

UNIVERSITY OF THE PHILIPPINES
Quezon City

Office of the President

March 13, 1984

EXECUTIVE ORDER NO. 1

SUBJECT: Delineation of Functions of the Chancellor for U.P. Diliman vis-a-vis those of the President

WHEREAS, the administration of the University of the Philippines and the exercise of its powers are vested in the Board of Regents and the President of the University insofar as authorized by the Board, while the Chancellors of autonomous universities likewise exercise powers delegated by the Board;

WHEREAS, the President is the Chief Executive of the University, while the Chancellor is the executive officer of the autonomous university and as such is directly responsible to the President in the administration of the autonomous university;

WHEREAS, Executive Order No. 4, dated March 23, 1983 and reorganizing the structure of the University of the Philippines, specifies the offices under the President and their functions and Executive Order No. 5, likewise dated March 23, 1983 and reorganizing the structure of the University of the Philippines Diliman specifies the offices therein and their functions;

WHEREAS, at its 964th meeting on December 19, 1983, the Board of Regents appointed Dr. Ernesto G. Tabujara as Acting Chancellor for U.P. Diliman effective January 1, 1984, and until this date, the powers and duties of the Chancellor for Diliman were exercised by the President, initially as President and then as the first Chancellor of U.P. Diliman;

WHEREAS, there is a need to identify the powers and functions pertaining to the President and those that pertain to the Chancellor;

NOW, THEREFORE, I, Edgardo J. Angara, President of the University of the Philippines, by virtue of the powers vested in me by the University Charter and the Board of Regents, do hereby issue this Executive Order for the purpose above stated, to apply only to units under U.P. Diliman, those under the direct supervision

of the Office of the President, and those that are not part of any autonomous university (e.g., the Basilan Land Grant).

I. MATTERS SUBJECT TO THE PRESIDENT'S FINAL APPROVAL.

The following matters shall pertain to the President or be submitted to him for final approval:

A. Policy Matters -

1. formulation and recommendation of integrated system-wide policies and programs for the consideration and approval by the Board of Regents.
2. implementation of policies adopted by the Board of Regents.

B. Academic Matters -

1. academic calendar and matters related thereto.
2. admission requirements.
3. consortia and other agreements or collaborative undertakings with other institutions, local or foreign, or any agreement involving foreign assistance; provided, that in appropriate cases, the President may delegate to the Chancellor the authority to approve and/or sign such contracts; provided, further, that any consortium or agreement with a foreign institution or involving foreign assistance shall be subject to confirmation of the Board of Regents.
4. establishment of and rules for scholarships and fellowships funded out of donations.
5. graduation of students in cases where (a) their grades are submitted beyond the deadline fixed by the University Council, and (b) the students concerned are cleared and certified by the faculty of the unit concerned, the Office of the Registrar, and the Committee on Graduation of

the University Council as having satisfied all the requirements for graduation; provided, however, that the list of students so approved for graduation under this delegation of authority is submitted at the next meeting of the Board for its information.

6. institution, abolition, or merger of courses, including change of course title, description, numbering, etc.
7. library rules.
8. waiver of rule on payment of non-citizenship fee.

C. Fiscal and Budgetary Matters -

1. conduct of annual financial review and evaluation of University performance and operations in order to identify problems and prospects both system-wide and individual to autonomous units;
2. assessment of expected income, receipts and government subsidy for each ensuing budget year.
3. formulation of targets, thrusts, and priorities for each budget year.
4. formulation of system-wide budget, and accounting for the operating results thereof system-wide.

D. Appointments -

1. appointment of directors of national institutes.
2. designation of an officer-in-charge of an autonomous university for a period not exceeding three months.
3. appointment of deans and other heads of principal units in an acting capacity, or as officer-in-charge for these positions, for a period of less than one year.

4. ad interim appointments, subject to confirmation by the Board of Regents.
5. extension of temporary appointment of faculty beyond the maximum number of years of temporary appointment for instructor, assistant professor, associate professor and professor prescribed in Art. 177 through Art. 179a of the University Code.
6. determination of the term of office of any particular appointee to the position of associate dean, which shall in no case extend beyond the expiration of the term of the incumbent dean or his resignation or separation from the deanship.
7. appointment of members of the University System Personnel Board, Fellowship and Scholarship System Committee and other committees which the President may create:
8. determination of the class titles and rates of compensation or honoraria for temporary positions that are not covered (or are designed not to be covered) by the basic classification and salary plans for the faculty, REPS, and administrative personnel.
9. determination of the class titles and rates of compensation for additional assignment positions below the level of head of principal unit.
10. determination of revision of rates of honoraria or allowances to be granted to those who are appointed, on an additional assignment basis, to basic positions.
11. determination or revision of rates of honoraria for research projects and other activities.
12. creation, merger, or abolition of class titles in the basic classification plans for REPS and administrative personnel that are allocated to, or are to be allocated to, any salary range the starting salary for which is lower than that of Associate Professor, as well as the amendment of the class specifications therefor.

