

1
2 **VI. POLICY MATTERS FOR APPROVAL OF THE BOARD**
3

4 Matters recommended for approval by the President, the action of
5 the Board being indicated at the end of each item:
6

7 **A. Proposed reorganization of offices at the System level and**
8 **appointment of new Vice Presidents and other officials**
9

- 10 1. The reorganization is limited to the offices at the System
11 level, which includes the offices of the president and of the
12 vice presidents, as well as the units under these key offices.
13

The proposal shall be pursued in 2 phases:

14
15
16 Phase I - Regrouping of functions of the vice
17 presidents and the transfer of units
18 in accordance with the regrouped
19 functions
20

21 Phase II -Devolution of System offices to the
22 constituent universities
23

24 Phase I, which is the subject of this particular
25 proposal, is now being submitted for the consideration of the
26 Board. Phase II will be proposed following consultations
27 with the Chancellors of the constituent universities and the
28 incumbent officials of the System offices.
29

30 **Reorganization Objectives**
31

32 The University of the Philippines has developed into
33 a very large organization with key units in various parts of
34 the country. Not only have its requirements grown over the
35 years, its thrusts and priorities have also changed. All these
36 require a system of governance that is (1) more responsive
37 to the needs of its units, and (2) more facilitative of the work
38 at various levels.
39

40 More specifically the objectives of Phase I
41 reorganization are:
42

- 43 - to provide more focused attention on
44 programs and functions that will be developed,
45 revitalized, or emphasized

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2 **VI. POLICY MATTERS FOR APPROVAL OF THE BOARD (cont'd)**

3
4 Matters recommended for approval by the President ... (cont'd)

5
6 **A. Proposed reorganization of offices ... (cont'd)**

- 7
8
9 - to ensure closer link and coordination between
10 and among key functions, e.g., planning and
11 budgeting, public service and information,
12 instruction and research.

13
14 This reorganization proposal will not involve an
15 increase in the budget of the University Administration-
16 System.

17
18 **PROPOSED CHANGES**

19
20
21 **a. Reorganization of the Offices of the Vice Presidents**

22	23 FROM	24 TO
25	Office of the Vice	Office of the Vice
26	President for Academic	President for
27	Affairs	Academic Affairs
28		
29	Office of the Vice	Office of the Vice
30	President for Finance	President for
31	and Administration	Administration
32		
33	Office of the Vice	Office of the Vice
34	President for Planning	President for
35	and Development	Planning
36		and Finance
37		
38		Office of the Vice
39		President for
40		Development
41		
42	Office of the Vice	Office of the Vice
43	President for Public	President for Public
44	Affairs	Affairs

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2 **VI. POLICY MATTERS FOR APPROVAL OF THE BOARD (cont'd)**

3
4 Matters recommended for approval by the President ... (cont'd)

5
6 **A. Proposed reorganization of offices ... (cont'd)**

7
8
9 The Office of the Vice President for Information and
10 Communication shall be transferred to the Office of the
11 President

12
13 **b. Redefinition of the functions of the vice presidents**

14
15 The President recommends a redefinition of
16 the functions of the vice presidents and requests
17 authority to redefine them and to transfer offices/units
18 from the supervision of a vice president to that of
19 another vice president as the need arises.

20
21 (Please see **Appendix A, pages 195-199**, for the proposed
22 redefinition of functions.)

23
24 In accordance with the functions of the new offices,
25 the units under the vice presidents and the nature of their
26 functions shall be:

27
28 **(1) Vice President for Academic Affairs**

- 29
30 * Office of Institutional Administrative Unit
31 Linkages (OIL)
32
33 * Sentro ng Wikang Research Unit
34 Filipino
35
36 * University Center for Research Unit
37 Women Studies (UCWS)
38
39 * Office of Admissions Administrative Unit
40
41 * Research and Extension Administrative Unit
42
43 Services Documentation
44 and Information Center
45 (RESDIC)

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4 Matters recommended for approval by the President ... (cont'd)

5
6 **A. Proposed reorganization of offices ... (cont'd)**

7
8
9 * System Learning Resource Administrative Unit
10 Center

11
12 * UP Archipelagic and Research Unit
13 Ocean Studies Program

14
15 * UP Forensic Science Research Unit
16 Institute

17
18 * UP Legislative Studies Research Unit
19 Program

20
21 (2) Vice President for Planning and Finance

22
23 * Financial Management Office Administrative Unit

24
25 * Finance Committee

26
27 * Investment and Income
28 Committee

29
30 (3) Vice President for Administration

31
32 *Fiscal Policies and
33 Operations Committee
34 (FPOC)

