

**THE UNIVERSITY OF THE PHILIPPINES DILIMAN
RESEARCH, EXTENSION, and PROFESSIONAL STAFF (REPS) MANUAL**

TABLE OF CONTENTS

Preface	1
CHAPTER I: GOVERNANCE, ADMINISTRATION, AND CLASSIFICATION OF UPD REPS	
1.0 Governance and Administration	3
1.1 The Board of Regents	3
1.2 The UP President	3
1.3 The Vice President for Academic Affairs	3
1.3.1 State of Governance between UP REPS and OVPA Affairs	3
1.3.2 System REPS Welfare Council	4
1.3.2.1 System RWC Function.....	4
1.3.2.1 System RWC Composition	4
1.4 The UP Diliman Chancellor	4
1.5 The UP Diliman Vice Chancellor for Research and Development	5
1.5.1 State of Governance between UPD REPS and OVCRD	5
1.5.2. UPD REPS Welfare Council.....	5
1.5.2.1 UPD RWC Function	5
1.5.2.2 UPD RWC Composition	5
1.5.2.3 UPD RWC Qualifications.....	6
1.5.2.4 Election Procedure for the UPD RWC.....	6
1.5.2.5 Administrative and Funding Support for the UPD RWC	7
1.5.2.2 UPD REPS Personnel and Fellowship Committee	7
1.5.2.2.1 UPD RPFC Function	7
1.5.2.2.2 UPD RPFC Composition.....	7
1.5.2.2.3 Election Procedure for the UPD RPFC	8
1.5.2.2.4 Administrative and Funding Support for the UPD RPFC	8
1.5.2.3 UPD REPS Development Fund Committee	8
1.5.2.3.1 UPD REPS Development Committee Functions	8
1.5.2.3.2 UPD RDF Committee Composition	9
1.6 The UP Diliman REPS.....	9
1.6.1 Classification of REPS and their Functions.....	10
1.6.1.1 As Academic Non-teaching Staff	10
1.6.1.2 As Groups.....	10
1.6.1.3 Position Titles	10
1.6.1.4 Functions of Groups.....	10
1.6 Salary Grade of REPS	12
CHAPTER II: UPD REPS APPOINTMENT, PROMOTION, TENURE, AND SEPARATION FROM SERVICE	
2.0 General Guidelines	15
2.1 Appointments.....	16
2.1.1 Status of Appointment	16
2.1.1.1 Permanent Appointment.....	16
2.1.1.2 Temporary (Probationary) Appointment	17
2.1.1.3 Substitute Appointment	18
2.1.1.4 Contractual Appointment.....	18
2.1.1.5 Non-UP Contractual Appointment.....	18
2.1.2 Nature of Appointment and Personnel Action.....	19
2.1.2.1 Original.....	19
2.1.2.2 Promotion	19
2.1.2.3 Transfer	19

2.1.2.4 Re-employment	19
2.1.2.5 Reappointment.....	19
2.1.2.6 Reinstatement (To a Comparable Position)	19
2.1.2.7 Reclassification	20
2.1.2.8 Reassignment	20
2.1.2.9 Detail	20
2.1.2.10 Additional Assignment	20
2.1.2.11 Conferment	20
2.1.3 Process of Hiring, Evaluation, and Appointments.....	20
2.1.3.1 Authority to Fill/Authority to Hire.....	20
2.1.3.2 Posting of Vacant REPS Positions	20
2.1.3.3 Evaluation of Applicants and Referral to the Unit	21
2.1.3.4 Unit RPFC and University RPFC Deliberation	21
2.1.3.5 Unit Submission of Recommendations	21
2.1.3.6 Appointment Processing	22
2.1.3.7 Transfer	22
2.1.3.8 Table of Documentary Requirements.....	22
2.1.3.9 Flowchart	22
2.1.3.10 Requirements for Payment of First Salary.....	22
2.1.3.11 Policies on Effectivity of Appointments	23
2.2 Performance Evaluation	23
2.2.1 PES Instrument	24
2.2.1.1 Part I: Performance Measures	24
2.2.1.2 Part II: Critical Factors.....	25
2.2.1.3 Part III: Intervening Tasks.....	26
2.2.1.4 Rating	27
2.2.2 Performance Evaluation of Personnel on Detail.....	27
2.3 Promotion.....	27
2.3.1 Vertical Promotion	28
2.3.2 Horizontal Promotion)	29
2.3.3 Scientific Career System	29
2.4 Separation from Service.....	29
2.4.1 Termination of Service.....	29
2.4.2 Termination of Project	30
2.4.3 Resignation	30
2.4.4 Retirement	30
2.4.4.1 Types of Retirement	30
2.4.4.2 Computation of Retirement Benefits.....	30
2.4.4.2.1 Government Service Insurance System	31
2.4.4.2.2 Expanded Service Recognition Pay.....	31
2.4.5 Death and Disability	31
2.4.5.1 Permanent Disability Benefits	32
2.4.5.2 Temporary Disability Benefits	32
2.4.5.3 Death Benefits	32
2.5 Extension of Service in the University	32

CHAPTER III: WORKING CONDITIONS, PRIVILEGES, BENEFITS, AND INCENTIVES

3.0 Working Conditions of UPD REPS	34
3.1 Work Hours	34
3.1.1 Official Working Hours	34
3.1.2 Compensatory Time Off.....	35
3.2 Service Report	36

3.3 Additional Assignment	36
3.3.1 Administrative Appointment	37
3.3.2 Outside Activities	37
3.3.2.1 Secondment.....	37
3.3.2.2 Teaching in Other Educational Institutions	38
3.3.2.3 Limited/Private Practice of Profession.....	39
3.3.2.4 Undertaking Research for an Outside Organization	40
3.3.2.5 Community Work and Similar Activities.....	41
3.3.2.5.1 Rules on the Conduct of Community Work and Similar Activities	41
3.3.2.6 Invitation to Speak in Other Educational Institutions	42
3.4 Privileges.....	43
3.4.1 Study Privileges.....	43
3.4.1.1 Enrollment Privilege.....	43
3.4.1.2 Study Privileges of REPS Dependents and Family Members.....	43
3.4.1.3 Study Leave with Fellowship	43
3.4.2 Leave Privileges	45
3.4.2.1 Vacation Leave	45
3.4.2.2 Sick Leave	45
3.4.2.3 Special Leave Privileges	46
3.4.2.4 Special Leave Benefits for Women under RA no. 9710	47
3.4.2.5 Maternity Leave	47
3.4.2.6 Paternity Leave	48
3.4.2.7 Paternal Leave for Solo Parents	49
3.4.2.8 Rehabilitation Leave for Job-related Injuries.....	49
3.4.2.9 Special Emergency (Calamity) Leave	49
3.4.2.10 Anti-Violence against Women and Children Leave	49
3.4.2.11 Leave Without Pay	50
3.4.2.12 Cumulative Leave	50
3.4.2.13 Forced Leave	50
3.4.2.14 Monetization of Leaves.....	51
3.4.3 Special Detail	51
3.4.4 Housing Privilege	51
3.4.5 Library Privilege	51
3.4.6 UP Mail Account	51
3.4.7 Legal Service	51
3.4.8 Processing of Retirement Papers	52
3.4.9 Retirement Privileges	52
3.5 Benefits and Welfare	52
3.5.1 Health Services.....	52
3.5.2 Enhanced Hospitalization Program	53
3.5.3 Use of Athletic Facilities and Availment of Occupational Therapy Services	53
3.5.4 Use of Cultural and Recreational Facilities	53
3.5.5 UP Diliman Computer Loan Program	54
3.5.6 Longevity Pay	54
3.5.7 Non-earning Dependents of Deceased Personnel.....	54
3.5.8 Philippine Health Insurance Corporation Benefits	54
3.5.9 Government Service Insurance System Benefits.....	54
3.5.10 Home Development Mutual Fund Benefits	55
3.5.11 UP Provident Fund Benefits	55
3.5.12 Magna Carta for Scientists	55
3.6 Honors and Recognition	55
3.6.1 Academic Distinction Awards	55

3.6.1.1 International Publication Award	56
3.6.1.2 Gawad sa Natatanging Publikasyon sa Filipino	56
3.6.2 Gawad Tsanselor	56
3.6.3 Loyalty Award	57
3.6.4 UP Scientific Productivity and Arts Productivity Systems	57
3.6.5 Program on Recognition of Awards and Incentives for Service Excellence.....	58
3.7 Grants and Incentives	58
3.7.1 OVPA-administered Grants	58
3.7.1.1 Emerging Interdisciplinary Research Grant	58
3.7.1.2 Enhanced Creative Work and Research Grant	59
3.7.1.3 UP System Research Dissemination Grants	59
3.7.2 OVCRD-administered Grants	60
3.7.2.1 Outright Research Grant	60
3.7.2.2 Thesis and Dissertation Grant	60
3.7.2.3 PhD Incentive Award	61
3.7.2.4 Open Grants.....	61
3.7.2.5 Source of Solutions Special Grant.....	62
3.7.2.6 Extension Grants.....	62
3.7.2.7 Conference Research Dissemination Grants	63
3.7.2.8 Intellectual Property Protection Grants.....	63
3.7.2.9 REPS Development Fund	63
3.7.3 Foreign Fellowships under FRASDP	63
3.7.4 Local Fellowships.....	64
3.7.5 PhD Incentive Grant and Sandwich Program	64
3.7.6 Other Incentive Schemes	65
3.7.2.1 Attendance in Conferences, Seminars, and Workshops.....	65
3.7.2.2 Attendance in Training Programs	65
3.7.2.3 Academic Program Improvement Fund	66

CHAPTER IV: UPD REPS PERFORMANCE OF DUTIES, RIGHTS, AND PRIVILEGES

4.0 Introduction	68
4.1 Code of Conduct and Ethical Standards for Public Officials and Employees	68
4.1.1 Commitment to the Public Interest	68
4.1.2 Professionalism	68
4.1.3 Justice and Sincerity.....	69
4.1.4 Political Impartiality.....	69
4.1.5 Responsiveness to the Public	69
4.1.6 Nationalism and Patriotism	69
4.1.7 Commitment to Democracy	70
4.1.8 Simple Living	70
4.2 Code of Conduct for UPD REPS	70
4.2.1 Aspiration	70
4.2.2 Professional Excellence in the Conduct of Duties	70
4.2.3 Compliance with Philippine Professional Requirements	71
4.2.4 Compliance with Philippine Laws	71
4.3 Privileges, Requirements, Restrictions, and Discipline.....	73
4.3.1 Academic Freedom.....	73
4.3.2 Engaging in Partnerships and Collaborations	73
4.3.3 Memberships in Organizations and Associations.....	74
4.3.4 Effective Evaluation of Performance Targets and Ratings	74
4.3.5 Working Hours, Allowances, Absences, and Separation from Service	75
4.3.6 Respect for Persons	76

4.3.7 Respecting Data Privacy	77
4.3.8 Engagement in Limited Practice of Profession	77
4.3.9 Pursuing Graduate Studies and Professional Development	77
4.3.9.1 Study Leave Privileges	78
4.3.9.2 Foreign Travels	78
4.3.10 Recourse to Institutional Grievance Mechanisms	79
CHAPTER V: RIGHT TO SELF-ORGANIZATION OF UPD REPS	
5.0 Rationale	80
5.1 REPS Organizations in UP Diliman	81
5.1.1 Asosasyon ng Aklatan at Sinupan ng Diliman, Inc.	81
5.1.2 Congress of Teachers/Educators for Nationalism and Democracy	81
5.1.3 Alliance of Contractual Employees in UP	81
5.1.4 University of the Philippines System Supervisors Association	81
5.1.5 Other Organizations	82
5.2 All UP Academic Employees' Union	82
ANNEXES	

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19 DEC 2022

PREFACE

A manual for the research, extension, and professional staff (REPS) of the University of the Philippines (UP) has been in development for well over a decade. According to the introduction of the earliest draft of the manual, produced in 2012, “[collective] efforts have been made by the REPS, from 2003-2006, to publish the much-needed manual but did not materialize.” In 2006, an attempt was made to consolidate various proposals to craft the manual within several UP constituent universities. However, according to the introduction of the 2012 draft, the attention of the “concerned officers” was diverted by the two-year long negotiations (2007-2009) for the Collective Negotiation Agreement between UP and the All UP Academic Employees Union (AUPAEU). Thereafter, the proposal to produce a REPS Manual continued to be reiterated. Collective efforts of REPS from across the UP System eventually lead to the creation of a UP System Ad-hoc Committee to Draft the REPS Manual, constituted in August 2011. A union-led effort, the eight-member body, along with a two-member editorial board, were able to finalize a 162-page draft manual within the first half of 2012.

Comments on the draft manual were requested from UP REPS soon after. Later drafts better incorporated the 2008 UP Charter (Republic Act no. 9500) and REPS-related decisions of the Board of Regents (BOR) that were left out from the 2012 draft. The review of the manual was among the tasks of Systemwide REPS Ad Hoc Committees to Review REPS Concerns constituted by the Office of the Vice President for Academic Affairs twice within 2013-2018. The AUPAEU also continued to push for and contribute to the development of the REPS Manual during those years.

In December 2018, the BOR approved the proposals of the Systemwide REPS Ad Hoc Committee to create System- and CU-level “REPS bodies,” namely the REPS Welfare Council (RWC), the REPS Personnel and Fellowship Committee (RPFC), and the REPS Development Fund Committee (RDF Committee). Each body has an AUPAEU representative. The first UP Diliman RWC, constituted in August 2019, prioritized the finalization of the UPD REPS Manual via the revision of the most recent draft of the Systemwide REPS Manual.

The onset of the COVID-19 pandemic, and the initial mobility-limiting measures to address it, hindered the progress of the Diliman RWC on producing the UPD REPS Manual. The second Diliman RWC, elected in August 2020, resumed work on the UPD REPS Manual, producing the present document, after several rounds of revision and consultation with the UPD REPS.

This manual draws from the prevailing laws and rules and regulations governing the University of the Philippines, such as the UP Charter, other relevant national laws, decisions and resolutions of the UP BOR, the University Code, orders and memoranda from the administrators of the UP System and UP Diliman, issuances from relevant government agencies such as the Civil Service Commission, and the Collective Negotiation Agreement between UP and the AUPAEU. Most of the contents of the Manual are either quoted verbatim from these sources or minimally paraphrased (at times to reduce excessive “legalese”) to ensure that the contents of the said sources are not misrepresented. The source of each provision of the Manual is provided either within the text or as annotations or footnotes, save, for instance, when the provision is a factual description of a group or any similar detail not necessitating attribution.

An attempt was also made to make the language of the manual more gender inclusive though attenuated to the ongoing normalization of the use of the singular “they/them.” Codified processes that are prone to frequent modification are included as annexes. A list of frequently used abbreviations is included.

This Manual must be updated whenever possible and necessary; in case of conflict with the contents of the Manual and those of official issuances from UP or relevant government authorities, the latter shall prevail. May this Manual—and later editions of it—continue to help uphold the value of the REPS as a distinct sector of the University that greatly contributes to the fulfillment of UP's mandates.

This manual is considered a permanent record and subsequent amendments and updates should be noted accordingly. Superseded versions must be deposited to the University Archives. This policy will be reviewed every three years and will be amended as needed.

CHAPTER I: GOVERNANCE, ADMINISTRATION, AND CLASSIFICATION OF UPD REPS

1.0 Governance and Administration

Republic Act (RA) no. 9500, or the University of the Philippines (UP) Charter of 2008 sets the direction of the University to achieve its goals and objectives. All sectors of UP's workforce—the faculty; Research, Extension and Professional Staff (REPS); and administrative personnel—are guided by its provisions in achieving its purpose as a national university dedicated to the search for truth and knowledge as well as the development of future leaders. In performing its functions, the REPS sector draws its mandate from sections 3(c) and 3(d) of the UP Charter, which state that UP shall serve “as a research university in various fields of expertise and specialization by conducting basic and applied research and development, and promoting research in various colleges and universities, and contributing to the dissemination and application of knowledge” and shall lead “as a public service university by providing various forms of community, public, and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standards of excellence.”

The academic nature of REPS has been repeatedly affirmed. [[RA no. 9500; University of the Philippines v. Ferrer-Calleja, G.R. 96189, 14 July 1992; letter from Civil Service Commissioner Karina Constantino-David to UP President Francisco Nemenzo, 25 November 2003](#)]

1.1 The Board of Regents

The highest governing body in the UP System is the Board of Regents (BOR). As a means to widen participation in the governance process of the University in the spirit of collegiality, representation, accountability, transparency, and the active participation of its constituents, the REPS and the administrative staff are represented in the BOR by the Staff Regent, who is “chosen by them from their ranks in accordance with the rules and qualifications set by their duly recognized organizations” and shall serve for a term of two years. [[sec. 12, RA no. 9500](#)]

1.2 The UP President

Leadership in the University of the Philippines is vested in the President, UP's chief academic officer, head of the university faculty, and chief executive officer. She/he/they exercises powers that are provided in the UP Charter, those determined by the BOR, those which pertain to the office of the president of a university, and those which are related or necessary to its functions. [[sec. 14, RA no. 9500](#)]

1.3 The Vice President for Academic Affairs

The Vice President for Academic Affairs (VPAA) is charged with reviewing policies for academic personnel (faculty and REPS), learning and instructional advancement, research, developing academic standards, setting the direction of academic linkages, review of student programs and policies, and performing all other functions as assigned by the President of the University. [[1134th BOR meeting, 26 Aug. 1999](#)]

1.3.1 State of Governance Between UP REPS and OVPA

OVPAAs were created to be directly responsible to the UP President for providing substantive program inputs to System-wide planning, formulation of policies and standards, monitoring and review, and coordination of curricular, instructional, research, library, and extension programs of UP [EO no. 4, s. 1983, Office of the President, UP, 23 Mar. 1983]. As is such, it provides support to and direct involvement in the development and implementation of policies and programs for the REPS of UP.

1.3.2 The System REPS Welfare Council

To address the complex challenges faced by REPS in a systematic and effective manner in order to promote the advancement not only of the REPS but of the University as a whole, a REPS Welfare Council (RWC) is constituted in each constituent university (CU) and at the UP System level. [1340th BOR meeting, 3 Dec. 2018]

1.3.2.1 System RWC Functions

The System RWC shall serve the following functions:

- a) Review and recommend policies and programs to promote and protect the rights and welfare of the REPS across the UP System, in consonance with the vision, mission, and strategic thrusts of the University;
- b) Ensure the harmonization and standard implementation of REPS policies and guidelines in the different CUs;
- c) Organize an annual Systemwide REPS conference to discuss REPS issues and concerns, foster collegiality, and promote excellence and service to the nation

Members of the System RWC serve for a term of two years with a maximum of two consecutive terms. The System REPS Welfare Council also meets at least once every quarter. [1340th BOR meeting, 3 Dec. 2018]

1.3.2.1 System RWC Members

The System RWC is constituted by the UP President upon recommendation of the VPAA. The members of the Council are:

- a) The VPAA as chair;
- b) One representative of each of the eight CU RWCs elected from among themselves;
- c) Three members-at-large appointed by the President from the senior members of each of the three REPS sectors (i.e., researchers, extension personnel, and professional staff) in any of the CUs;
- d) One REPS representative of the All UP Academic Employees Union (AUPAEU) [1340th BOR meeting, 3 Dec. 2018]

1.4 The UP Diliman Chancellor

The administration of each CU is vested upon the Chancellor, insofar as she/he/they is authorized by the Board of Regents and the UP President. The Chancellor of each CU is elected by the BOR upon nomination by the UP President, following a consultation with the CU's constituents based on BOR-determined guidelines. [*sec. 18, RA no. 9500; sec. 11, Executive Order (EO) no. 4, Office of the UP President, 23 Mar. 1983; sec. 1, EO no. 5, Office of the UP President, 24 Mar. 1983; 1016th BOR meeting, 22 Sep. 1988*]

1.5 The UP Diliman Vice Chancellor for Research and Development

The Vice Chancellor for Research and Development assists the Chancellor in promoting and enhancing research and development (R&D) initiatives and activities in UP Diliman. The Office of the Vice Chancellor for Research and Development (OVCRD) facilitates the formulation of policies and guidelines on research and development; provides assistance in the generation of resources needed to support R&D thrusts; coordinates with offices, agencies, and institutions in the regular dissemination of information to the UPD research community; and assists UPD personnel in the protection, licensing, patenting and/or copyrighting of their work, as well as marketing of their publications. The OVCRD also has a reward and incentive system for publication, including commercial applications arising from R&D activities. [*sec. 3 .2.2.3, 2017 Faculty Manual of UP Diliman, citing 1132nd BOR meeting, 24 Jun. 1999; 2014 UP Diliman General Catalogue*]

OVCRD oversees the implementation and administration of policies pertaining to personnel and fellowship matters as well as overall welfare of UPD REPS.

1.5.1 State of Governance Between UPD REPS and OVCRD

In UP Diliman, the VCRD chairs the BOR-approved REPS bodies: the UPD RWC, the UPD REPS Personnel and Fellowship Committee (RPFC), and the REPS Development Fund (RDF) Committee [*1340th BOR meeting, 3 Dec. 2018*]. As is such, it provides support to and direct involvement in the development and implementation of policies and programs for UPD REPS.

1.5.2 OVCRD-managed Committees for REPS Matters

1.5.2.1 The UPD REPS Welfare Council

1.5.2.1.1 UPD RWC Composition

Since UP Diliman has at least 500 REPS positions, the composition of its RWC is as follows:

- a) Nine tenured REPS clustered as follows: three from each REPS sector (i.e., researchers, extension specialists, and professional staff) with one representing those with salary grades 10-16, another representing those with salary grades 18-20, and a third representing salary grades 22-24, selected through a general election by the REPS;
- b) the VCRD as chair;
- c) One REPS representative of the AUPAEU UPD chapter. [*1340th BOR meeting, 3 Dec. 2018*]

1.5.2.1.2 UPD RWC Functions

The UPD RWC shall serve the following functions:

- a) Review and recommend policies, rules, standards, and guidelines concerning appointment, renewal, retention, performance evaluation, promotion, tenure, and separation from service, as well as scholarships, fellowships, and other benefits for REPS;
- b) Recommend the establishment of programs promoting the welfare of REPS;
- c) Undertake regular consultations with the REPS on sectoral concerns (e.g., through annual general assemblies of REPS);
- d) Assist members of the REPS sector with regard to welfare issues; and
- e) Establish and maintain sectoral linkages for the mutually beneficial exchange of knowledge, experiences, and ideas.

The UPD RWC refers to the UP System RWC, and vice versa, when policies being reviewed or discussed have a systemwide implication. They may also conduct joint consultations and roundtable discussions for any policy review. [[1340th BOR meeting, 3 Dec. 2018](#)]

1.5.2.1.3 UPD RWC Qualifications

An elected member of the UPD REPS Welfare Council should have the following qualifications:

- a) She/he/they is occupying a plantilla item;
- b) She/he/they has at least five years of continuous active service;
- c) She/he/they must not have been found guilty of any administrative or criminal case;
- d) She/he/they must be willing and able to serve a full term;
- e) She/he/they must not be a member of more than two regular committees at the System and CU levels.

"Years in active service" shall include years of service on regular (i.e., occupying a plantilla item) but untenured (i.e., not permanent) status. The term of office of each member is two years. No member shall serve more than two consecutive terms. [[1340th BOR meeting, 3 Dec. 2018](#)]

1.5.2.1.4. Election Procedure for the RWC

REPS with a regular plantilla item on permanent or temporary status as well as REPS on contractual status (i.e., "UP contractual" and "non-UP contractual" or "nongovernment worker [NGW]") are qualified to vote or elect members of the RWC and from their sector.

The OVCRD shall provide the procedure for and oversee the election of the REPS members.¹ An election committee may be constituted upon recommendation of the VCRD for approval of the Chancellor.

If there is an insufficient number of qualified personnel to represent a salary grade cluster within a sector in the RWC, members may be elected from among the qualified personnel in the other two sectors. For example, if there is no qualified extension specialist, then the other REPS members may be elected from among qualified researchers or professional staff. [\[1340th BOR meeting, 3 Dec. 2018\]](#)

1.5.2.1.5 Administrative and Funding Support for the RWC

There shall be funding and administrative support for the RWC from the OVCRD.

1.5.2.2 REPS Personnel and Fellowship Committee

A REPS Personnel and Fellowship Committee shall be constituted at both the CU and unit levels [\[Memorandum FRN 19-037, "Constitution of the REPS Personnel and Fellowship Committee for each Diliman Unit," 15 Aug. 2019; see Annex no. 1.1\]](#).

1.5.2.2.1 RPFC Functions

The UPD RPFC shall review, evaluate, and endorse to the Chancellor recommendations from Unit RPFCs with regard to:

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

1.5.2.2.2 UPD RPFC Composition

In UP Diliman, the voting members of the RPFC shall consist of:

- a) Six tenured REPS with at least five years of continuous service—two from each REPS sector (i.e., researchers, extension specialists, and professional staff) with one representing those with salary grades 10-16 and the other representing those with salary grades 18-24, to be elected by members of the sector;

¹ The OVCRD will not only prepare the procedures but also provide resolution in case of any conflict or unforeseen circumstances. For example, it may decide that in case any of the elected officers of the RWC had been reclassified, had resigned, or had been separated from the University during their term, the nominee in the last election with the second most number of votes in the same category and salary grade level will be confirmed to the vacated position. If there are no other nominees for the position in the last election, there will be an election for the position.

- b) The VCRD as chair;
- c) An Assistant to the VCRD as vice chair, to be appointed by the Chancellor as recommended by the chair; and
- d) One REPS representative of the AUPAEU UPD chapter

The Director of the UPD Human Resources Development Office (HRDO) shall be a non-voting member of the RPFC. The RPFC is supported by a secretariat from OVCRD and HRDO.