13. reallocation, within any salary range below that of Associate Professor, of any existing class title in the basic classification plans for REPS and administrative personnel below the salary range of Associate Professor.
14. amendment of the basic salary scales for REPS and administrative personnel pertaining to the salary ranges the starting salaries for which are lower than those of Associate Professor.

E. Other Personnel Matters -

1. adoption of implementing rules for faculty on government assignment.
2. grant of additional privileges to retired faculty pursuant to Art. 205 of the University Code.
3. sabbatical assignment.

F. Administrative Matters -

1. repair and construction, with public bidding, or buildings involving amounts above ₱2 million but not exceeding ₱5 million, subject to approval by the President of the Philippines.
2. approving special budgets, regardless of the amount involved, for joint academic and training programs and other collaborative undertakings between the University and any external agency or institution; provided, that special budgets involving the use of allotments in the approved regular budget of the University for any purpose other than that for which they have been appropriated or earmarked shall be subject to the approval of the Board of Regents.
3. constitutions and by-laws of organizations or associations of faculty members and other personnel.
4. all proposals which require action or intervention by different government offices or agencies.
5. determination or revision of fees and other charges for training programs and other non-degree programs or courses.

6. fixing subscription rates for University publications.
7. Philippine Collegian matters
 - a. appointment of the Chairman and members of the Board of Judges; the regular editor and the interim editor; and the business manager and staff.
 - b. determination of the honoraria of the above and the other members of the Philippine Collegian staff.
 - c. rules and procedures governing the appointment of the Philippine Collegian staff.
 - d. rules governing the Philippine Collegian in addition to those approved by the Board of Regents.
8. lease or sale of usable equipment or property, except real property.
9. negotiated contracts for services and direct purchase of equipment, supplies and materials involving amounts above ₱50,000 but not exceeding ₱150,000 as a result of direct negotiation with exclusive distributors or manufacturers or after a canvass of at least three responsible suppliers, subject to approval by the President of the Philippines where the amount involved exceeds ₱100,000.
10. purchases, through bidding, of supplies, materials, equipment, and services involving amounts above ₱100,000.00 but not exceeding ₱1.5 million per single transaction.
11. rules for the safekeeping and proper disbursement of funds or property of student organizations officially approved or recognized.
12. proposed budget of the Transport Training Center prior to its presentation to the Ministry of Transportation and Communication.

13. U.P. Investment Portfolio

- a. making of decisions affecting the U.P. Investment Portfolio, provided that he inform the Board of all decisions taken in regard to said portfolio.
- b. all matters pertinent to the management of the portfolio.

G. Miscellaneous Matters -

1. all matters involving the use of funds under the control of the President.
2. the signing of -
 - a. all contracts or agreements with foreign institutions and those involving foreign assistance; and
 - b. all contracts and other documents requiring approval or confirmation by the Board of Regents.

II. ACTION ON MATTERS PERTAINING TO THE OFFICE OF THE PRESIDENT AND OTHER UNITS

- A. Matters pertaining to (1) the Office of the President, (2) the Offices of the Vice-Presidents, (3) other units that are under the Office of the President, and (4) all units that are not part of any autonomous university shall be finally acted upon by the President or his duly authorized representative, insofar as authorized by the Board of Regents.
- B. Matters pertaining to the Office and units specified in II. A above shall be processed, or reviewed, as the President may direct, by the appropriate staff offices (e.g., personnel office, accounting office, budget office, property office, etc.) in U.P. Diliman before they may be finally acted upon.

III. MATTERS SUBJECT TO THE CHANCELLOR'S FINAL APPROVAL

The following matters shall pertain to the Chancellor or be submitted to him for final approval:

A. Policy Matters -

1. formulation and recommendation of policies and programs relating to U.P. Diliman for consideration of the President and approval by the Board of Regents.
2. implementation of policies adopted by the Board of Regents relating to U.P. Diliman.

