

- 2.5 Those who were absent without official leave (AWOL) as of 30 November 2007; and
- 2.6 Those who were not hired as part of the organic manpower of U.P. such as consultants or experts serving for a limited period to perform specific activities or services with expected outputs; apprentices; laborers of contracted projects; those paid by piecemeal basis; and others similarly situated.

3. Amount of Merit Incentive Grant

3.1 The merit incentive grant shall be Five Thousand Pesos (P5,000) per employee for those who have rendered at least four (4) months of service to U.P. as of 30 November 2007, with a performance rating of at least "SATISFACTORY".

3.2 Those who have rendered at least one (1) month as of 30 November 2007 with a performance rating of at least "SATISFACTORY" shall receive pro-rated share of the merit incentive grant as follows:

Less than 1 month	0%
1 month but less than 2 months	10%
2 months but less than 3 months	30%
3 months but less than 4 months	50%

3.3 Those who have rendered active service but have been separated from the University due to retirement/resignation/death before 30 November 2007, with a performance rating of at least "SATISFACTORY" (if applicable) shall likewise receive pro-rated share of the merit incentive grant as follows:

Less than 2 months	0%
2 month but less than 4 months	10%
4 months but less than 6 months	30%
6 months or more	50%

4. Merit Incentive Grant for Project Personnel

Notwithstanding the provisions of 2.6 above, personnel employed in research projects or any type of projects may be paid the authorized merit incentive provided funds are available in the budget of the projects under which they are employed.

5. Date of Payment

Payment of the merit incentive charged to CU RF/savings shall be made not earlier than 04 December 2007.

26 October 2007

(Sgd.) EMERLINDA R. ROMAN
President

Memorandum No. PERR-07-19: Formation of Steering Committee and Sub-Committees for the Centennial Lecturers

To: All Concerned

To ensure the smooth conduct of the Centennial Lectures, numbering about thirty (30), which will be beamed live via videoconferencing to all UP CUs and webcast through the internet, the Steering Committee and sub-committees with the corresponding responsibilities at the System and CU levels indicated in the attachment, shall be formed. The Chairs, Vice Chairs and members are so indicated. Additional members to the various committees may be appointed by the Committee Chairs as necessary.

Thank you for your valuable service as we prepare for our much awaited Centennial.

26 October 2007

(Sgd.) EMERLINDA R. ROMAN
President

Memorandum No. PERR-07-20: Guidelines on the Grant of Sick Leave Benefit to Members of the Faculty

For: All Vice Presidents, Chancellors
Deans, Directors/Heads of Units
All concerned

The Board of Regents in its 1226th meeting held last 25 October 2007, approved the grant of cumulative sick leave benefit to members of the Faculty for a period equivalent to ten (10) days every year of full service. This is commutable only upon 1) compulsory retirement at age 65, 2) optional retirement due to serious/severe illness as defined by Philhealth, charged to savings of the respective CUs.

1. COVERAGE:

- 1.1 All regular, full-time faculty members who are in active service as of 25 October 2007 are entitled to this benefit.
- 1.2 Only the period that the faculty served on full-time status shall earn sick leave credits. Part-time service shall not earn this benefit.
- 1.3 Faculty members (administrators, researchers, community workers) who are entitled to cumulative and commutable leave credits (15 days vacation leave and 15 days sick leave per year of service) shall not enjoy the sick leave credits under this benefit during the period that they are earning above mentioned monetizable leave credits.
- 1.4 The number of years for which a regular faculty member has been a substitute and/or on contractual status prior to becoming permanent shall be counted towards this leave benefit.

2. BENEFIT:

- 2.1 Sick leave for a period equivalent to 10 days is earned by all regular, full-time faculty member for every year of full time service. This is cumulative and commutable upon compulsory retirement (age 65) or upon optional retirement due to serious/severe illness as defined by Philhealth (please see Annex A)
- 2.2 Faculty members who get seriously ill may avail of sick leave with pay charged to this benefit. The earned credits, however, cannot be monetized before retirement.
- 2.3 Regular, full-time faculty members with serious/severe illness, who have accumulated commutable leave credits earned as faculty administrator, researcher or community worker will be granted leave with pay charged to this benefit, to the maximum allowable period, before using the earned monetizable leave credits.

Any absence incurred by the faculty due to illness shall be charged to the sick leave credits earned under this benefit. Members of the faculty should file application for sick leave whenever they are ill and are not able to report for work, to include the following:

- Application for leave endorsed by the head of unit
- Medical certificate issued by the attending physician detailing the following:
 - o Complete diagnosis
 - o Description of the nature of the illness including the treatment/surgery completed
 - o Dates of treatment/confinement
 - o Recommendations for further treatment and prognosis
 - o Estimated recuperation period.

This grant is different from Rehabilitation leave which is given to employees who sustained injury while in the performance of duty. Employees who avail of the benefit of Rehabilitation Leave may not avail of this sick leave benefit.

