximized utilization of ICT talent and facilities system-wide
- Improved Internet/Intranet connectivity
- Increased ICT knowledge-base and knowledge sharing among the

- stakeholders of the University
- Increased productivity among the faculty, staff, and students
- Reduced need to reconcile records and expedite transactions
- Increased system reliability

### **Organization**

The UP ITDC shall be headed by an Assistant Vice-President for Development as *ex-officio* Director and Chief Information Officer. He shall be assisted by a Deputy Director.

The following teams shall make up the personnel complement of the ITDC:

- Training Team
- IT Operations Team
- Administration Team
- Business Development Team
- Content and Software Development Team
- Project Management Office (Project Leads for HRIS, FMIS, SPCMIS, SAIS, other systems)
- Quality Assurance Team

The composition of each team shall be planned and managed based on needs and existing projects. Contractual staff may be hired to fill up the required personnel complement.

### **Budget**

The annual budget allocation for UP ITDC shall be **₱23,888,980**.

**B. Request for the University to Pay the Salary Difference in the Amount of ₱10,160/month of Dr. AMELIA P. GUEVARA while on Secondment to the Department of Science and Technology (DOST) as Executive Director of the Philippine Council of Industry, Energy and Emerging Technology Research and Development (PCIEERD) beginning 1 April 2011 to 31 March 2012**

This refers to the memorandum of Dr. Caesar A. Saloma, Chancellor of UP Diliman, dated 5 January 2012 and designated as Ref. No. CAS-12-009, requesting the University Board of Regents (BOR) to consider the payment of the salary differential of Dr. Amelia P. Guevara, a Professor of Chemistry and former Vice-President for Academic Affairs of the University, who was seconded to the Department of Science and Technology (DOST) as Executive Director of the Philippine Council of Industry Energy and Emerging Technology Research and Development (PCIEERD) for the period 1 April 2011 to 31 March 2012.

In a letter dated 30 March 2011, Dr. Guevara sought the approval of her secondment from Chancellor Saloma stating therein that her appointment was already

signed by President Benigno Aquino III and that DOST Secretary Mario Montejo's letter requesting for her secondment shall be sent later.

On 19 April 2011, the Human Resources Development Office (HRDO) of the University, through its Director Ms. Angela D. Escoto, informed Dr. Guevara of the Chancellor's approval of her "(s)econdment without pay".

Subsequently, on 24 October 2011, DOST Secretary Montejo wrote a letter to Chancellor Saloma noting that Dr. Guevara was receiving a higher salary as Professor 12 in UP Diliman than her salary as Executive Director of PCIEERD. He was, therefore, requesting UP Diliman to pay the salary differential of Dr. Guevara amounting to ₱10,160.00 per month on the basis of Section 6.c (vii) of the Omnibus Rules on Appointments and Other Personnel Actions, and Section 9, Rule VII of the Omnibus Rules Implementing Book V of Executive Order No. 292 which provide that "(p)ayment of salaries of seconded employee shall be borne by the receiving agency. x x x. In case of lower compensation, the mother agency shall pay the difference." In relation to this, he also transmitted a Memorandum of Agreement (MOA) between DOST and UP Diliman to govern the secondment of Dr. Guevara for the signature of the Chancellor.

The MOA was reviewed by the UP Diliman Legal Office (UP DLO) through its Memorandum Series No. 1830A-11 dated 16 November 2011 where paragraph 3 of the MOA was noted in view of the statement which reads "*In case of lower compensation, UP Diliman shall pay the difference as provided under the general guidelines on secondment (Sec. 9, Rule VII of the Omnibus Rules Implementing Book V of E.O. 292).*" The UP DLO pointed out that the current Civil Service Guidelines on Secondment (Resolution No. 0611675 dated 5 July 2006) does not address the issue of the payment by the parent agency of the salary differential of the seconded employee in case of a lower compensation in the seconding agency. It added that the same issue was likewise not addressed in the UP Faculty Manual. It cited, however, Section 10.3.6 a (3) of the manual which provides that "secondment shall be without pay from the University" if a full-time secondment is with pay, honorarium or allowance equivalent to or higher than the salary and allowance in the University. It opined thus:

"It is submitted that the policy of "without pay" from the University is explicit, and it is not for the best interest of the University to shoulder the difference in compensation as the seconded employee shall not be allowed to perform functions in the University since the same rule provides that she will be on leave without pay in her parent agency."

In a more recent Memorandum Series No. 0037 A-2012 dated 5 January 2012, the UP DLO referred to its opinion in the previous memorandum. In the memorandum, it deemed it proper to elevate the matter to the BOR, thus:

"Considering, however, that the University rule does not expressly prohibit payment of salary differential, we deem it proper to elevate the matter to the Board for consideration according to its

best judgment the granting of salary differential equivalent to ₱10,160.00 monthly or ₱121,920.00 for the one year secondment period from 01 April 2011 to 31 March 2012.”

Hence, UP Diliman Chancellor Saloma submitted the instant memorandum for the consideration of the BOR.

Resolution No. 061165 dated 5 July 2006 on “Guidelines on Secondment” is a more recent issuance of the Civil Service Commission (CSC) than the Omnibus Rules which is relied upon by the DOST to justify payment by the University of the differential in Dr. Guevara’s salary. The Omnibus Rules which is relied upon by the DOST as basis for requesting payment for the salary differential from the University contained the statement addressing the situation where the salary of the employee is lower in the seconding agency. The same statement was omitted in the more recent Resolution No. 061165.

