

cc : VP Maragtas S.V. Amante
From : **(Sgd.) ALFREDO E. PASCUAL**
President

In response to follow up queries regarding the letter-complaint of UP PGH head nurses and other employees dated 12 May 2014 (attachment), on allegation about the PGH Director's conduct unbecoming of a public official, the parties are hereby enjoined to use the existing UP grievance procedure (Reference: "Grievance Machinery Procedure for UP Faculty and Non-Teaching Staff", MVG 03-114 dated 28 October 2003).

The Chancellor of UP Manila shall address the complaints and appeals through the "Grievance Machinery Procedure for UP Faculty and Non-Teaching Staff", monitor compliance by all parties concerned, and submit a report to the undersigned on or before 15 August 2014.

Work-related grievances are best settled at the unit level, through dialogue. The existing grievance procedure further recommends conciliation and mediation to settle work disputes.

May I also remind all UP officials, faculty and staff of the requirements of professionalism in government service: "Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill." (Reference: Section 4(b), Republic Act No. 6713, "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees").

Attachments:

1. Letter complaint
2. Grievance Machinery Procedure for UP Faculty & Non-Teaching Staff

MEMORANDUM

A. MEMORANDUM NO. PAEP 14-40

Date : 8 July 2014

To : All Chancellors, Dean of UP Cebu, Director of PGH
All Other Deans, Directors and Heads of Units (CUs, UPS)
VPs for Academic Affairs, Administration, and Planning & Finance
All HRD Officers, All Budget Officers
OVPD, OVPPA, OSU

From : **ALFREDO E. PASCUAL** (Signed by VP Gisela P. Concepcion as OIC)
President

Subject : **Call for 2014 Merit Promotions**

We are happy to inform you that the Department of Budget and Management (DBM) has confirmed the availability of funds for the 2014 Merit Promotions.

Attached are the following:

1. Guidelines on the 2014 Merit Promotions for Regular Faculty and Research Faculty
2. Guidelines on the 2014 Merit Promotion/Step Increase(s) for the Regular Administrative Staff and the Research, Extension and Professional Staff (REPS)

The new schedule of activities is as follows:

Schedule	Activities
8 July 2014	<ul style="list-style-type: none"> • The OP issues the call for promotions and guidelines • OVPAA issues Q&As on promotions for faculty • OVPA issues Q&As on promotions for administrative staff and REPS
22 July 2014	<ul style="list-style-type: none"> • Units or Departments submit recommendations to the Colleges
5 August 2014	<ul style="list-style-type: none"> • Colleges submit recommendations to the Chancellors
22 August 2014	<ul style="list-style-type: none"> • Chancellors submit recommendations to the OVPAA and OVPA
4 September 2014	<ul style="list-style-type: none"> • OVPAA and OVPA submits recommendations to the President
11 September 2014	<ul style="list-style-type: none"> • The President submits recommendations requiring Board approval to the BOR (tentative date: 25 September)
30 September 2014 (approx.)	<ul style="list-style-type: none"> • The President submits the merit promotion payroll to the DBM

Please bear in mind that promotion should be selective and based solely on merit and on the same principles as past merit promotions.

We hope that the 2014 Merit Promotions will motivate us to work harder towards “academic excellence in support of the University’s mission”.

Thank you.