For guidance and compliance.

30 October 2007

(Sgd.) EMERLINDA R. ROMAN
President

Memorandum No. PERR-07-21: Request for Data

For: All Chancellors

ATTENTION: Vice Chancellor Lorna Paredes, UPD
Vice Chancellor Rita Laude, UPLB
Vice Chancellor Josefina Tayag, UPM
Vice Chancellor Diana Aure, UPV
Vice Chancellor Ma. Nela Florendo, UPB
Vice Chancellor Emma Ruth Bayogan, UP Min
Vice Chancellor Victoria Bautista, UPOU

In 2008, I am expected to make all kinds of reports to the academic community, to our alumni and to the public. One of the reports I am planning to make is on UP's efforts on internationalization. I think this is an issue we should look into more seriously. Most universities abroad stress the importance of internationalization and make an effort to report on the number of foreign students and foreign faculty they have, their linkages with other foreign universities, etc. I believe UP too has much to say about our efforts in this area.

It is in this connection that I request you to give me complete information on the following:

1. Number of foreign students from AY 2005-2006 to present. You may include regular full-time or part-time students, non-degree students, special students, students of short-term courses, including language courses, but please classify them accordingly. Please also indicate the countries of origin.
2. Number of international faculty, whether regular full time, part-time, visiting professors, adjunct faculty, lecturers, guest lecturers, lecturers in seminars, etc. from 2005 to present. Please indicate countries of origin.
3. Number of international conferences, seminars, workshops organized by your campuses between 2005 and the present (perhaps you can include the conferences to be held in 2008).
4. Number of faculty, REPS and staff sent abroad (funded or not by UP) to participate in international conferences from 2005 to present.
5. Academic linkages with universities abroad. Please list the universities and their countries (by region, i.e. North America, South America, Asia, Europe, Middle East, etc.) and the specific projects undertaken from 2005 to present.
6. Projects undertaken with foreign organizations, donors (e.g. UNESCO, World Bank, UNDP, ADB, etc.) from 2005 to present.
7. Joint projects with international professors or universities such as sandwich programs, joint/double degree programs, videoconferencing of lectures, thesis defense, online education programs, asynchronous learning, etc.
8. Other information related to internationalization.

I realize getting the information will require a lot of time and patience but I urge you to give attention to this particular request. I shall personally call up the Vice-Chancellors for status reports starting end of November and am hoping to get the complete report before we go on Christmas break.

30 October 2007

(Sgd.) EMERLINDA R. ROMAN
President

Memorandum No. PERR-07-22: Guidelines on the Grant of 2007 Christmas Grocery Allowance of One Thousand Pesos (P1,000.00)

For: All Vice Presidents, Chancellors,
Heads of Units, Faculty and Staff

Background

The Board of Regent in its 1226th meeting on 25 October 2007 approved the grant of Christmas grocery allowance of One Thousand Pesos (P1,000.00) to all administrative employees covered by the Collective Negotiation Agreement (CNA). Likewise, the Board, in the spirit of equity, approved the grant of the same P1,000.00 Christmas grocery allowance to faculty, REPS and administrative personnel not covered by the CNA between the University and the All UP Workers Union, including contractuales/casuals.

1. Coverage

- 1.1 UP personnel who have rendered at least six (6) months of active service as of 30 November 2007 whose nature of employment exhibits an employee-employer relationship are entitled to P1,000.00 Christmas grocery allowance.
- 1.2 Full time personnel whose aggregate cumulative service is less than six (6) months shall receive pro-rated share of the grocery allowance as follows:

Less than 2 months	0%
2 month but less than 4 months	10%
4 months but less than 5 months	30%
5 months but less than 6 months	50%

Part-time personnel including lecturers shall receive ½ of the benefits of the full time personnel.

- 1.3 Those who have rendered active service but have been separated from the University due to retirement/resignation/death before 30 November 2007, shall likewise receive pro-rated share of the grocery allowance as follows:

Less than 2 months active service	0%
2 month but less than 4 months	10%
4 months but less than 6 months	30%
6 months or more	50%

2. Exemptions

The following are **not entitled** to the grocery allowance.

- 2.1 Those under preventive suspension as of 30 November 2007;
- 2.2 Those who were meted suspension from office in calendar year 2007 for litigated administrative cases;
- 2.3 Those who were meted suspension from office in calendar year 2006 for litigated administrative case which suspension extended to calendar year 2007;
- 2.4 Those who were absent without official leave (AWOL) as of 30 November 2007; and
- 2.5 Those who were not hired as part of the organic manpower of U.P. such as consultants or experts serving for a limited period to perform specific activities or services with expected outputs; apprentices; laborers of contracted projects; those paid by piecemeal basis; and others similarly situated.

3. Date of Payment

Payment of the Christmas grocery allowance shall start on 10 December 2007.

05 November 2007

(Sgd.) EMERLINDA R. ROMAN
President