Section 3.b of Resolution No. 061165, however, requires the submission of a Memorandum of Agreement (MOA) or contract for secondment between the parent agency and the receiving agency and concurred in by the employee. It provides that the following shall be contained in the MOA:

- i. Purpose of the secondment
- ii. Terms of secondment
- iii. Continuity of employment
- iv. Benefits/Salaries
- v. Keeping in touch
- vi. Appraisal arrangement
- vii. Termination of the secondment
- viii. Renewal of the secondment agreement"

Secondment is defined as “a movement of an employee from one department or agency to another which is temporary in nature and which may or may not require the issuance of an appointment but may either involve reduction or increase in compensation.” Moreover, Civil Service rules and regulations state that the seconded employee shall be “on leave without pay in his/her parent agency for the duration of the secondment”. Being “on leave” in the context of secondment, however, should be differentiated from being “on leave” in its more common context where an employee leaves without rendering service to government. In the first situation, the employee is still suffered to work but he/she is outside the premises of his/her parent agency. In the second situation, however, the employee does not work, neither is he/she within the workplace. Besides, consideration should be given to whether or not the parent agency will gain from the arrangement.

With the MOA, the parties may negotiate and agree on certain terms and conditions which are not provided for or which are not clearly addressed in the guidelines to govern the secondment, such as when Dr. Guevara was allowed to work at the DOST. Since the matter of compensation of the seconded employee is significant in this instant case in view of the lower salary in the receiving agency, the same may be agreed upon and addressed by the parties in the MOA.

Dr. Guevara holds the position of Professor 12 in UP with a salary grade of 29-8. This is a position which she earned and was conferred on her by virtue of her qualifications, competence and merit based on Civil Service Rules and Regulations, and university policies. She was seconded to the PCIEERD as its Executive Director but with a lower salary grade of 28-1. Her reasons for accepting the secondment, as she noted in her 30 March 2011 letter to Chancellor Saloma, was not much for personal gain but more in the interest of UP and for public service.

Dr. Guevara is almost ten (10) months into her secondment, and in two months, her approved secondment will already terminate. During the past ten (10) months, Dr. Guevara had performed her duties and responsibilities as Executive Director of PCIEERD. In the meantime, Dr. Guevara continues to be an employee of UP, holding her position as Professor 12. Both UP and DOST are benefitting from Dr. Guevara's secondment.

Republic Act No. 9500 or "The University of the Philippines Charter of 2008" empowers the BOR "to draw up a position classification and compensation plan for its faculty and staff, and, any law to the contrary notwithstanding, to fix and adjust salaries and benefits of the faculty members and other employees x x x". Allowing UP faculty to be seconded to another department or agency is in pursuit of the University's purpose 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 standards of excellence" (Section 3(d), RA 9500). Allowing the payment of the salary differential is in line with its purpose to "protect and promote the professional and economic rights and welfare of its academic and non-academic personnel" (Section 3(e), RA 9500). To disallow payment of this salary differential would amount to downgrading Dr. Guevara's position by a mere agreement between UP and DOST, which is not intended by the Civil Service rules.

**In light of the foregoing, the Office of the Vice-President for Legal Affairs recommends that the BOR approves the payment of salary differential of Dr. Guevara, *pro hac vice* to enable her to maintain the salary level that she was receiving at UP. For appropriate support and documentation, the proper MOA between DOST and UP should be executed in accordance with the CSC guidelines.**

**C. Request for a Temporary Waiver of Faculty Tenure Rule in Favor of Dr. JOSEPH F. DELA CRUZ, Assistant Professor I, Department of Basic Veterinary Sciences, College of Veterinary Medicine, UP Los Baños, Effective 1 June 2012 until 30 October 2012**

Dr. dela Cruz was originally hired as an Assistant Professor 1 on 15 June 2009. During his first four (4) semesters of teaching, he obtained Student Evaluation of Teachers Rating of 1.39, 1.41, 1.40 and 1.44, indicating that he had excellent teaching performance. Aside from his teaching responsibility, he was able to finish his Master of Science in Animal Science degree in UPLB in 2010.

One requirement for tenure is a publication in a refereed journal. The Editor-in-Chief of the *Philippine Journal for Veterinary and Animal Sciences* (PJVAS) certified that his paper has been accepted for publication in the June 2012 issue (Volume 38, No. 1).

His papers for tenure are currently being processed and tenure is expected to start upon approval. However, since its date of approval may get beyond 31 May 2012, it is requested that the rule of faculty tenure be waived so that he would have no break in service and also because Dr. dela Cruz was accepted in a PhD program at the Hankyong National University in South Korea which will commence on 1 March 2012.

#### **D. Appointment of Professor Emeritus**

The System Committee on Professor Emeritus Appointments is recommending the following for the position of Professor Emeritus effective upon their retirement.

<b>CU</b>	<b>NAME</b>	<b>DATE OF RETIREMENT</b>
UP Diliman	Erlinda S. Echanis	28 February 2012
UP Diliman	Nicanor G. Tiongson	10 January 2011
UP Los Baños	Macrina T. Zafaralla	11 November 2010
UP Manila	Serafin Hilvano	31 May 2010
UP Baguio	Elsie C. Jimenez	1 November 2010

#### **E. Appointment of Faculty**

**Note:** *These proposed appointments have gone through the standard University peer review process from the Department to the College, the Constituent Universities concerned, and the University System. In cases where there was doubt about the process followed or about the fairness of the recommendations, the papers were returned to the unit concerned for review and recommendation.*

##### **1. Transfer to Permanent Status**

###### **UP Diliman**

Assoc. Prof. **VENA PEARL BOÑGOLAN** Associate Professor 1 (Salary Grade 22-4), College of Engineering, effective upon approval

###### **UP Los Baños**

Assoc. Prof. **MARVIN A. ALBAO** as Associate Professor 2 (Salary Grade 22-5), College of Arts and Sciences, effective 29 March 2012

Assoc. Prof. **NESTOR C. ALTOVEROS** as Associate Professor 1 (Salary Grade 22-4), College of Agriculture, effective 29 March 2012

Asst. Prof. **JENNIFER MARIE S. AMPARO** as Assistant Professor 1 (Salary Grade 18-1), College of Human Ecology, effective 29 March 2012

Asst. Prof. **LIZA A. CABRERA** as Assistant Professor 1 (Salary Grade 18-1), College of Development Communication, effective 29 March 2012

Asst. Prof. **HERMILEA MARIE C. CASTILLO** as Assistant Professor 1 (Salary Grade 18-1), College of Development Communication, effective 29 March 2012

