

Annex no. 1.1 Memorandum no. FRN 19-037, Constitution of the REPS Personnel and Fellowships Committee (RPFC) for Each Diliman Unit



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OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. FRN 19-037

TO : DEANS, DIRECTORS AND HEADS OF UNITS

**FROM :  FIDEL R. NEMENZO, D.Sc.,
Vice Chancellor for Research and Development**

**SUBJECT: Constitution of the REPS Personnel and Fellowships Committee (RPFC)
for Each Diliman Unit**

DATE : 15 August 2019

In view of the establishment of the UP Diliman REPS Personnel and Fellowships Committee (UPD RPFC), per Administrative Order No. MLT-19-100 issued on 02 May 2019, all units/colleges are hereby enjoined to constitute their Office/College RPFC whose function is to review, evaluate and endorse recommendations with regard to:

- a. appointment, tenure and promotion of REPS personnel; and
- b. award of local and foreign fellowships, study leaves and special details for REPS.

The unit-level REPS Personnel and Fellowship Committee will be composed of:

- 1) Head of Unit/Office, Chairperson
- 2) One (1) regular and one (1) alternate REPS representative
- 3) One (1) REPS union representative

The members of the RPFC at all levels shall have a term of two years, except in the case of the first set of RPFC members, for which one half of such membership shall have a term of one year and the other half shall have a term of two years each. Thereafter, replacements for membership of the Committee shall have a term of two years each. Small units may appoint only a regular member in the College/Office if there is no other employee that may be appointed as an alternate member. Units have until **13 December 2019** to constitute their respective RPFCs. Starting 6 January 2020, the RPFC will no longer process recommendations from units without duly constituted RPFCs.

In addition, all units are required to devise and implement a standard scoring instrument to facilitate the systematic and accurate evaluation of applicants.

Please submit the list of members of your College/Unit RPFC including their terms of office and specimen signatures to the Human Resource Recruitment Division (HRRD) on or before **20 December 2019**.

For your information and guidance.

cc: *Office of the Chancellor*
HRDO