The term of office of each REPS member is two years. No member shall serve more than two consecutive terms. [[1340th BOR meeting, 3 Dec. 2018](#)]

1.5.2.2.3 Election Procedure for the RPFC

The election of members of the RPFC shall follow the same procedure as the election of members of the RWC (see 1.5.1.1.4). [[1340th BOR meeting, 3 Dec. 2018](#)]

1.5.2.2.4 Administrative and Funding Support for the RPFC

There shall be funding and administrative support for the RPFC from the OVCRD.

1.5.2.3. The REPS Development Fund Committee

1.5.2.3.1 REPS Development Fund Committee Functions

The REPS Development Fund Committee shall manage the RDF, which is an annually allocated fund to provide financial support for REPS to:

- a) Attend and/or present papers/posters in local and international conferences;
- b) Attend seminars, workshops, and training courses and programs for professional development, including online training courses from reputable training providers; and
- c) Pursue graduate degrees relevant to their work as REPS.

The RDF Committee reviews and evaluates requests for funding, based on CU- and System-approved criteria and guidelines, for approval of the Chancellor.

The RDF is available to REPS with a permanent appointment, REPS with a temporary appointment, and REPS with UP contractual status with at least two years of service prior to her/his/their application for funding support under the RDF. There may be other eligibility requirements for specific grants

based on guidelines approved by the UP BOR for those grants. It is recommended to contact the OVCRD to find out more details about the RDF.²

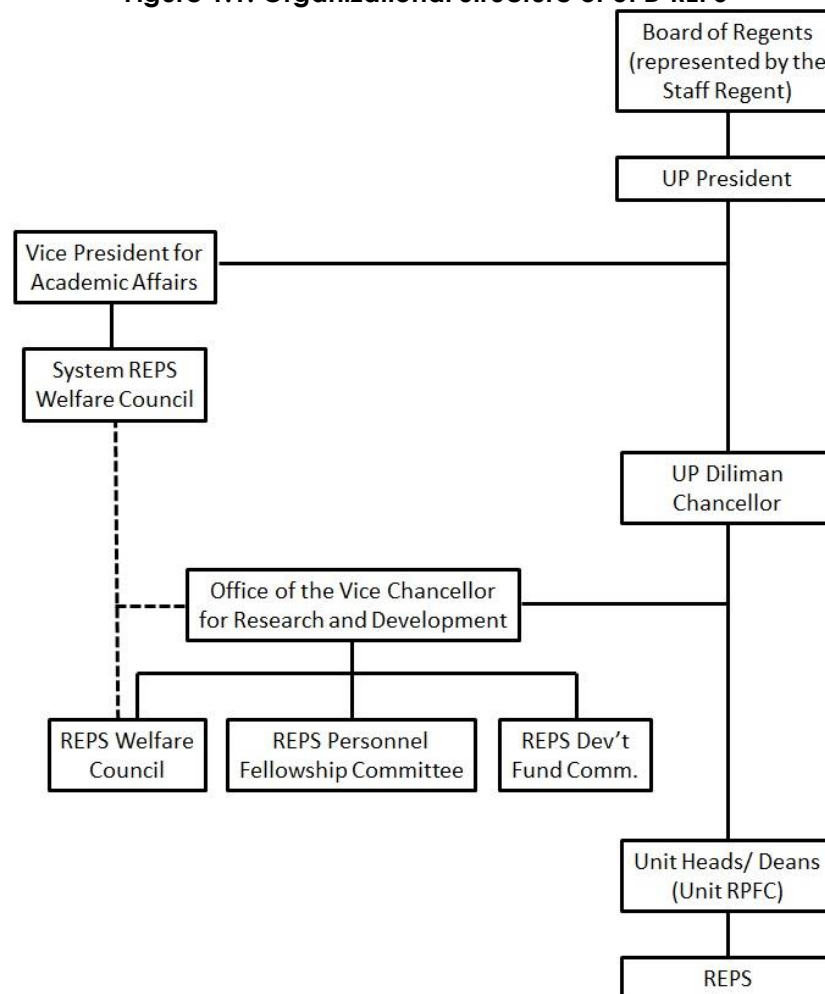
1.5.2.3.2 UPD RDF Committee Composition

The UPD RDF Committee is under the OVCRD. Its members are appointed for term of one year by the Chancellor.

1.6 The UP Diliman REPS

The REPS are members of the academic non-teaching staff of the University who are in research and extension offices/institutes of degree-granting and non-degree granting units, libraries, guidance and counselling offices, and administrative sections of the eight Constituent Universities and the UP System. The eight CUs are Baguio, Cebu, Diliman, Los Baños, Manila, Mindanao, Open University, and Visayas.

Figure 1.1. Organizational Structure of UPD REPS



² Insert of Approval of the guidelines set by OVCRD and RPFC

1.6.1 Classification of REPS and their Functions

1.6.1.1 As Academic Non-teaching Staff

REPS were formerly known as academic non-teaching staff (ANTS). ANTS was superseded by the term REPS in 1982, but REPS continued to be classified as academic staff. [754th meeting of the BOR, 20 Jan. 1967; 954th BOR meeting, 22 Oct. 1982; art. 116 and art. 117, 1984 Revised UP Code]

1.6.1.2 As Groups

The *Index of Occupational Services, Position, Titles and Salary Grades*, published by the Compensation and Classification Bureau of the Department of Budget and Management (DBM) in July 1997 classified the REPS together with the teaching staff under the Education, Library, Museum and Archival Services as follows:

- a) University Research Service Group
- b) University Extension Service Group
- c) Librarians
- d) Science Education Specialists
- e) Law Reform Service Group
- f) Law Education Service Group
- g) Development Management Group
- h) Guidance Service Group
- i) Museum Research Group

1.6.1.3 REPS Position Titles

The *Class Specification Manual* enumerates the official position titles, the definite responsibilities, as well as the promotion level under each group:

- a) University Research Associate I and II, University Researcher I to V
- b) University Extension Associate I and II, University Extension Specialist I to V
- c) Science Education Associate I and II, Science Education Specialist I to V
- d) Law Reform Associate I and II, Law Reform Specialist I to V
- e) Law Education Specialist I to V
- f) Development Management Officer I to V
- g) Museum Researcher I to V
- h) College Librarian I to V
- i) Guidance Services Associate I and II
- j) Guidance Services Specialist I to V

1.6.1.4. Functions of Groups

The functions of the different groups are as follows:

- a) The **University Research Service Group** is responsible for the preparation and evaluation of research proposals and instruments including the collection, compilation, analysis, and interpretation of results. It includes those who plan, direct, and execute these responsibilities toward the fulfillment of the research goals of UPD.

b) The **University Extension Service Group** focuses on the design and conduct of training and extension courses/programs as well as the preparation and dissemination of training and extension materials. It includes those who plan, direct, and execute these responsibilities toward the fulfillment of the extension and public service goals of UPD.

c) The **Library Group** catalogs and classifies books and indexes periodicals according to generally accepted systems; advises students and faculty on materials available for subjects under research; and conducts physical inventory of library stocks and records. It includes those who plan, direct, and execute these responsibilities toward the fulfillment of academic and research pursuits of UPD.

d) The **Science Education Specialist Group** are mainly involved in curriculum development and conceptualization of development projects in science and the evaluation of curriculum program materials. The group's work also includes the preparation and conduct of training programs or short-term courses on science and mathematics teaching. It includes those who plan, direct, and execute these responsibilities in support of academic and research advancement.

e) The **Law Reform Service Group** conducts legal studies and research concerned with law reform and development of proposals for legislation for administrative rule making for the improvement of the legal system. It includes those who plan, direct, and execute these responsibilities.

f) The **Law Education Service Group** designs, plans, and conducts various programs, seminars, as well as establishes linkages with other institutions for the teaching of elementary knowledge in law and the dissemination of legal studies and articles. It includes those who plan, direct, and execute these responsibilities.

g) The **Development Management Group** prepares initial drafts of policy studies and assists in formulating development plans and programs. The staff under this group monitors development projects and appraises recent issues and developments that have controversial policy repercussions. It also compiles information on specific projects assigned. It conducts studies and recommends policies and other measures on management, availability, and programming of (human) resources. This group renders technical assistance on policy/program formulation and organization management to specific offices/agencies.

h) The **Guidance Service Group** counsels students with unsatisfactory progress in schoolwork and finds workable solutions to their schoolwork-related problems; takes charge of the testing program of the college/institute; and conducts studies on student needs inventory, study habits, attitude inventory, and youth issues. It includes those who plan, direct, and execute these responsibilities in support of the student and employee service mandates of UPD.

i) The **Museum Research Group** collects, identifies, classifies, accessions, and catalogues botanical, zoological, anthropological, or paleontological specimens. The group's work also includes conducting research on such specialized fields of work, and the monitoring, preserving, and proper displaying of collections. It includes those who plan, direct, and execute these responsibilities.

It must be noted that the assistive functions of entry-level REPS are related to the responsibilities of the particular service group.³

In UP Diliman, most REPS are in the research cluster. Based on data from the UPD HRDO, as of 2020, 50 percent of UPD's REPS are researchers, 24 percent are extension workers, and 26 percent are professional staff. Annex no. 1.2 shows where these REPS are detailed.

The units with a significant number of REPS are the College of Science, College of Engineering, Natural Science Research Institute (NSRI), National Institute for Science and Mathematics Education Development (NISMED), National College for Public Administration and Governance (NCPAG), Law Center/College of Law, Institute for Small Scale Industries (ISSI), and the University Library. As of 2020, these units have 59 percent of the total REPS population of UP Diliman.

1.7 Salary Grade of REPS

The *Index of Occupational Services, Position, Titles and Salary Grades* shows that the salary grades of entry-level REPS differ per classification. The highest salary grade for each cluster is SG 24. The lower-level REPS can move up the ladder by meeting the requirements of and applying for a vacant post.

Table 1.1. Classification, Cluster, and Salary Grades of UPD REPS

REPS Classification/Occupation	Cluster	Salary Grade
Librarian I	Professional Staff	11
College Librarian I	Professional Staff	13
College Librarian II	Professional Staff	15
College Librarian III	Professional Staff	18
College Librarian IV	Professional Staff	22
College Librarian V	Professional Staff	24
Guidance Services Specialist II	Professional Staff	18
Guidance Services Specialist III	Professional Staff	20
Guidance Services Specialist IV	Professional Staff	22
Guidance Services Specialist V	Professional Staff	24
Development Management Officer III	Extension	18

³ It should also be mentioned that although the functions of the REPS are academic in nature, there are also REPS who perform administrative functions. This was indicated in the 1150th BOR meeting on 24 May 2001, when the guidelines for the "Sagad" Award were drawn up for UP personnel.

Development Management Officer IV	Extension	22
Law Education Specialist II	Extension	18
Law Education Specialist III	Extension	20
Law Education Specialist IV	Extension	22
Law Education Specialist V	Extension	24
Law Reform Associate II	Extension	14
Law Reform Specialist III	Extension	20
Law Reform Specialist IV	Extension	22
Law Reform Specialist V	Extension	24
Science Education Associate I	Extension	12
Science Education Associate II	Extension	14
Science Education Specialist I	Extension	16
Science Education Specialist II	Extension	18
Science Education Specialist III	Extension	20
Science Education Specialist IV	Extension	22
Science Education Specialist V	Extension	24
Science Research Assistant	Extension	9
University Extension Associate I	Extension	12
University Extension Associate II	Extension	14
University Extension Specialist I	Extension	16
University Extension Specialist II	Extension	18
University Extension Specialist III	Extension	20
University Extension Specialist IV	Extension	22
University Extension Specialist V	Extension	24
Museum Researcher I	Research	10
Museum Researcher II	Research	14
University Research Associate I	Research	12
University Research Associate II	Research	14

University Researcher I	Research	16
University Researcher II	Research	18
University Researcher III	Research	20
University Researcher IV	Research	22
University Researcher V	Research	24

**CHAPTER II:
UPD REPS APPOINTMENT, PROMOTION, TENURE, AND SEPARATION FROM SERVICE**

2.0 General Guidelines

a) The State shall ensure and promote the Constitutional mandate that appointments in the Civil Service shall be made only according to merit and fitness. [*Based on sec. 1, General Provision, Book V, EO no. 292 (The Revised Administrative Code of 1987); sec. 1, 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised 2018) Re: Amendments and Additional Provisions to Civil Service Commission [CSC] Resolution No. 1701009*]

b) Merit and fitness shall be determined by qualification standards and competencies comprised of but not limited to eligibility (for professionals with licensure examinations, e.g., librarians, chemists, lawyers) education, experience, and training. [*Competency-Based Recruitment and Qualification Standards (CBRQS), available at <http://www.csc.gov.ph/2014-02-21-08-16-56>*].

c) The qualification standards of REPS positions in the University of the Philippines are listed in the document "Qualification Standards: University of the Philippines Research Extension, and Professional Staff" dated 2 July 1992 (please see Annex no. 2.1)

d) When two or more applicants meet the minimum requirements for the position, objective criteria must be set to determine who is the most fit and meritorious among all the applicants to ensure that the exercise of management discretion is not abused. [*CSC Resolution no. 90-417, s. 1990*] Units may add additional requirements/criteria, in keeping with the above-mentioned principles, in their evaluations for permanency/tenure.

e) REPS shall be exempt from any civil service examination or regulation as a requisite to appointment. [*sec. 20, RA no. 9500*]

f) No discrimination shall be exercised, threatened, or promised against or in favor of any person examined or to be examined or employed by reason of her/his/their political or religious opinions or affiliations, sex, sexual orientation, gender identity, civil status, age, disability, or ethnicity. [*sec. 134, 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised 2018) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009*]

g) It is UP policy to discourage nepotism in appointments to the academic and administrative staff of the University except in cases where the interests of the University require otherwise and the BOR so decides. The policy shall be observed and applied within the individual units of the University, e.g., the colleges and schools. [*Art. 163, System Code, amended at the 754th BOR meeting, 20 Jan. 1967*]

h) No person shall be eligible for appointment or reinstatement as a regular member of the REPS during the term for which she/he/they has been elected to any political office. [*sec. 2, Rule XIII, CSC Memorandum Circular (MC) no. 40, s. 1998, 14 Dec. 1998*]

- i) A person who lost in an election, except barangay election, shall not be eligible for appointment or reemployment to any office in the government or any government-owned or controlled corporation within one year following such election. [[sec. 120, 2017 Omnibus Rules on Appointments and Other Human Resource Actions \(Revised 2018\) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009](#)]
- j) An employee who resigned from the government service during the three-month period before any election to promote the candidacy of another shall not be reemployed during the six-month period following such election. [[sec. 122, 2017 Omnibus Rules on Appointments and Other Human Resource Actions \(Revised 2018\) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009](#)]
- k) The Board of Regents shall upon the recommendation of the President, appoint personnel of the University unless the power to appoint is duly delegated to some other authority. [[art. 341, 1984 Revised UP Code of UP](#)]
- l) Personnel committees, created in accordance with such rules and regulations as the President may prescribe, shall initiate the process of making recommendations for appointment and promotion of university personnel. [[art. 342, 1984 Revised UP Code](#)]
- m) Any action denoting the movement or progress of human resources in the civil service—such as promotion, transfer, reappointment, reinstatement, reemployment, reclassification, detail, reassignment, secondment, demotion and separation—shall be known as human resource action. [[sec. 3, 2017 Omnibus Rules on Appointments and Other Human Resource Actions \(Revised 2018\) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009](#)].
- n) The union representatives assigned by the All UP Academic Employees' Union actively participates in any human resource action. [[sec. 13, Article III, Collective Negotiation Agreement \(CNA\) between the University and All UP Academic Employees Union, 2021-2026](#)]
- o) The number of years in UP working experience must be given importance in the hiring matrix, to give higher employment opportunities for UP contractuels and non-UP contractuels.
- p) Unit RPFCS, particularly those with highly technical plantilla items are enabled to formulate their own operations manual for appointments, tenure, and promotion.

2.1 Appointments

2.1.1 Status of Appointment

2.1.1.1 Permanent Appointment

A permanent appointment shall be issued to a person who meets all the requirements for the position to which she/he/they is being appointed/promoted, including the appropriate eligibility prescribed, in accordance with the provisions

of law, rules and standards promulgated in pursuance thereof [*sec. 27-1, Chapter 4, Book V, EO no. 292 (The Revised Administrative Code of 1987)*].

- a) Appointment of personnel with original appointment (appointment issued at initial entry to service at UP Diliman) shall undergo a probationary period for a thorough assessment of her/his/their performance and character.
- b) Appointment of personnel reclassified from administrative staff to REPS or from faculty to REPS shall be probationary for the first six months of service as REPS. [*sec. 122, 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised 2018) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009*]
- c) The above-mentioned policies will not apply to the Librarian I and Librarian II positions. Personnel promoted from Librarian I/II (which are categorized as administrative positions) to College Librarian (REPS category) position will not go through a probationary period. [*1323rd BOR meeting, 16 Dec. 2016*]
- d) REPS holding permanent status in the previous CU/UP Diliman unit may be appointed with permanent status in another UP Diliman unit, upon recommendation by the new unit and endorsement by the APFC/RPFC. This movement is without break in service and with issuance of appointment 1) from another government agency/another UP constituent university to UP Diliman; or 2) from one UP Diliman unit to another. [*OC-approved APFC recommendation to standardize the hiring process of REPS on plantilla items FRN-17-124*]
- e) Permanent REPS who will be reclassified to faculty shall lose their permanent status, unless they comply with the faculty rule on tenure. [*1194th BOR meeting, 21 Mar 2005*]
- f) The grant of permanent status shall be by reappointment from temporary (probationary) to permanent. [*OC-approved APFC recommendation to standardize the hiring process of REPS on plantilla items FRN-17-124*]

2.1.1.2 Temporary (Probationary) Appointment

REPS with temporary appointments (synonymous with probationary appointment, not temporary appointment as defined in sec. 16 of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions) but who occupy plantilla items shall be granted permanent status with the following conditions:

- a) Upon six months of meritorious service in accordance with appropriate laws and regulations pertaining to government service [*sec. 2, Art. IV of the CNA between the University and All UP Academic Employees Union, 2015-2020*]

"Meritorious service" is defined as service with a performance rating of "Very Satisfactory" or better. Preliminary evaluation of the employee's performance after three months of service may be used as a basis to recommend the grant of permanent status after the probation period or other appropriate course of action.

- b) REPS with temporary status shall not be granted permanency if she/he/they are found to have unsatisfactory conduct or want of capacity before the end of the second performance review or the sixth month, or depending on the duration of the probationary period as required by the position performance rating during the rating period/s being considered despite “developmental intervention” provided by the immediate supervisor. [[sec. 16, 2017 Omnibus Rules on Appointments and Other Human Resource Actions \(Revised 2018\) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009](#)]

2.1.1.3 Substitute Appointment

A substitute appointment is one issued when the regular incumbent of a position is temporarily unable to perform the duties of the position, as when the incumbent is on an approved leave of absence, under suspension, on a scholarship grant, or is on secondment. This is effective only until the return of the incumbent. A substitute appointment is allowed only if the leave of absence of the incumbent is at least three months, except in the case of teachers. [[sec. 9\(c\), 2017 Omnibus Rules on Appointments and Other Human Resource Actions \(Revised 2018\) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009](#)]

2.1.1.4 Contractual Appointment

A contractual appointment is one issued to a person whose employment in the government is in accordance with a special contract to undertake local or foreign-based projects or a specific work or job requiring special or technical skills not available in the employing agency, to be accomplished within a specific period. This includes appointments to positions that are co-existent with the duration of a particular project based on the agency's staffing pattern as approved by the DBM or the Government Commission for Government-Owned and Controlled Corporations. The inclusive period of the contractual appointment shall be indicated on the face of the appointment for purposes of crediting services.

Contractual appointments are limited to one year, but may be renewed every year, based on performance, until the completion of the project or specific work. However, if the performance of the appointee is below satisfactory or where the funds have become insufficient or unavailable, the appointing officer/authority may terminate the services of, or replace, the appointee after giving the latter a notice at least thirty days prior to the date of termination of appointment. [[sec. 9\(f\), 2017 Omnibus Rules on Appointments and Other Human Resource Actions \(Revised 2018\) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009](#)]

The duration of REPS appointments to positions funded out of MOOE, savings, and lump sum allotments in the University budget shall not exceed one year per appointment issued. A permanent appointment may only be issued to a REPS whose salary is charged to a lump sum allotment if she/he/they are able to successfully apply for and be given a temporary appointment to a plantilla position; lump sum-funded positions cannot be converted to plantilla items.

2.1.1.4 Non-UP Contractual Appointment

Part of the University's work force are workers under contract of service, i.e., contracts entered by government agencies on both individual and institutional basis. Workers under contract of service are not covered by Civil Service law, rules, and regulations; and services rendered thereunder are not considered as government service.

Workers hired through institutional contract of service shall remain employees of the contractor or service provider.

The contractor or service provider shall be responsible for providing the workers with compensation and benefits mandated by law in addition to the direct compensation as payment for their services.

Hiring of contractual personnel may be considered for projects and activities that are temporary in nature, subject to approval of the oversight agencies concerned and to existing budgeting and accounting rules and regulations. [[CSC MC No. 40, s. 1998; sec. 11.3, CSC DBM JC No. 1 s. 2017](#)]

2.1.2 Nature of Appointment and Personnel Action [[sec. 11, 2017 Omnibus Rules on Appointments and Other Human Resource Actions \(Revised 2018\) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009](#)]

2.1.2.1 Original - the initial entry into the career or non-career service.

2.1.2.2 Promotion - the advancement of a career employee from one position to another with an increase of duties and responsibilities as authorized by law, and usually accompanied by an increase in salary. Promotion may be from one department to another or from one organization to another within the same department or agency. Provided, however, that any upward movement from the non-career service to the career service and vice versa shall not be considered as a promotion or reappointment.

2.1.2.3 Transfer - the movement of an employee from one position to another which is of equivalent rank, level of salary without gap in the service involving the issuance of an appointment. The transfer may be from one organizational unit to another in the same department or agency or from one department or agency to another. Provided, however, that any movement from the non-career service to the career service and vice versa shall not be considered as a transfer but reappointment.

2.1.2.4 Re-employment - the appointment of a person who has been previously appointed to a position in the government service but was separated therefrom as a result of reduction in force, reorganization, retirement, voluntary resignation, or any non-disciplinary action such as dropping from the rolls and other modes of separation. Reemployment presupposes a gap in the service.

2.1.2.5 Reappointment - the issuance of an appointment as a result of reorganization, devolution, salary standardization, re-nationalization, recategorization, rationalization or similar events.

2.1.2.6 Reinstatement (To a Comparable Position) - the restoration of a person, as a result of a decision, to a career position from which she/he/they has, through no delinquency or misconduct, been separated but subject position is already

abolished, requiring the issuance of an appointment to a comparable position to a separated employee.

2.1.2.7 Reclassification - a form of staffing modification and/or position classification action which is applied only when there is a substantial change in the regular duties and responsibilities of the position. This may result in a change in any or all of the position attributes: position title, level, and/or salary grade. It generally involves a change in the position title and may be accompanied by the upward or downward change in salary. Reclassification is the generic term for changes in staff/position classification which includes upgrading, downgrading and recategorization.

2.1.2.8 Reassignment - movement of an employee across the organizational structure within the same department or agency, which does not involve a reduction in rank, status or salary.

2.1.2.9 Detail - temporary movement of an employee from one department or agency to another which does not involve a reduction in rank, status or salary.

2.1.2.10 Additional Assignment - A qualified REPS with requisite qualifications may be extended appointment as affiliate member of the regular faculty or other positions in the university (e.g., Special Disbursement Officer, Head of Unit), subject to such conditions and with such as the Rules of the University may prescribe. [[art. 493-495, Chapter 2, Title 3, 1984 Revised Code of UP](#)]

2.1.2.11 Conferment - This refers to the inclusion of a REPS in the Scientific Career System under the Department of Science and Technology (DOST) and the CSC (see section 2.3.3 of this Manual).

2.1.3 Process of Hiring, Evaluation, and Appointments

The process of recruitment, selection, and placement for original and promotion appointments of administrative and REPS personnel shall be subject to advisories of the UP Diliman HRDO, the latest of which, HRDO Advisory 0522022, is included here as Annex no. 2.2.

2.1.3.1 Authority to Fill/Authority to Hire

For filling up vacant plantilla items or contractual positions, authorization from the UP President is required [[AO 4, s. 1989: Request for Authority to Fill/Hire](#)]. For plantilla items vacated due to promotion and/or transfer within UP Diliman, the authorization is granted by the Chancellor.

Regarding the system of requesting and documentary requirements for authority to fill (ATF) for plantilla items or authority to hire (ATH) for a contractual position, the duration of validity of ATFs and ATHs, and other ATF/ATH details, please see Annex no. 2.2.

2.1.3.2 Posting of Vacant REPS Positions

CSC publication is not required for REPS position, as per RA no. 9500. Filling up a contractual position does not need a CSC publication. [[sec. 24, Rule VII, CSC MC 14, s. 2018 \(Omnibus Rules on Appointment and Other Human Resource Actions\)](#)]

In coordination with the unit, the HRDO will post REPS vacancies on the HRDO website and other platforms of information dissemination within one week upon receipt of the approved ATF/ATH.

Unless there is a request by the unit to post for a specified number of days between ten days and thirty days (minimum period of posting of job vacancy is ten calendar days), HRDO will post the bulletin of vacant position for a period of fifteen calendar days. HRDO subsequently notifies the unit that the bulletin of the vacant position is already posted on the HRDO website. The job vacancy posting provides the details of the vacancy, including the deadline for application, job description/duties and responsibilities, minimum qualification standards, eligibility requirements, required competencies for the position, and a list of required documents.

The unit is requested to download the bulletin of vacant position for posting on their bulletin boards, their official website, their official Facebook/other social media pages for wider dissemination of the vacancy, and to attract more applicants.

If there is no applicant or no qualified applicants, the HRDO will automatically repost the vacant item. [[HRDO Advisory 05022022](#)] See Annex 2.2 for other related rules and regulations regarding posting of REPS items.