35
36 *UP Provident Fund, Inc. Separate
37 corporation

38
39 (4) Vice President for Development

40
41 * Intellectual Property office Administrative Unit

42
43 * Resource Generation Staff Administrative Unit

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2 **VI. POLICY MATTERS FOR APPROVAL OF THE BOARD (cont'd)**

3
4 Matters recommended for approval by the President ... (cont'd)

5
6 **A. Proposed reorganization of offices ... (cont'd)**

7
8
9 (5) Vice President for Public Affairs

10
11 * Information Office Administrative Unit

12
13 * Office of Alumni Administrative Unit
14 Relations

15
16 * Ugnayan ng Pahinungod Extension Unit

17
18 c. Reorganization of the Office of the President

19
20 (1) Transfer of Units from the Office of the Vice
21 President for Academic Affairs to the Office of the
22 President

23
24 * UP Press

25 * General Education (GE) Council

26 * University Center for Integrative and
27 Development Studies

28
29 Note: The following units are also under the
30 Office of the President -

31
32 Office of the Secretary of the
33 University and of the Board of Regents

34
35 U.P. College Baguio

36
37 Office of Legal Services

38
39 President's Committee for the
40 Improvement of English Teaching

41
42 U.P. Mathematics Education Council

1
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3
4 Matters recommended for approval by the President ... (cont'd)

5
6
7 **A. Proposed reorganization of offices ... (cont'd)**

8
9
10 (2) Transfer of unit from the Office of the Vice President
11 for Information and Communication Systems to the
12 Office of the President

13 * Information and Communication Systems Office

14
15
16 (3) Transfer of units from the Office of the President to
17 the Office of the Vice President for Academic Affairs

18 * UP Archipelagic and Ocean Studies Program

19 * UP Forensic Science Institute

20 * UP Legislative Studies Program

21 * Sentro ng Wikang Filipino

22 * University Center for Women's Studies
23

24
25 (Please see **Appendix B, page 200**, for the proposed
26 organizational chart of the University.)

27
28 2. Appointment of the following as Vice Presidents (Salary
29 Grade 29-1), at a salary of P263,208.00 per annum plus
30 representation allowance of P4,250.00 a month each,
31 effective 6 August 1999, to serve at the pleasure of the
32 President:

33
34 a. Prof. Maria Serena I. Diokno, as Vice President for
35 Academic Affairs

36
37 b. Prof. Martin V. Gregorio, as Vice President for
38 Administration

39
40 c. Prof. Erlinda S. Echanis, as Vice President for
41 Planning and Finance

42
43 d. Prof. Rafael A. Rodriguez, as Vice President for
44 Development

45
46 e. Prof. Jose N. Endriga, as Vice President for Public
47 Affairs

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2 **VI. POLICY MATTERS FOR APPROVAL OF THE BOARD (cont'd)**

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4 Matters recommended for approval by the President ... (cont'd)

5
6 **A. Proposed reorganization of offices ... (cont'd)**

7
8
9
10 f. Prof. Martin V. Gregorio, as Secretary of the
11 University and of the Board of Regents

12
13 Prof. Martin V. Gregorio shall serve concurrently as
14 Secretary of the University and of the Board of
15 Regents. He shall draw only one set of basic salary and
16 allowances and/or honoraria.

17
18 It is understood that the above officials shall revert to
19 their respective faculty positions upon termination of their
20 respective appointments. They shall also have the option to
21 draw their salaries as faculty members to be entitled to the
22 honoraria for their respective positions.

23
24 On August 6, 1999, to provide for the proper and
25 immediate functioning of the offices concerned, the
26 President issued them ad interim appointments effective
27 August 6, 1999 at the same salaries and representation
28 allowances indicated above. Approval of the foregoing
29 proposed appointments, therefore, shall automatically
30 supersede the ad interim appointments issued them and
31 confirm whatever actions they have taken under said ad
32 interim appointments.

33
34 **Explanatory Note Regarding the Compensation of Vice**
35 **Presidents**

36
37 Under the rules governing the grant of honorarium to
38 personnel occupying academic administrative positions
39 approved by the Board of Regents at its 1094th meeting on
40 January 26, 1996, a vice president (or any other official of
41 the University) whose faculty salary is higher than the salary
42 provided for his/her position as vice president is entitled to
43 the honorarium (which is P5,000.00 as prescribed in the
44 existing schedule) for vice president, provided he/she draws
45 his/her salary as faculty member in lieu of the salary for vice
46 president. This is in addition to the representation
47 allowance for vice presidents.