Asst. Prof. **WILLIAM R. REMOLLO** as Assistant Professor 1 (Salary Grade 18-1), College of Arts and Sciences, effective 29 March 2012

### **UP Manila**

Assoc. Prof. **ANGELA S. AGUILAR** as Associate Professor 3 (Salary Grade 23-4) (part-time), College of Medicine, and Attending OB-Gynecology, Philippine General Hospital, effective 29 March 2012

### **UP Visayas**

Asst. Prof. **KAREN V. VARONA** as Assistant Professor 1 (Salary Grade 18-1), College of Arts and Sciences, effective 29 March 2012

## **2. Original Temporary Appointment**

### **UP Cebu**

Prof. **FRED S. AVESTRUZ** as Professor 1 (Salary Grade 26-1), Business Management Cluster, effective 5 January 2012 until 31 May 2012

## **3. Extension of Appointment Beyond Compulsory Retirement Age of 65**

### **UP Diliman**

Prof. **LIGAYA S. DE GUZMAN** as Professor 3 (Salary Grade 26-7), College of Education, effective 18 June 2011 until 31 May 2012

Prof. **ERLINDA S. ECHANIS** as Professor 12 (Salary Grade 29-8), College of Business Administration, effective 28 February 2012 until 31 May 2012

Assoc. Prof. **EDNA MAY O. LANDICHO** as Associate Professor 7 (Salary Grade 25-8), College of Arts and Letters, effective 1 November 2011 until 31 May 2012

Prof. **GLORINA N. POCSIDIO** as Professor 12 (Salary Grade 29-8), College of Science, effective 15 December 2011 until 31 May 2012

Prof. **NAIDA U. RIVERA** as Professor 7 (Salary Grade 28-8), College of Arts and Letters, effective 5 January 2012 until 31 May 2012



**UP Los Baños**

Prof. **VERONICA C. SABULARSE** as Adjunct Professor, without compensation, College of Arts and Sciences, effective 1 November 2011 until 31 October 2012

Prof. **NENITA E. TAPAY** as Professor 7, College of Arts and Sciences, effective 22 February 2012 until 10 April 2012

**UP Manila**

Assoc. Prof. **ROMEO O. CENIZA** as Associate Professor 7 (Salary Grade 26-8) School of Health Sciences, Palo, Leyte, effective 6 May 2012 until 31 May 2013

**4. Original Appointment Beyond Compulsory Retirement Age of 65**

**UP Los Baños**

Prof. **ROGELIO N. TAGARINO** as Professorial Lecturer 1, College of Public Affairs, effective 1 January 2012 until 30 June 2012

**5. Renewal of Appointment Beyond Compulsory Retirement Age of 65**

**UP Cebu**

Assoc. Prof. **ELISA G. LAPA** as Professorial Lecturer 2, Social Sciences Cluster, effective 10 March 2012 until 16 June 2012

Prof. **JOSEFINA C. CARVAJAL** as Professorial Lecturer 2, Social Sciences Cluster, effective 10 March 2012 until 16 June 2012

**6. Reappointment Beyond Compulsory Retirement Age of 65**

**UP Diliman**

Prof. **DEMETRIA C. BONGGA** as Professorial Lecturer 5, College of Home Economics, effective 1 November 2011 until 31 October 2012

**UP Manila**

Prof. **EDUARDO R. MENDOZA** as Adjunct Professor, College of Arts and Sciences, effective 1 November 2011 until 31 March 2012

## OTHER MATTERS

Matters endorsed by the President, the action of the Board are indicated at the end of each item:

**A. Resolution Designating the University Officials Who Will Be Signatories for the Credit Payment Facility with Citibank**

Alfredo E. Pascual, President  
Maragtas S.V. Amante, Vice-President for Administration  
Nestor O. Rañeses, Assistant Vice-President for Administration  
Lisa Grace S. Bersales, Vice-President for Planning and Finance  
Noreen P. Escultura, Assistant Vice-President for Planning and Finance

The above cited University officials will represent the University and any and all of its constituent universities enumerated as well as those constituent universities that may be established/opened/accredited in the future. In its transaction with Citibank, N.A. particularly in connection with (1) entering into the merchant program of Citibank, (2) opening of the current and/or savings accounts of the University, and (3) any and all transactions as may be required and necessary to be concluded to carry out objective and operations of the University necessitating the use and/or availment of the facilities of said banking institution.

BRANCH OUTLET	ADDRESS
UP System	Diliman, Quezon City
UP Diliman	Diliman, Quezon City
UP Manila	Ermita, Manila
UP Los Baños	College, Los Baños, Laguna

The aforementioned officers of the University be as they are, are hereby authorized and empowered to sign, execute and deliver any and all applications, contracts, documents, forms, instruments and/or other similar writing with the SOLE Signature of any of them, for and in behalf of the University.

The University ratify and confirm as it hereby ratifies and confirms, the acts of the aforementioned officers relative to the authorities and powers granted them.

**Board action: APPROVAL**

**B. Merchant Master Agreement between the University of the Philippines and the Citibank, N.A., Philippine Branch and Addendum to the Merchant Master Agreement**

Background:

1. The Board of Regents at its 1237<sup>th</sup> meeting held on 24 October 2008 approved the Terms of Reference for the credit card payment facility. The Notice of Award for the winning bid was issued on 8 December 2009. The winning bid featured a convenience fee (not a student fee) of 1.22 percent, which was cleared with the Department of Trade & Industry in 2010. Further negotiations to finalize the contract with the service provider who got the award (Citibank Philippines) were finalized recently;
2. Pilot implementation is now under preparation with UP Diliman, UP Manila and UP Los Baños, The service is voluntary, for students or parents who wish to avail of the credit payments facility. Students who wish to avail of credit card payment for tuition fees may do so through the designated credit payment terminals (point of sale, POS) to be installed in the various cashier's offices; and
3. In line with the University's thrust to promote administrative efficiency and operational excellence, there is an urgent need to modernize and provide for online credit payments facility in the University; negotiations are ongoing for the following additional university services:
  - Online payments for UP Press book sales;
  - Online donations from UP Alumni; and
  - Institutional credit cards to reduce university transaction costs and avail of discounts in both local and foreign procurement.