2.1.3.3 HRDO Evaluation of Applicants and Referral of Qualified Applicants to the Units

After the application deadline, the HRDO Recruitment and Selection Section evaluates all submitted applications to determine if the applicants are qualified based on the required minimum qualification standards solely using the applicants' submitted credentials. The list of all applicants, both qualified and not qualified, as evaluated by the HRDO Recruitment and Selection Section, will be released to the unit within fifteen days after the deadline for application. [[HRDO Advisory 05022022](#)]

2.1.3.4 Unit RPFC and University RPFC Deliberations

In selecting the top-ranked applicants, the Unit RPFC shall accomplish an evaluation matrix of scores, conduct examinations and interviews, accomplish assessment forms, do background checks, and/or any other process prescribed by the latest guidelines from the UPD HRDO (see Annex 2.2). Unit RPFCs need not use the UP merit selection plan for administrative staff for evaluation/scoring.

2.1.3.5 Unit Submission of Recommendation

Currently, the submission of recommendations is through the Basic Paper (BP) Module of the Personnel Unified Systems Outlook (PUSO). Please see Annex 2.2 for the submission process and the list of attachments. The RPFC functions as an assistorial body only; the final decision for selection is with the appointing authority

[[sec. 85, CSC MC No. 14, s. 2018](#)]. The appointing authority is the Chancellor of UP Diliman, but he has delegated his authority to the following vice-chancellor for the following positions:

- Vice Chancellor for Administration for administrative positions below SG 18;
- Vice Chancellor for Research and Development for REPS positions below SG 18

All contractual appointments are signed by the Chancellor. [[HRDO Advisory 05022022](#)]

2.1.3.6 Appointment Processing

Once the UPD RPFC endorses the recommended applicant, and the appointing authority approves the appointment, the HRDO will coordinate with the unit and provide the complete list of documentary requirements needed for the issuance of the appointment. The effectivity date of the appointment shall take effect only after the appointing authority has approved the recommendation.

Once the appointment is signed, the appointee will be advised by the HRDO through the unit administrative officer to submit the original copies of the oath of office (CS Form No. 32, Revised 2018) and certificate of assumption to duty (CS Form No. 4, Revised 2018) and other requirements needed for the processing of first salary. [[HRDO Advisory 05022022](#)]

2.1.3.7 Transfers

The following must be submitted by transferees from other government agencies:

- a) Approved transfer from former office/agency
- b) Clearance from former office
- c) Certification of leave credits from former office
- d) Certification of premium deduction
- e) Service record

2.1.3.8 Table of Documentary Requirements

See Annex no. 2.3 for the table of documentary requirements for appointments in UP Diliman, based on the OVCA Operations Manual, booklet 5.

2.1.3.9 Flowchart

See Annex no. 2.4 for the current flowchart of the appointment process via PUSO.

2.1.3.10 Requirements for Payment of First Salary

- a) Bank account number to deposit salary (Land Bank of the Philippines or other designated bank/s by the University);
- b) Fully accomplished tax identification number (TIN);
- c) BIR form no. 2305/2316;
- d) GSIS membership form (downloadable at www.gsis.gov.ph);

- e) PAG-IBIG membership form (downloadable at www.pagibigfund.com.ph);
- f) Philippine Health membership form (downloadable at www.philhealth.gov.ph);

Failure to submit requirements will delay the issuance of appointment papers and salary.

2.1.3.11 Policies on Effectivity of Appointments

An appointment issued in accordance with Civil Service law, rules and regulations shall take effect immediately after the appointing authority has issued the appointment and the appointee has assumed the position.

- a) An appointment cannot take effect earlier than the date of issuance, except in the case of change of status of appointment in view of acquisition of civil service eligibility which can be reckoned on the date of issuance of the certificate. Said date shall serve as the date of effectivity of a COS appointment.
- b) Renewal of temporary appointment is reckoned on the date of issuance and not on the date of assumption to duty of the appointee.
- c) An official or employee shall not be made to assume position without furnishing her/him/them the copy of the appointment. The employee shall acknowledge receipt of appointment by signing on the acknowledgment portion at the back of the appointment form. [*sec. 17, 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised 2018) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009*]
- d) Services rendered by the person made to assume office without being furnished the appointment issued by the appointing authority shall not be recognized by the CSC and shall not be the personal liability of the person who made him/her assume office.
- e) The appointment of officials or employees who are on official leave of absence training or scholarship grant, shall be effective upon assumption or upon return from official leave of absence, scholarship, or training. [*sec. 17, 2017 Omnibus Rules on Appointments and Other Human Resource Actions (Revised 2018) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009*]

2.2 Performance Evaluation

In order to develop and retain a body of competent REPS with high morale, the University shall maintain a sound and equitable system of evaluation. This is aimed to motivate the UP personnel to continuously strive to attain academic excellence in support of the University's mission as the national university. [*Memorandum No. PDLc 20-12, 3 Aug. 2020*]

All REPS undergo a twice-a-year evaluation of individual performance as a basis for promotion and merit increase and other performance-based awards and incentives. The form to be used in the evaluation is the UP REPS Performance Evaluation System (PES)

Following a well-defined vision and mission of the organization, long-term and short-term goals are set. These provide the structure and flow of the organization as well as the specific duties and responsibilities of each individual member.

Each unit is expected to define the levels of performance, vis-à-vis its objectives, as well as the standards that will be equivalent to ratings of 4-3-2-1. The work standards must be determined by the unit at the very start before the ratings are given. The "unit" in this case may refer to the college, institute, center, department, etc. where the REPS may be affiliated with. The unit head is expected to distribute the workload equitably and/or reasonably. [1992nd BOR meeting, 27 Jan. 2005; Approval of the UP SPMS by the CSC, 27 Nov. 2014]

2.2.1 PES Instrument

The instrument consists of Part I (Workload), Part II (Critical Factors) and a provision for Part III (Intervening Task/Workload). The ratio distribution is 80:20 for Part I and Part II, respectively, to reflect greater emphasis on an output-based performance evaluation for REPS.

The maximum point (average point) a REPS can receive is 4.5 per rating period.

The PES can be either in manual or electronic format. Each unit can decide which format to adopt. [1992nd BOR meeting, 27 Jan. 2005]

2.2.1.1 Part I: Workload

The REPS are expected to do any one or a combination of the following performance measures: Research (R), Extension (E) and Professional Services (PS). The instrument designed is flexible enough to recognize the differences in the kinds of work that the REPS undertake in the different units and CUs of the UP System. However, the total workload should be 100 percent.

Figure 2.1. The REPS Performance Evaluation System: Performance Measures

	Performance Measures	Range	Workload	Performance Measure Rating (PMR)	Weighted Score
Part I = 80%	(R)esearch	50-100%			
	(E) xtension				
	(P)rofessional (S)ervices				
	(I)nstruction	0-25%			
	No. Of Units				
	No. of Advisees				
	(AD)ministrative	0-49%			
			0%	Total Weighted Score (TWS)	0.000
	(TWS X 0.8) TOTAL Part I				0.000

If other performance measures are applicable to some REPS, such as Instruction (I) and Administrative Duties (AD), minimum and maximum target limits are set for each performance measure. For example, for UEA and UES, the limits are 0-25 percent for Instruction and 0-49 percent for administrative duties. The REPS' workload for administrative duties should not exceed the workload for Research, Extension, and Professional Services. This is to maximize the potential functions of the REPS in the performance of their duties and responsibilities. [[1992nd BOR meeting, 27 Jan. 2005](#)]

2.2.1.2 Part II: Critical Factors

Part II is for the evaluation of a REPS's attitude/behavior related to work. The supervisor's rating (60 percent) and the REPS self-rating (40 percent) will be accomplished in separate sheets to avoid bias when accomplishing Part II. The head of the unit's APC will assign a staff who will compute the score. The head of the unit must ensure the accuracy of computation of ratings and the assigned staff should practice the provisions of the Data Privacy Act. [[1992nd BOR meeting, 27 Jan. 2005](#); [RA no. 10173](#)]

Figure 2.2. The REPS Performance Evaluation System: Critical Factors

PART II. CRITICAL FACTORS – 20%
Initiative – ability to plan ahead and/or develop creative ways of dealing with work concerns
Human/Public Relations – Habits, character, conduct
Attendance – Number of absences incurred (exclusive of 7.5 days vacation and mandatory leave per rating period)
Punctuality (Attendance) – Arrival in the office or where the employee's presence is expected as agreed by the Supervisor and REPS
Punctuality (Work Output) – Submission of work and work-related output or timely delivery of services (barring unforeseen events)
Ethical Behavior – Conduct expected of the position
Commitment – Dedication to the cause of the organization and concern for the welfare of the beneficiaries of one's services
Judgment – Ability to grasp the significance of a situation and make sound decisions

Part II = 20%	CRITICAL FACTORS (CF)	SCORE
	Total Weighted Score (TWS)	
	(TWS x 0.2) TOTAL Part II	0.0000

2.2.1.3 Part III: Intervening Tasks

If after the identification of targets, a REPS is assigned additional tasks, like membership in a College or University Committee, these should be considered intervening tasks. An intervening task is not part of the regular duties of the REPS. It should not exceed twenty-two working days or 176 working hours, otherwise the task becomes a regular function/workload. If a REPS is assigned additional tasks exceeding twenty-two working days or 176 working hours, appropriate revisions should be made in the performance targets/workload for the period covered. The unit should determine which will form part of the intervening tasks [*sec. 4.2.2, Performance Evaluation System for the REPS of the UP System, approved during the 1992nd BOR meeting, 27 Jan. 2005*]. Intervening tasks and overload work assigned to REPS if any, are reflected in part III of the PES form. [*1992nd BOR meeting, 27 Jan. 2005*]

Figure 2.3. The REPS Performance Evaluation System: Intervening Tasks

Part III	INTERVENING TASKS (IT), if applicable						
	TOTAL PES SCORE (I + II + III)						0.0000
	Adjectival Rating						#N/A

Figure 2.4. Summary of Intervening Tasks

UNIVERSITY OF THE PHILIPPINES Human Resources Development Office	COMPONENTS OF RATING		
	COMPONENT	IT WEIGHT	RATING CONDITION
	3. The P of IT is duly considered only if this is done over and above the planned targets	Maximum of 0.5 additional point for an aggregate 176 hours.	a. Tasks is not within the regular functions of the employee or the work program/ performance contract of their divisions or units; b. There is urgency in the completion of the intervening task which has an impact on the organizational unit concerned; c. Non-compliance/ performance of the intervening task will unduly prejudice the service; and d. Employees' planned targets were all accomplished and rated at least satisfactory.

A standard point system for rating intervening tasks has to be established by each unit (an example is provided in Annex no 2.5).

2.2.1.4 Rating

The performance evaluation/rating has to be discussed between the rater (immediate supervisor) and the ratee (REPS) as signified in the form.

Figure 2.5. Space to Indicate Discussion and Concurrence of Evaluation for REPS and Supervisors, REPS PES Form

Areas for Improvement					
The above rating has been discussed with me by my immediate supervisor on (mm/dd/yy). Areas for improvement have been mutually agreed upon and I fully commit myself					
		Confirmed by:		Attested by:	
		IMMEDIATE SUPERVISOR		HEAD OF UNIT	
REPS Signature		(Printed name/Signature)		(Printed name/Signature)	
Date:		Date:		Date:	

Regarding the process of contesting one's ratings, see Chapter 4, sec. 6.

2.2.1 Performance Evaluation of Personnel on Detail

The performance of personnel on detail to another agency for three months or more shall be rated by the authorities concerned in the receiving agency. The average performance rating of the detailed personnel shall be considered in the ranking of qualified personnel in either the receiving or the mother agency where the detailee served for a longer period within a given year. [sec. 5.4, *CSC-DBM Joint Circular (JC) no. 1, s, 2012*]

For personnel assigned to more than one section/division on a part-time basis, a performance evaluation will be prepared for each section/division. The average performance rating of the detailed personnel shall be computed.

2.3 Promotion

Promotion is the advancement of a career employee from a one position to another position involving an increase in duties and responsibilities, as authorized by law, and usually accompanied by an increase in salary. Promotion may be from one department or agency to another or from one organizational unit to another within the same

department or agency. [[sec. 11, 2017 Omnibus Rules on Appointments and Other Human Resource Actions \(Revised 2018\) Re: Amendments and Additional Provisions to CSC Resolution No. 1701009](#)]

The University grants merit and promotional increases to deserving employees based on their performance rating. A promotion is the highest form of recognition of merit. [[UP Manila Basic Administrative Manual, p.15](#)]

Regarding promotions criteria, REPS promotions shall be based on research competence and productivity, artistic and creative work, extension service, contribution to the field of specialization, dedication to service, and moral and intellectual integrity.

Since the UP System RWC is still in the process of harmonizing the promotion guidelines across CUs, each CU will utilize its own existing promotions procedures in evaluating and ranking the meritorious performances of its REPS. [[Memorandum no. PDLC 20-14, 29 Sep. 2020](#)]

2.3.1 Vertical Promotion

The merit promotion of REPS occupying regular items (with permanent or temporary appointment) shall be based on the need and/or the rationalized staffing pattern of a unit and shall be granted to those who qualify, subject to applicable rule and regulations as set by the CSC, RA no. 9500, and the merit selection requirements of UP.

REPS vertical promotion occurs when there are vacant items due to resignation, retirement, or the passing of an incumbent. The item will be open to all qualified, who will apply and compete. [[Research, Extension and Professional Staff \(REPS\) Processing of Appointments and Other Personnel Actions, 31 Aug. 2021 presentation of HRDO Appointments Section](#)].

REPS may also be automatically promoted by receiving a Lingkod Bayan award (a national-level honor). A Lingkod Bayan awardee is automatically promoted to the next higher position suitable to her/his/their next higher position or, if there is none vacant, said position shall be included in the next budget of the office, except when the creation of a new position would result in distortion in the organizational structure of the department/office/agency. Where there is no next higher position immediately available, a salary increase equivalent to the next higher position shall be given and incorporated in the basic pay. When a new position is created, that which is vacated shall be deemed abolished. [[EO no. 508, s. 1993, Office of the President of the Philippines, 31 Mar. 1993](#)].

In connection with UP's commitment to provide concrete support to promote the professional growth and wellbeing of REPS. [[sec. 2, Art. XIII, CAN between UP and AUPAEU, 2021-2026](#)] UP needs to study ways on how to invoke the nature of REPS as an academic sector in providing for slack items for vertical promotion.

In the 1083rd meeting of the Board of Regents on 26 January 1995, the Board approved the guidelines for determining the rank and salary grade of REPS upon obtaining PhD degree, or its equivalent, in a relevant field of specialization, provided that the existing rule regarding the automatic promotion of those who had already attained the rank of Associate Professor at the time they started their fellowship or a study for a Ph.D. shall be reviewed. The automatic promotion described in the

approved guidelines only applies to those who are included in the core staffing pattern of the unit concerned. This BOR decision has not been formally overturned.

2.3.2 Horizontal Promotion

Step increment is the recognition granted for meritorious performance based on a performance management system that is approved by the CSC, allowing the employee to progress from Step 1 to Step 8 of the salary grade allocation of her/his/their position.

The step increase(s) of REPS occupying regular items (with permanent or temporary appointment) shall be granted to those who qualify, subject to applicable rules and regulations as set by the CSC, RA no. 9500, and the merit selection requirements of the University.

The maximum number of employees that may be granted step increment/s due to meritorious performance in any given year shall be determined by the UP System. [[Memorandum no. PDLCL 20-14, 29 Sep. 2020; CSC-DBM JC no. 1, s. 2012](#)]

2.3.3 Scientific Career System

The DOST-CSC Scientific Career System (SCS) is a system of recruitment, career progression, recognition and reward of scientists in the public service as a means of developing a pool of highly qualified and productive scientific personnel. It is a career path available to UP REPS. Successful SCS applicants are conferred the rank of Scientist. There are five Scientist ranks, with the following salary grades: Scientist I – SG 26; Scientist II, SG 27; Scientist III, SG 28, Scientist IV, SG 29; and Scientist V, SG 30. To be eligible, applicants should have at least a master's degree in the appropriate field and ten years of productive scholarship and professional R&D work beyond the master's degree or a doctoral degree and ten consecutive years of productive scholarship and professional R&D work preceding the date of application for admission. [[Merit System for the Scientific Career System, CY 2011](#)] Visit the OVPAA website for more details on the SCS.

2.4 Separation from Service

2.4.1 Termination of Service

Appointment of REPS for a specified period shall terminate on the date specified, unless previous written notification of renewal is made. [[art. 501, Revised UP Code](#)]

As government employees, REPS are governed by the CSC Rules on Administrative Cases in the Civil Service (RACCS) the latest of which is contained in CSC Resolution No. 1701077, promulgated on 3 July 2017 (the revised RACCS, or RRACCS). Penalties for offenses range from reprimand or suspension, or for grave offenses, it can be either of the following that is deemed as termination of service in the University:

- a) Drop from the Rolls
- b) Dismissal
- c) Dismissal and Perpetual Disqualification from Public Service

Depending on the final decision made about the case, with its legal implications and corresponding conditions, the terminated individual may or may not be able to receive separation benefits (e.g., contributions with Government Service Insurance System [GSIS] or UP Provident Fund)

Due process has to be followed for filing of administrative cases. This has to be ensured by the All UP Academic Employees' Union. An employee who may want to complain about this process may contact the grievance committee of AUPAEU.

Remedies for administrative cases such as settlement, appeal, and motion for reconsideration are outlined in the 2017 RRACCS.

2.4.2 Termination of Project

Termination of a project shall result in the end of temporary appointment of REPS in the project. [[art. 502, Revised UP Code](#)]

Project-based employees have no employer-employee relationship, and as such are not entitled to receiving any separation benefits.

2.4.3 Resignation

An employee who wishes to resign from the University for one reason or another should submit to his immediate superior a written notice at least 30 days before the date of the intended resignation. Each resigning employee shall fill up an exit interview form. Also, she/he/they should apply for clearance prior to the date of his/her resignation at the unit level.

An employee shall not be issued a University clearance in the event she/he/they is found to have unsettled and/or outstanding property or money accountabilities with the University. When such clearance has been issued, the employee who occupied a regular plantilla position shall receive back his or her contributions with GSIS and UP Provident Fund (if applicable).

2.4.4 Retirement

2.4.4.1 Types of Retirement

- a) Mandatory - Under RA no. 660, PD 1146, and RA no. 8291 (sec. 13b), retirement shall be compulsory for an employee of sixty-five years of age with at least fifteen years of service

If the employee has less than fifteen years of service, she/he/they may be allowed to continue in the service in accordance with existing civil service rules and regulations. According to CSC Resolution No. 2000002, promulgated on 3 January 2020, the provisions of section 129, Rule XII of the 2017 Omnibus Rules on Appointments and Other Human Resource Actions (ORA-OHRA) will be followed, allowing the extension of service to a maximum period of two years for one who will complete the fifteen years of service.

b) Optional - Under RA no. 8291 (sec. 13-A), GSIS retirement benefits can be given to an employee who has satisfied the following conditions:

- Rendered at least fifteen years of service;
- At least sixty years of age at the time of retirement; and
- Not receiving a monthly pension benefit from permanent total disability.

2.4.4.2 Computation of Retirement Benefits

2.4.4.2.1 Government Service Insurance System

Sections 9-13 of RA no. 8291 contain the following provisions on the computation of benefits for retiring government employees:

- Average Monthly Compensation (AMC) = Total Monthly Compensation received during the last thirty-six months of service divided by thirty-six
- Revalued Average Monthly Compensation (RAMC) = $700 + AMC$
- Basic Monthly Pension (BMP) - based on the number of years of paid premiums
 - For less than 15 years; $BMP = 0.375 \times RAMC$
 - For 15 years or more; $BMP = 0.375 \times RAMC + (0.025 \times RAMC \times \text{Number of years of paid premium in excess of 15 years})$

There are two types of retirement packages as discussed in the GSIS website [<https://www.gsis.gov.ph/active-members/benefits/retirement/retirement-under-republic-act-8291-gsis-act-of-1997/>]:

- Option 1: Five-year Lump Sum and Old-Age Pension

Under this option, retirees can get their five-year pension in advance. The lump sum is equivalent to sixty months of the BMP payable at the time of retirement. After five years, retirees will start receiving their monthly pension for life.

- Option 2: Cash Payment and Basic Monthly

Under this option, retirees will receive a cash payment equivalent to eighteen times the BMP payable upon retirement and then a monthly pension for life, payable immediately after retirement date.

2.4.4.4.2 Expanded Service Recognition Pay

Under Memorandum no. PAEP 17-06, dated 17 January 2017, and modified during the 1363rd BOR meeting dated 26 August 2021, the Expanded Service Recognition Pay (eSRP) is an additional incentive for the administrative staff and REPS, equivalent to fifteen days for every calendar year of service to the University. The eSRP is payable to eligible employees in any of the following cases:

- Compulsory retirement at age sixty-five;
- Optional retirement starting at age sixty until just before age sixty-five of eligible staff with at least twenty-five years of service to UP and whose

unit or office has an approved succession plan for those applying for optional retirement;

- Early retirement due to permanent total disability (no longer fit to work) under the rules of GSIS regardless of age but with at least twenty-five years of service to UP;
- In case of death of eligible staff regardless of age and length of service to UP.

Under the latest memorandum dated 26 August 2021, employees who retire as faculty members but who have formerly served as REPS or admin staff for at least twenty-five years are also eligible to receive eSRP.

The following definitions are used in the computation of eSRP:

- YRS = number of years of service in UP
- SAL = latest monthly salary at the time of retirement
- CF = constant factor equivalent to 0.0481927
= number of months in a year / number of days in a year less than Saturdays, Sundays, and holidays in a year
= 12 months / [365 days - (104 + 12)] = 0.0481927

$$\text{eSRP} = \text{YRS} \times \text{SAL} \times \text{CF} \times 15 \text{ (days)}$$

2.4.5 Death and Disability

An employee who suffers any disability or death is covered under the conditions and provisions of RA no. 8291.

Permanent disability benefits are discussed in section 15 of RA no. 8291, with discussions on permanent total disability benefits in section 16, and permanent partial disability benefits in section 17.

Temporary disability benefits are discussed in section 18 (temporary total disability benefits) and section 19 (non-scheduled disability) of RA no. 8291.

Death benefits are discussed in section 20 to section 22 (survivorship benefits), section 23 (funeral benefits), and sections 24 to 27 (life insurance benefits) - compulsory life insurance, dividends, optional insurance, and reinsurance—of RA no. 8291.

2.5 Extension of Service in the University

As a matter of policy, the services of officials or employees who attain the compulsory retirement age of sixty-five years are not extended unless the extension of the services of these officials or employees is absolutely necessary in the interest of public service. This necessity of the service is determined by the University, guided by the Civil Service Commission as outlined in CSC Resolution No. 2000002 (Guidelines on the Request of Extension of Service), promulgated on 3 January 2020. Examples of such necessity are the following: completion of program or project, deployment in services that have impact on national security and safety, the subject position is highly technical that expertise is not available in the University, and during the transition period to ensure proper turnover of program or project implementation by the training or orienting successor. [[CSC Resolution no. 200002, s. 2020](#)]

A REPS who has reached the compulsory retirement age of sixty-five cannot be appointed to any position in the government. However, in meritorious cases, the BOR may allow the extension of service of a person who has reached the compulsory retirement of age sixty-five years, for a period of six months only unless otherwise stated. Provided that such an extension may be for a maximum period of two years for one who will complete the fifteen years of service required under the GSIS law, as stipulated also in CSC Resolution No. 2000002 s. 2020, which follows section 129, Rule XII of the 2017 ORA-OHRA.

A request extension with strong justification shall be made by the head of office and shall be filed with the BOR not later than three months prior to the date of official/employee compulsory retirement.

Services rendered during the period of extension shall no longer be credited as government service. However, services rendered specifically for the purpose of completing the fifteen years of service required under the GSIS law shall be credited as part of the government service for purposes of retirement.

An employee on service extension shall be entitled to salaries, allowances and other remuneration that are normally considered part and parcel of an employee's compensation package, subject to existing regulations on the grant thereof. [[CSC MC no. 27, s. 2001](#); [RA no. 9500](#); [CSC Resolution no. 200002, s. 2020](#)]

CHAPTER III WORKING CONDITIONS, PRIVILEGES, BENEFITS, AND INCENTIVES

3.0 Working Conditions

The University is committed to provide an appropriate and nurturing working environment for REPS. This chapter provides the existing policies on the organization of work, related activities, training, and skills pertaining to the eligibility to an appointment as a REPS and the corresponding recognition and incentives that enhances the work experience of REPS in UP Diliman. It also presents policies covering wellbeing and benefits that contribute to an appropriate work-life balance for enhanced productivity.

3.1 Work Hours

Some flexibility is granted to REPS regarding their working schedule due to the nature of their duties and responsibilities.