B. Academic Matters -

1. University Council Agenda.
2. Admission of Students
 - a. appeals for readmission, including cases where the dean's decision conflicts with the recommendation of the University Guidance Counselor; and
 - b. waiver of the rules on admission of transfer students.
3. Exceptions to the rules on class size.
4. Cross enrolment in another educational institution.
5. Waiver of student's maximum residence rule.
6. Late application for graduation.
7. Signing of diplomas or certificates awarded to participants of training or special courses and the like.
8. Registration
 - a. request for permission to advance or postpone registration for a particular course or degree program or college; and
 - b. extension of late registration without fine.

9. Designation of students as official delegates, observers or participants to local, regional, and international conferences, seminars, etc., and authorization of their official expenses chargeable to appropriate allocation in the University budget.
10. Action on appeal of the dean's decision on applications for substitution of courses.
11. Suspension of classes for University Convocations or other legitimate purposes and dismissal or suspension of classes in any college.
12. Teaching Load
 - a. request for authority to teach in another college within U. P. Diliman;
 - b. request for authority to teach in another autonomous university;
 - c. assignment of teaching load credits to graduate courses;
 - d. assignment of teaching load credits to undergraduate courses and pre-collegiate courses;
 - e. assignment of teaching load credits to non-teaching activities; and
 - f. waiver of the rules on teaching load.
13. Overload Teaching
 - a. request for permission to handle overload teaching; and
 - b. payment of claims for honoraria for overload teaching and summer term teaching.
14. Research
 - a. allocation of research grants from University funds.
 - b. endorsement of research proposals to other agencies or institutions; and

- c. action on request for permission to undertake research under the auspices of an outside organization.

15. Request for extension of period to submit grades.

C. Fiscal and Budgetary Matters -

1. conduct of annual financial review of U.P. Diliman performance and operations in order to identify problems and prospects.
2. assessment of expected income, receipts and government subsidy for each ensuing budget year.
3. formulation of targets, thrusts, and priorities for each budget year.
4. formulation of the U.P. Diliman budget and accounting for the operating result thereof.

D. Appointments -

1. Appointment of faculty members to ranks below that of associate professor; appointment of REPS and administrative personnel to positions the starting salaries for which are lower than that of associate professor; and appointment of lecturers, senior lecturers, professorial lecturers, special lecturers, and consultants.

The term "appointment" as used in the enumeration in D. 1 above includes: original; renewal; reappointment; transfer; permanency, except transfer to permanency of faculty members; promotion; salary increase; salary adjustment; reclassification of position; and automatic promotion of the faculty on the basis of earned Ph.D. or equivalent degree.

2. Reappointment to the same rank or class title and at the same salary as those of the last appointment, or renewal of appointment or transfer with no change in rank or class title and salary of the following:

- a. faculty members with the rank of associate professor or higher;
 - b. visiting or exchange faculty (regardless of rank; and
 - c. REPS and administrative personnel occupying positions the starting salaries for which are equal to or higher than that of associate professor.
3. Appointment of personnel whose positions are not specifically covered by existing basic classification and salary plans for the faculty, REPS, and administrative personnel approved by the Board of Regents, subject to the nomenclature or system of class titles and rates of compensation or salary scales determined and fixed by the President.
 4. Appointment of personnel, regardless of rank or salary range, incidental to employment in research projects, study and training programs and other programs or projects in collaboration with, or with the support of, public or private institutions or persons.
 5. Appointment of the following:
 - a. associate or assistant deans;
 - b. directors or heads and assistant directors or assistant heads of subunits, except heads of national institutes and those occupying basic positions the starting salaries for which are equal to or higher than that of associate professor;
 - c. program or project directors or coordinators;
 - d. college secretaries and department chairmen;
 - e. other additional assignment positions below the level of head of principal unit;
 - f. other additional assignment positions the class titles and honoraria for which are fixed by the President;

- g. special assistants to the Chancellor; and
 - h. members of the University Personnel Board, Fellowship and Scholarship Committee.
6. Appointment of officers-in-charge of principal units (e.g., colleges) for a period not exceeding two months.
 7. Appointment of an officer-in-charge of the autonomous university without any allowance or any form of additional compensation and for a period not exceeding one month; provided, that each appointment issued pursuant to this authorization shall be reported to the President immediately.

E. Other Personnel Matters -

1. Transfer to another government agency
2. Academic Fellowships
 - a. award of fellowships, scholarships, and assistantships to students, faculty and other personnel;
 - b. fellowship and scholarship contracts; and
 - c. request for permission to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations.
3. Administrative Fellowships
 - a. promulgation of rules to govern the administration of the administrative fellowships program;
 - b. designation of the members of the Administrative Fellowship Committee;
 - c. appointment of administrative fellows; and
 - d. permission to enroll in another institution.

