

III. Matters recommended by the President ... (cont'd)

B. From the Management Review Committee - (cont'd)

4. INTERNAL ORGANIZATION AND MANAGEMENT OF THE U.P. DILIMAN

- a. U.P. Diliman as an autonomous University shall have its own Chancellor. There shall be three (3) Vice-Chancellors: (1) Vice-Chancellor for Academic Affairs; (2) Vice-Chancellor for Student and Community Affairs; and (3) Vice-Chancellor for Administration.

Board action: Approval.

b. Budget Office

The Budget Office shall perform the following functions with the assistance of faculty and/or consultants:

- 1) Assist in all planning activities of the U.P. Diliman;
- 2) Conceptualize and translate into physical and monetary terms approved plans for the U.P. Diliman in coordination with the Controllershship and Budget Staff of the University;
- 3) Consolidate, summarize and assist in the administration of the approved U.P. Diliman budget;
- 4) Develop an internal control unit, which shall perform an independent appraisal of the accounting, financial and operational activities of the U.P. Diliman to promote operational efficiency and effectiveness and encourage adherence to prescribed management policies.

Board action: Approval.

c. Creation of the Office of the Vice-Chancellor for Academic Affairs

There shall be created an Office of the Vice-Chancellor for Academic Affairs with the following offices under its supervision:

1) Graduate School

The Graduate School shall be strengthened as a coordinating structure for graduate programs in U.P. Diliman.

I. Matters recommended by the President ... (cont'd)

B. From the Management Review Committee - (cont'd)

4. INTERNAL ORGANIZATION AND MANAGEMENT ... (cont'd)

c. Creation of the Office of the Vice-Chancellor for Academic ... (cont'd)

There shall be created an Office of the Vice-Chancellor ... (cont'd)

1) Graduate School (cont'd)

In view of the growing number of units and graduate programs, there is a need to strengthen the Graduate School. It shall be tasked to: (a) assist in the formulation of graduate programs (b) monitor and enforce compliance with standards; and (c) foster cooperation among the units concerned.

The Graduate School shall be headed by a Dean of Graduate Studies.

2) Office of Undergraduate Studies

There shall be created an Office of Undergraduate Studies to be headed by a Dean.

The Office of Undergraduate Studies shall be tasked to:
(a) assist in the formulation of undergraduate programs;
(b) monitor and enforce compliance with standards; and,
(c) foster cooperation among the units concerned.

3) Office of Extension Coordination

There shall be created an Office of Extension Coordination under the Vice-Chancellor for Academic Affairs.

The Office of Extension Coordination shall perform the following functions: (a) monitor, review and coordinate the extension and/or consultancy activities of operating units; (b) generate data and other information needed for planning purposes or policy/rules formulation; (c) enforce policies, rules, standards and basic procedures on extension services and consultancy activities.

It may initiate or formulate consultancy project proposals for funding by external agencies.

III. Matters recommended by the President ... (cont'd)

B. From the Management Review Committee - (cont'd)

4. INTERNAL ORGANIZATION AND MANAGEMENT ... (cont'd)

c. Creation of the Office of the Vice-Chancellor ... (cont'd)

4) Office of the University Registrar

The Office of the University Registrar shall be placed under the supervision of the Vice-Chancellor for Academic Affairs.

Board action: Approval.

d. Creation of the Office of the Vice-Chancellor for Student and Community Affairs

There shall be created an Office of the Vice-Chancellor for Student and Community Affairs to supervise and control all existing offices now providing services largely to the students and the community and such other necessary offices that may be created later.

There is a need for the University to strengthen its capacity to deliver basic services to the community and to regulate the uses of such services.

Among the units under this new office are:

1) Office of Student Services

The Office of Student Affairs shall be transferred from the Office of the President to the Office of the Vice-Chancellor for Student and Community Affairs.

2) Division of Counselling and Guidance

The Division of Counselling and Guidance shall be transferred from the Office of the Vice-President for Academic Affairs to the Office of the Vice-Chancellor for Student and Community Affairs.

3) Office of Community Relations

An Office of Community Relations shall be created to serve as linkage between the University and residents in U.P. Diliman.

III. Matters recommended by the President ... (cont'd)

B. From the Management Review Committee - (cont'd)

4. INTERNAL ORGANIZATION AND MANAGEMENT ... (cont'd)

d. Creation of the Office of the Vice-Chancellor for Student ... (cont'd)

4) University Health Service

The University Health Service shall be under the supervision of the Vice-Chancellor for Student and Community Affairs.

A Committee shall be created to determine the nature and extent of linkage between the University Health Service and the Philippine General Hospital.