3.1.1 Official Working Hours

All REPS are required to render at least forty hours of work in a week subject to the guidelines set forth by the University based on the latest Civil Service Commission resolution on flexible work arrangements (FWA). [[CSC MC no. 06, s. 2022](#)]

Currently, the following are the guidelines on flexible work arrangements, based on Memorandum No. NGY 22-74, dated 2 July 2022 (see **Annex no. 3.1.**):

- a) The office/unit shall be operational from Monday to Friday, 8:00 AM to 5:00 PM.
- b) Flexitime shall be limited to not earlier than 7:00 AM to not later than 7:00 PM. Employees who are handling frontline services, however, must strictly ensure the delivery of services to their clients and stakeholders from 8:00 AM to 5:00 PM, with "no noon break" policy to be observed.
- c) The following are the prescribed flexitime hours:
 - 7:00 AM to 4:00 PM
 - 7:30 AM to 4:30 PM
 - 8:00 AM to 5:00 PM
 - 8:30 AM to 5:30 PM
 - 9:00 AM to 6:00 PM
 - 9:30 AM to 6:30 PM
 - 10:00 AM to 7:00 PM
- d) The Regular Weekly FWA must be determined and plotted, following discussion and agreement between the head of office/unit/supervisor and the individual REPS. The Regular Weekly FWA shall serve as one of the monitoring mechanisms for both the office/unit and HRDO. FWA requests can be denied or existing FWA can be modified on the grounds of failure to accomplish the assigned task/s within the agreed upon timelines and/or overall performance review of the personnel.
- e) The office/unit and/or HRDO shall have the employee accomplish the [Non-Disclosure Undertaking \(NDU\)](#) upon the effectivity of the appointment/contract (for

new employees/COS/JO workers). Those who have already filed the NDU are no longer required to accomplish a new undertaking.

f) The following are the types of FWA:

- Flexiplace – refers to any of these: work from home (WFH) of the REPS, work from another campus identified as a convenient location for the REPS, or work from another fixed place outside UPD within the Philippines;
- Compressed workweek - The required forty (40) hours per work-week is compressed to four (4) days or less, as may be applicable;
- Skeleton workforce or Physical Reporting - Skeleton workforce is equivalent to physical reporting, as being implemented under the Alternative Work Arrangement by the University;
- Work Shifting – applicable to REPS whose office is mandated to render 24 hours of continuous service delivery on a daily basis
- Flexitime – this is allowed only between 7:00 AM to 7:00 PM (as enumerated above in item c, 3.1.1)

Saturdays and Sundays may also be set as work days depending on the nature of work, and also in the exigency of service. This, however, shall be considered as regular workdays, and not an overtime. Those who are adopting WFH and Work from Another Fixed Place are also not entitled to compensatory overtime credit/overtime pay.

A combination of any of the type of FWA may be adopted upon evaluation of the supervisor on the productivity of the REPS and the unit. A weekly accomplishment report shall be prepared for monitoring purposes, specifically by REPS adopting flexiplace and regular and compressed workweek with WFH. The accomplishment report shall be consolidated and attached to the Certificate of Service or Daily Time Record submitted to HRDO, which must include a notation on the right margin of the corresponding FWA adopted. A copy of the accomplishment report must be maintained at the office/unit.

It is encouraged to check with the HRDO for any clarifications on the adoption of the FWA for each unit as detailed further in **Annex no. 3.1**. This Manual shall include any future resolutions from the CSC pertaining to the adoption of the FWA including the corresponding benefits.

3.1.2 Compensatory Time Off

There are cases where REPS are required to work beyond official working days. The University follows the guidelines provided under Joint Circular no. 2, s. 2004 of the DBM and CSC dated 4 October 2004 on non-monetary remuneration of overtime services rendered. The University allows compensatory overtime credit (COC) which is the accrued number of hours a REPS earns because of services rendered beyond regular working hours and on weekends and holidays. In lieu of overtime pay, the REPS may file for a compensatory time-off (CTO) which refers to the number of days or hours a REPS is excused from reporting for work with full pay and benefits. The process starts with the head of unit requesting for COC approval to the HRDO.

Overtime services may be authorized for the following activities of REPS:

- a) Completion of research and extension projects with set deadlines when, due to unforeseen events, the deadline cannot be met without resorting to overtime work;
- b) Relief, rehabilitation, reconstruction, and other related work or services during calamities, disasters both natural and human-induced;
- c) Seasonal work such as budget preparation and financial reports; and rendition of annual reports to meet scheduled deadlines by the University or funding agency;
- d) The provision of essential public services during emergency situations, such as power and energy, water, distribution and control of basic staples, communication and transportation, medical and health services, peace and order, and security;
- e) Implementation of special programs/projects embodied in the UP administration directives and authorizations and with specific dates to complete, which are in addition to the regular duties of REPS;
- f) Legal services to facilitate the dissolution of cases/resolutions/decisions; and,
- g) Such other activities as may be determined by the head or agency.

Each REPS may accrue more than forty hours of COCs in a month but not to exceed 120 hours. The CTO should be used within the year these are earned. Any unutilized COCs cannot be carried over to the following year.

A REPS who has earned COC shall be granted a Certificate of COC duly approved and signed by the unit head. The certificate indicates the number of hours earned as overtime by the REPS in a month (please refer to **Annex no. 3.2**). [[CSC-DBM JC no. 2, s. 2004, 4 Oct. 2004](#)]

The CTO cannot be filed and is not applicable to a REPS who is under WFH or Work From Another Fixed Place work arrangement.

3.2 Service Report

REPS doing research and extension whose functions require them to report to work on an irregular schedule shall use the certificate of service (CoS), while REPS whose functions are mostly administrative and/or include rendering service to students and are required to report on a regular schedule shall use the daily time record (DTR) [[1219th BOR meeting, 27 Mar. 2007](#)].⁴ The CoS must be submitted every first week of the succeeding month as a record of a REPS's daily reporting hours earned, attested by their supervisors.

The unit may exercise its discretion to use a stricter method in monitoring of a REPS's attendance and/or whereabouts. [[based on Memorandum no. MVG 06-130, 29 Nov. 2006](#)].

3.3 Additional Assignment

REPS may be given additional assignments outside their regular tasks by the University if the need arises. This may come as an administrative appointment within the University or an

⁴ However, this policy needs to be revisited; it is submitted that since REPS are academic staff, they should be using CoS.

outside activity. In both cases, these are not considered part of the regular workload of REPS. Only the Chancellor can approve such assignments, upon endorsements by the Unit Head and appropriate Vice Chancellor offices. [p. 135, Revised 1961 UP Code]

3.3.1 Administrative Appointment

REPS may be assigned tasks that are not part of their main functions but are essential to the administrative structure and goals of the unit or the University. This assignment may be as coordinator of a program, section head, director, collection officer, and other duties and services as appointed by authorities (e.g., unit information officer, health liaison officer, performance-based bonus focal person, Anti-Red Tape Act focal person, etc.).

REPS may also be assigned work in committees (standing or ad hoc) within their respective units, at the Diliman level, or at the System level, with appointment for a specific period. Entitlements are based on the nature of the work and University rules on honoraria.

3.3.2 Outside Activities

REPS follow the same University rules that govern faculty members on engaging outside activities. The scope includes limited practice of profession, management of private enterprises, outside consultancy, secondment, teaching in other educational or training institutions with which the University has a Memorandum of Agreement, as well as research and other activities or projects under the auspices of outside agencies which are not considered integral functions of the University.

No member of the REPS shall engage in outside activities without prior authorization from the Chancellor, upon endorsement by the dean, director, or head of office concerned, subject to the exigencies of the service.

Except as otherwise provided for in these rules, permission to engage in outside activities shall be for a period not exceeding one year, renewable for the same period at the discretion of the Chancellor, upon recommendation of the dean, director or head of office concerned; provided, however, that such permission may be terminated or withdrawn at any time by the Chancellor.

Any person authorized under these rules to be involved in outside activities shall make periodic reports on and full disclosure of such activities, through channels, to the Chancellor. Violation of any of the rules on outside activities shall be grounds for disciplinary action. The immediate superior of the faculty/staff member shall immediately submit a report on any violation of the rules to the Office of the Chancellor, through channels. Disciplinary action on any faculty/staff member may be imposed, but only in accordance with the law, and after due process. [1029th BOR meeting, 1 Mar. 1990; 1030th BOR meeting, 29 Mar. 1990; 1031st BOR meeting, 28 Jun. 1990; 1039th BOR meeting, 14 Mar. 1991; 1048th BOR meeting, 26 March 1992]

3.3.2.1 Secondment [1031st BOR meeting, 28 Jun 1990]

Upon request of another agency, government or private, and when the needs of the University so permit, University personnel may be detailed by secondment to the requesting agency, subject to the following conditions:

- a) Secondment to a private agency or to a career position in the government shall not exceed one calendar year, renewable for a like period.

Should the person seconded fail to return to the University after the expiration of two calendar years, the position in the University shall be vacated *ipso facto*. Secondment to accept academic positions with an academic institution with which the University has a memorandum of agreement shall be for the duration of the term of the position to which the secondment is made.

- b) Secondment to a policy-determining, primarily confidential, or highly technical position in the civil service, may initially be for two calendar years, renewable for a like period. Should the person seconded fail to return to the University after the expiration of four calendar years, the position in the University shall be vacated *ipso facto*. In the case of those seconded to the position of secretary or undersecretary in the executive, judiciary or legislative branch, two two-year renewals may be allowed.

The second renewal may be allowed only if the REPS resumes work in the University during such second renewal. Should a person seconded to the position of secretary or undersecretary fail to return to the University after the expiration of the six calendar years, the position in the University shall likewise be vacated *ipso facto*.

In very meritorious cases, the BOR may, upon recommendation of the unit head concerned, the dean, the Chancellor, and the President, waive the rule on the number of years a faculty/staff member may be allowed to be on secondment. In no case, however, shall a faculty/staff member be allowed to be on secondment for more than six years. [1039th BOR meeting, 14 Mar. 1991]

- c) If a full-time secondment is with pay, honorarium, or allowance equivalent to or higher than the salary and allowance in the University, such secondment shall be without pay from the University.
- d) Secondment to international agencies or organizations shall be initially for one year, renewable for a like period. In meritorious cases, the Chancellor may allow a final extension of not more than six months.

3.3.2.2 Teaching in Other Educational Institutions

No REPS on full-time basis may engage in teaching outside of the University system, unless authorized under a memorandum of agreement duly entered into with another educational institution and with permission from the Chancellor. Provided, that, in exceptional cases, the President or the Chancellor, as the case may be, may grant permission to the REPS to teach in another institution even in the absence of an institution-to-institution agreement between the University and the other institution. [art. 254, Revised 1961 UP Code; amended at 793rd BOR meeting 7 Apr. 1970; and 842nd BOR meeting, 28 Feb. 1974]

As part of outside activities, teaching in other educational institutions is not considered an integral function of the University and shall not be considered a part of the regular workload of the personnel concerned. [98th BOR meeting, 24 Apr. 1986]

Teaching in another university shall be governed by the following rules:

- a) The other university must be recognized by UP by means of a memorandum of agreement.
- b) As it is with the faculty, the REPS may teach in that university only with specific authorization from the Office of the Chancellor.
- c) Such authorization shall require the prior concurrence of the dean and the chair of department, institute director or division head concerned and the written consent of the REPS whose services are being requested.
- d) In evaluating the request for a REPS to teach in another university, administrators shall consider the needs of the unit, the current level of the REPS's responsibilities to the department and unit and his/her overall load (teaching, research and, where applicable, extension).
- e) Department chairs/Institute directors shall be furnished copies of all communications between UP (at the level of the dean and the Chancellor) and the other university regarding their REPS whose services are being requested.
- f) The authorization, whether original or renewal, shall be for a period not exceeding one semester at a time, provided the length of service shall not go beyond the term of the memorandum of agreement.
- g) The request to teach in another university shall be made at least ninety days before the start of the semester when the teaching is to take place.
- h) The maximum permissible outside teaching load is six units per semester.
- i) Teaching hours whether within the UP system or in another university shall fall outside the unit's regular office hours, provided exceptions may be made by the Chancellor in extraordinary and meritorious cases.
- j) Teaching outside UP may not be used as a reason to beg off from committee or other assignments, attendance at meetings, and more generally from the responsibilities as REPS. Neither may outside teaching commitments be used to justify failure or inability to undertake or complete research and other academic projects.
- k) A REPS who teaches in another university shall be liable to that university for any infraction of the latter's rules and regulations committed while teaching in the other university.
- l) A REPS who violates any of these rules shall be subject to disciplinary action provided for this kind of act. [[1168th BOR meeting, 27 Feb. 2003](#)]

3.3.2.3 Limited Practice of Profession

Permission to engage in private practice of the profession of faculty are also extended to REPS and it may be granted only if such private practice may enhance their usefulness to the University or improve their efficiency. *[art. 252, Revised 1961 UP Code]*

The privilege of private practice, when granted, shall be for a definite period of one year, renewable at the discretion of the Chancellor for one-year periods, and under such conditions as may be prescribed by him/her regarding the nature of the work, the time of performance, and other circumstances. *[art. 253, Revised 1961 UP Code; amended at the 839th BOR meeting, 29 Nov. 1973, and the 1031st BOR meeting, 28 Jun. 1990]*

The limited practice of one's profession shall be governed by the following guidelines:

- a) No member of the academic staff, officer, or employee of the University shall, without prior permission from the Chancellor, practice any profession or manage personally any private enterprise which in any way may be affected by the functions of her/his office; nor shall he/she/they may be directly financially interested in any contract with the University unless permitted by the Board. Violation of this provision shall be punishable by reprimand, suspension, or dismissal from the service. *[art. 250, Revised 1961 UP Code; amended at 1031st BOR meeting, 28 Jun. 1990]*
- b) Permission to engage in private practice of profession may be granted provided that such practice is 1) not adverse to the interest of the University; 2) shall not be conducted on official time; 3) will improve the person's efficiency and usefulness to the University; and 4) shall be subject to such other requirements as may be imposed by law or University rules and regulations.
- c) Permission to engage in management of a private enterprise shall be subject to the conditions imposed on practice of profession.
- d) REPS requesting permission shall fill up HRDO Form No. F-12 stating the exact nature of the proposed limited practice of profession/management of private enterprises, amount of time to be spent, and reasons for pursuing these outside activities.
- e) The unit or office head concerned shall see to it that any REPS granted permission to engage in limited practice of profession or in any other outside activity shall continue to faithfully discharge her/his/their duties in the University and that conditions which, on prior authorization specified above, have been complied.

At the end of the period authorized, a written report on the practice of profession/management of private enterprise shall be submitted to the Chancellor through channels. Moreover, requests for renewal shall not be processed without a report on the past year's outside activities.

3.3.2.4 Undertaking Research for an Outside Organization

Similar to the faculty, before a member of the REPS can undertake any research work under the auspices of an organization outside of the University, she/he/they shall obtain the consent of the proper division or department chair, dean or director, and of the Chancellor; and in the publication of such research, the University of the Philippines shall be credited, side by side with the outside organization. [*art. 262, Revised 1961 UP Code*]

The BOR delegated to the President the authority to approve research agreements or contracts entered into by the University with one or more members of its own staff. [*1022nd BOR meeting, 29 Jun. 1989*]

The OVCRD, through its Research Management Office (RMO) manages funds of projects supported by non-UP funds, government or private. A memorandum of agreement is required between UP and the funding agencies. These external funds shall be managed in the same manner as OVCRD funds except when specified otherwise by the funding agency. [*Researcher's Handbook (Frequently Asked Questions), Sept. 2002, OVCRD, UPD*]

In accordance with UP policies and guidelines, a percentage of all project funds shall be allocated for university administrative overhead costs based on approved schedules and governed by the following System guidelines. Please see **Annex no. 3.3** for further details.

3.3.2.5 Community Work and Similar Activities

Community and similar services or extension (outside the work of the extension cluster personnel) by the various units of the University, in support of its primary research/extension functions, shall include the conduct of short-term, non-degree courses, refresher or review classes, seminars, conferences, special training, or continuing education programs. These activities may be initiated by the unit or undertaken at the request of persons or agencies, whether foreign or domestic, governmental or nongovernmental, for conducting research, training, and policy or other studies. Any such activity shall be subject to the conditions on prior authorization by the University.

3.3.2.5.1 Rules on Conduct of Community Work and Similar Activities

[*Rules on Teaching Load, Community Service, and Outside Activities for University Personnel, 839th BOR meeting, 29 Nov. 1973; amended at 851st BOR meeting, 29 Aug. 1974*]

Conduct of community and similar activities are governed by the following:

- a) Responsibility of heads of units - Heads of units of the University shall have primary responsibility for the planning and conduct of non-degree courses or special training programs and contracts for professional and technical services.
- b) Budget and other requirements - Proposals for the conduct of community or similar services in response to the request of other agencies, and contracts for professional and technical services shall include, among other requirements, a budget indicating the major items of expenditures which shall form a part of the contract or

memorandum of agreement, and a staffing pattern indicating the number of and positions required, as well as the corresponding honoraria or salary rates and/or allowances, which shall, in no case, indicate names of particular persons.

- c) Administrative overhead expenses - Provision shall be made in the budget for the payment to the University of administrative overhead expense based on the guidelines set by the University. Provided, however, that all contracts between the University and any government department, office or agency involving community or similar service projects shall be exempted from this requirement if the undertaking concerns a priority program of the government and has the official endorsement of the Office of the President of the Philippines. *[980th BOR meeting, 20 Aug. 1985]*
- d) Appointments - Appointments, as well as the corresponding honoraria, salary rates, or allowances of personnel, shall be in accordance with University policies, rules, and procedures.
- e) Honoraria for University personnel - University personnel appointed to a project shall be entitled to honoraria or allowances according to BOR rules. Their services to the project shall be rendered outside their regular office hours in their respective units or offices, or their equivalent.
- f) Honoraria for lecturers - Payment of honoraria for special lecturers, resource persons or panelists shall be determined by the heads of units depending on such factors as official status, rank, academic degrees, professional, technical, or other qualifications. The rate shall not exceed the allowed rate per lecture hour set by the University. Certification by the heads of units of service rendered by such persons shall serve as basis for the payment of honoraria.
- g) Applicability of University salary scale - Employees or personnel in projects shall be subject to the University salary scale and classification plan. The hiring rate for contractual employees shall be determined by the rate prescribed by the current University policy on salaries of contractual personnel.
- h) Administration of funds - The sponsoring agency shall turn over the funds for the project to the University. The administration and disbursements of funds shall be in accordance with University policies and procedures as well as the usual accounting and auditing rules and regulations.
- i) Periodic reports - It shall be incumbent upon the heads of units to make periodic reports to the President or the Chancellor with regard to community or similar services undertaken while the project is in progress, and a terminal report upon the completion of the project.

3.3.2.6 Invitation to Speak in Other Educational Institutions

REPS are allowed to accept invitations to speak at graduation exercises and other similar activities of other schools or colleges, and the time spent in going to and

returning from the place shall be counted as official. [*art. 259, Revised 1961 UP Code*]

University personnel may, subject to the exigencies of the service, and with permission of the Dean of the college or head of office, accept speaking and similar engagements on official time. [*987th BOR meeting, 24 Apr. 1986*]

3.4 Privileges

3.4.1 Study Privileges

As a University policy, REPS are encouraged to pursue graduate studies in fields that are within the academic priorities of their departments/units, colleges, and the University. In addition, there are other privileges attached to being UPD REPS, such as study leave, library, housing, and special detail, subject to meeting certain qualifications. [*836th BOR meeting, 30 Aug. 1973; 973rd BOR meeting, 29 Nov. 1984; amended at the 1142nd BOR meeting, 26 May 2000*]

3.4.1.1 Enrolment Privilege

All full-time University personnel may enroll in courses in UP to obtain advanced degrees relevant to their field or discipline and shall be entitled to 100 percent waiver of tuition, laboratory, and miscellaneous fees (except student fund fees) subject to the following conditions:

- a) Prior to enrolment, approval of their immediate supervisor, head of unit, and Chancellor has been obtained. For REPS, each college or unit shall decide which fields are deemed relevant, considering new developments in the discipline and the growing multidisciplinary nature of certain fields of knowledge.
- b) The renewal of this privilege for the succeeding semester shall be subject to satisfactory scholastic performance in the previous semester.
- c) The REPS shall submit a true copy of grades to the dean or head of unit and to HRDO as prerequisite for renewal or extension of the privilege.
- d) Regular full-time REPS who have completed their PhDs or terminal degrees in the relevant discipline can enroll in any field without paying tuition, laboratory, and miscellaneous fees (except student fund fees). Approval from the head of unit and the Chancellor shall be required only for registration purposes. [*art. 243, Revised 1961 UP Code; 1053rd BOR meeting, 27 Aug. 1991; 1175th BOR meeting, 25 Sep. 2003*]

3.4.1.2 Study Privileges of REPS Dependents and Family Members

Study privileges of members of the family of full-time personnel shall be governed by such rules as the BOR may from time to time promulgate. "Members of the family" refers to the spouse and children of the employee.

The privilege shall not be extended to the spouse and children of personnel who are on leave without pay or secondment. [*art. 364, 1984 Revised UP Code*]

3.4.1.3 Study Leave with Fellowship [1120th BOR meeting, 27 May 1998; SPC meeting, 9 Nov. 1998; UPS-FPOC 12 Nov. 1998; 1255th BOR meeting, 27 May 2010]

Subject to the exigencies of the service, REPS may be granted study leave with or without pay. They may be allowed to enroll full time in the University or in other educational institutions under a fellowship status (whether local or abroad).

The Board approved the rules on the grant of study leave with pay to REPS and administrative personnel [1065th BOR meeting, 23 May 1993] citing that granting study leave with pay to permanent non-teaching personnel of the University is in line with Civil Service Commission Memorandum Circular no. 13, s. 1992, dated 6 April 1992 requiring government agencies to establish educational support programs for its employees. As provided in the memorandum circular, the educational support program aims to financially assist permanent employees who would want to complete their bachelor's degree and/or pursue post-graduate courses.

At present, REPS may avail of a fellowship subject to the Implementing Guidelines for the Grant of Full-time Study Leave with Pay/Fellowship for the Non-Teaching Staff of the University of the Philippines (see **Annex no. 3.5**). [1120th BOR meeting, 27 May 1998; 1123rd BOR meeting, 27 Aug. 1998]

In UPD, the study leave program offers no financial assistance other than the full salary of the grantee. While not enrolled (e.g., during a summer period) the grantee shall render the usual full-time service. [1255th BOR meeting, 27 May 2010]

As per current HRDO guidelines (please visit the HRDO website), all permanent administrative personnel and REPS who are not older than forty-five years of age and have no pending case may avail of the study leave privilege. Applicants must submit the following:

- a) Letter request for study leave endorsed by the head of the unit with justification
- b) Performance rating (last two rating periods prior to the application)
- c) Certification from the unit head that will reflect the following:
 - That there is no provision for a substitute for the grantee
 - The potential of the candidate to undertake further studies
 - The need for the unit and/or the relevance of the course to the job
- d) Duly accomplished study leave form
- e) Duly accomplished progress report form (if renewal)
- f) Copy of acceptance/admission from school/university
- g) Certified copy of grades at the end of each semester or summer (if renewal)
- h) Duly accomplished study leave contract with the prescribed return service obligation and corresponding suretyship agreement
- i) University clearance (for thirty days or more)
- j) Report for duty upon return/termination/completion of study leave and the corresponding certificate of return service obligation.

The evaluation and endorsement for REPS applying for a study leave with or without pay and under a fellowship are reviewed by the RPFC, including the availment of any grants applied for.

REPS who are allowed to pursue graduate studies under a local fellowship have the privilege to report half-day (half-day study leave). [*1065th BOR meeting, 26 May 1993*]

3.4.2 Leave Privileges

REPS may avail of several leaves offered by the University. Leave of absence is a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribed. [*rule 1, Omnibus Rules Implementing Book V of EO no. 292, July 2010*] The following discusses each type of leave.

3.4.2.1 Vacation Leave

Vacation leave refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service. [*CSC MC no. 41, s. 1998*]

REPS, whether permanent, temporary, or UP Contractual, who render work during the prescribed office hours, shall be entitled to fifteen days vacation leave and fifteen days sick leave annually with full pay exclusive of Saturdays, Sundays, and holidays during the calendar year, without limitation to the number of days of vacation and sick leave that they may accumulate. [*CSC MC no. 14, s. 1999*]

Both leaves shall be cumulative in any part thereof which may not be taken within the calendar year in which it is earned. It may be carried over to succeeding years. Whenever any officer or employees referred to herein shall voluntarily resign or be separated from the University, though no fault of her/his/their own, she/he/they shall be entitled to the commutation of all accumulated vacation or sick leave to his credit.

REPS who are still on probation may avail of whatever leave credits she/he/they has earned during the said period. Accordingly, any leave of absence without pay incurred during the period of probation shall be extended, the completion thereof for the same number of days of such absence.

Vacation leave shall be taken at any time the REPS should need it subject to the approval of department/unit head and exigency of service. With the exception for the mandatory five-day vacation leave, which is subject to the schedule set by the administration that each REPS must comply with every year. Application for vacation leave shall be filed at least five days before effectivity.

3.4.2.2 Sick Leave

Sick leave shall be granted only on account of sickness on the part of the person concerned or any member of the immediate family. In no case shall sick leave be used as a reason for seeking employment anywhere.

Application for sick leave shall be filed immediately upon employee's return from such leave. Application for sick leave in excess of five successive days shall be documented with the pertinent medical certificate. [*sec. 53, Rule XVI of the Omnibus Rules Implementing Book V of the EO 292 (The Revised Administrative Code), amended by CSC MC no. 41, s. 1998*]

In case of job-related sickness, the University shall grant three days additional sickness leave that will not be deducted from regular leave credits of the REPS; provided that for a one-time utilization of said benefits for three consecutive days, a certification is required from a government physician that confirms that the illness was acquired in the process of performing the employee's work; provided, further, that the additional sickness leave shall be non-commutable, and shall be availed of by the employee only once a year. [sec. 1, Art. XI, CNA between UP and AUPAEU, 2015-2020]

Rehabilitation leave may also be applied for job-related injuries. Applications of REPS for leave of absence on account of wounds or injuries incurred in the performance of duty extending beyond the available leave credits must be made on the prescribed form, supported by the proper medical certificate and evidence showing that the wounds or injuries were incurred in the performance of duty. The head of the department/agency concerned may direct that absence during any period of disability thus occasioned shall be on full pay, but not to exceed six months. She/he/they shall also authorize the payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured REPS. Absence in the cases contemplated shall not be charged against sick leave, if there are any. [sec. 2, Art. XI, CNA between UP and AUPAEU, 2015-2020]

3.4.2.3 Special Leave Privileges

Special leave privileges (SLP) refer to leave of absence which all university personnel including faculty members designated to perform administrative functions are entitled to. There are three days of SLP available per year, over and above the vacation, sick, maternity, and paternity leaves to mark personal milestones and/or attend to filial and domestic responsibilities.

