

ADMINISTRATIVE ISSUANCES

ADMINISTRATIVE ORDERS

Administrative Order No. PERR-06-48: Reconstitution of the General Education Council

With Vice President for Academic Affairs Amelia P. Guevara as Chair (*ex-officio*), please constitute yourselves into General Education Council for the period June 2006 - May 2008 with the following as members:

Members: Dr. Pamela Constantino, Philippine Literature & Phil. Studies (UPD)

Dr. Athena Lydia Casambre, Political Science (UPD)

Dr. Emmanuel de Dios, Economics (UPD)

Dr. Gil Jacinto, Chemical Oceanography (UPD)

Prof. Rolando Panopio, Mathematics (UPLB)

Dr. Ida Dalmacio, Food Microbiology and Plant Pathology (UPLB)

Dr. Marita Reyes, Medicine (UPM)

Dr. Diana Aure, Science Education (UPV)

The Council shall perform the following functions:

1. Coordinate with constituent universities regarding the development, assessment and monitoring of the GE program.
2. Anticipate future needs and demands that will impinge on the GE program and recommend the appropriate changes.
3. Evaluate proposals for the institution of GE courses.
4. Formulate and enforce academic policies and standards for GE courses.
5. In general, propose policies and such other changes needed to improve the content and teaching of GE courses.
6. Evaluate and approve proposals for grants related to GE.
7. Select recipients for GE professorial chairs and other awards related to GE.
8. Organize discussions and seminars on General Education.
9. Perform such other tasks as may be assigned to the GE Council.

The Council is authorized to form smaller, specialized committees (Ex. to review project proposals or instructional materials) or engage the services of qualified faculty members as resource persons. The Council shall be entitled to honoraria following the rates set by the Board of Regents. All expenses relating to Council meetings and activities shall be drawn from the Office of the Vice President for Academic Affairs Committee fund.

4 July 2006

(Sgd.) EMERLINDA R. ROMAN
President

Administrative Order No. PERR-06-50: Ad-Hoc Committee on the MBLIC La Union Properties

To: Prof. Ruperto P. Alonzo, Vice President for Development
Prof. Ulpiano P. Ignacio, Jr., Assistant Vice President for Development

Atty. Rosalio A. Aragon, Jr., Office of Legal Services

Atty. Ricardo B. Lapesura, Jr., Office of Legal Services

Mr. Edward V. Deveza, Office of the Vice President for Development

Please constitute yourselves into an *Ad-Hoc Committee on the Manila Bankers Life Insurance Corporation (MBLIC) La Union Properties*, with Vice-President Ruperto P. Alonzo as Chair and Assistant Vice President Ulpiano P. Ignacio, Jr. as Vice-Chair.

The MBLIC La Union Properties are parcels of land located in Agoo, La Union under TCT Nos. T-40512 and T-40513, being offered

to the University of the Philippines as part of MBLIC's proposal for settlement in a case filed by the University vs. MBLIC (Civil Case No. Q-94-22383).

The Committee shall undertake the following:

- Facilitate the valuation of the MBLIC La Union Properties by independent appraisers;
- Conduct ocular inspection of subject properties;
- Make appropriate recommendations relative to MBLIC's offer to turn over subject properties to the University as part of MBLIC's proposal for settlement of Civil Case No. Q-94-22383.

You may secure the necessary support personnel and resource persons to assist the Committee in its tasks.

The Committee as well as its resource persons, secretariat and support staff shall be granted honoraria consistent with the rates for Ad-Hoc committees (Level 2) as approved by the Board of Regents at its 1199th meeting on 26 August 2005.

24 July 2006

(Sgd.) EMERLINDA R. ROMAN
President

Administrative Order No. PERR-06-51: Guidelines of the University of the Philippines System on the Approval of Requests for Authority to Travel

To: All Vice Presidents
All Chancellors
Secretary of the University

The University of the Philippines System hereby prescribes the following guidelines prescribing the rules and regulations for official local and foreign travels of its faculty members, administrative personnel and non-academic staff:

(1) Approving Authority

All requests for Authority to Travel of the following shall be approved by their respective heads, as follows:

- (a) Chancellors - all faculty and non-academic staff of their respective constituent unit
- (b) President - all Chancellors, System officials and staff
- (c) CHED Chairman - President of the University

The approving authority is empowered to approve both local and foreign travels. All approved travels abroad shall be reported to the Office of the President of the Philippines, indicating therein the names of the travelers, their destinations, the duration, nature and purpose of the travel, and the costs of the travel.

(2) Budget Allocation

The approving authority is allowed to approve travels abroad up to a maximum of seventy-five percent (75%) of their allocated travel budget, in excess of which they shall be required to obtain the approval from the Office of the President of the Philippines for the utilization of the remaining balance.

The ratio of allowable travel expenses and allowances shall be in accordance with the pertinent provisions of Executive Order No. 248 dated May 29, 1995 as amended by Executive Order No. 248-A dated August 14, 1995 and Executive Order No. 298 dated March 23, 2004.