Considering that the University Health Service has only primary health care facility, it is recommended that it formalize and strengthen its tie-up with the Philippine General Hospital, in order that it may avail itself of the professional services/facilities of the PGH, especially for secondary and tertiary cases.

5) Rename the Staff Housing Unit as Office of Student and Staff Housing and Merge the Office of Student Auxiliary Services with the Office of Student and Staff Housing

The Staff Housing Unit shall be renamed as the Office of Student and Staff Housing. The Office of Student Auxiliary Services shall be merged with the Office of Student and Staff Housing.

The Office of Student and Staff Housing shall formulate policies, and guidelines on housing in U.P. Diliman and determine criteria for awarding housing units. It shall be responsible for the management of residence halls/dormitories.

6) University Food Service

The University Food Service shall be placed under the Vice-Chancellor for Student and Community Affairs.

Board action: Approval.

III. Matters recommended by the President ... (cont'd)

B. From the Management Review Committee - (cont'd)

4. INTERNAL ORGANIZATION AND MANAGEMENT ... (cont'd)

e. Creation of the Office of the Vice-Chancellor for Administration

There shall be created an Office of the Vice-Chancellor for Administration with the following offices under its supervision:

1) Human Resource Development Office (HRDO)

Personnel services functions for both academic and administrative personnel are integrated under the HRDO in order to encourage total parallel growth and ensure complementarity in ratio, functions, compensation, career opportunities and evaluation of both.

2) Cash Office

The Cash Office shall be transferred from the Office of the Vice-President for Administration to the Office of the Vice-Chancellor for Administration.

3) Accounting Office

The Accounting Office shall be transferred from the Office of the Vice-President for Administration to the Office of the Vice-Chancellor for Administration.

4) Office of Supply and Property Management

The Office of Supply and Property Management shall consist of the following sections: (a) Procurement Section; (b) Utilization Section; and, (c) Disposal Section. The new office shall perform not only the supportive functions of purchasing and stocking but other modes and procurement and elements of utilization, disposal and specifications, and accountability over property holdings.

III. Matters recommended by the President ... (cont'd)

B. From the Management Review Committee - (cont'd)

4. INTERNAL ORGANIZATION AND MANAGEMENT ... (cont'd)

e. Creation of the Office of the Vice-Chancellor ... (cont'd)

- 5) Consolidation of the Physical Plant Office and the Campus Landscaping Office and Arboretum into a Campus Planning, Development and Maintenance Office, to be headed by a Director and to consist of a Planning and Control Division and a Development and Maintenance Division. The new office shall be under the control and supervision of the Vice-Chancellor for Administration.

The President shall issue the appropriate Executive Order and other issuances to implement the consolidation of the aforesaid two offices. It shall be understood, however, that in the process of implementation, officials and other personnel affected shall be accorded the rights and protection due them under existing laws as well as pertinent rules and regulations of the University.

6) Business Regulations Office

The Business Regulations Office shall be placed under the Office of the Vice-Chancellor for Administration. It shall implement policies related to the operations of business and such other functions which may be delegated to it by the Vice-Chancellor for Administration.

7) University Police Force

The University Police Force shall be placed under the Vice-Chancellor for Administration.

Board action: Approval.

f. Gradual Phasing Out of Janitorial Services

Janitorial services shall be gradually phased out and turned over to private agencies.

Board action: Approval.

III. Matters recommended by the President ... (cont'd)

B. From the Management Review Committee - (cont'd)

5. OFFICIALS AND PERSONNEL AFFECTED BY THE REORGANIZATION

- a. The foregoing organizational changes shall be implemented and will come into force upon the issuance of an Executive Order by the President of the University defining among others, specific functions and responsibilities of each officer, the inter-relations between offices, etc.
- b. It is desirable that there be a transition period during which time, University officials shall concurrently hold appropriate offices in U.P. Diliman for the sake of smooth change-over and husbanding of resources to the extent possible, e.g., the Vice-President for Academic Affairs may be concurrently the Vice-Chancellor for Academic Affairs for Diliman.
- c. To the maximum extent possible, filling up of staff positions in the University level shall be from existing personnel.
- d. To the maximum extent possible, the tenure of permanent staff shall be preserved and protected. In the unavoidable event that an office occupied by a permanent staff is abolished, the incumbent must be given a comparable position without loss of seniority or other benefits.

Board action: Approval.

C. The U.P. System -

1. Summary of the U.P. System Internal Operating Budget for Calendar Year 1983 (marked as Appendix "C", page 111).

The U.P. System Budget for CY 1983 is P25.113 Million more than its 1982 appropriations or an overall increase of 4.9%. (Please see Highlights marked as Annex "1", pages 112 to 117).

Board action: Approval.