In addition to the vacation, sick, maternity, and paternity leave, officials and employees with or without existing or approved CNA, except teachers and those covered by special laws, may be granted special leave privileges.

In the case of REPS, the University shall grant a maximum of six days of non-cumulative, non-commutable special leave privileges every year, for any combination of the types of privileges below: [sec. 3, Art. XI, Sec. 3, CNA between UP and AUPAEU, 2015-2020]

- a) Birthday - maximum of one day
- b) Emergency - in case of earthquake, typhoon, flood and other natural and/or human-induced disasters or calamities, subject to certification from the proper authorities
- c) Enrolment - maximum of one day
- d) Graduation - maximum of one day
- e) Wedding and honeymoon
- f) Wedding anniversary - maximum of one day
- g) Relocation - subject to the submission of a certification from the barangay captain, maximum of two days
- h) Burial/mourning, in case of death of a spouse or any children, parents, or siblings
- i) Government transactions - maximum of three days

j) Domestic emergencies - maximum of three days

In addition, the University shall grant two days of non-cumulative, non-commutable SLP every year for the hospitalization of the immediate members of the family and nursing leave for nursing mothers. [[sec. 4 and sec. 5, Art. XI, CNA between UP and AUPAEU, 2015-2020](#)]

It is understood that should there be any changes in future Collective Negotiation Agreements between UP and the All UP Academic Employees' Union on special leave privileges, they shall become part of this Manual.

3.4.2.4 Special Leave Benefits for Women under RA no. 9710

Section 22 of RA no. 9710 states that the State will guarantee that in their right to decent work, women will be given support services and gears to protect them from occupational and health hazards taking into account women's maternal functions; and services that will balance their family life and work responsibilities such as the establishment of day care centers, providing breastfeeding stations at the workplace and providing leaves pursuant to the Labor Code and other pertinent laws. Section 18 of RA no. 9710 states that a special leave benefit of two months with full pay will be granted for women who have undergone surgery caused by gynecological disorders.

Any female public sector employee regardless of age and civil status, who will undergo surgery to treat a gynecological disorder [[annex B, CSC resolution no. 1000432](#)] shall be entitled to special leave for a maximum period of two months per year with full pay based on her gross monthly compensation, provided she has rendered at least six months aggregate service in any or various government agencies for the last twelve months prior to undergoing surgery for gynecological disorders. The special leave may be availed of for every instance of gynecological disorder requiring surgery. This special leave is non-cumulative and non-commutative. [[CSC MC no. 25, s. 2010](#)]

In addition to the leave form, a medical certificate/clinical abstract is needed in the availment of this leave. Please see **Annex no. 3.4** for further details.

3.4.2.5 Maternity Leave

Maternity leave refers to leave of absence granted to female government employees legally entitled thereto in addition to vacation and sick leave. The primary intent or purpose of granting maternity leave is to extend working mothers some measure of financial help and to provide her a period of rest and recuperation in connection with her pregnancy.

RA no. 11210 or the Expanded Maternity Leave Act, enacted on 22 February 2019, states that both government and private offices are required to give mothers 105 days or over three months of paid maternity leave⁵. It applies to every instance of pregnancy and employers are required to grant it regardless of the mode of delivery, civil status, legitimacy of the child, and employment status.

⁵ Amendment to Omnibus Rules on Leave (CSC MC No. 41, s. 1998, as amended)
<https://api.ovca.upd.edu.ph/hrdo/files/documents/60920b8a2f7ddf5b01eb47d0.pdf>

In addition, under UP guidelines, female REPS shall be entitled to two months maternity leave; provided, that:

- a) such leave shall be paid subject to the provisions of the maternity leave law (i.e., 105 days with pay);
- b) if the health of the mother or of the child requires it, as evidenced by a medical certificate, such leave may be extended by the Chancellor. The President and/or the Chancellor is/are authorized to waive the University rules on maternity leave in individual cases. Maternity leaves can also be extended by thirty days without pay.

A total of seven out of the 105 days of maternity leave may be transferred to the father. Solo working mothers may get a total of 120 days of paid maternity leave.

RA no. 11210 also provides that in cases of miscarriage or emergency termination of pregnancy, sixty days of maternity leave with full pay shall be granted to female workers. Medical certificate/any proof of delivery is a documentary requirement in the availment of maternity leave.

It is understood that the enjoyment of maternity leave cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 105 calendar days.

Every woman, married or unmarried, may be granted maternity leave more than once a year. Maternity leave shall be granted to female employees in every instance of pregnancy irrespective of its frequency.

Maternity leave shall also be enjoyed by the adoptive parents if the adoptee is below seven years of age as of the date the child is placed with the adoptive parents through the Pre-adoptive Placement Authority issued by the Department of Social Welfare and Development. RA no. 8552, "An Act Establishing the Rules and Policies on the Domestic Adoption of Filipino Children and for Other Purposes," provides that the adoptive parents shall, with respect to the adopted child, enjoy all the benefits to which biological parents are entitled. [*EO no. 3, s. 1989, Office of the UP President, 13 Jul. 1989; art. 235, Revised 1961 UP Code; amended at 685th BOR meeting, 14 Apr. 1961 and 828th BOR meeting, 21 Dec. 1972; amended at 891th BOR meeting, 25 Aug. 1977; CSC Resolution no. 021420, 22 Oct. 2002; RA no. 11210*]

3.4.2.6 Paternity Leave

Paternity leave is a privilege granted to a married male employee allowing him to not report for work for seven days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered a miscarriage, for purposes of enabling him to effectively lend support to his wife in her period of recovery and/or in the nursing of the newborn. This is true for the first four deliveries of the legitimate spouse with whom he is cohabiting.

Paternity leave shall also be enjoyed by the adoptive parents if the adoptee is below seven years of age as of the date the child is placed with the adoptive

parents through the Pre-adoptive Placement Authority issued by the Department of Social Welfare and Development.

In addition to the leave form, the birth certificate of the newly born child and the marriage certificate are needed in the availment of paternity leave. [[RA no. 8187](#)]

3.4.2.7 Paternal Leave for Solo Parents

Parental leave for solo/single parents shall be granted to any solo/single parent employee to enable her/him/them to perform parental duties and responsibilities where physical presence is required, provided she/he/they:

- a) Rendered at least one year of service, whether continuous or broken, reckoned at the time of the effectivity of the law on 22 September 2002, regardless of her/his/their employment;
- b) The seven days granted for parental leave may be availed of continuously or on a staggered basis, subject to the approval of the Chancellor. In this regard, application for parental leave must be submitted at least one week prior to the requested date/s of leave, except in emergency cases;
- c) A copy of the solo parent ID duly issued by the local government unit is needed in the availment of this leave.

The seven-day parental leave is granted on top of the three-day special leave and other mandatory leave benefits. [[sec. 8, RA no. 8972](#)]

3.4.2.8 Rehabilitation Leave for Job-related Injuries

Application for leave to recover from injuries incurred in the performance of duty shall be made using the prescribed leave application form with a letter of request addressed to the head of the unit.

The leave application shall be supported by the proper medical certificate and evidence showing that injuries were incurred in the performance of one's duty. Leave of absence during this period shall be on full pay, but not to exceed six months. The head of the department/agency concerned shall authorize the payment for medical assistance, necessary transportation fees, subsistence, and hospital fees of the injured employee. [[sec. 55, Rule XVI, Omnibus Rules Implementing Book V of EO no. 292, as amended by CSC MC no. 41; CSC-DBM JC no. 1, s. 2006; amendment to sec. 3.2., CSC Resolution no. 1300065 dated 10 Jan. 2013](#)]

3.4.2.9 Special Emergency (Calamity) Leave

The Special Emergency or Calamity Leave is a five-day leave granted to government employees directly affected by natural calamities or disaster. Said leave may be availed of continuously or intermittently for five days and shall not be deducted from the employee's leave credits. [[CSC MC no. 2, s. 2012](#)]

3.4.2.10 Anti-Violence against Women and Children Leave

Violence against women and children victims shall be entitled to a maximum of ten days leave with pay in addition to other leave benefits provided under the Labor Code and Civil Service rules. [[sec. 43, RA no. 9262](#)]

3.4.2.11 Leave Without Pay

The Chancellor may, upon recommendation of the head of office, grant leave of absence without pay not to exceed one year at a time, provided it does not go beyond two consecutive years. The absence is to be planned in advance so as not to interfere with the work schedule of the University.

Any employee of the University System shall be dropped from the service for unexplained absence for at least thirty days after the expiration of the period of the leave granted. [*art. 239, Revised 1961 UP Code, amended at 828th BOR meeting, 21 Dec. 1972, 987th BOR meeting, 24 Apr. 1986; and 1169th BOR meeting, 27 Mar. 2003; Art. 240, Revised 1961 UP Code; amended at 75th BOR meeting, 20 Jan. 1967*]

3.4.2.12 Cumulative Leave [*art. 230, Revised 1961 UP Code; amended at 710th BOR meeting, 7 June 1963 and 828th BOR meeting, 21 Dec. 1972; EO no. 3, Office of the President, UP, 13 Jul. 1989*]

Cumulative or accrued leave credits shall be granted to REPS upon separation or retirement from the University. However, the accrued leave credits may be enjoyed when sick leaves exceed fifteen days.

Vacation leave of fifteen days and sick leave of fifteen days may be granted to officers and employees of the University at such times during the calendar years as may be approved by the Chancellor. Both leaves shall be cumulative and any part thereof which may not be taken within the calendar year in which it is earned may be carried over to the succeeding years; and whenever any officer or employee referred to herein shall voluntarily resign or be separated from the University through no fault of her/his/their own, she/he/they shall be entitled to the commutation of all accumulated vacation and/or sick leave to her/his/their credit.

The Chancellor may, in her/his/their discretion, authorize the commutation of the salary that would be received during the period of the vacation and sick leave of any permanently appointed officer or employee and direct its payment on or before the beginning of such vacation and/or sick leave from the fund out of which the salary would have been paid.

No person whose leave has been commuted following the separation from the University shall be reappointed or re-employed in the University before the expiration of the leave commuted unless she/he/they first refunds the money value of the unexpired portion of the leave commuted.

For the purpose of granting leave of absence to employees required to observe service schedules which extend to six or more days a week, leave credit shall be charged with only the number of hours that are supposed to be rendered on that day. [*art. 232, Revised 1961 UP Code; amended at 764th BOR meeting, 21 Nov. 1967 and 828th BOR meeting, 21 Dec. 1972*]

3.4.2.13 Forced Leave

Section 2 of EO no. 1077, dated 9 January 1986 provides that officials and employees of the government shall be required to go on vacation leave for a minimum of five working days annually. This is mandatory for those with ten days or more vacation leave credits (those with accumulated vacation leave of less than ten days have the option to go or not to go on scheduled vacation leaves). It need not be continuous.

The University complies with this provision by issuing a memorandum on mandatory leave during the December holiday season (Christmas break).

3.4.2.14 Monetization of Leaves

REPS with at least fifteen days vacation/sick leaves may apply for monetization of their leave credits for a maximum number of ten days annually, tax free, subject to rules and regulations set by the CSC, the Chancellor, and/or the University.

3.4.3 Special Detail

A detail is the movement of an employee from one department or agency to another which is temporary in nature, which does not involve a reduction of rank, status, or salary, and does not require the issuance of another appointment.

Similar to the faculty, a REPS may be assigned by the President or the Chancellor, as the case may be, on a special detail in the Philippines or abroad for the benefit of the University or of any of its units under conditions to be fixed by her/him/them in each case.

A special detail may also be a request from another government agency and when the needs of the University so permit, REPS may be detailed by secondment to the requesting agency subject to certain conditions. [*art. 241, Revised 1961 UP Code; amended at the 754th BOR meeting, 20 Jan. 1967, 760th BOR meeting, 14 Jul. 1967; 762nd BOR meeting, 15 Sep. 1967, 801st BOR meeting, 29 Oct. 1970, 828th BOR meeting, 21 Dec. 1972; 839th BOR meeting, 29 Nov. 1973, and 987th BOR meeting, 24 Apr. 1986*]

3.4.4 Housing Privilege

UPD REPS may apply for housing privileges subject to the University rules and rates governing housing.

3.4.5 Library Privilege

UPD REPS may use library resources subject to the rules and regulations of the University Library.

3.4.6 UP Mail Account

UPD REPS are entitled to an official UP Mail email account through the UP Computer Center. UP Mail is the official work communication channel of the University that all REPS are encouraged to use. It is covered by the rules of the Data Protection Office and monitored by the UP Computer Center. [*UPD DPO Memorandum no. EBM 20-05, 5 May 2020*]

3.4.7 Legal Service

The University may to provide legal services, including legal representation, to REPS for the following cases:

- a) facing an administrative case or sued for acts arising from their performance of duties and responsibilities, except when the University itself is a party;
- b) legal advice in the fulfillment of contracts, agreements, and other documentary requirements; and,
- c) legal opinions for policy clarifications in the preparation of proposals and appeals.

3.4.8 Processing of Retirement Papers

Following CSC guidelines, retirement for REPS may either be mandatory (age sixty-five, under RA no. 660, Presidential Decree [PD] no. 1146, and RA no. 8291) or optional (below age sixty-five, under RA no. 660). Any changes in the age requirements for retirement will be incorporated in future editions of this manual.

The University shall allow all REPS who are about to retire to process their retirement papers one year prior to the date of mandatory retirement. The process shall include preparation of documents for application of separation/retirement claims and benefits to GSIS, subject to University guidelines. The guidelines are the responsibility of the HRDO Separation Services. Furthermore, the University now allows REPS to process these documents one month prior to their date of retirement and be relieved of their official tasks without any need to file for a leave. [[sec. 5, Art. X, CNA between UP and AUPAEU, 2021-2026](#)]

3.4.9 Retirement Privileges

All retired REPS may still enjoy University Library privileges upon issuance of a UP retiree ID aside from other mandated retirement benefits for government employees. Any additional privileges that UP will provide will be added to future editions of this Manual.

3.5 Benefits and Welfare

As government employees, UP REPS receive benefits such as health, life, and other forms of insurance; social security protection; and disability, sickness, and death benefits. In addition, the University has established some programs specifically for the welfare of UP employees.

3.5.1 Health Services

Every employee of the University shall enjoy health services while in the service of the University. Some services of the University Health Service are provided free of charge to all UP employees, except for pre-employment medical examination and chest x-ray.

All dependents as defined by EO no. 6 of the UP President, s. 1983 shall enjoy health services at the rates fixed for them.

University employees who wish to have their dependents avail of the health services provided by the University Health Service shall, within the first half of January each year, register with the University Health Service the names of their dependent children and/or parents. [[EO no. 6, s. 1983, Office of the UP President](#)]

The University shall provide first aid kits in strategically located areas of workplaces/offices where no medical clinic is located in the premises. The prescribed Department of Health (DOH) standard for the first aid kit shall be followed. For this purpose, teams of employees shall be formed and trained in first aid. [[sec. 2, Art. VIII, CNA between UP and AUPAEU, 2015-2020](#)]

Aside from physical health, REPS are also highly recommended to look after their mental health and wellness. The UPD Psychosocial Services (PsycServ) program offers telepsychotherapy services to University employees. UPD PsycServ was formed in 2017 in response to an increasing number of students who are at risk for psychiatric conditions and those already suffering from them. This service has since been extended to University employees.

3.5.2 Enhanced Hospitalization Program

The Enhanced Hospitalization Program for UP Employees (eHOPE) is an additional health benefit for qualified University employees. It is a spin-off from the former Financial Assistance Program for Hospitalization Expenses or FAPHE which was effective until 1 January 2017. The Board of Regents at its 1322nd meeting on 24 November 2016 approved the proposal for the eHOPE, which provides financial assistance for hospitalization expenses incurred during confinement up to an accumulated maximum amount of PHP 80,000 per year and also provide financial assistance for medicine related to the covered confinement and prescribed upon discharge of the employee in the maximum aggregate amount of PHP10,000 per year.

Excluded from coverage under eHOPE are:

- a) hospitalization expenses for confinement related to cosmetic surgery;
- b) self-inflicted injury and illness; and
- c) annual medical/ physical examination which are covered by specific CU policies.

All REPS, including UP contractual and casuals who have rendered at least one year of continuous service to the University, have an employer-employee relation with the University, and whose salaries are paid out of the personnel services (PS) allocations to UP in the General Appropriations Act are eligible for financial assistance under eHOPE. To be eligible, all claimants must be in active service in UP at the time of the claim. Applications are handled by the HRDO. [[1322nd BOR meeting, 24 Nov. 2016](#)]

3.5.3 Use of Athletic Facilities and Availment of Occupational Therapy Services

University employees (active or retired) may use of a number of sports facilities in the University subject to the rules and regulations of the unit in charge of the facilities.

The College of Human Kinetics and the University Health Service also have an Occupational and Physical Clinic with prescribed guidelines for the benefit of UP employees and students.

3.5.4 Use of Cultural and Recreational Facilities

The University provides activities for the enhancement of employees' cultural consciousness, sportsmanship, and realization of their potential. Year-round cultural

presentations and recreational activities are sponsored by different organizations, such as concerts, plays, art exhibits, movies, sports competition, chess tournaments, etc., which an employee may enjoy for free or for a minimal fee.

3.5.5 UP Diliman Computer Loan Program

This loan was established as part of the capability enhancement program for the faculty and staff of UP Diliman. Full-time regular REPS may avail of a maximum loanable amount with payment and interest terms as determined by the OVCA through the HRDO. Application forms may be requested from HRDO. [*1153rd BOR meeting, 30 Aug. 2001; amended at 1177th BOR meeting, 27 Nov. 2003*]

3.5.6 Longevity Pay

All officials and employees in the national and local governments, including those in government-owned and controlled corporations with original charters, state universities and colleges, judiciary, and legislature, who are appointed on a permanent status in the career service are covered by the rules on the grant of step increment due to length of service.

Step increments on a REPS's salary grade shall be granted to those who have rendered continuous satisfactory service in a particular position for at least three years. A one-step increment shall be granted to officials and employees for every three years of continuous satisfactory service in the position. Years of service in the position shall include the following:

- a) those rendered before the position was reclassified to a position title with a lower or the same salary grade allocation; and
- b) those rendered before the incumbent was transferred to another position within the same agency or to another agency without a change in position and salary grade allocation. [*CSC-DBM JC no. 1, s. 2012*]

3.5.7 Non-earning Dependents of Deceased Personnel

Non-earning dependents of deceased UP personnel, who qualify for admission to the University or who are already enjoying enrolment privileges prior to the death of the UP personnel, shall be allowed to continue enjoying the same privileges for the rest of the school year with an extension of another school year; provided, that children enrolled for the first time after the said death shall be entitled to this privilege up to the end of the second school year immediately following the said death. [*1990th BOR meeting, 28 Aug. 1986; amended at 991st BOR meeting, 26 Sept. 1986*]

3.5.8 Philippine Health Insurance Corporation Benefits

In 1995, the National Health Insurance Programs (NHIP) by virtue of RA no. 7875, popularly known as the National Health Insurance Act of 1995, became the government's health insurance program. RA no. 7875 mandates the Philippine Health Insurance Corporation (PhilHealth), a government-owned and controlled corporation, to provide health insurance coverage and ensure affordable, acceptable, available, and accessible health care services for all the citizens of the Philippines. All REPS are covered by PhilHealth (Please refer to **Annex no. 3.6**).

3.5.9 Government Service Insurance System Benefits

Life and social security protection of government employees is administered by the Government Service Insurance System.

Membership is compulsory for all government employees receiving compensation (including UPD REPS with plantilla items or those with UP contractual status, excluding non-UP contractuels) who have not reached the compulsory retirement age, irrespective of employment status. This means that REPS shall have life insurance, retirement, and all other social security protection such as disability, survivorship, separation, and unemployment benefits covered by GSIS. REPS may seek assistance from the HRDO on GSIS concerns. [[PD no. 1146](#), [amended by RA no. 8291](#)]

3.5.10 Home Development Mutual Fund Benefits

The Home Development Mutual Fund, popularly known as PAG-IBIG Fund (Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno), is a provident savings system supported by matching contributions of employers with housing as the primary investment, to assist employees in acquiring or constructing their own homes. It is open to all government and private employees and other working groups (contract workers and self-employed) who are willing to contribute the prescribed amount monthly to the Fund. [[PD no. 1530](#); [amended by PD no. 1752](#); [EO no. 35, s. 1986](#), [Office of the President of the Philippines](#); [RA no. 7742](#); [RA no. 8501](#)]

3.5.11 UP Provident Fund Benefits

The UP Provident Fund is an employee's retirement fund created and organized by the University of the Philippines pursuant to the University Charter and the General Appropriations Act for 1994 (RA no. 7663) and Malacañang AO no. 279, s. of 1992 to increase employee benefits and welfare. A REPS may contribute at least 1 percent of her/his/their salary or a higher percentage if she/he/they so desire, while the University contributes a counterpart absolute amount as decided by the BOR every year. REPS may also avail of loans from the Provident Fund upon qualification.

3.5.12 Magna Carta for Scientists

RA no. 8439, or the Magna Carta for Scientists, Engineers, Researchers, and Other Science and Technology Personnel recognizes the role of science and technology (S&T) in achieving economic growth. It provides for a program of human resources development in S&T to achieve and maintain the necessary reservoir of talent and manpower that will sustain its drive for total S&T mastery. RA no. 8439 sets out the incentives for pursuing careers in S&T.

RA no. 11312 strengthened the Magna Carta for personnel in government. Non-DOST S&T personnel may now avail of benefits upon certification of the head of agency. In this case, UPD REPS who are qualified under the Magna Carta may apply for the allowances and monetary benefits provided by law. [[DBM-DOST JC no. 1, s. 2013](#)]

3.6 Honors and Recognition

3.6.1 Academic Distinction Awards

The Academic Distinction Awards aim to recognize outstanding academic and scholarly works through a system of merit-based incentives. Some awards hope to raise the level of scholarship to internationally accepted standards. [*1137th BOR meeting, 25 Nov. 1999*] Awards are given in the following categories: International Publication Award and Gawad sa Natatanging Publikasyon sa Filipino.

3.6.1.1 International Publication Award

The purpose of the International Publication Award (IPA) is to encourage faculty members and REPS to contribute to the body of knowledge in their respective fields/disciplines by publishing in internationally respected peer reviewed journals or recognized publishers that adhere to high standards of scholarship.

All Filipino faculty members, REPS, project researchers and thesis students who indicate UP as their affiliation in an international publication whose publications meet the set standards are eligible for the IPA. Authors who meet the standards set in the guidelines shall receive a cash award. For more details, please visit the OVPAA website. [*1137th BOR meeting, 25 Nov. 1999; VPAA memorandum no. 25, 18 Feb. 2000; revised on 11 Aug. 2003; 1272nd BOR meeting, 25 Aug 2011; 1297th BOR meeting, 28 Mar. 2014*]

3.6.1.2 Gawad sa Natatanging Publikasyon sa Filipino

This Award is open to all faculty and REPS for the best publication written in Filipino. It is aimed at strengthening research and other publications in Filipino as well as recognizing this among the REPS and faculty. [*1147th BOR meeting, 21 Dec. 2000; VPAA memorandum no. 01-011, 26 Jan. 2001; amended at 201st PAC meeting, 21 Nov. 2003*]

3.6.2 Gawad Tsanselor

The Gawad Tsanselor was first introduced in 1992 as UPD Awards through Administrative Order No. 48 signed by Chancellor Emerlinda R. Roman on 23 March 1992. Members of the UP Diliman community who have demonstrated outstanding individual/group performance in various fields of university work (teaching, research and creative work, extension, administration, student activities, etc.) are recognized annually through the Gawad Tsanselor. The award carries with it a certificate of recognition, a medal, and a cash incentive. The criteria for the selection of the awardees are formulated by committees created for the purpose.

The Gawad Tsanselor is awarded for various categories. Specifically, REPS may receive the following:

- a) Gawad Tsanselor para sa Natatanging REPS
- b) Gawad Tsanselor para sa Natatanging Programang Pang-Ektensiyon
- c) Gawad Tsanselor para sa Natatanging Lingkod Komunidad
- d) Gawad Tsanselor para sa Natatanging Mananaliksik sa Pilipino

Those who have received the award three times in the same category or in different categories are elevated to the Gawad Tsanselor Hall of Fame.

3.6.3 Loyalty Award

This award is granted to an employee of the government who has completed at least ten years of continuous and satisfactory service to the particular government office granting the award. The following policies apply:

- a) A loyalty award is granted to all officials and employees in government, including those in state universities and colleges and government-owned and controlled corporations with original charter, who rendered ten years of continuous and satisfactory service in the government.
- b) The particular agency where the employee or official completed the ten years of continuous and satisfactory service shall grant the award.
- c) An official or employee who incurred an aggregate of not more than fifty days authorized vacation leave without pay within the ten-year period shall be considered as having rendered continuous service for purposes of granting the loyalty award. In the same way, an official or employee who incurred an aggregate of not more than twenty-five days authorized vacation leave without pay within the five-year period may qualify for the five-year milestone loyalty award.
- d) Effective 1 January 2002, continuous and satisfactory services in government for purposes of granting loyalty award shall include services in one or more government agencies without any gap. Services rendered in other government agencies prior to 1 January 2002 shall be considered for purposes of granting loyalty award.
- e) The awardee shall receive a loyalty memorabilia/souvenir as follows:
 - 10 and 15 years - bronze service pin
 - 20 and 25 years - silver service ring
 - 30, 35, and 40 years - gold service medallion

or other memorabilia/souvenirs as may be provided in the agency's Program on Recognition and Incentives for Service Excellence (PRAISE).

- f) In addition to the loyalty memorabilia/souvenir, a cash gift which shall not be less than PHP500.00 but not more than PHbP1,000.00 for every year of service shall be given to qualified officials or employees. [[CSC Resolution No. 020295](#), [CSC Memorandum Circular No. 06, s. 2002](#)]

3.6.4 UP Scientific Productivity and Arts Productivity Systems

Aligned with the DOST Scientific Career System, the UP Scientific Productivity System (SPS) was established by the BOR in its 1199th meeting on 26 August 2005 to encourage

and reward scientific productivity. Deserving REPS shall be given the rank “UP Scientist” for a specific period of three years with a monetary award under the UP Scientific Productivity Award. REPS in active service who belong to the scientific disciplines covered by the SCS and meet the qualifications specified may be considered for the title of UP Scientist.