(3) Local and Foreign Travels Allowed

Only the following local and foreign travels shall be approved:

- (a) All local travels that are of an urgent nature and necessary to fulfill or comply with government or institutional commitments;

- (b) All foreign travels for ministerial meetings; and
- (c) All foreign travels for scholarship and/or trainings that are funded by private grants and undertaken at no cost to the University or the Government.
- (d) All local and foreign travel for important conferences necessary for the institutional development of academic units.

(4) Accounting and Reportorial Requirements

Claims for reimbursement of expenses shall be approved subject to the presentation of official receipts, bills, invoices and such other documents showing that the necessary expenses were incurred.

In case of cash advances, an accounting/liquidation of the cash advances received shall be rendered and submitted to the University within sixty (60) days after returning to the Philippines, in case of official travel abroad, or within thirty (30) days of return to the permanent official station, in case of official local travel. Any excess cash advance shall be returned to the University together with the submission of the accounting/liquidation report.

A report with recommendations, if any, on the conference or seminar attended, examination or investigation conducted, or mission undertaken, shall be submitted to the head that approved his/her official travel.

(5) Reporting by the CUs

All Constituent Universities should submit a quarterly report on the travels approved and funded. The report should also summarize the benefits gained for the University.

25 July 2006

(Sgd.) EMERLINDA R. ROMAN
President

Administrative Order No. PERR-06-52: Appointment as Member of the General Education Council

To: Prof. Ma. Severa Fe Katalbas

Upon the recommendation of Chancellor Glenn D. Aguilar and endorsement of Vice President Amelia P. Guevara, you are hereby appointed as member of the General Education Council. Your tasks and entitlements shall be as specified in Administrative Order No. PERR 06-48, dated 4 July 2006, a copy of which is enclosed.

Thank you for your valuable service to the University.

26 July 2006

(Sgd.) EMERLINDA R. ROMAN
President

Administrative Order No. PERR-06-53: Constitution of the Joint Monitoring Group

To: All Chancellors

In view of the recent enforced disappearance of two (2) UP students and pursuant to the provision of the Agreements entered by UPS with the Department of National Defense (DND) and the Department of Interior and Local Government (DILG) on June 30, 1989 and December 12, 1992, respectively, undersigned is hereby constituting the UPS counterpart of the Joint Monitoring Group (JMG) composed of the following ex-officio members:

UP Faculty Regent
UP Student Regent
UP Vice-President for Public Affairs
or his representative
UP Vice-Chancellor for Student Affairs
UP Vice-Chancellor for Community Affairs

The JMG (together with its DND and DILG counterparts) shall meet twice a year or as often as necessary, to determine compliance with the provisions of the Agreement such as the conduct of military/police operations in any campus of UP, the arrest or detention or custodial investigation of any UP student, faculty or personnel any where in the Philippines. The JMG shall submit its annual report to the President of UPS, Secretary of DND and Secretary of DILG.

Further, all Chancellors are directed to form their counterpart teams within their units to serve as the Monitoring Group.

The Vice President for Planning and Finance of UPS is tasked to recommend the amount and the source of funding for the operational expenses of the JMG.

The Secretary of the University is hereby mandated to inform the concerned UPS officials of their membership with the JMG and to disseminate this administrative order to all concerned.

For your information and appropriate action.

25 July 2006

(Sgd.) EMERLINDA R. ROMAN
President

Administrative Order No. PERR-06-55: Trademark over the Name University of the Philippines, the Official UP Logo and the Oblation

To: All Vice Presidents

All Chancellors

All Deans

The UP name and seal is now a registered trademark exclusively belonging to the University of the Philippines.

The Vice President for Administration as well as the chancellor of each constituent university shall cause the following notice to be sent to their constituents and the public within their respective areas:

The name "University of the Philippines", the official logo of the University of the Philippines, the Oblation or any derivative of these marks are registered trademarks of the University of the Philippines. To protect its goodwill, the UP shall actively prosecute any person or entity engaged in any commercial transaction involving any product containing these marks not covered by any licensing agreement duly approved by the University of the Philippines.

No UP unit, academic or non-academic personnel shall be allowed to use or purchase any product bearing our registered trademarks from unauthorized sources. This includes "blue books", examination booklets, t-shirts, wearing apparel, bags, hats, pens, pencils, stickers, et al.

Duly recognized student, academic and administrative organizations may continue to use UP name and logo in accordance with existing guidelines. However, the commercialization of any product bearing these registered marks must be covered by the proper license agreements.

Other organizations wishing to use the name and logo of the University of the Philippines shall apply for accreditation with the Vice President for Development.

The Vice President for Legal Affairs by himself or, at his discretion, through any of the legal offices in any constituent university, is authorized to commence and prosecute the proper administrative, civil and criminal actions necessary to protect the goodwill of the University of the Philippines.

Application for licenses shall be addressed to the Vice President for Development. The Office of the President shall approve all licensing agreements.

For strict compliance.

4 August 2006

(Sgd.) EMERLINDA R. ROMAN
President