**Board action: APPROVAL**

**C. Secretary's Certificate Authorizing President Alfredo E. Pascual as Signatory for UP in the UP Diliman East Campus Lease Agreement**

Ayala Land, Inc. (ALI) is requesting a Secretary's Certificate authorizing President Alfredo E. Pascual as signatory for and on behalf of UP in the Lease Agreement for the UP Diliman East Campus Property.

The Secretary's Certificate is a requirement for the registration of the Lease Agreement with the Register of Deeds and the annotation of the Agreement on the Transfer Certificate of Title for the Leased Property.

**Board action: APPROVAL**

**D. Deed of Donation and Acceptance between the University of the Philippines Manila (Donee) and the Mely and Rick Rey Foundation (Donor) and Request to Name the Building in Favor of the Donor**

Donation: ₱16,000,000.00 to finance the construction and furnishing of a building to house the teaching-healing facilities of the Department of Pediatrics, UP Manila-Philippine General Hospital

Particulars:

Undertakings of the Donor

1. Cause the drafting and finalization of the design and plan of the teaching-healing facilities of the Department of Pediatrics, in consultation with Donee, which design shall be in accordance with the campus planning and development program of the UP Manila and UP System;
2. Enter into such contracts as may be necessary for the completion of the construction of the building, subject to the donation;
3. Create the bidding committee in close consultation and coordination with Donee's duly authorized representatives, which will be responsible for the bidding and the awarding of the construction; and a committee, which will be responsible for the supervision of the construction of the teaching-healing facilities with both committees composed of representatives of Donee and representatives of the Donor;
4. Allow representatives of PGH and UP Manila to monitor/inspect the project to ensure compliance with Donee's campus planning and building policies; and
5. Turnover and donate the completed/finished building to Donee immediately upon its completion.

Undertakings of the Donee

1. Make available the intended site for the building, located at the Pediatric Research Laboratory at the back of the Bantay Antayan, and will occupy a lot area of 233.37 sq.m.;
2. Secure such approvals necessary for the Donor to be able to cause the construction of the building such as, but not limited to the approval of the Board of Regents of the University of the Philippines;
3. Nominate representatives to the committee who will supervise the construction of the building;
4. Guarantee that, upon turnover of the completed/finished building, the same shall be used exclusively as teaching-healing facility of the Department of Pediatrics, UPM-PGH;
5. Coordinate and assist the Donor in such assistance that may be reasonably requested by Donor, in relation to the construction of the building;
6. Accept the turnover and donation of the completed/finished building under such terms and conditions acceptable to both parties;

7. Promptly notify Donor in writing of any structural defects on the building within five (5) days from discovery of such defects and within the warranty period under the relevant construction agreement executed by Donor with the Contractor;
8. The Donee accepts and receives the donation made in its favor by the Donor including all Donor's terms and conditions and manifests its gratefulness for the Donor's generosity and liberality; and
9. Seek approval from the Board of Regents for naming rights of the building in favor of the Donor.

Date notarized: 13 March 2012

**Board action: APPROVAL**

**E. Terms of Reference for the Procurement of Products and Services for Key Components of the eUP Project**

**Executive Summary**

The University of the Philippines is seeking proposals from reputable vendors/suppliers to provide products and services in connection with the information systems requirements of the University's **eUP Project**. These systems will form the core information systems of UP in support of the University's thrust of academic and operational excellence.

**I. Background**

On 17 August 2011, **UP Strategic Plan 2011-2017** was presented to and approved by the UP Board of Regents. One of the strategic initiatives identified in the Plan is **eUP**. The goal of eUP is to integrate, interconnect, and ensure interoperability of Information and Communication Technology (ICT) systems and infrastructure across all UP campuses (seven constituent universities and one autonomous college) to support UP's thrust of academic and operational excellence.

eUP has five components, namely: (1) policy formulation, organization, and mobilization; (2) benchmarking and ICT audit; (3) acquisition/development and installation of appropriate information systems; (4) ICT infrastructure development; and (5) ICT competency building.

Included in component (3) are 12 major information systems, namely: financial management information system, student academic information system, human resources information system, supplies, property & campus information management system, executive information system, legal, case & issue management system, intellectual property & business development information system, medical records & hospital information system, learning management system, document tracking system, project management system, and library information system.

## II. Coverage

The University will bid out the following core information systems:

- Student Academic Information System (SAIS)
- Human Resource Information System (HRIS)
- Financial Management Information System (FMIS)
- Supplies, Procurement and Campus Management Information System (SPCMIS) *to be integrated in the FMIS*
- Executive Information System (EIS) *to be integrated in the SAIS, HRIS, and FMIS*

The TOR also includes provisions for the following in support of the core information systems above:

- Software licenses for the SAIS, HRIS, FMIS, and SPCMIS
- Software licenses of supporting applications, as needed
- One year maintenance support
- Project management and implementation, as well as training of users and UP technical personnel involved in the implementation of the Student Academic Information System (SAIS) for UP Manila and UP Open University
- Project management and implementation, as well as training of users and UP technical personnel involved in the implementation of the Financial Management Information System (FMIS) in UP Manila, UP Open University, and in UP System offices
- Project management and implementation, as well as training of users and UP technical personnel involved in the implementation of the Human Resource Information System (HRIS) in UP Manila, UP Open University, and UP Diliman (including UP System offices)
- Project management and implementation of business intelligence software and its integration with SAIS, HRIS, and FMIS for use in UP System offices as well as in UP Manila and UP Open University
- Hosting services including installation in data center as well as SLA (service level agreement)
- Overall project management and system integration
- Technical training on Systems Administration, database administration, and software for SAIS, FMIS, HRIS, and SPCMIS.

## III. Brief Description of the Information Systems

### *Student Academic Information System (SAIS)*

The Student Academic Information System (SAIS) will provide the capability for processing, capturing, transmitting, retrieving, updating, and displaying student, faculty, and alumni information, as well as managing student-related data needs. It aims to cover most aspects of running a large multi-campus institution like UP, making it almost paperless and with less need for manual processing.