Meanwhile, the UP Arts Productivity System (APS) was established by the Board of Regents in its 1239th meeting on December 2008 as the counterpart for the Creative Sector of the UP Scientific Productivity System and is aimed at encouraging outstanding productivity in the creative arts or in arts scholarship for national development. Deserving artists and arts scholars in the research staff will be conferred the title “UP Artist” with a monetary award, the UP Arts Productivity Award. Please visit the OVPAA website for more details on the SPS and the APS.

3.6.5 Program on Recognition of Awards and Incentives for Service Excellence

In 2021 and upon the recommendation of the UPD Program on Recognition and Awards and Incentives for Service Excellence (PRAISE) Committee, UPD institutionalized the University PRAISE Honor and Awards Program in addition to the Gawad Tsanselor. The GALING, UTAK, PUSO at DANGAL (GALING UPD) Honor and Awards Program is aligned with the Civil Service Commission Hero and Public Servant Honor and Awards Program. [[CSC MC no. 1, s. 2001](#); [Memorandum no. AAP 2021-04](#)]

3.7 Grants and Incentives

3.7.1 OVPAA-administered Grants

3.7.1.1 Emerging Interdisciplinary Research Grant

The Emerging Interdisciplinary Research Grant (EIDR) is a variation of the previous research program of the OVPAA. Two categories of proposals are solicited: 1) interdisciplinary research (IDR) program proposals for PHP 10 million per year, and 2) single or dual project proposals for PHP 2 million per year, for a maximum of four years (in two phases), for a total of PHP 80 million per year.

The grants are competitive with evaluation and ranking of proposals performed by external reviewers. Major evaluation criteria are: 1) innovation and intellectual merit; 2) significance and broad impacts; (3) investigator competence; and 4) feasibility of completion in four years.

The Office of the Vice President for Academic Affairs' “seed” research funds are intended to 1) enable UP researchers to produce high quality publications and other academic output quickly and regularly; 2) lay the groundwork to establish a research culture in UP (by having UP's research experts mentor the present and future generations of UP researchers in the best practices of research); 3) promote interdisciplinary and intercampus research interactions and activities (one UP); and 4) support the creation of “value” networks from basic to applied research to produce discoveries and innovations that can be developed and packaged into useful and marketable products and services (involving integrated teams of researchers in the natural, engineering, and computational sciences, as well as in business economics management and development; and arts, culture, and lifestyle creators) that contribute to our growth and development as a UP community and as a nation.

General research areas for this grant include:

- a) progressive pedagogy
- b) Philippine culture, arts, mass communication, humanities, to enhance national identity, global orientation or tourism development
- c) poverty alleviation, family and community development
- d) health, disease and wellness
- e) agriculture, aquaculture, animal husbandry and nutrition
- f) environment, climate and energy
- g) biodiversity, conservation and drug discovery
- h) genomics, other "-omics" and biotechnology
- i) ICT engineering, nanotechnology
- j) computational modeling, complex systems [1272nd BOR meeting, 25 Aug. 2011]

3.7.1.2 Enhanced Creative Work and Research Grant

The Enhanced Creative Work and Research Grant (ECWRG) aims to encourage faculty and REPS to undertake research that will lead to publications or exhibitions or performances of creative work or other significant output such as patents, new software, and advanced technologies. To ensure the quality of output, publication or exhibition will be required prior to the full release of the grant, depending on whether the grant is for research or creative work.

As a rule, only REPS with a rank of University Researcher I and higher may apply for the grant provided they meet the qualifications set by the OVPAA. The track record of applicants in completing creative work/research projects (whether UP-funded or not) shall be examined by the screening committees of the CU and the System. Faculty and REPS with poor track record of publication shall not qualify for the grant.

Faculty and REPS across disciplines (e.g., sciences, arts, humanities, social sciences) are encouraged to submit integrated interdisciplinary proposals, or those constituting a value chain for basic and applied research with applications in public service. Each applicant in the group is entitled to the full amount of the grant based on her/his/their rank. Each grantee shall have at least one paper submission where she/he/they is first author. The project leader/director who is understood to be the senior author, may submit a paper where she/he/they is not the first author but is among the co-authors so long as the same paper is not submitted by another grantee as a final deliverable.

The grant shall support research or creative projects in any field (basic and applied), such as literary work, scientific research, textbook writing, preparation of e-materials (published by academic publishers), artistic work, invention, software, and so on, provided the proposed project is within the discipline/field of the applicant. For example, an application to write poetry shall not be entertained if proposed by faculty outside this field. [1299th BOR meeting, 31 Jul. 2014]

3.7.1.3 UP System Research Dissemination Grants

The Board of Regents established the UP Research Dissemination Grant (RDG) as an award to outstanding REPS researchers who receive invitations or gain acceptance to present their research papers in prestigious international conferences.

With the RDG, REPS are encouraged to conduct and publicize high-quality research that would make the University more visible in the international research community. Participation in international conferences would also expose REPS researchers to cutting-edge research and could provide opportunities to forge collaborations with leading researchers in the world.

The amount of the grant is fixed per applicant and based on the location of the international conference. [[BOR 1282nd meeting, 20 Sep. 2012](#)]

3.7.2 OVCRD-administered Grants

OVCRD offers several research and extension grants to qualified REPS in support of enhancing capabilities, increasing network and publications, and invigorating the REPS as contributors to educational and national development.

Currently, the grants offered/funding managed by OVCRD are as follows:

- a) Outright Research Grant
- b) Thesis and Dissertation Grant
- c) PhD Incentive Award
- d) Open Grants
- e) Source of Solutions (SOS) Grants (Special Grant)
- f) Extension Grants
- g) Conference Research Dissemination Grants
- h) Intellectual Property Protection Grants
- i) REPS Development Fund

3.7.2.1 Outright Research Grant

This grant aims to support researchers and creative workers of UP Diliman who are embarking on new or continuing projects. It may serve as co-funding of major projects and may be open to research or creative work in any field from all academic clusters in the University.

The proponent shall be a regular faculty member or REPS in active service in UP Diliman or in the UP Diliman Extension Program in Pampanga, regardless of the status of employment whether permanent or temporary (but excluding lecturer, professor emeritus, and faculty member on sabbatical leave).

The maximum outright research grant is PHP 300,000. Treatment of the grant shall be in accordance with the BOR approval in its 1285th meeting dated 24 January 2013. In no case shall additional funding be granted. Visit the OVCRD website for more information.

3.7.2.2 Thesis and Dissertation Grant

The grant aims to assist in the completion of MA/MS thesis or doctoral dissertation of UP Diliman REPS and faculty that will lead to a graduate degree. The grant supports thesis and dissertation work in any academic discipline.

The proponent shall be a regular REPS or faculty member, or a teaching associate or teaching fellow, in active service in UP Diliman or in the UP Diliman Extension Program in Pampanga, regardless of the status of employment whether permanent or temporary (but excluding lecturer and faculty member on sabbatical leave), enrolled in either campus and whose thesis or dissertation proposal has been approved by the appropriate college graduate committee.

The maximum grant is PHP 30,000 for master's thesis or PHP 60,000 for doctoral dissertation. Treatment of the grant shall be in accordance with the BOR approval in its 1285th meeting dated 24 January 2013. In no case shall additional funding be granted. Visit the OVCRD website for more information.

3.7.2.3 PhD Incentive Award

This grant aims to provide the necessary incentive and support to REPS and faculty members of UP Diliman who recently obtained their PhD or equivalent to establish their research or creative work in UP Diliman. It also aims to serve as an incentive for these new doctoral degree holders to publish their dissertation works in reputable, refereed journals or exhibit their creations in prestigious venues or events. In this way, the grantee can begin establishing a publication record or exhibition record that will strengthen her/his/their chances of obtaining future grants for further research or creative work.

The proponent shall have received her/his/their PhD or equivalent within twenty-four months prior to the application. An exception to this rule may be allowed for: (a) proponent who immediately undertook postdoctoral research after getting her/his/their PhD or equivalent; and (b) proponent who has a current application for postdoctoral position. The latter may defer the effectivity of her/his/their application for the grant; she/he/they shall apply and may remain eligible upon completion of the postdoctoral stint. The proponent shall be a regular REPS or faculty member in active service in UP Diliman or in the UP Diliman Extension Program in Pampanga, regardless of the status of employment whether permanent or temporary (but excluding lecturer, professor emeritus, and faculty member on sabbatical leave).

The maximum PhD incentive grant is PHP 300,000 per year for two years. Treatment of the grant shall be in accordance with the BOR approval in its 1285th meeting dated 24 January 2013. In no case shall additional funding be granted. Visit the OVCRD website for more information.

3.7.2.4 Open Grants

Open Grants support UP Diliman interdisciplinary, multi-disciplinary, or cross-disciplinary research projects or creative works of the highest standards, which will lead to evidence-based interventions, breakthrough policies, notable creative works, and/or innovative technologies with excellent socioeconomic potential.

The proponent shall be a regular REPS or faculty member in active service in UP Diliman or in the UP Diliman Extension Program in Pampanga, regardless of the status of employment whether permanent or temporary (but excluding lecturer, professor emeritus, and faculty member on sabbatical leave).

Open Grants shall be based on the financial requirements of the study. Treatment of the grant shall be in accordance with the BOR approval in its 1285th meeting dated 24 January 2013. In no case shall additional funding be granted. Visit the OVCRD website for more information.

3.7.2.5 Source of Solutions Special Grant

This grant provides funding to support commissioned research or creative work on results-oriented projects or programs, open innovation solutions, or front-end ideation to R & D addressing immediate challenges and pressing concerns of/in UP Diliman. It aims to promote the strategic value of UP Diliman as a microcosm of Philippine society and therefore a great source of solutions (SOS) to many of our most difficult national problems (in education, risk and disaster management, land use, transportation, community safety, etc.).

The proponent shall be a regular REPS or faculty member in active service in the UP Diliman or in the UP Diliman Extension Program in Pampanga, regardless of the status of employment, whether permanent or temporary (but excluding lecturer, professor emeritus, and faculty member on sabbatical leave).

The SOS grant shall be PHP 300,000 total for five to twelve months; this financial requirement of the study may be negotiable for highly meritorious cases. Treatment of the grant shall be in accordance with the BOR approval in its 1285th meeting dated 24 January 2013. In no case shall additional funding be granted. Visit the OVCRD website for additional information.

3.7.2.6 Extension Grants

The UP Diliman Extension Grants is an outright grant administered by the OVCRD to support extension projects of faculty and staff that receive minimal or no funding support from any organization. It aims to promote and encourage faculty, REPS, and administrative staff to contribute to achieving excellence in social and public service, especially with underserved and marginalized sectors and communities.

The extension work must be consistent with the UP Diliman definition of extension as follows:

Extension is public service work by an academic unit, faculty, staff, and students, individually or as a group. This function of the University is a contribution to achieving excellence in social and public service, especially the underserved sectors. Extension generates, validates, and applies knowledge that can enrich instruction and research.

Extension includes services utilizing expertise and talent related to one's discipline, such as technical assistance, extramural programs, advocacy and community mobilization, and, organizing symposia, public fora, exhibits, performances and conferences. It may also include activities related to service-learning that complement course instruction. [[134th University Council meeting, 16 Feb. 2015](#)]

The grant amount is up to a maximum of PHP 150,000 per application. Treatment of the grant shall be in accordance with the BOR approval in its 1285th meeting

dated 24 January 2013. The grant shall be for a maximum duration of one year. In no case shall additional funding be granted to the same grantee for the same project. All applications are submitted and evaluated by OVCRD.

3.7.2.7 Conference Research Dissemination Grants

This grant provides financial support to enable UPD colleges/units to host conferences in line with the University's mission and vision. Please note to check with OVCRD for the availability of this grant.

3.7.2.8 Intellectual Property Protection Grants

These grants provide funding support to researchers and creative workers of UPD who would like to engage in protecting their research or creative work outputs. It aims to assist and encourage faculty members and REPS in securing IP rights such as copyright, patent, utility model, industrial design, trademark, and trade secret as well as securing certifications and/or regulatory requirements needed for certain products/processes.

There are two types of IP protection grants:

- a) Philippine Protection Grant for local intellectual property rights filings;
- b) Foreign Protection Grant for international phase, which include the Patent Cooperation Treaty route and the National Phase Entry in other countries.

3.7.2.9 REPS Development Fund

OVCRD disseminates the guidelines for the use of the UPD RDF that are followed by the UPD RDF Committee.

3.7.3 Foreign Fellowships under FRASDP

The UP System Faculty, REPS, and Administrative Staff Development Program (FRASDP, formerly the Faculty and REPS Development Program) includes fellowship programs for PhD and master's as well as for the recruitment of foreign-trained PhD faculty. REPS are included in the program to hasten the number of academic personnel with master's and doctoral degrees. Five to ten slots have been reserved in each of the CUs for their respective niches for these study grants and recruitment programs. The FRASDP includes the following:

- a) PhD and Master's Fellowship Program for Faculty, REPS, and Administrative Staff

Priority will be given to PhD and master's fellowships directly aligned with the niches of each of UP's constituent universities, as well as support for master's/PhD sandwich programs to enable the pursuit of theses/dissertations in foreign universities. The length of a PhD fellowship that can be enjoyed is up to five years. The program supports tuition, salary, as well as access to a start-up grant of up to PHP 2.5 million upon completion of the PhD (subject to availability of funds). For foreign study, the round-trip airfare and living allowance will also be covered.

b) Short-term Travel Grants for Foreign Postdoctoral Stints or Training

Academic staff who wish to undergo training or undertake projects in foreign universities for up to two months may request for support for travel and living expenses.

c) Externships and Workshops within Industry

This covers the organization of workshops to explore linkages with industry especially for UP's mature technologies and other output ready for uptake by industry and SMEs. Externships of faculty and students in these private companies as well as training and promotion of entrepreneurship among students and faculty will be supported.

All applications must be endorsed by the unit heads or deans, duly evaluated by the OVCAA and then endorsed by the Chancellor. Further information about FRASDP can be found on the OVCAA's website (<https://ovpaa.up.edu.ph/faculty-reps-and-administrative-staff-development-program/>).

3.7.4 Local Fellowships

REPS may avail of local fellowships for advanced degrees in the University subject to conditions that the University adopts for study leave with pay and in accordance to the mandates and plans of the respective units. Applications are coursed through the HRDO and the OVCAA.

3.7.5 PhD Incentive Grant and Sandwich Program

This grant allows REPS who are in the final year of their PhD program in a foreign university and are in need financial support to complete their degree. It also covers up to one year of study abroad under the PhD "sandwich" program (in which a doctoral student enrolled in UP spends a year in a foreign university working on her/his/their dissertation).

For applicants in the final year of their PhD program,

- a) Applicants must be enrolled in a PhD program abroad at the time of application; not be enjoying any other grant or support except their salary; and are close to completing their PhD (in their final year), proof of which must be submitted. Other details may be viewed at the OVCAA website.
- b) In rare cases where a master's degree or its equivalent is the highest degree offered in a particular field (because the field is a pioneering one or is highly technical), a REPS enrolled in such a program abroad may apply for the grant, provided she/he/they meets the conditions above. Full justification must be supplied.
- c) The grant shall cover a period of up to twelve months.
- d) The applicant shall commit herself/himself/themself to complete the program within one year at most and indicate the expected date of completion.
- e) UPD shall prioritize the eligible REPS according to its needs, taking into account which type of expertise is most needed at the moment and/or the thrust of the CU.

- f) In addition, the applicant's track record is highly considered (performance in graduate school and likelihood of completing the degree, whether the applicant previously enjoyed a grant and/or why it was stopped, and the applicant's potential contribution to her/his/their unit)

For those on "sandwich" program, the grant shall provide at most one year of support. The REPS or her/his/their CU shall support any extension of study beyond this period. The grant recipient shall be given the following:

- Pre-travel and clothing allowances
- Foreign travel
- Living allowance (amount depends on place of study)
- Other fees that may be required (subject to availability of funds and evaluation by the VPAA)

The CU shall provide:

- Fellow's salary and other entitlements attached to the position; and
- Salary of substitute (or overload pay of remaining faculty)

Recipients who fail to comply with the terms of the grant—which includes the date pledged to complete the program—and those whose grants are terminated for cause during the grant period shall return the full amount received. They shall also be subject to such other sanctions as prescribed by pertinent University rules. Furthermore, they shall be disqualified from all University grants. [*1142nd BOR meeting, 26 May 2000 and 1152nd BOR meeting, 26 Jul. 2001; amended at 1153rd BOR meeting, 30 Aug. 2001; amended at 201st PAC meeting, 18 Nov. 2003*]

3.7.6 Other Incentive Schemes

3.7.6.1 Attendance in Conferences, Seminars, and Workshops

Conferences, seminars, and workshops are usually of short duration, but, especially when they take place abroad and involve the presentation of papers, can be of immense benefit to both the academic personnel and to the University. They can also serve as an incentive for joining and staying within the ranks of the University's academic staff. Therefore, provision is made for attendance to them.

In UPD, the major source of support for these activities is the RDF. The fund gives REPS the opportunity for exposure and eventual collaboration with colleagues in the national and international academic communities through paper presentation and attendance. Interaction of REPS with faculty and staff with the national and international experts in different fields brings new knowledge and increases network and mileage for the REPS.

3.7.6.2 Attendance in Training Programs

Besides the through the RDF, training/scholarship grants made available to the Philippine government and short courses and specialized certification courses may be applied for by the different colleges and units of the University with the proper endorsement from higher University officials.

The following employees may be nominated to obtain foreign assisted training/scholarship grants:

- a) Employees of government agencies, including state colleges and universities and government-owned or controlled corporations, directly involved in the undertaking and implementation of foreign-assisted projects in which the government entered into between such government agencies and the foreign entity includes training/scholarship grants for project staff members under the auspices of the lending or assisting foreign institution;
- b) Members of the academic staff of a chartered state college or university whose appointments are non-permanent in nature on account of lack of either master's or doctoral degrees as embodied in the charter of the state college or university, and whole availment of a scholarship/training grant shall satisfy the deficiency thereby qualifying the proposed nominees for permanent appointments upon completion of the training/scholarship grants; or those who lack a specified residency requirement shall have been complied within three years after grant has been availed of;
- c) Employees engaged in highly scientific fields critical to national development where there are only a few educationally qualified personnel as certified by the Department of Science and Technology;
- d) Employees who have been personally invited by a sponsoring entity; or employees who are proposed for nomination by agencies which have been directly invited by a foreign entity to avail of training/scholarship grants.

If a candidate/nominee had previously availed of any foreign-assisted scholarship/training grant from any sponsoring entity, in no instance shall the said candidate/nominee be allowed to avail of another grant unless she/he/they has completed serving the required number of years with the nominating agency as provided for in the scholarship contract entered into between the candidate/nominee and the nominating agency, provided such grant is not a direct consequence of her/his/their previous grant.

The duration of the scholarship/training grant shall not exceed the period of the candidate/nominee's temporary or contractual appointment, in no case shall it go beyond one year, unless the contractual or temporary appointment is renewed or approved by the Civil Service Commission. [*Civil Service Commission MC no. 13, 5 Aug. 1987*]

The awardee is entitled to her/his/their salary for the duration of the grant. Other allowances such as clothing allowance, pre-travel expenses, and book allowances may be granted as requested by awardee, subject to availability of funds and accounting and auditing rules.

Everyone granted authority to travel abroad shall submit within ten days upon return a brief written report about the trip. [*EO no. 6, Office of the UP President, s. 1989*]

3.7.2.3 Academic Program Improvement Fund

The Academic Program Improvement (API) fund was established in 2000 to aid the smaller CUs (UP Baguio, UP Mindanao, UPOU, and UP Visayas) in the development of their academic programs. In 2013, however, all CUs were provided API funds because of the availability of bigger fund allotment from the National Government.

The utilization of the API Funds is based on the broader perspective of achieving academic excellence in the UP System. Funds are made available in order to strengthen the link and integration of education, research and creative work, and public service. To this end, the utilization of the funds is guided by certain policies to ensure that the funds provide greater impact to the various academic units in their pursuit of academic excellence.

API funds are included in the CUs' respective annual internal operating budgets. They are categorized as MOOE, specifically for improvement of the CUs' academic programs. Thus, they should be utilized as such. API funds cannot be used for capital/equipment outlay; personal services, e.g., remuneration such as salaries; and international travel.

The API fund aims to:

- a) Develop excellent research-, innovation-, and creative work-enriched academic programs;
- b) Develop excellent academic programs that will serve as basis for knowledge-based public service and public policies;
- c) Review and improve the academic content of courses and curricular programs, in relation to the CUs' niches, national priorities, recent discoveries or developments in the discipline, etc.;
- d) Improve teaching-and-learning or pedagogy of academic degree programs by exploring innovative pedagogical methods; and
- e) Develop high quality academic degree programs that meet national and international quality assurance standards.

Since 2016, the UPD Office for the Advancement of Teaching has been handling the monitoring of the implementation of API projects in UP Diliman. For more details, please refer to Memorandum no. OVCAA-BMP 16-186-A.

CHAPTER IV: UPD REPS PERFORMANCE OF DUTIES, RIGHTS, AND PRIVILEGES

4.0 Introduction

This chapter outlines the guiding principles for UP Diliman REPS for the performance of their personal and institutional duties, defines their rights and privileges, lists acts considered violations, and the corresponding corrective actions for erring REPS.

As government employees, all UPD REPS are covered by RA no. 6713, also known as the Code of Conduct and Ethical Standards for Public Officials and Employees. This law, which was approved on 20 February 1989 and took effect on 25 March 1989, has seventeen sections that include the norms of conduct of public officials, systems of incentives and rewards, prohibited acts and transactions, submission of statements and disclosures, compliance with principles for divestment and review, and provision for penalties and/or separability. This chapter was prepared with RA No. 6713 as the basis. Laws and university policies applicable to UPD REPS in fulfilling their mandates while protecting their rights are also cited.

All UPD REPS must abide by the principles contained in this chapter and raise their concerns, when necessary, with their home institutions, the appropriate UPD agency, or the UPD REPS Welfare Council.

4.1 Code of Conduct and Ethical Standards for Public Officials and Employees

Every public official and employee shall observe the standards of personal conduct in the discharge and execution of official duties defined in section 4 of RA no. 6713. The eight norms were formulated to accommodate the diversity of responsibilities and mandates of all government personnel, elective and appointive, and the compliance monitored by the Civil Service Commission of the Philippines. Because of the value of this set of norms of conduct, this section will use not only the actual words of RA no. 6713 and but also provide additional information sourced from the implementing rules and regulations (IRR) of the same law.

4.1.1 Commitment to the Public Interest

Public officials and employees shall always uphold public interest over and above personal interest. All government resources and powers attached to respective offices must be employed and used efficiently, effectively, honestly, and economically to avoid waste of public funds and revenues.

4.1.2 Professionalism

Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence, and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.

Each agency shall continuously research and experiment on measures and adopt innovative programs to motivate public officials and employees to raise the observance of public service ethical standards. [[sec. 6, Rule III, IRR of RA no. 6713](#)]

4.1.3 Justness and Sincerity

Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety, and public interest. They shall not dispense or extend undue favors, on account of their office, to their relatives, whether by consanguinity or affinity, except concerning appointments of such relatives to positions considered strictly confidential or as members of their staff whose terms are coterminous with theirs.

4.1.4 Political Impartiality

Public officials and employees shall provide service to everyone without discrimination, regardless of party affiliation or preference.

UPD REPS may not form or participate in politically partisan organizations; hold politically partisan conferences, parades, and rallies; and solicit votes, pledges, and support toward any candidates or political personalities. They must maintain political impartiality at all costs within the official time of duty or capacity and/or using government resources. [[Commission on Elections and Civil Service Commission JC no. 001, s. 2016](#)]

4.1.5 Responsiveness to the Public

Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when necessitated by public interest, public officials and employees shall provide information about their policies and procedures in clear and understandable language. They must ensure openness of communication, public consultations, and hearings whenever appropriate. They must encourage suggestions, simplify and systematize policy, rules, and procedures, avoid red tape, and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.

Government agencies are directed to develop a service guide or its functional equivalent to guide the public on how transactions should be handled. This guide should simplify rules and procedures to avoid red tape. [[sec. 4, Rule III, IRR of RA no. 6713](#)] The agency should also conduct public consultations to gather feedback and improve its efficiency in delivering the services to the public. [[sec. 5, Rule III, IRR of RA no. 6713](#)]

4.1.6 Nationalism and Patriotism

Public officials and employees shall always be loyal to the Republic and the Filipino people, promote the use of locally produced goods, resources, and technology, and encourage appreciation and pride of the country and people. They shall endeavor to maintain and defend Philippine sovereignty against foreign intrusion.

4.1.7 Commitment to Democracy

Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall always uphold the Constitution and put loyalty to the country above loyalty to persons or parties.

4.1.8 Simple Living

Public officials, employees, and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious displays of wealth.

Modest and simple living means maintaining a standard of living within the public official and employee's visible means of income as correctly disclosed in his income tax returns, annual statement of assets, liabilities, and net worth, and other documents relating to financial and business interests and connections. [[sec. 6, Rule VI, IRR of RA no. 6713](#)]

4.2 Code of Conduct for UP Diliman REPS

4.2.1 Aspiration

The REPS recognize the need to actively contribute to the University of the Philippines in fulfilling its purpose defined in RA no. 9500. The policy states that as a national university, a public and secular institution of higher learning, and a community of scholars dedicated to the search for truth and knowledge as well as the development of future leaders, the University of the Philippines shall perform its unique and distinctive leadership in higher education and development. [[sec. 2, RA no. 9500](#)]

The diversity of the nature and scope of research and extension activities conducted by UPD REPS is critical in helping the UPD achieve its purpose. Hence, the UPD REPS aspires to actively work with faculty, administrative staff, and students in making this vision a reality.

