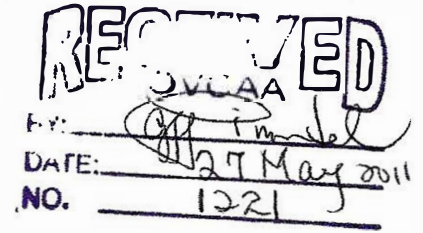


UNIVERSITY OF THE PHILIPPINES
DILIMAN QUEZON CITY
VOIP TRUNKLINE 981-8500 LOCAL: 2558, 2556
DIRECT LINE: (632) 929-5401, (632) 927-1835
FAX: (632) 928-2863
E-MAIL: oc.upd@up.edu.ph

OFFICE OF THE CHANCELLOR

25 May 2011



ADMINISTRATIVE ORDER NO. CAS-11-061

TO: Deans, Directors, Head of Units

SUBJECT: Implementing Guidelines on the Delegation of Authority to Act for and Sign in Behalf of the Chancellor for the Appointment of Instructor 1 to Instructor 7

With reference to Administrative Order No. CAS-11-060 issued on 25 May 2011, on the *Delegation of Authority* regarding appointments of Instructor 1 to Instructor 7, the following guidelines are hereby issued:

1. Existing University rules and policies shall be strictly adhered to for purposes of uniform implementation across units within UP Diliman;
2. The term "appointment" for purposes of this Administrative Order covers only **original** appointments;
3. The period of appointment shall not exceed one (1) year;
4. A recommendee for appointment to the faculty should satisfy the following minimum requirements:
 - 4.1 Possession of a bachelor's degree;
 - 4.2 Should not have any failing mark. Otherwise, the recommendation for appointment shall be submitted to the Academic Personnel and Fellowships Committee (APFC);
 - 4.3 The following matrix of Instructor rank shall be used for U.P. Honor graduate appointees:

AWARD	PROPOSED MINIMUM RANK
Cum Laude	Instructor 3
Magna Cum Laude	Instructor 4
Summa Cum Laude	Instructor 5

5. The following shall not be eligible for appointment/reappointment to the faculty:
 - 5.1 Those whose previous recommendation was disapproved;
 - 5.2 Those who were appointed for one semester only with the condition of non-renewal.

CC


6. Deans must seek prior budget clearance from the Budget Office;
7. A copy of the appointment paper together with the basis paper and other relevant supporting documents (please refer to the attached checklist of requirements for processing of faculty appointment shall be furnished the HRDO for post audit and record purposes within seven (7) days after release. The HRDO shall remain the repository of all personnel records. The Diliman Accounting Office and the Diliman Budget Office shall also be furnished a copy of the appointment paper; and
8. HRDO shall report to the Chancellor (in Summary Form) appointments issued by the deans every semester.


CAESAR A. SALOMA
Chancellor

Attached:a/s

c.c.: ✓ Vice Chancellor Ronald Banzon, OVCAA
Vice Chancellor Virginia Yap, OVCA
Director Angela Escoto, HRDO
Acting Director Arsenio Pagador, Budget Office
Acting Director Celeste Mamaril, Accounting Office

NOTED:


RONALD S. BANZON
Chancellor for Academic Affairs