The SAIS will consist of several modules, as follows:

- SAIS Academic Structure
- SAIS Admissions
- SAIS Student Faculty Information
- SAIS Curriculum
- SAIS Gradebook Assignment
- SAIS Enrollment
- SAIS Advising
- SAIS Graduation
- SAIS Billing
- SAIS Self Service
- SAIS Third Party Integration
- SAIS Alumni
- SAIS Reporting

### ***SAIS Academic Structure***

This module includes the creation and management of the academic calendars of each constituent university, as well as incorporating all the important schedules and events of all the CUs in the system. It makes sure that the system will be user-definable by each CU and that it conforms to the standards of the University in terms of its terminologies (e.g., Faculty, Department, College, etc.), grading schemes, and organizational structure, among others.

### ***SAIS Admissions***

This deals with capturing the details of UPCAT applicants and prospective UP students to help the Office of Admissions plan, manage, and track their admission and recruiting activities. Based on a criteria defined by the University, automatic evaluation of applicants can possibly be made online.

### ***SAIS Student and Faculty Records***

This module eases the University's retrieval and storage of all student, alumni, and faculty information for data generation and as basis for analysis and advising. It will have the ability to track the present, historical, and future records of students.

### ***SAIS Curriculum***

This module supports the university's curriculum, including detailed requirements per program. Details on courses such as units, lecture hours, laboratory hours, prerequisites, and co-requisites are given.

### ***SAIS Gradebook Assignment***

This module will help faculty members manage their classes and grading online. The faculty can define requirements for a course and define how each activity will be graded and weighed. It can also record assignment grades and notes about the progress of a student. Faculty members will use this on an optional basis.

### ***SAIS Enrollment***

This will streamline all phases of the enrollment process by automating all activities from enlistment to payment. This system aims to make enrollment a paperless process with less manual intervention.

### ***SAIS Advising***

This shall provide students and faculty easy access to academic records. It can analyze degree progress, evaluate transfer credits from other institutions, or create an academic program for each student. This information will be the advisers' basis for advising a student. This module also allows for the creation of a course plan. A course plan should be a "road-map" of what units/subjects a student must complete in order to attain a degree. It should show units/subjects passed, enrolled, credited/advance standing, and those yet-to-be completed and be ordered in a coherent, student-friendly, and flexible structure. This should also support existing retention policies in the different degree programs.

### ***SAIS Graduation***

This module will allow users to identify and generate a list of potential graduates based on a degree program checklist. It will be able to identify potential honor graduates and also potential graduates with deficiencies.

### ***SAIS Billing***

This module simplifies the process for computing for the various components of a student's tuition and other fees structure (e.g., semester fees, course, waivers, etc.). It allows users to bill and manage both the student and third-party receivables, process and control credit card payments, and manage collections.

### ***SAIS Self-Service***

This module allows students, faculty, and parents to pull content, transactions, and other applications into a pre-integrated, personalized interface for instant links to information. Students, faculty, and parents will be able to easily access information through a Student Center, a Faculty Center, and a Parent/Guardian Center.



### ***SAIS Third Party Integration***

The SAIS will be integrated with other Information Systems. SAIS will interface with the following systems: Accommodation/Hostel System, Learning Management System, Library System, FMIS, HRIS, and Scholarship System, among others.

### ***SAIS Alumni***

This module will allow users to track the alumni of the University. This system will provide an alumni database from which information about the UP alumni can be retrieved upon consent of its members.

### ***SAIS Reporting***

This module allows for a fast generation of reports based on student-related data that may be defined as a type correspondence and stored in the system appropriately.

### ***Financial Management Information System (FMIS)***

The Financial Management Information System will consolidate financial information created and used by the accounting, budget, and cash offices across UP as well as other offices of UP.

The system is composed of eight modules, five of which are dedicated to the financial management and the rest to the Supplies, Procurement, and Campus Management. Below is an outline of the Functional Requirements for the Financial Management Information System (FMIS):

- I. General Requirements
- II. General Ledger
  - A. Chart of Account Structure
  - B. Accounting Periods
  - C. Journals
  - D. Control and Validations
  - E. Journal Interfaces and Import
  - F. Online Inquiry and Reporting
- III. Budget
  - A. Budget Entry
  - B. Budget Control and Validation
- IV. Inflow/Outflow of Funds
  - A. Cash Forecasting
  - B. Payment/ Receipt Reconciliation - Bank Reconciliation
- V. Trust Fund Management

- VI. Purchasing Goods and Services
  - A. Raising Purchase Requisition/Orders
  - B. Receiving Goods and Services
  - C. Year-End Closing
  - D. Supplier Maintenance
  - E. Inventory of Supplies
  - F. Annual Procurement Plan for Supplies and Equipment
  - G. Inventory of Donated Assets
  
- VII. Payments Management
  - A. Payment Voucher Processing
  - B. Payment Processing
  
- VIII. Corporate Asset Master
  - A. Plant, Property and Equipment Inventory
  - B. Asset Transaction
  - C. Depreciation
  - D. What-if Depreciation
  - E. Depreciation Books
  - F. Physical Asset Inventory

With the Financial Management Information System in place, the University's operations shall benefit from the automation of different functions—from data entry to generation of financial reports and analysis. This will result in greater efficiency and ease in creating and presenting financial reports for transactions, decision making, and for future reference.

In order to consolidate data, the system must be integrated across all constituent universities through a team of integration specialists assigned. Depending on the degree of involvement in a specific process, the FMIS must also be connected to other information systems such the Human Resource Information System (HRIS), Student Academic Information System (SAIS), and the Supplies, Procurement, and Campus Management Information System (SPCMIS).

The system will be designed to prevent duplicate entries since financial data are encoded once. These data can be used for various purposes depending on the level of access granted to the user. Because financial data are shared among the constituent universities, the system helps in maintaining accuracy and consistency of financial data, preventing confusion among authorized users. Training will also be provided among ends-users, to ensure proper usage and maintenance of the system. Once users are all trained, a central authority will have to regulate security access to increase overall data integrity and security.