4.2.2 Professional Excellence in the Conduct of Duties

UPD REPS should actively engage in knowledge generation (research), knowledge sharing and dissemination (extension), and knowledge utilization (professional services). Some examples of these activities include formulating academic standards and initiating innovations in teaching, research, and personnel development; providing advanced studies for scholars, scientists, artists, and professionals; engaging in research activities and promoting research in various universities and colleges; and providing multiple forms of community, public and volunteer service as well as technical assistance to the government, private sector, and civil society. [[sec. 3, RA no. 9500](#)]

To maintain professional excellence, all UPD REPS must actively engage in continuous personal and professional development. Host institutions, on their part, are directed to conduct professional, scientific, training, and education programs targeted to enhance, to the highest degree, professionalism, excellence, intelligence, and skills in

the performance and discharge of duties and responsibilities of officials and employees. [[sec. 2, Rule III, IRR of RA no. 6713](#)].

To assist UPD REPS in pursuing continuing professional development, the University must support the renewal of professional licenses, e.g., Professional Regulation Commission (PRC)-authorized continuing professional development and Mandatory Continuing Legal Education (MCLE), that are needed in the performance of one's tasks. [[CSC MC no. 18, s. 2018](#)]

4.2.3 Compliance with Philippine Professional Requirements

UPD REPS must comply with professional requirements specific to their disciplines, such as those prescribed by the PRC for medical doctors and allied medical professionals, the Integrated Bar of the Philippines (IBP) for lawyers, and other accredited professional organizations. Each discipline is advised to form its working group to define its members' specific requirements further. UP must provide an enabling environment for REPS to fulfill these professional requirements. These laws and policies must be seen as means of pursuing the best interests of the REPS.

Some laws and policies have been passed to govern the career track of specific disciplines. These include:

- a) **RA no. 11312**, or the "Magna Carta for Scientists, Engineers, Researchers, and other S[cience] & T[echnology] Personnel in Government" approved on 17 April 2019 states the country's recognition of science and technology as essential for attaining national development and progress. This law amended RA No. 8439 and raised government support for S & T personnel.
- b) **RA no. 9258** or the "Guidance and Counselling Act of 2004" approved on 2 March 2004 describes the government's support for improving, advancing, and protecting the guidance and counseling services profession.
- c) **RA no. 9246** or "The Philippine Librarianship Act of 2003" approved on 9 February 2004 captures the country's recognition of librarians' essential role in developing Filipinos' intellectual capacity of Filipinos, thus making library service a regular component of national development. The law describes the scope and practice of librarianship that guides in the practice of the profession.
- d) **RA no. 7305** or "The Magna Carta of Public Health Workers," passed on 26 March 1992, aims to promote and improve the working conditions of health workers to enable them to be more responsive and better equipped to deliver health projects, programs, and services to the public. which was passed on 26 March 1992 aims to promote and improve the working conditions of health workers to enable them to be more responsive and better equipped to deliver health projects, programs, and services to the public.

4.2.4 Compliance with Philippine Laws

Because of their professional standing and the nature of their activities, specific Philippine laws directly affect the fulfillment of duties of the UPD REPS community. These laws and policies must be seen as a means of pursuing the best interests of the REPS. These laws include but are not limited to:

- a) **RA no. 9485** or the "Anti-Red Tape Act of 2007," which is an act to improve the efficiency in the delivery of government service to the public by reducing bureaucratic red tape, preventing graft and corruption, and providing penalties thereof. It aims to promote transparency in government concerning the manner of transacting with the public by requiring each agency to simplify frontline service procedures, formulate service standards to observe in every transaction, and make known these standards to the client; [[Resolution no. 081471, IRR of RA no. 9485](#)]
- b) **RA no. 10532** or the "Philippine National Health Research Systems Act of 2013" states the policy of the government to protect and promote the right to health of the people, instill health consciousness among them, and improve the quality of life of every Filipino through health research and development initiatives. The law prescribes the work of the Philippine Health Research Ethics Board (PHREB) to formulate ethical policies in research, and to require all scientific research involving humans, to be monitored by an accredited ethics review committee. Currently, UP Diliman has an accredited Level 1 Research Ethics Committee (REC) at the College of Home Economics, but no Level 2 or Level 3 REC, which is required for reviewing more invasive protocols such as those used in genetic or health research.
- c) **RA no. 8371** or the "Indigenous Peoples Rights Act of 1997" declares as part of state policies the recognition and promotion of the rights of Indigenous Cultural Communities/ Indigenous Peoples (ICCs/IPs) and established the National Commission on Indigenous Peoples (NCIP) as the government agency mandated to fulfill this task. Any research, extension, or developmental activity that involves ICCs/IPs must undergo a review process and be monitored by a designated NCIP field team referred to as the Indigenous Knowledge, Systems and Practices to ensure the protection of the rights of ICCs/IPs. NCIP has issued two administrative orders, No. 1 and No. 3 of 2012, that define the requirements for any activity with recognized ICCs/IPs.
- d) **RA no. 8485** or the "Animal Welfare Act of 1998" defines its purpose as protecting and promoting the welfare of an animal while in captivity or as part of a research program. In compliance with this law, UP Diliman has set up the Institutional Animal Care and Use Committee that reviews all protocols used on live animals for teaching and research, including inspection of facilities.
- e) **RA no. 9003**, or the "Ecological Solid Waste Management Act of 2000," directs the State to adopt a systematic, comprehensive, and ecological solid management program. Because of the amount of waste, including chemicals and plastic generated in physical laboratories and the volume of paper in most agencies, an effective ecological waste management system within UPD is urgently needed to protect its human resources and reduce the environmental cost of these wastes.
- f) **RA no. 10173** or the "Data Privacy Act of 2012" describes the government policy to protect the fundamental human right of privacy of communication while ensuring the free flow of information to promote innovation and growth. The law further states the government's support for information and communications technology that must be used to ensure the nation's progress and protect the rights of persons to their data.

- g) **RA no. 7877** or the “Anti-Sexual Harassment Act of 1995” states the government's commitment to value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, and students. The University has set up the Office of Anti-Sexual Harassment (OASH) to address sensitive issues and implement the UP Anti-Sexual Harassment Code.

UPD REPS also recognizes the diversity of gender preferences and will thus respect gender equality while denouncing all forms of sexual harassment and gender-based violence.

4.3 Privileges, Requirements, Restrictions, and Discipline

UPD REPS enjoys all the benefits and privileges of a UP employee. Similarly, all restrictions and disciplinary actions prescribed in the University of the Philippines Code of 2006 shall apply.

4.3.1 Academic Freedom

UPD REPS enjoys academic freedom, which they exercise to promote impartial and holistic education and support the freedom of all in pursuing knowledge without interference and restrictions. [[sec. 5, RA no. 9500](#)]

In the exercise of this freedom, UPD REPS must respect diverse and dissenting opinions among colleagues.

UPD REPS are not prohibited from expressing their personal views or opinion using different platforms, e.g., published articles, commentaries, or its equivalent. However, their views or opinions shall not be considered official statements of the University or any of its offices.

Opinions, statements, and views expressed through the Diliman Information Office or its equivalent office in other CUs/the UP System are the sole source of official statements and opinions of the University.

4.3.2 Engaging in Partnerships and Collaborations

UPD REPS are encouraged to partner with other public or private persons and institutions, e.g., government agencies, civil society organizations, and private organizations, to reach a wider audience and enhance their work's effectiveness. Collaborations may be formalized through signing a research contract, a Memorandum of Understanding, or a Memorandum of Agreement between UP Diliman and a partner institution, which includes the specific terms and the period of engagement. The preparation, review, signing, and notarization of any agreement follow specific protocols being implemented by the OVCRD and the OC. [[sec. V. List of Services, UP Diliman Citizen's Charter 2nd edition, 2020](#)] Only the Chancellor can sign a formal collaboration on behalf of UP Diliman.

Partnerships and collaborations are essential in achieving the University's mandate of serving ‘as a regional and global university in cooperation with international and scientific union networks of universities, scholarly, and professional associations in the Asia-Pacific region and around the world. [[sec. 3, RA no. 9500](#)]. The Diliman Office of

International Linkages must review collaborations with international partners before the Chancellor signs the agreement following protocols described in the UP Diliman Citizen's Charter of 2020.

4.3.3 Membership in Organizations and Associations

UPD REPS are encouraged to actively participate in legal, duly recognized, and registered professional or civic associations. [[OVPA Memorandum no. 31, 28 Mar. 2001](#)]. Participation in the association's activities, including attendance in meetings or conferences, especially if these activities happen during office hours, should have the permission of the immediate supervisor and the head of the agency. See Chapter 5 of this Manual for a partial list of REPS organizations in UP Diliman.

4.3.4 Effective Evaluation of Performance Targets and Ratings

As detailed in section 2.2.1 of this Manual, UP Diliman, through the Monitoring and Evaluation Section of the Human Resources Division, uses the Performance Evaluation System as an instrument to monitor, consolidate and evaluate the performance of UPD REPS.

Each personnel (administrative and REPS) submits their performance targets not later than fifteen days from the start of the rating period, e.g., 15 January for the January to June rating period and 15 July for the July to December rating period. The target activities can be classified into research, extension, and professional services. Each UPD REPS, in consultation with their immediate supervisor, determines the proportion of research, extension, and professional services per rating period. UPD REPS could be assigned administrative tasks but only up to 50 percent of the total targets and would require deloading of other functions so as not to exceed 100 percent. Sometimes, work not included in the original target activities may be assigned. These tasks will be considered intervening targets for the rating period and should not exceed 176 hours. If the additional workload for the UPD REPS exceeds this maximum number of hours, the task may no longer be considered intervening, and the UPD REPS may opt to submit their revised performance targets up to a month before the deadline, e.g., the last working day of December or 30 June. The personnel must include a cover letter explaining the reasons behind the changes in performance targets.

Based on their qualifications, UPD REPS may be assigned as supervisor or head of office through the issuance of an appointment for additional assignment by the UPD Chancellor. The appointment paper should include information on benefits, e.g., honorarium, representation and transport allowance, administrative load, and the length of the assignment.

Each agency determines the way performance targets and ratings are prepared. The only requirement in the PES is that the targets and ratings must be discussed and mutually agreed upon by the UPD REPS and the immediate supervisor, with the head of the agency attesting to the agreement. In addition, the PES provides a section where the discussion on critical areas of improvement between personnel and immediate supervisor relevant to a rating period should be documented. Signatures in all sections of the PES indicate agreement between UPD REPS and their supervisors. If this is not the case, the UPD REPS may seek the assistance of the head of the agency and the HRDO's Human Resources Division (HRD) Performance Evaluation and Review Committee.

PES are submitted to the Monitoring and Evaluation Section of the HRDO's HRD on 31 July and 31 January for the first and second rating periods, respectively.

REPS supervisors with more than 50 percent administrative tasks may use the Strategic Performance Management System (SPMS) as their performance monitoring tool. SPMS focuses on effectiveness and quality of work, efficiency, and timeliness as performance measures. Submission of SPMS has the same deadlines as the PES.

4.3.5 Working Hours, Allowances, Absences, and Separation from Service

The regular working hours for UPD REPS is forty hours per week, which can be served in a flexible work schedule. [*Memorandum from the Office of the Vice President for Finance, 16 October 1998*] Chapter 3 of this Manual provides a more detailed discussion on the working conditions for UPD REPS.

- a) **Leave and absences:** UPD REPS, whether permanent, temporary, or casual, who render work during the prescribed office hours, are entitled to vacation and sick leave (see Chapter 3). UPD REPS who do not apply for the appropriate leave will be considered AWOL (absence without leave). Under special circumstances, applications may be filed after the date provided the immediate supervisor has approved the absence. Any personnel accumulating thirty days of AWOL shall be dropped from the rolls. [*987th BOR meeting, 24 Apr. 1986*]
- b) **Additional assignments:** UPD REPS may accept additional assignments, which include teaching outside office hours, [*Memorandum no. FN-01-18 on Teaching Load/Overload of UP Officials, Deans, Directors, Heads of Units, Administrative Personnel, and REPS, 26 Feb. 2001*] administrative work, e.g., appointment as director, head of section/department, committee work, and extension work.
- c) **Allowances, benefits and honoraria:** For their service, UPD REPS are entitled to receive allowances following the terms of their appointment or contract and honoraria for services rendered.
- d) **Gifts, donations, and solicitations:** UPD REPS must not solicit money, accept gifts, payments, or favors from any person, organization, groups, or associations during their duties or in connection with the institutional operations. [*sec. 7, RA no. 6713*]
- e) **Separation from service:** UPD REPS must follow protocols that govern their separation from service, e.g., dismissal from service, dropped from the rolls, resignation, and retirement. [*UP Diliman Citizen's Charter, Second edition, 2022*]
- f) **Dismissal from service:** Dismissed personnel found to have committed grave offenses, [*sec. 46(A), Rule 10, CSC RRACCS*] are barred from returning to UPD or entering any government service indefinitely.
- g) **Dropped from the rolls:** Modes of separation such as "dropped from the rolls" due to the contract's expiration are subject to separation procedures. [*sec. 104, Rule X, 2017 Omnibus Rules on Appointments and other Human Resource Actions*]

- h) **Resignation:** The resignation of a UPD REPS will only take effect at least thirty days from the date of the notice. For valid reasons, the appointing authority may suspend the effectivity of resignation. Likewise, UPD REPS may withdraw the tender of resignation any time before the receipt of notice of acceptance or before the lapse of the thirty-day notice, whichever comes first. [[sec. 104, Rule X, 2017 Omnibus Rules on Appointments and other Human Resource Actions](#)]
- i) **Retirement:** UPD REPS who are about to retire are encouraged to formulate a succession plan that would facilitate a smooth transfer of tasks and responsibilities. They must be cleared from all forms of accountability within and outside their home institutions. Failure to obtain a university clearance will delay the processing and releasing of their retirement benefits.

Those who reach the compulsory retirement age of sixty-five are no longer eligible to enter government service as regular employees. However, because of their expertise, retired UPD REPS may be re-appointed on a temporary status. Retired UPD REPS holding temporary positions are no longer entitled to receive benefits provided for regular employees. [[sec. 12, Rule XIII, CSC MC no. 40, s. 1998](#)]

4.3.6 Respect for Persons

UPD REPS shall respect all persons, e.g., superiors, colleagues, students, clients, and visitors, regardless of social and economic status, gender, political and religious beliefs. They shall ensure a safe working environment for all.

One area that requires closer scrutiny in many working environments is the need to protect persons against sexual harassment, defined as “unwanted, unwelcome, uninvited behavior of a sexual nature or inappropriate sexual advances or offensive remarks about a person's sex, sexual orientation, or gender identity.” [[2017 UP Anti-sexual Harassment Code; RA no. 7877](#)] When an actual crime may have been committed and legal action is required, the case may be referred to the complainant's private counsel or to the Office of Legal Aide of the UP College of Law. Illicit acts in the form of words, actions, and other behavior containing and expressing sexual acts and the persons responsible must be reported to the Office of Anti-Sexual Harassment. OASH will follow procedures to investigate any complaint and recommend appropriate sanctions when the accused is found guilty of the offense. [[2017 UP Anti-sexual Harassment Code](#)] Illicit acts may be any or a combination of the following:

- a) Verbal - written or spoken utterances that express, evoke, or imply sexual content, whether humorous or direct.
- b) Physical - unsolicited touching, fondling, physical restraint, cornering, tickling, kissing, excessive cleaning of genitals, enemas, intercourse, sodomy, oral sex, licking, brushing up against, urinating on, invasion of privacy, and stalking.
- c) Covert - sexual abuse that happens without the victim's knowledge, such as social media stalking, covert photography, and sexual cyber harassment.
- d) Visual - sexually illicit acts that include unwanted or uninvited exposure to sexually explicit images, sexting, exhibitionism, nudity or inappropriate clothing, and performing sexual acts while a non-consenting individual is present.

- e) Ritualistic - includes forcing the victim to engage in religious or non-religious rituals such as games and team-building activities with sexual content.

To ensure a safe working environment and instill respect for persons, UPD REPS must formulate internal rules and policies free from sexually harassing content. Supervisors should not assign tasks and schedules that can put anyone in vulnerable circumstances. All activities of the agency must be carefully planned to ensure the safety of all participants.

UPD REPS must practice professionalism towards their clients and not use improper language that may put anyone in a sexually disadvantageous situation. They must not use their position to ask or demand sexual favors from their clients in exchange for any services offered by the office.

Unsolicited sexual acts, whether direct or indirect, with anyone within the office in UPD are prohibited.

4.3.7 Respecting Data Privacy

UPD REPS handle numerous documents and have access to classified information during their work. Whenever possible, data collection from persons must be accompanied by a free and prior informed consent. All documents shall not be used or processed aside from their authorized intended purpose and shall be archived [*Memorandum Reference no. EBM 20-07*] or disposed of in accordance to the data privacy rules of UP Diliman. [*UP Diliman Citizen's Charter, Second edition, 2022*] Information contained in student and office records, correspondence, memos, reports, and proceedings shall not be released without prior authorization from the person in authority or the consent of the people involved. [*art. 245, UP Code, amended at the 754th BOR meeting, 20 Jan. 1967; Chapter 3, RA no. 10173*]

Persons found to have violated the privacy of persons by sharing or misusing information shall be sanctioned by their home agencies and other authorities as prescribed by the Data Privacy Act of 2012.

Regarding personnel records, UPD REPS shall have the right to examine their personnel files kept under their 201 File at the HRDO and have the right to submit a written rebuttal against any material included as part of her/his/their employee human resources files. [*sec. 1-3, Art. XV, CAN between UP and AUPAEU, 2021-2026*]

4.3.8 Engagement in the Limited Practice of Profession

UPD REPS must take focus on fulfilling assigned tasks while at work. They may be given additional functions within the University, e.g., teaching, which may need to be done outside their regular forty working hours. Those who choose to engage in the practice of their profession outside the University must seek permission from UP Diliman by completing a certificate for limited practice of profession provided by the UPD HRD [*art. 250, UP Code, amended at the 1031st BOR meeting, 28 Jun. 1990*]. They must ensure that such engagement shall not impede the performance of their regular duties and responsibilities.

4.3.9 Pursuing Graduate Studies and Professional Development

UPD REPS are encouraged to pursue graduate studies, attend courses, present at conferences, and participate in activities for professional development.

UPD REPS should discuss their study and career plans with their immediate supervisors. The plans for personal improvement should be accommodated by strategizing flexible work schedules, endorsing requests for funding support, and approving applications for special detail when going overseas to attend conferences or courses.

4.3.9.1 Study Leave Privileges

Study leave privileges may be granted to those who are finishing their thesis/special problems/comprehensive exams. The supervisor must consider the overall operational needs of the agency and work with the UPD REPS and the other department members to formulate a work plan that accommodates the study leave without compromising the group's research, extension, and professional services. [*1065th BOR meeting, 23 May 1993*]

The work plan must also include the service obligation that the UPD REPS must render depending on the length of the study leave. [*CSC MC no. 21, s. 2004*] If the study leave involves foreign travel, then the personnel must accomplish the forms provided by the University.

Period of Study Leave	Service Obligation
One month	Six months
Two to three months	One year
More than three months to six months	Two years

If the UPD REPS fails to fulfill the service obligation, she/he/they must refund the gross salary, allowances, and other benefits received while on study leave.

4.3.9.2 Foreign Travels

UPD REPS must accomplish the appropriate applications for foreign travel, official and personal, within a reasonable time before their departure, following UP Diliman procedures. [*UP Diliman Citizen's Charter, Second edition, 2022*]

Travel abroad on official business is allowed if it follows minimum criteria. [*sec. 1, MC no. 35, Office of the President of the Philippines, s. 2017*] UPD REPS must submit a travel letter addressed to the Chancellor, followed by a signed and approved authority to travel. [*sec. 2, EO no. 459, s. 2005*] Daily subsistence allowance (DSA) for accommodation, meals, and incidental expenses will be based on the rates of the United Nations Development Program. [*sec. 4, MC no. 35, Office of the President of the Philippines, s. 2017*] This allowance is broken down as follows: 50 percent accommodation, 30 percent for meals, and 20 percent for incidental expenses.

Private individuals, relatives, and spouses are not entitled to government funding for such trips unless under highly meritorious circumstances. The UPD REPS must submit a written justification to the University for this.

UPD REPS who wish to travel abroad for vacation, leisure, or any other personal matter must also submit a travel letter addressed to the Chancellor with an approved application for Vacation Leave and Authority to Travel. UPD will not cover any expense concerning such trips. [[sec. 6, MC No. 35, Office of the President of the Philippines, s. 2017](#)]

4.3.10 Recourse to Institutional Grievance Mechanisms

Grievances and complaints shall first be handled in the home institution of the concerned UPD REPS. If the dispute is not resolved, the concern shall be referred to the UPD Grievance Membership Pool for REPS and academic personnel for appropriate action. [[AO no. MLT-18-133, 23 May 2018; art. XVI and Annex C, CNA between UP and AUPAEU, 2021-2026](#)]

Meanwhile, concerns regarding performance evaluations and promotions must first be channeled to the home agency's REPS Personnel and Fellowship Committee. When necessary, the issue can be elevated to the UPD HRD Performance Evaluation and Review Committee or to the UPD Grievance Membership Pool [[art. XVI and Annex C, CNA between UP and AUPAEU, 2021-2026](#)].

The immediate supervisors of UPD REPS should be informed concerning any incident of sexual harassment. The supervisor is expected to take the matter seriously and provide assistance to the complainant in order for her/him/them to file a complaint with the Office of Anti Sexual Harassment. If the supervisor is involved, then the complainant can opt to go directly to OASH.

The UPD Research Welfare Council should be informed about grievances that could have policy implications. The RWC will discuss the grievances in order to determine the extent of assistance it is mandated to provide, to refer the UPD REPS to the appropriate agency, and to initiate discussions on potential areas for the formulation of policies to prevent similar incidents from happening in the future.

CHAPTER V: RIGHT TO SELF-ORGANIZATION OF UPD REPS

5.0 Rationale

The right to self-organization is expressed by the REPS, the administrative staff, and the faculty members of the University through participation in various organizations. This right is enshrined in the 1987 Philippine Constitution, as stipulated in the following provisions:

Sec.8, art. III – “The right of the people, including those employed in the public and private sectors, to form unions, associations, or societies for purposes not contrary to law shall not be abridged”;

Sec. 2(5), art. IX-B – “The right to self-organization shall not be denied to government employees”;

Sec. 3, art. XIII – “The State shall afford full protection to labor, local and overseas, organized and unorganized, and promote full employment and equality of employment opportunities for all.

“It shall guarantee the rights of all workers to self-organization, collective bargaining and negotiations, and peaceful concerted activities, including the right to strike in accordance with law. They shall be entitled to security of tenure, humane conditions of work, and a living wage. They shall also participate in policy and decision-making processes affecting their rights and benefits as may be provided by law.”

In support of these provisions, President Corazon C. Aquino issued Executive Order no. 180 on 1 June 1987 to provide the guidelines for the exercise of the right to organize of government employees. Sec. 2, article I of the EO states that

All government employees can form, join or assist employees' organizations of their own choosing for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, works councils and other forms of workers' participation schemes to achieve the same objectives.

The same EO stipulates the protection of the right to organize, as declared in the following provisions:

Sec. 5, art. II - “Government employees shall not be discriminated against in respect of their employment by reason of their membership in employees' organizations or participation in the normal activities of their organization. Their employment shall not be subject to the condition that they shall not join or shall relinquish their membership in the employees' organizations”;

Sec. 6, art. II – “Government authorities shall not interfere in the establishment, functioning or administration of government employees' organizations through acts designated to place such organizations under the control of government authority.”

The right to self-organization is reaffirmed in chapter 6 of EO no. 292, or the Administrative Code. Section 38 of EO no. 292 states,

All government employees, including those in government-owned and controlled corporations with original charters, can form, join or assist employees' organizations of their own choosing for the furtherance and protection of their interests. They can also form, in conjunction with appropriate government authorities, labor-management committees, work councils and other forms of workers' participation schemes to achieve the same objectives.

5.1 REPS Organizations in UP Diliman

There are several REPS organizations that have been formed and are currently active across the different campuses in the UP System that aim to promote welfare, network, fellowship and interests.

In UP Diliman, this recognition is given to organizations such as, but not limited to the following:

5.1.1 Asosasyon ng Aklatan at Sinupan ng Diliman, Inc.

The Asosasyon ng Aklatan at Sinupan ng Diliman, Inc. (AASDI) is a non-profit professional organization of librarians and library staff working together to advocate for the development, promotion, and improvement of library services and resources. AASDI was established in 2016, and remains active in the promotion of their goals, conducting workshops, trainings, and seminars/webinars. To connect with this organization, please visit their website at <https://aasdinews.wordpress.com/>.

5.1.2 Congress of Teachers/Educators for Nationalism and Democracy

The Congress of Teachers/Educators for Nationalism and Democracy (CONTEND) takes up the challenge of organizing and leading a militant and progressive education workers' movement. CONTEND aims to promote a militant nationalist and progressive consciousness among teachers, to organize them on this basis, and to mobilize them in the Filipino people's for a truly independent and democratic society.

5.1.3 Alliance of Contractual Employees in UP

The Alliance of Contractual Employees in UP (ACE UP) is composed partly of REPS who are employed under a contract or job order and perform administrative, research, extension, and professional services. It advances the rights of the contractual employees for benefits and security of tenure. The non-UP contractuels in the REPS sector, composed mostly of research assistants, are included in the elections for the members of the REPS Welfare Council and the REPS Personnel and Fellowship Committee. *[1340th BOR meeting, 3 Dec. 2018]*

5.1.4 University of the Philippines System Supervisors Association

The University of the Philippines Supervisors Association (UPSSA) is a system-wide association of non-teaching personnel performing supervisory functions. It was organized in February 1962. The association aims to organize and join together all-non teaching personnel of the University of the Philippines System who are performing

supervisory functions, and through the spirit of cooperation, work for their mutual benefit and protection through the promotion of better understanding and harmonious working relationships between its members and the officials of the University. It assists in the efforts to train its members in the techniques of efficient public administration and management and inculcate among them the high ideals of public service. It works for the protection and improvement of the economic, social, and intellectual well-being of its members and for the provision of wholesome and humane working conditions.