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5
6 **A. Proposed reorganization of offices ... (cont'd)**

7
8 Also, any other staff member occupying, under an
9 additional assignment basis, any administrative position
10 included in the schedule of honoraria approved by the
11 Board of Regents at its 1094th meeting on January 26, 1996
12 may opt to draw his/her faculty salary or basic salary (i.e.,
13 salary as REPS or administrative employee in the case of a
14 staff member who is not a member of the faculty), in lieu of
15 the salary for the administrative position, to be entitled to the
16 honorarium prescribed for the administrative position.

17
18 3. Filling up of the position of Assistant Vice President (AVP)
19 for the Office of the Vice President for Development and the
20 Office of the Vice President for Public Affairs and
21 appointment of the following as Assistant Vice Presidents,
22 with an honorarium of P4,000.00 per month each, effective
23 upon approval to serve at the pleasure of the Vice
24 Presidents concerned (The position of AVP was created
25 during the term of President Angara but was never filled up):

- 26
27 a. Prof. Sergio Cao, as Assistant Vice President for
28 Development
29
30 b. Prof. Teresita Maceda, as Assistant Vice President
31 for Public Affairs
32
33 - with 9 units administrative load credit
34

35 **Justification**

- 36
37 a. The Office of the Vice President for Development will
38 attend to fundraising and project development
39 activities for the University. The AVP will assist the
40 VP in (1) meeting with various institutions and groups
41 including alumni and friends of the University for
42 possible funding support; (2) evaluating proposals for
43 utilization of the university's assets, and (3)
44 evaluating project proposals for funding by other
45 financial institutions, e.g. loans; (4) assisting
46 campuses in their development efforts, e.g. project

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6 **A. Proposed reorganization of offices ... (cont'd)**

7
8
9 identification, development and evaluation; and (5)
10 perform other tasks assigned by the VP.

11
12 b. The Office of the Vice President for Public Affairs will
13 now be in-charge of the extension services program
14 for the University. The AVP will assist the VP in (1)
15 developing and maintaining relations with various
16 groups or associations that affect the operations of
17 the University; and (2) developing extension services
18 projects; and (3) perform other tasks assigned by the
19 VP.

20
21 4. The President recommends the grant to Assistant Vice
22 Presidents of the same amounts of representation and
23 transportation allowances (RATA) as are granted to Vice-
24 Chancellors (i.e., P3,650.00 a month for RA and P3,650.00
25 a month for TA as prescribed in the schedule of RATA
26 approved by the Board of Regents at its 1120th meeting on
27 May 27, 1998).

28
29 Consistent with the guidelines governing the grant of
30 representation and transportation allowances approved by
31 the Board of Regents at its 1016th meeting on September
32 22, 1988, an Assistant Vice President shall be entitled to the
33 transportation allowance only if there is no official car
34 assigned for his/her use either in his/her position as
35 Assistant Vice President or in any other administrative
36 position in the University.

37
38 **Justification**

39
40 The position of assistant vice president is a
41 responsible position which can be considered at par with the
42 position of vice-chancellor.

43
44 **Board action: Approval**

EXHIBIT 2

FUNCTIONS AND RESPONSIBILITIES OF THE OFFICES OF THE VICE-PRESIDENTS

VICE-PRESIDENT FOR ACADEMIC AFFAIRS

1. PERSONNEL POLICIES – ACADEMIC PERSONNEL

- a) To conduct a regular review, rationalization and updating of employment policies for regular and non-regular faculty members and REPs.
- b) To conduct a regular review, rationalization and updating of faculty and REPs development
- c) To conduct a regular review of salaries and benefit of academic personnel
- d) To conduct a regular review of policies on faculty workload, faculty discipline, faculty ethics, etc.

2. LEARNING AND INSTRUCTIONAL ADVANCEMENT

- a) To study and recommend ways and means of improving academic programs and units that must be established
- b) To study, test and recommend new policies pertaining to libraries, textbook writing and book publications
- c) To study, test, and recommend new educational technologies, methodologies and media that can improve teaching and learning

3. RESEARCH

- a) To study and recommend ways and means of improving the research productivity of the various UP units
 - Review and update research policies and research management systems
 - Review and update policies on intellectual property, licensing of university patents and sharing of patent royalties
- b) To review, screen and process campus project proposals for local and foreign funding

4. ACADEMIC STANDARDS

- a) To develop a system of measures and indicators of academic quality and world-class ratings
- b) To develop a framework and methodology for evaluating rating academic programs, departments, centers, institutes, colleges and campuses
- c) To organize and supervise the regular academic review, evaluation and rating of UP programs

5. ACADEMIC LINKAGES

- a) To set the direction of institutional linkages towards more strategic targets and beneficiaries (faculty, staff, students)
- b) To update and evaluate status of current agreements.