### ***Human Resource Information System (HRIS)***

The Human Resource Information System will optimize the university's human resource processes through implementation of various modules such as:

- Personnel Information Module
- Application and Hiring Module
- Attendance and Leave Credits Module
- Performance and Management Module
- Payroll System Module
- Benefits Management System Module
- Career Development and Training Information System Module
- Centralized Reporting System Module
- Portal System/Employee Self-Service Module
- Executive Management Module
- General Management Module

The HR package, as a whole, will enable the university to make quick and informed decisions, as it seeks to put in place a fully web-based application that has the capacity to integrate and interface with the existing systems.

Through the HRIS Core Application, existing processes such as management of files, attendance, benefits, leave credits, and evaluation records, computation of compensation, performance monitoring, and report generation will be enhanced, thereby increasing the operational efficiency of the university and its decision-making capability.

The Human Resource Information System will make use of an application that is able to simplify employee transactions and minimize paperwork. Furthermore, the automation of the existing procedures will facilitate management, maintenance, tracking, and monitoring of all employee data. Such improvements in the current system are expected to fast-track UP System's workflow mechanisms particularly in the crucial phases of data gathering, data analysis, and information delivery.

#### **IV. Budget**

The purchase of these systems should not exceed the total of 135 million pesos, inclusive of hosting and training services, as well as VAT. Software maintenance of these systems should not exceed a total of 9.02 million pesos per year, starting on the second year.

#### **V. Timetable**

<b>Rollout Schedule</b>	<b>SAIS</b>	<b>FMIS</b>	<b>HRIS</b>	<b>SPCMIS</b>
<b>Phase 1</b>				
UP System (System Offices)		NOV 2012		NOV 2012
UP Manila	APRIL 2013	NOV 2012	NOV 2012	NOV 2012
UP Open U	NOV 2012	NOV 2012	NOV 2012	NOV 2012
UP Diliman		NOV 2012	NOV 2012	

<b>Phase 2</b>				
UP Diliman	NOV 2013	APRIL 2013		APR 2013
UP Baguio	NOV 2013	JAN 2013	JAN 2013	JAN 2013
UP Los Baños	JUNE 2013	JAN 2013	JAN 2013	JAN 2013
<b>Phase 3</b>				
UP Mindanao	NOV 2013	APRIL 2013	APRIL 2013	APRIL 2013
UP Cebu	NOV 2013	APRIL 2013	APRIL 2013	APRIL 2013
UP Visayas	NOV 2013	APRIL 2013	APRIL 2013	APRIL 2013

(The document is on file at the OSU Records.)

**Board action: APPROVAL**

**F. Proposal to Name the Plant Science Laboratory in UP Mindanao as “Dr. Severo T. Bastian, Jr. Plant Science Laboratory”**

**Executive Summary**

On 13 September 2010, the Department of Biological Sciences and Environmental Studies agreed to endorse the proposal of naming the Plant Science laboratory as “DR. SEVERO T. BASTIAN, JR. PLANT SCIENCE LABORATORY” with the following justifications:

1. **Exemplary Research Output** – as a researcher, the late Dr. Bastian was way above his peers as he was able to produce about 21 technical papers and research publications during his relatively short stay with the University. Two of these papers, where he is the senior author, are publications in an ISI Journal; nine are publication in national refereed journals, three of which, he is the senior author, and the other six he co-authored. The rest are technical papers in conference proceedings and manuscripts which had been submitted to refereed journals for publication. Moreover, a number of the papers that he presented in scientific gatherings at the regional, national or international levels were able to garner best paper recognitions.
2. **Accomplished Teacher** – Dr. Bastian became a full-time faculty member of the University only in 2007. But even when he was still a REPS with a teaching assignment, he was already advising and co-advising thesis students in the BS Biology program and the other undergraduate programs of the College and was able to graduate more than a dozen of them. Three of these students under his thesis advisorship bagged the Best Undergraduate Thesis Award. His average SET rating is very good.

3. **Extensive Extension Services** – He shared his expertise to the larger community by serving as Resource Speaker/Lecturer/ Facilitator in numerous trainings and workshops conducted by other institutions and organizations. He also organized seminar-workshops and trainings in cooperation with DRANHS-DepEd, Davao City. The larger community had benefited from him as he served them in various capacities either as an ordinary member or holding key positions in many civic and scientific organizations.
  
4. **A Good Role Model and a Model Team Player**
  - After obtaining his Ph.D. in Molecular Taxonomy from Nagoya University, Japan, Dr. Bastian was immediately detailed to CSM upon his return in 2002 and proceeded to do his job of ensuring that a Molecular Biology Laboratory, one of the most modern laboratories in Mindanao, is established in UP Mindanao.
  - He willingly accepted assignments and gave winning ideas for such events as Faculty Follies and Lantern Parade, where the college won in consecutive years owing to his superior concepts.
  - He was chosen by BIOS, a University-based student organization, to serve as their adviser from 2007 until his death. A letter of support is written by the students endorsing this proposal.
  - He served as Department Chair of the BSES from 2008 until his death.
  - He served as Director of the Office of Research of the University from 2007-2008.
  - He held several chairship positions in various University and College Committees; he also served as member in different University and College Committees.

These and many other accomplishments of the late Dr. Severo T. Bastian, Jr., the first Molecular Biologist of UP Mindanao, has prodded the department to endorse the naming of the Plant Science Laboratory after him as he had been a good example and inspiration to the students and his colleagues. The faculty of the College of Science and Mathematics unanimously approved the endorsement of the proposal to higher management.

**Board action: APPROVAL**

**G. Concerns of Regent Elizabeth Rose Siguion-Reyna**

1. Request to study the graduation requirements of the College of Music

Regent Siguion-Reyna brought up a concern regarding the graduation requirements of the College of Music wherein students have to mount and spend for their own recital/opera to be able to graduate. This, she was informed, is the reason why there are few students graduating from the College of Music.

