

UNIVERSITY OF THE PHILIPPINES  
Quezon City

Excerpt from the Minutes of the 1166<sup>th</sup> Meeting of the Board of Regents held  
on 2 December 2002 at the AVR Room, U.P. Cebu College , Cebu City

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V. POLICY MATTERS FOR APPROVAL OF THE BOARD

B. **Proposal to Modify Further the Grant of Administrative Load Credit (ALC) to Faculty Members Holding Administrative Positions**

At its 1142<sup>nd</sup> meeting held on 26 May 2000, the Board of Regents approved the proposed modifications on the ceilings of the total Administrative Load Credit (ALC) given to faculty members holding administrative positions. The present system allows for a ceiling in the grant of ALC. This has resulted in the assignment of different ALCs to the same administrative positions. To further rationalize the system, the following are proposed (words/numbers in brackets are to be deleted, those in capital letters are to be added):

1. FIX THE ALC GRANTED TO THE FOLLOWING:

1.1 President, Vice Presidents, University Secretary, Chancellors, Assistant Vice Presidents, ASSISTANT UNIVERSITY SECRETARY, UNIVERSITY GENERAL COUNSEL, Vice-Chancellors, PGH Director .....	12 units
1.2 Faculty Regent, Deans, University Registrars, System Directors, [Directors of National Centers of Excellence,] DIRECTORS OF PRINCIPAL UNITS <sup>1</sup> ...	9 units*

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Principal units are academic or non-academic units whose heads report directly to or are supervised by the President, Chancellor, Vice President, Secretary of the University

\* THE CHANCELLOR MAY LOWER THE ALC AS HE/SHE DEEMS APPROPRIATE FOR DIRECTORS OF PRINCIPAL UNITS

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1.3	Assistant Directors of System Offices, [College Secretaries,] Constituent University Directors, [Chairpersons of Divisions/Departments,] DIRECTORS OF SUB-UNITS <sup>2</sup> , DIRECTORS OF NATIONAL CENTERS OF EXCELLENCE and High School Principals [or their equivalents]	6 units**
[1.4	Assistant to University Officials (President, Vice Presidents, University Secretary and Chancellors only)]	[6 units]
[1.5	PDA's with special assignment and regular administrative duties]	[6 units]
[1.6	PDA's with special assignment but without regular administrative duties]	[3 units]

2. THE SPECIFIC ALC FOR THE FOLLOWING POSITIONS SHALL BE DETERMINED BY THE CHANCELLOR:

2.1	COLLEGE SECRETARIES, ASSOCIATE/ASSISTANT DEANS, CHAIRPERSONS OF DIVISIONS/ DEPARTMENTS.....	3 - 6 UNITS
2.2	FACULTY MEMBERS WITH REGULAR ADMINISTRATIVE DUTIES NOT INCLUDED ABOVE (E.G., COORDINATORS, ASSISTANT CHAIRS, DEPUTY DIRECTORS, ASSISTANT COLLEGE SECRETARIES, STUDENT RELATIONS OFFICERS) .....	1- 3 UNITS

<sup>2</sup> Sub-units are those that are attached to a principal unit and, therefore, do not fall under the category of principal unit, i.e., units under the supervision of Vice-Chancellors/Deans

\*\* THE CHANCELLOR MAY LOWER THE ALC AS HE/SHE DEEMS APPROPRIATE FOR DIRECTORS OF SUB-UNITS.

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3. A FACULTY MEMBER APPOINTED TO TWO OR MORE ACADEMIC ADMINISTRATIVE POSITIONS, OTHER THAN THOSE SPECIFIED IN 1.1 MAY BE GRANTED THE ALC FOR SAID POSITIONS PROVIDED THAT THE TOTAL ALC SHALL NOT EXCEED NINE (9) UNITS. The appointee, however, shall be entitled to receive the honoraria fixed for the positions to which he/she is appointed, subject to pertinent COA rules (e.g. No one may receive honoraria exceeding fifty percent (50%), in the aggregate, of his/her basic salary.)
4. THE PRESIDENT/CHANCELLORS, AS THE CASE MAY BE, SHALL BE AUTHORIZED TO ASSIGN ALCs TO OTHER POSITIONS AS THEY DEEM NECESSARY.
5. Repeal/Modification of Existing Schedules and Guidelines

With the approval of this proposal, all schedules and guidelines governing the grant of ALC to academic administrative positions shall be deemed modified or repealed accordingly.

Board action: Approval

CERTIFIED CORRECT:

  
MARTIN V. GREGORIO  
Secretary of the University *WT*  
and of the Board of Regents

4 December 2002

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cc:	The Vice President for Academic Affairs	_____
	The Vice President for Planning and Finance	_____
	The Vice President for Development	_____
	The Vice President for Administration	_____
	The Vice President for Public Affairs	_____
	The Chancellor, U.P. Diliman	_____
	The Chancellor, U.P. Manila	_____
	The Chancellor, U.P. Los Baños	_____
	The Chancellor, U.P. Open University	_____
	The Chancellor, U.P. Mindanao	_____
	The Chancellor, U.P. Visayas	_____
	The Acting Chancellor, U.P. College Baguio	_____
	The University General Counsel, OLS	_____
	The Auditor	_____

Note: The Chancellors will please see to it that copies of this excerpt are furnished to all units concerned.