

OFFICE OF THE CHANCELLOR

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10 October 2016

ADMINISTRATIVE ORDER NO. MLT-16-145

TO : Deans, Directors and Department Chairs  
SUBJECT : Implementing Guidelines on the Delegation of Authority to Act  
for and Sign on Behalf of the Chancellor for the Appointments of  
Lecturer 1 and Lecturer 2

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With reference to Administrative Order No. MLT 16-144 issued on 10 October 2016 on the Delegation of Authority regarding appointments of Lecturer 1 and Lecturer 2, 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 Fellowship Committee (APFC);
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.
6. Deans must seek prior budget clearance from the Budget Office;

7. A copy of the appointment paper together with the basic paper and other relevant supporting documents (please refer to the attached Memorandum No. OVCAA-BMP 16-164) 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 papers; and
8. HRDO shall report to the Chancellor (in Summary Form) appointments issued by the deans every semester.



MICHAEL L. TAN, PhD  
Chancellor

cc: *Vice-Chancellor Benito M. Pacheco, OVCAA*  
*Vice-Chancellor Virginia C. Yap, OVCA and OIC, HRDO*  
*Director Antonio M. Becoñado, Jr., Budget Office*  
*Ms. Cecilia J. Morales, OIC, Accounting Office*