Regent Senator Angara suggested that the Secretary of the Board writes to the Chancellor of UP Diliman to confirm the information gathered by the Regent.

*Update: On 19 April 2012 Secretary De Las Llagas wrote to Dean Jose Buenconsejo of the College of Music inquiring on the requirements for graduation of the College of Music, specifically on the conduct of the students' recitals.*

*Dean Buenconsejo on the same day sent a flowchart governing the conduct of students' recitals in the College, which was subsequently forwarded to Regent Siguion-Reyna.*

2. Request of UP Los Baños Parents for an Official Situationer on the Campus Security

Regent Siguion-Reyna said that she was responding to the e-mails she had received from parents of students in UP Los Baños who were wary with the crime incidents in UP Los Baños. She added that the parents wanted to confirm if it was true that the UP Los Baños Police was in connivance with the criminal elements.

3. Request for Funding for Airfare and Visa of Seven (7) Performers for the Digital Macbeth that will be staged at the University of Taiwan

Regent Siguion-Reyna said that the funding was only for two (2) performers and the request for funding was denied by Chancellor Saloma.

**H. Proposal to hold the 1280<sup>th</sup> BOR Meeting at UP Manila School of Health Sciences in Baler, Aurora**

Regent Senator Angara proposed that the next Board meeting be held in UP Manila School of Health Sciences in Baler, Aurora. He said there are two (2) modes of transportation to Baler: by air or by land. He suggested holding the meeting on 25 May, Friday.

## ADMINISTRATIVE ORDERS

**A. ADMINISTRATIVE ORDER NO. PAEP 12-21: Appointment as Officer-in-Charge of the University**

To : DR. ELVIRA A. ZAMORA  
Vice President for Development  
UP System

I hereby appoint you as Officer-in-Charge of the University on 14-15 March 2012. I will be in La Granja, La Carlota City, Negros Occidental in connection with the joint program between the Province of Negros Occidental and UP Los Baños.

1 March 2012

(Sgd.) **ALFREDO E. PASCUAL**  
President

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**B. ADMINISTRATIVE ORDER NO. PAEP 12-22: Appointment as a New Member of the Search Committee for the NSRI Directorship**

To : DR. RENE N. ROLLON (representing NRCP)  
Institute of Environmental Science and Meteorology  
College of Science

You are hereby appointed member of the Search Committee for the NSRI Directorship vice Dr. Windell Rivera who has been nominated to the post.

The functions of the Committee are as enumerated in the attached Administrative Order No. PAEP 12-04 dated 7 February 2012.

Thank you for your cooperation.

8 March 2012

(Sgd.) **J. PROSPERO E. DE VERA III**  
Vice-President for Public Affairs  
and Officer-in-Charge of the University

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**C. ADMINISTRATIVE ORDER NO. PAEP 12-23: Detail at the Executive House from the CIDS/OVPA**

TO : MR. DIOLICIO B. DE LA CRUZ  
Administrative Aide IV (Driver)  
Center for Integrative and Development Studies  
Office of the Vice President for Academic Affairs

In response to the request of the Executive House, with your concurrence and those of AVP Marilou G. Nicolas and VP Giselle P. Concepcion, you are hereby detailed at the Executive House effective 21 March 2012.

Your performance targets shall be accordingly defined and aligned with your amended duties which shall be mutually agreed upon between you and your immediate supervisor.

For your guidance and compliance.

19 March 2012

(Sgd.) **ALFREDO E. PASCUAL**  
President

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**D. ADMINISTRATIVE ORDER NO. PAEP 12-24: Rice Subsidy/Allowance**

For : Vice-President for Planning and Finance  
Vice-President for Administration  
All Chancellors  
Officer-in-Charge, UP Cebu  
Director, PGH

The Board of Regents, in its 1278<sup>th</sup> meeting on 24 February 2012, approved the grant of three (3) tranches of rice subsidy/allowance for 2012 equivalent to One Thousand Five Hundred Pesos (Php1, 500.00) per tranche to be given to the administrative personnel covered by the Collective Negotiation Agreement (CNA) between the University and All-UP Workers Union (AUPWU) and to the faculty and REPS covered by the CNA between the University and the All-UP Academic Employees Union (AUPAEU).

In the spirit of equity, the Board of Regents also approved that the same rice subsidy/allowance of Php1, 500.00 be given to the faculty, REPS and administrative personnel not covered by the CNAs between the University and the Administrative and Academic Unions.

This shall be charged against the savings of the Constituent Universities and the Philippine General Hospital, subject to all applicable government accounting and auditing rules and regulations.

The Vice-President for Administration is authorized to issue the guidelines on the implementation/supervision of distribution of the rice subsidy/allowance.

12 March 2012

(Sgd.) **ALFREDO E. PASCUAL**  
President



**E. ADMINISTRATIVE ORDER NO. PAEP 12-26: Search Committee for the Next Director of the National Institute of Physics**

To : Chancellor Caesar A. Saloma, Chair  
Secretary Mario Montejo or his Undersecretary, Co-Chair  
Dean Jose Maria P. Balmaceda, Member  
Dr. Wilson Garcia (NRCP representative), Member  
Dr. Arnel Salvador (former SPP President and incumbent Director), Member

The term of Dr. Arnel S. Salvador, current Director of the NIP, will end on 31 May 2012. The selection and appointment of the NIP Director is governed by Section 5 & 6 of Executive Order No. 5, which states thus:

*“Section 5. **The Director of the NIP.** The NIP shall be headed by a Director who shall serve as the principal academic leader and chief executive officer of the NIP. The Director shall be appointed for a term of three (3) years by the President of the UP System. To qualify for appointment as Director of the NIP, a person must have (1) a Ph.D. (or the equivalent degree) in pure or applied physics; (2) several research publications in pure or applied physics; and (3) some administrative experience.”*

*“Section 6. **Selection of the Director.** In the selection of the Director of the NIP Director, the President shall be assisted by a five-member Search Committee composed of the Chancellor of UP Diliman as Chairman, the Minister of Science [Secretary, DOST] or his Deputy Minister [Undersecretary] as Co-Chairman, the Dean of the College of Science, as member, and two (2) additional members to be appointed by the President and nominated by the first three (3) aforementioned members from among the following: the Chairman of the Physics Division of the National Research Council of the Philippines, the President of the UP Physics Alumni Association, and the NIP’s Professor Emeriti.”*

In accordance with the above provisions, please constitute yourselves into a Search Committee for the next director of NIP.