6. STUDENT PROGRAMS AND POLICIES

- a) To conduct a regular review, rationalization and improvement of UP admission policies
- b) To conduct a regular review of policies on student fees e.g., STFAP

7. TO PERFORM ALL OTHER FUNCTIONS TO BE ASSIGNED BY THE PRESIDENT

VICE-PRESIDENT FOR PLANNING AND FINANCE

1. PLANNING

- a) To assist the autonomous universities (AUs) in the preparation of various planning documents, e.g., budget
- b) To coordinate the autonomous universities (AUs) in defining longer-term strategic plans or initiatives

2. BUDGETING

- a) To prepare the budget proposal to be submitted to the National Government consistent with the plans formulated by the autonomous universities and units/offices attached to the Office of the President
- b) To work for the release of funds to the University by the National Government

- c) To assist in the preparation of the Internal Operating Budget for BOR approval consistent with plans formulated by the AUs and other units.
- d) To serve as Chair of the Finance Committee. The Finance Committee shall have the following functions:
 - 1) Formulate policies for allocation of funds to AUs that are generated from the national government, from income and from other sources.
 - 2) To formulate and recommend policies for re-programming of savings of AUs.
 - 3) To formulate and recommend policies regarding student's fees.
 - 4) To monitor and coordinate budget activities of all autonomous universities.

3. TREASURY AND CASH MANAGEMENT

- a) To supervise the Cashier's Office in their performance of Cash Operations
- b) To serve as Chair of the Income and Investment Committee
- c) To perform portfolio management functions for system funds

4. CONTROLLERSHIP

- a) To supervise the system accounting office in their performance of financial accounting function
- b) To supervise the accounting office in their performance of Management Accounting function
- c) To develop and maintain the internal control system of the university
- d) To develop, maintain and regularly review a system-wide data base for planning.

5. TO PERFORM ALL OTHER FUNCTIONS TO BE ASSIGNED BY THE PRESIDENT

VICE-PRESIDENT FOR ADMINISTRATION

1. PERSONNEL POLICIES - ADMINISTRATIVE PERSONNEL

- a) To conduct a regular review, rationalization and updating of employment policies for regular and
- b) non-regular administrative personnel
- c) To conduct a regular review, rationalization and updating of administrative personnel development

- d) To conduct a regular review of salaries and benefit of administrative personnel
- e) To conduct a regular review of policies on administrative workload, discipline, ethics, etc.
- f) To recommend personnel actions for UP System administrative staff and AUs administrative staff when necessary/required.
- g) To oversee purchasing, property, equipment and supply functions for System administration.

2. FISCAL POLICIES AND OPERATIONS

- a) To serve as Chair of the Fiscal Policies and Operations Committee (FPOC). The FPOC has the following functions:
 - formulate, review and recommend operational procedures and guidelines to be implemented throughout the UP System including but not limited to:
 - honoraria rates
 - Trust fund policies and guidelines
 - COA concerns in audit reports
- b) To review all non-academic (administrative and general services) MOAs/contracts prior to President's or BOR's approval.
- c) To formulate policies for the safeguarding of university property and equipment

3. SECURITY, PEACE AND ORDER

To formulate policies for maintenance of security, peace and order in UP.

4. OTHERS

- a) To serve as the ex-officio, Vice-Chair of the Board of Trustees of the UP Provident Fund, Inc.
- b) To attend to employee UNION concerns
- c) To perform all other functions to be assigned by the President

VICE-PRESIDENT FOR PUBLIC AFFAIRS

- 1. To develop and maintain relations with government agencies that affect the operations of the university e.g.,

CHED
Civil Service Commission
Department of Budget and Management and the Executive Branch
Commission on Audit
Congress

2. To develop and maintain alumni relations with alumni associations and individual alumnus/alumna here and abroad
4. To monitor legislative initiatives related to the University in Congress.
4. To develop and maintain media relations
5. To manage the publication of the UP Newsletter and other periodicals of the university
6. To develop and maintain relations with the private sector
7. To conduct a regular review and rationalization of policies on extension work e.g., U.P. Pahinungod programs
 - To develop extension services programs
7. To perform all other functions to be assigned by the President

VICE-PRESIDENT FOR DEVELOPMENT

1. To develop and implement programs for expanding the financial endowments of the University through donations and grants.
2. To identify, initiate, and implement income-generating activities for the University.
3. To coordinate with the autonomous universities in pursuit of opportunities for resource generation
4. To perform all other functions or projects as may be assigned by the President

EXHIBIT 1

Proposed Organizational Structure of the U.P. System Offices