4. Administrative Research Fellowships
 - a. promulgation of rules to govern the administration of the administrative research fellowships program; and
 - b. appointment of research fellows.
5. Grant of allowances and honoraria in accordance with schedules and rules approved by the Board of Regents or the President as authorized by the Board.
6. Clearance
7. Leaves
 - a. study leave
 - b. leave of absence
 - c. maternity leave
 - d. military service leave
 - e. sick leave (cumulative)
 - f. vacation leave (cumulative)
 - g. teacher's sick or vacation leave
 - h. transfer from teacher's leave to cumulative leave
 - i. terminal leave (cumulative)
8. Official Trips
 - a. endorsement to Malacañang of official trips abroad of personnel; and
 - b. official trips within the country.
9. Outside Activities
 - a. request for permission to engage in outside activities;
 - b. request for permission for private practice of profession;

- c. request for permission to teach in another institution with which the University has a memorandum of agreement; and
 - d. waiver of the rules on outside activities and community service.
10. Overtime
 11. Resignation
 12. Retirement
 13. Request for change of service schedule
 14. Special detail
 - a. detail to another unit of the University;
 - b. special detail abroad; and
 - c. special detail to other agencies.
 15. Study Privileges of Faculty and Other Personnel
 - a. application for privileges to study at reduced fee;
 - b. request for permission to study in the University without reduced fee privilege; and
 - c. request for permission to study outside the University.
 16. College Clark Air Base
 - a. determination of the start of the regular vacation period in each academic year; and
 - b. grant of teacher's leave.
 17. Confirmation of personnel matters approved by deans of regional units pursuant to Executive Order No. 1, dated January 28, 1981.

F. Administrative Matters -

1. Bonding of accountable officers.
2. All contracts for architectural services not exceeding ₱200,000.
3. Contracts for construction or repair, including change orders and payments thereon, with public bidding and involving amounts not exceeding Two Million Pesos (₱2,000,000.00) per project, subject to pertinent laws and regulations; provided, that the aforementioned ceiling shall apply to both the original contract and the change orders, if any, taken together.
4. Disposal of Unserviceable Property
 - a. condemnation of unserviceable property; and
 - b. sale of condemned properties.
5. Donations - acceptance of donations, subject to reporting to the President and the Board of Regents, except the following which can be accepted only by the Board:
 - a. donations of equipment the installation or operation or maintenance of which requires financial outlay in addition to the approved budget of the autonomous university;
 - b. donations, whether in cash or in kind, entailing some onerous condition stipulated by the donor; and
 - c. service donations.
6. Institute for Science & Mathematics Education Development
 - a. certification of the publications of the unit as official publications; and
 - b. payment of honoraria to commissioned writers who are not regular staff members of the unit.
7. Naming of buildings, structures, streets and other places.

8. Lease of University Housing
 - a. award of housing units; and
 - b. signing of university housing contracts.
9. Lease for a period not exceeding one year of other University Property
 - a. lease of stalls, office space, etc.; and
 - b. signing of contracts of lease.
10. Purchase of Supplies, Materials, & Equipment
 - a. purchase, through public bidding, of supplies, materials, equipment, and services involving amounts not exceeding ₱100,000 per single transaction; and
 - b. negotiated contracts for services and direct purchase of equipment, supplies, and materials involving amounts not exceeding ₱50,000 as a result of direct negotiation with exclusive distributors or manufacturers or after a canvass of at least three responsible suppliers.
11. Fixing and revision of rentals, fees, and other charges for use of university facilities in accordance with Executive Order No. 4, dated March 31, 1981.
12. University Housing
 - a. rules on University housing; and
 - b. reconstitution of University Housing Committee.
13. Implementing rules, other guidelines, and other matters specified in the approved "Duties and Functions of the U. P. Diliman University Police Force."
14. Other matters which heretofore require approval of the President, namely:
 - a. those pertaining to the approved organization for the U. P. College Cebu, only during the transition period;

- b. those pertaining to the approved organization for the U. P. Integrated School;
- c. those pertaining to the U. P. Woodwind Quintet pursuant to the Board's resolution adopted at its 913th meeting on April 18, 1979; and
- d. those pertaining to the U. P. College Baguio Outcrop.

G. Miscellaneous Matters -

- 1. request for permission to hold seminars or workshops.
- 2. request for permission to install streamers, placards, and similar materials used to announce, advertise or publicize events, products, or the like.
- 3. request for permission to solicit funds; to canvass for the sale of merchandise, subscriptions for securities, insurance, publications; to sell tickets and the like pursuant to Art. 284 of the University Code.
- 4. request for permission to undertake location shootings on campus.