Please submit your report and recommendations to this Office on or before 10 May 2012.

26 March 2012

(Sgd.) **ALFREDO E. PASCUAL**  
President

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**F. ADMINISTRATIVE ORDER NO. PAEP 12-27: Search Committee for the Director, Marine Science Institute**

For : Secretary Mario Montejo (or his Undersecretary) – Chair  
Chancellor Caesar A. Saloma – Co, Chair  
Dean Jose Maria P. Balmaceda – Member  
Dr. Percival Almoro, NIP – Member  
Dr. Wilberto Monotilla, NIMBB - Member

With Secretary Mario Montejo (or his Undersecretary) as Chair and Dr. Caesar A. Saloma as Co-Chair, please constitute yourselves into a Search Committee that will assist the President in the selection of the next Director of the Marine Science Institute.

As provided in the UP President's Executive Order No. 1 s. 1986, to qualify for appointment as Director of MSI, a person should have:

- (1) A Ph.D. (or the equivalent degree) in one of the marine sciences
- (2) Research publications in the marine sciences, and
- (3) Some administrative experience.

Please submit your report on or before 10 May 2012.

30 March 2012

(Sgd.) **ALFREDO E. PASCUAL**  
President

## MEMORANDA

### A. **MEMORANDUM No. PAEP 12-07: 1 March 2012: Disruption Day with TBWA/SMP**

TO : Vice-Presidents  
Assistant Vice-Presidents  
Chancellors (UPD, UPM, UPLB)  
System Directors

The 2<sup>nd</sup> Disruption day with TBWA/Santiago Mangada Puno (SMP) will be held on Tuesday, 20 March 2012 from 9:00 am to 5:00 pm at the Board of Regents Room.

Please confirm your attendance by getting in touch with the Office of Alumni Relations, c/o Lou Montillana or Jay Amorato at telephone number 929-8226 or VOIP number 4252.

Lunch and snacks will be served

1 March 2012

(Sgd.) **ALFREDO E. PASCUAL**  
President

**B. MEMORANDUM NO. PAEP 12-10: Implementation of the Service Recognition Pay (SRP) for Administrative Staff and REPS**

FOR : The Chancellors

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

The Officer-in-Charge, UP Cebu  
Philippine General Hospital (PGH)

Attention: Vice-Chancellors for Administration  
Budget Office Directors/Heads  
HRDO Directors/Heads

The UP Board of Regents (BOR) approved the implementation of the Service Recognition Pay (SRP) equivalent to ten (10) days for every calendar year of service, for administrative personnel and REPS (1277<sup>th</sup> meeting, 26 January 2012).

Processing of applications for payment may now proceed. Please refer to the implementing guidelines for compliance.

15 March 2012

(Sgd.) **ALFREDO E. PASCUAL**  
President

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**C. MEMORANDUM NO. PAEP 12-11: Five (5)-Day “Re-energizing” Period for University Officials and Faculty Administrators from 14 to 31 May 2012**

FOR : All Vice-Presidents, Assistant Vice-Presidents  
University Secretary, Assistant University Secretary  
Chancellors, Vice-Chancellors, University Registrars  
Deans, Associate/Assistant Deans, Directors  
Deputy Directors, College Secretaries, Assistant Secretaries,  
Department Chairs and Heads of Principal Units

As part of wellness and stress management, we encourage University officials and faculty administrators to avail of various options for “re-energizing”. Let us synchronize this at the System and CU levels, from 14 to 31 May 2012.

Please observe the following guidelines for “re-energizing”:

1. The “re-energizing” or stress management option is voluntary for University officials and faculty administrators, for a maximum number of five (5) days (either in sequential or staggered mode).
2. Officials with scheduled meetings should schedule “re-energizing” on other days, with appropriate official notice to all concerned. Officers-in-Charge must be appointed and announced officially, and in advance.
3. Officials must be back a few days before the first day of regular registration.
4. Shift work arrangements are left to each head of office to decide.
5. Unused days devoted for “re-energizing” are neither cumulative nor commutable.
6. Please ensure that there will always be an official to take care of important and official matters, and lines of communications are open for urgent or emergency business.

15 March 2012

(Sgd.) **ALFREDO E. PASCUAL**  
President

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**D. MEMORANDUM NO. PAEP 12-12: Four-day Summer Workweek**

FOR : All Vice-Presidents  
Secretary of the University  
All Chancellors  
Officer-in-Charge, UP Cebu  
Deans, Directors, Heads of Units

A four-day workweek will give personnel a chance to enjoy a three-day weekend. A longer daylight will also allow flexibility to start work earlier than 8:00 am, and end after 5:00 pm, with possible savings in utilities.

Vice-Presidents and Chancellors have the option to decide on whether or not to observe a four-day summer workweek, wholly or partially, from 23 April to 31 May 2012, and subject to the following guidelines:

1. Please plan and synchronize days-off on Mondays to ensure unhampered communications within the UP System.
2. Units have flexibility to follow a 7:00 am to 6:00 pm or 7:30 am to 6:30 pm adjusted work schedules from **Tuesday to Friday**.
3. Units engaged in vital public services such as the UP PGH, health service units, security and police, PABX, garbage collection, etc., shall observe the regular Monday to Friday work schedule.
4. In case a holiday falls on the workweek schedule, the University shall observe the regular 8:00 am to 5:00 pm, Monday to Friday work schedule.

5. Units and personnel involved in the advanced registration period for freshmen shall observe the regular Monday to Friday work schedule, 8:00 am to 5:00 pm.

For your guidance.

23 March 2012

(Sgd.) **ALFREDO E. PASCUAL**  
President

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# UNIVERSITY ADMINISTRATION

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