IV. OTHER FUNCTIONS OF THE CHANCELLOR

- A. The Chancellor shall exercise such other functions as provided in the Revised University Code and in resolutions of the Board of Regents.
- B. The Chancellor shall likewise discharge such other functions and responsibilities as may be delegated to him by the Board and the President.

V. INVESTIGATION AND DISCIPLINE

- A. The investigation of academic and administrative personnel and students shall be in accordance with regulations of the University System.

B. Decisions in disciplinary proceedings involving academic and administrative personnel shall be rendered as follows:

1. In cases involving an administrative employee of a unit, by the Dean or head of principal unit; provided, that if the penalty imposed is admonition, reprimand, suspension of not more than fifteen days, or a fine not exceeding his compensation for such period, the decision shall be final.
2. In cases involving academic personnel and administrative personnel of U. P. Diliman not falling under paragraph 1 above, by the Chancellor; provided, that if the penalty imposed is suspension for a period of not more than thirty days, or a fine not exceeding the compensation of the employee for such period, the decision shall be final.
3. In all other cases involving academic and administrative personnel not falling under paragraphs 1 and 2 above, by the President, whose decisions shall be final; provided, that decisions involving dismissal or removal of academic and administrative personnel may be appealed to the Board of Regents.

For this purpose, Deans and other heads of principal units are authorized to create their own investigating committees. In cases within the jurisdiction of the Chancellor or the President, the Office of the University Legal Services shall make the investigation.

C. Review in disciplinary cases involving students shall be exercised as follows:

1. Appeal to the Chancellor. - In all cases in which final decision is not conferred on a Dean or the Student Disciplinary Tribunal, the respondent may file an appeal with the Chancellor within ten days from receipt of the decision. (Sec. 19 of the Rules on Student Conduct and Discipline.)
2. Action by the Chancellor. - Action by the Chancellor on recommendation coming from the Dean on appeal from the decision of a Dean or the Student Disciplinary Tribunal shall be rendered within ten days after receipt

of the appeal. In all cases of expulsion, the Chancellor shall consult the Executive Committee. Decisions of the Chancellor in cases where the penalty imposed is expulsion, suspension for more than one academic year, or any other penalty of equivalent severity may be appealed to the Board of Regents through the President, within ten days after respondent receives a copy of such decision. (Sec. 20 of the Rules on Student Conduct and Discipline.)

3. Review by the President. - The President in the above cases before transmittal to the Board may exercise his authority to review as defined in Art. 50 of the University Code.

VI. OTHER BASIC GUIDELINES AND PROCEDURES

In addition to the foregoing, the following guidelines and procedures shall likewise be observed:

- A. Nothing in this Executive Order shall be construed as restrictive of the review power of the President as provided in Article 50 of the Revised University Code, which is cited hereinbelow for ready reference:

"ART. 50. He shall have the right to modify or disapprove any action or resolution of any college or school faculty or administrative body, if in his judgment the larger interests of the University so require. Should he exercise such power, the President shall communicate his decision in writing to the body immediately affected, stating the reasons for his action and thereafter shall accordingly inform the Board of Regents, which may take any action it may deem appropriate in connection therewith."
- B. Any matter not within the delegated authority of the President to finally approve shall be submitted to the Board of Regents for final action.
- C. The Chancellor for U. P. Diliman shall adopt appropriate procedures and other measures to insure adequate and efficient review and processing of matters before they are acted upon by him or his duly authorized representatives.

- D. Matters pertaining to or emanating from units belonging to U. P. Diliman that are subject to the President's final approval shall be submitted to the Office of the President through the Office of the Chancellor. Matters that are subject to final approval of the Chancellor shall henceforth be submitted to the Office of the Chancellor.
- E. Powers of the President under the Charter and the rules of the University which are essentially discretionary cannot be delegated.
- F. Final action by the Chancellor or the President, or even by the Board of Regents, is subject to pertinent statutory laws and government regulations.

VII. TRANSITORY PROVISION AND REPEALING
CLAUSE

- A. In the meantime that the Office of the Chancellor cannot as yet fully assume the responsibilities assigned to it for lack of adequate staff, matters subject to the Chancellor's final approval shall continue to be submitted to the Office of the President for action until such time that the Office of the Chancellor indicates its readiness to assume said responsibilities.
- B. All executive or administrative orders and other administrative issuances that are inconsistent herewith are hereby rescinded or modified accordingly.

(SGD.) EDGARDO J. ANGARA

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