5.1.5 Other Organizations

REPS may also actively participate in professional organizations regulated by bodies such as, but not limited to Professional Regulation Commission and the Integrated Bar of the Philippines. Membership to these organizations are guided by their respective constitutions and by-laws.

The University supports the organizations established by its personnel and does not discriminate based on the members' status of appointment, gender, ability, race, and religion.

5.2 All UP Academic Employees Union

A union represents the rank-and-file employees in the collective negotiation agreement with the administration. The All UP Academic Employees Union is the current and active union chosen by the majority of the academic personnel to represent their welfare and interest in all UP campuses.

The AUPAEU is composed of UP REPS and faculty members. It is a legitimate public sector labor organization registered with Department of Labor and Employment and the Civil Service Commission. It was proclaimed by the CSC and recognized by the University as the sole and exclusive negotiating representative of the rank-and-file academic personnel of UP. The continuous efforts on proposing a reasonable and fair CNA has led to the enactment economic and non-economic benefits and privileges for REPS and faculty members who have employer-employee relations with the University.

Being a system-wide organization, the AUPAEU has chapters in all CUs and one regional unit (UP Tacloban). The Union members, as stated in the preamble of the Union's constitution and by-laws, commit themselves to protect their rights and to advance their interests toward decent work, under conditions that enhance creativity, excellence, freedom, justice, dignity, security, and equity without discrimination for all academic employees in the University.

The AUPAEU is represented in committees at every level (unit, constituent university, UP System) within the University's structure. It has representatives in the respective RPFCs and RWCs of all constituent universities including the UP System RWC. These representatives participate in the formulation of implementing rules and regulations and guidelines for each constituent university. [[sec. 3, art. XIII, 2021-2026 Collective Negotiation Agreement](#)]

ANNEXES

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.

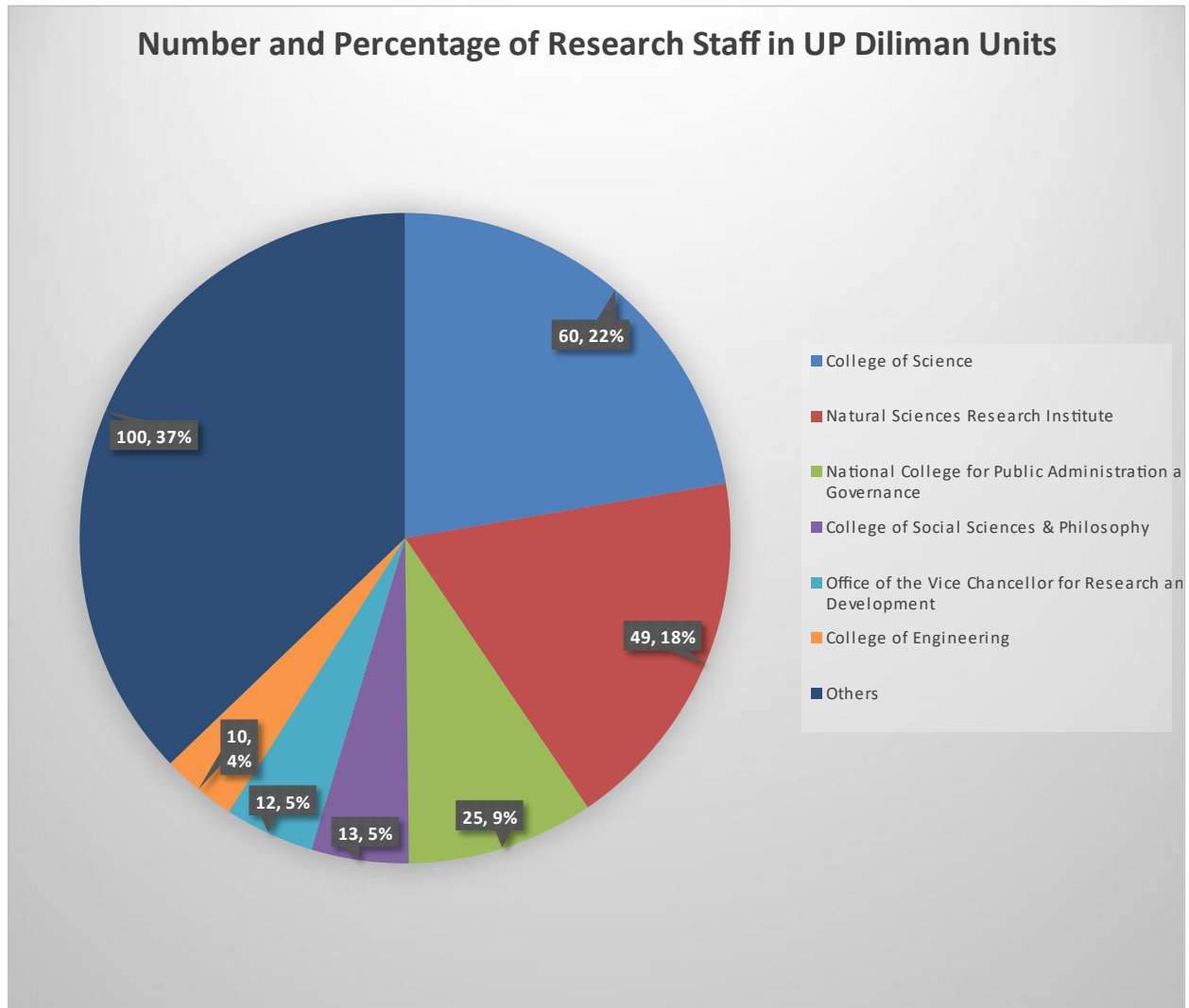
In addition, all units are required to devise and implement a standard scoring instrument to facilitate the systematic and accurate evaluation of applicants.

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**.

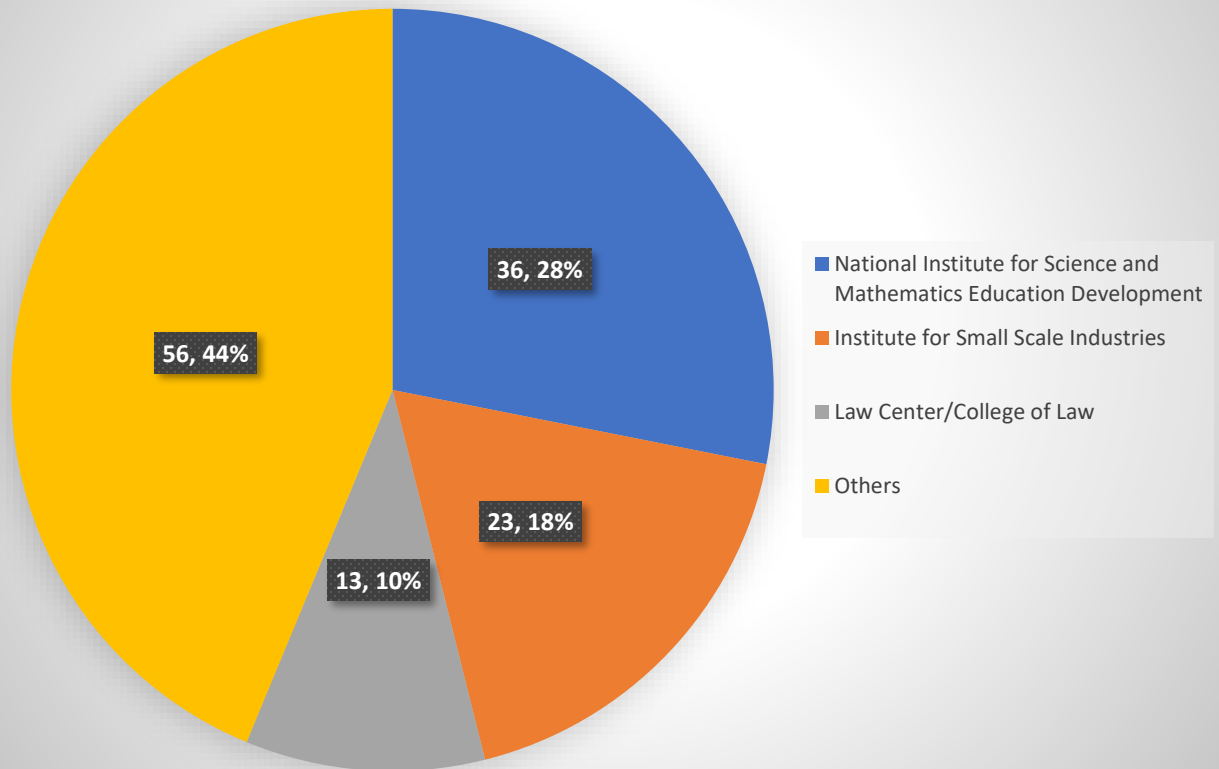
For your information and guidance.

cc: *Office of the Chancellor*
HRDO

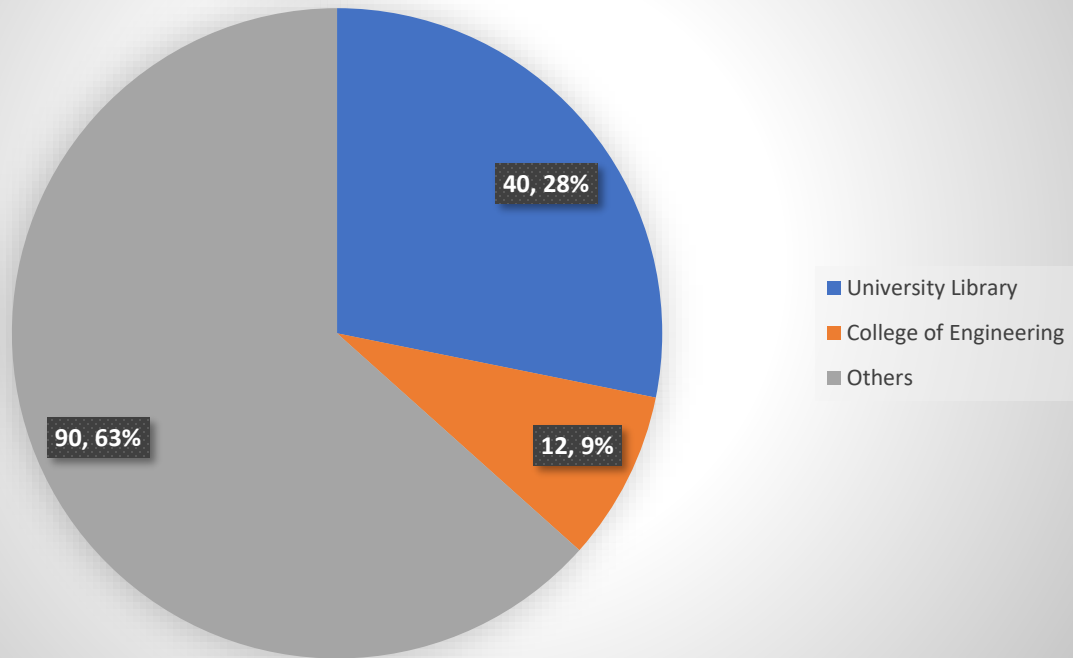
Annex no. 1.2 Composition and Location of UPD REPS (as of 2020)



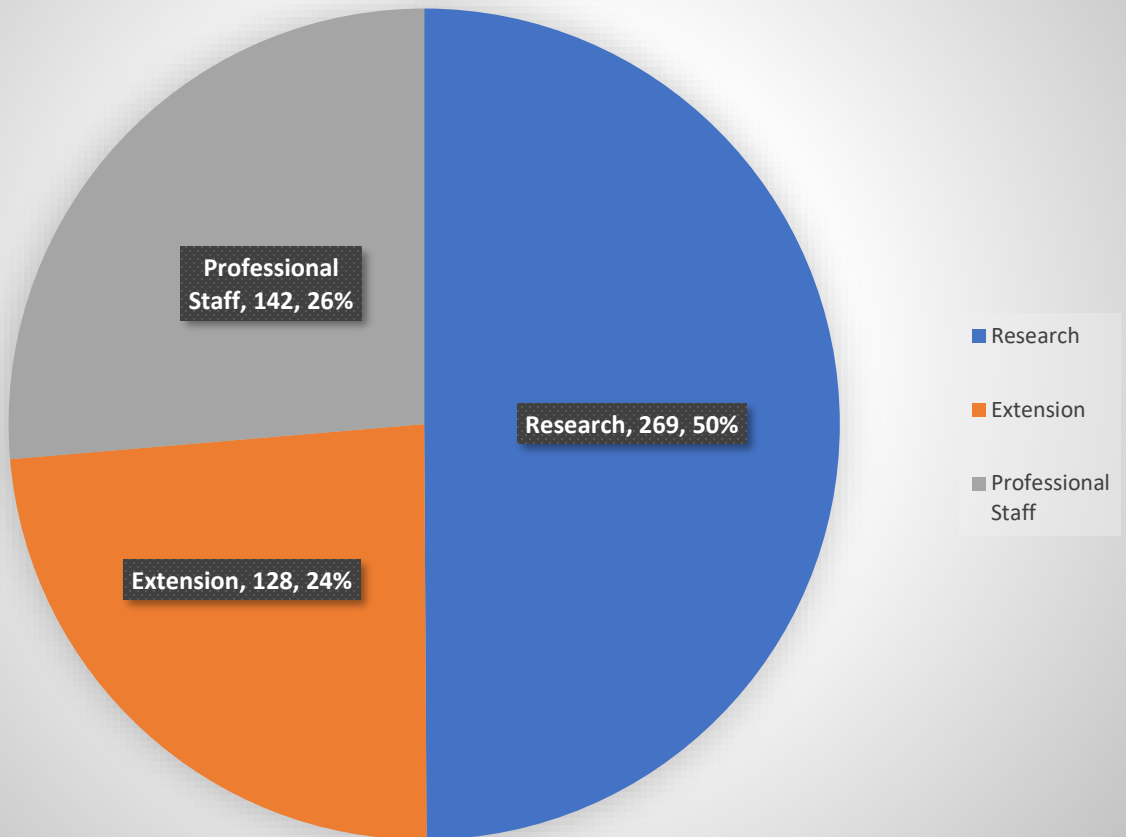
Number and Percentage of Extension Staff in UP Diliman Units



Number and Percentage of Professional Staff in UP Diliman Units



Total Number and Percentage of R, E, PS in UP Diliman



Annex no. 2.1. Qualification Standards: University of the Philippines Research Extension, and Professional Staff

[A Google Drive link will be provided in the final version]

Annex no. 2.2. HRDO Advisory 05022022: Revised Advisory on Recruitment, Selection, and Placement for Original and Promotion Appointments of Administrative and REPS Personnel



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HUMAN RESOURCE DEVELOPMENT OFFICE

HRDO Advisory 05022022

02 May 2022

FOR : DEANS, DIRECTORS, AND HEADS OF UNITS
SUBJECT : Revised Advisory on Recruitment, Selection, and Placement
for Original and Promotion Appointments of Administrative and REPS
Personnel

The HRDO Advisory 0219-2021-1 (*Advisory on Recruitment, Selection, and Placement for Original and Promotion Appointments of Administrative and REPS personnel*) was released last February 19, 2021 to guide all units on the timeline relative to the process of Recruitment, Selection, and Placement for Administrative and REPS personnel positions.

The attached revised advisory is hereby issued to provide updates in the recruitment and appointment processes in view of the use of HRDO Personnel Unified Systems Outlook (PUSO).

As a reminder, please note that the filling up/hiring process must be completed **within nine (9) months** upon the approval of the Authority to Fill (ATF)/Authority to Hire (ATH) since the renewal of ATF/ATH will no longer be allowed.

For your information and guidance.


AUGUSTUS C. RESURRECCION
Director

Noted by:


ADELINE A. PACIA
Vice Chancellor for Administration


GONZALO A. CAMPOAMOR
Vice Chancellor for Research and Development

**2022 Revised Advisory on Recruitment, Selection, and Placement for
Original and Promotion Appointments of Administrative and REPS
personnel**

I. Authority to Fill/Authority to Hire

- a. For filling up vacant plantilla items or contractual positions, authorization from the UP President is required¹. For plantilla items vacated due to promotion and/or transfer within UP Diliman, the authorization is granted by the Chancellor.
- b. The validity of the authority to fill a vacant plantilla item/authority to hire for a contractual position is **nine (9) months**, starting from the date of approval. The hiring process must be completed within this period. Renewal of lapsed ATFs and ATHs shall no longer be allowed².
- c. To ensure that the vacancies are filled immediately after retirement, promotion, transfer, resignation, or other modes of employee separation from the University, the units are advised to do the following:
 - For items vacated due to retirement, Units may request authority to fill *two (2) months* before the scheduled retirement date.
 - For items vacated, regardless of the mode of separation, units must submit to HRDO through the University Information System (UIS) the unit's request for authority to fill **within one (1) month** after the date of vacancy of the position.

Failure to submit a request for ATF one month after the vacancy *may* result in the item being identified for utilization of other units needing the same.

- d. ALL requests for ATF and ATH must be submitted through UIS.
- e. In reference to the OVPA Memorandum No. 20-163, all plantilla items vacated in 2019 or earlier *are already pooled* under the Office of the President.

Below is the list of documents required for the approval of ATF/ATH:

- Letter of request from the Unit addressed to the President/Chancellor through channels. The letter, signed and endorsed by the head of the unit, must include the justification or reason for the request for filling-up.
- Statement of the unit's mission and goals over the next five (5) years, including a narrative on the contribution of the proposed recruitment towards achieving the Unit's goals.
- Functional, organization/personnel chart (including contractual staff)
- List of duties and responsibilities associated with the plantilla item to be filled with corresponding percentage distribution
- A narrative on the signs and degrees of backlog, if applicable, and the

¹ AO 4, s. 1989: Request for Authority to Fill/Hire

² Memorandum No. NGY 21 – 16: Reminders on the Submission and Approval of Requests for Authority to Fill (ATF) Plantilla Items and Authority to Hire (ATH) UP Contractuals.

- corresponding coping mechanisms to address the backlog
- List of existing personnel with additional assignments
- For vacancies due to resignation, a copy of Chancellor's approval of employee's resignation³.
- List of competencies required for the position. The unit may consult HRDO about the list of competencies for the job.

II. Publication of Vacant Position and Evaluation of Qualified Applicants

Upon receipt of the approved ATF, HRDO requests the CSC publication of the vacancy (for administrative personnel positions⁴) from the Civil Service Commission. This CSC publication is valid for **nine (9) months**. An appointment must be issued before the CSC publication expires. Otherwise, there is a need to republish the vacancy. However, the Unit is reminded that the authorization to fill/hire will no longer be renewed.

Filling up a contractual position does not need a CSC publication, per Section 24, Rule VII, CSC MC 14, s. 2018 (Omnibus Rules on Appointment and Other Human Resource Actions).

In coordination with the unit, the HRDO will then post the vacancy on the HRDO website and other platforms of information dissemination within one (1) week upon the receipt of the CSC publication (for administrative plantilla positions) and within (1) week upon receipt of the approved ATF/ATH (for REPS and contractual positions).

Unless there is a request by the unit to post for a specified number of days between 10 days and 30 days (minimum period of posting of job vacancy is ten (10) calendar days), HRDO will post the bulletin of vacant position **for a period of fifteen calendar (15) days**. The posting period, which is the period for the applicants to submit the required application documents, must not exceed one (1) month and should be within the validity period of the CSC publication.

HRDO subsequently notifies the unit that the bulletin of the vacant position is already posted on the HRDO website (<https://hrdo.upd.edu.ph/jobs>). The job vacancy posting provides the details of the vacancy, including the deadline for application, job description/duties and responsibilities, minimum qualification standards, eligibility requirements, required competencies for the position, and a list of document requirements.

The unit is requested to download the bulletin of vacant position for posting on their bulletin boards, their official website, their official Facebook/other social media pages for wider dissemination of the vacancy, and to attract more applicants.

³ HRDO usually forwards the Chancellor's approval of the employee's resignation to the unit, but a copy can be requested from the HRDO Separation Section if no copy was received by the Unit.

⁴ CSC publication is not required for REPS position (RA 9500)

A maximum of two (2) repostings per item/ job vacancy within the validity period of the ATF/ATH and CSC publication (if applicable) will be accommodated by the HRDO. If there is no applicant or no qualified applicants, the HRDO will automatically repost the vacant item.

III. HRDO Evaluation of Applicants and Referral of Qualified Applicants to the Units

After the application deadline, the HRDO Recruitment and Selection Section evaluates all submitted applications to determine if the applicants are qualified based on the required minimum qualification standards solely **using the applicants' submitted credentials**.

The list of all applicants, both qualified and not qualified, as evaluated by the HRDO Recruitment and Selection Section, will be released to the unit within **fifteen (15) days** after the deadline for application.

IV. Unit HRMPSB/RPFC and University HRMPSB/RPFC Deliberations

The qualified applicants, including names referred to in the previous posting on the bulletin of vacant position, will become part of the pool of qualified applicants to be evaluated and listed among the top 5 recommendations of the unit HRMPSB/RPFC.

The following activities are required to be conducted by the Unit HRMPSB/RPFC in the selection of the top 5 applicants:

a. Accomplishing the Evaluation Matrix of Scores⁵

Scoring of merit points for applicants for administrative personnel positions should be guided by the Merit Selection Plan⁶. Only documents submitted to HRDO on or before the deadline of the posting of bulletin of vacant position shall be used in the scoring matrix.

Applicants may be shortlisted for interviews and examinations based on the matrix of scores (say, top 10), especially when the list of qualified applicants is long. The unit must submit the final evaluation matrix of scores for all qualified and top (5) applicants for submission to the University HRMPSB/RPFC. The evaluation matrix of scores must indicate the rank of the top 5 applicants.

As a general rule, all applicants are required to submit performance ratings for the last two (2) rating periods before the deadline for application. However, if the applicant did not submit the two latest performance ratings at the time of the set deadline for application, then the applicant's score under the performance

⁵ Memorandum No. CAS-11-040 issued on October 17, 2011

⁶ For REPS, the unit may also use the Merit Selection Plan for Administrative Personnel in absence of a standard tool for evaluation

category will be zero. Likewise, if the applicant has submitted at least one latest/current PR, the score is valued at 60% following the Merit Selection Plan. For purposes of deliberation and cross-referencing, the applicant may submit their previous PR prior to the two latest performance appraisals, but no points will be added to the matrix of scores.

For applicants vying for **promotion**, the latest performance rating with at least "Very Satisfactory" performance prior to the date of assessment is needed.

In case of a re-posting, the HRDO sends an email to the applicants from the previous posting/s to update their submitted credentials, which include their latest performance rating. HRDO then informs the unit of the latest list of qualified and not qualified applicants, including the updated credentials of applicants from the previous posting. Other documents submitted by the applicants to the unit HRMPSB/RPFC that is already beyond the set deadline may be used in the deliberation but not as part of the evaluation matrix of scores.

b. Written Examination, Skills Test, and Other Examinations

The written test is administered to the shortlisted applicants to determine the person's profile vis-à-vis the position profile and to compare the actual competencies of the applicant with the required competencies.

The unit HRMPSB/RPFC is *required* to conduct an appropriate examination for first level⁷ (assistant, clerk, utility worker, etc.) and second level⁸ positions (referring to professional, technical, and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent).

For administrative positions requiring technical skills such as laboratory technician, carpenter, driver, etc., the Unit must perform skills tests to ensure that the recommended applicant possesses the required skills for the position.

The unit HRMPSB/RPFC may require a work sample/portfolio on top of the examinations conducted.

The unit may request assistance from HRDO in the conduct of the examination, especially in the design of the examination.

c. Behavioral Event Interview

An interview is required in the selection process. After shortlisting the applicants, the Unit HRMPSB/RPFC needs to conduct the behavioral event interview to get behavior-based examples of the past performance of the applicant, based on the

⁷ First Level Positions – refer to positions involved in structured work in support of office operations or clerical, trades, crafts, or custodial service positions which involve sub-professional work in a non-supervisory or supervisory capacity.

⁸ Second Level Positions – includes professional, technical and scientific positions which involve professional, technical and scientific work in a non-supervisory or supervisory capacity up to Division Chief level or its equivalent.

principle that past behavior predicts future performance⁹. A behavioral event interview collects details and complete information about the candidate to predict how the candidate will perform in the job based on similar situations in the applicant's past performance.

The unit HRMPSB/RPFC is encouraged to discuss the competencies required for the position to formulate the questions to be used in the interview. The interview style should follow the **STAR** format: situation (S) in which the candidate acted, task (T) that the candidate faced, actions (A) the candidate took, and results (R) of these actions. With the use of the STAR method of behavioral event interview, the required competencies should be observed from the potential candidate in the interview process.

The unit HRMPSB/RPFC is encouraged to first discuss their questions and formulate a rubric for scoring the applicant's response to the interview questions in addition to the Assessment Form No. 2 (Potential) which includes the scoring rubric for the interview.

- d. Submission of Assessment Form No. 1 (Physical Characteristics and Personality Traits or PCPT), Assessment Form No. 2 (Potential) of the approved Merit Selection Plan

Assessment Form 1 (PCPT) should be given to the applicant's previous/current co-worker/supervisor by the unit HRMPSB/RPFC, and *not to the applicant*. In case that the applicant is currently or previously employed in a company/institution other than UP, the unit HRMPSB/RPFC may ask the assistance of the applicant in sending a blank Assessment Form No. 1 or PCPT form to the co-worker/supervisor together with the Unit HRMPSB/RPFC's letter of request to accomplish the form. The accomplished form must be sent back via email to the unit HRMPSB/RPFC or through the applicant in a sealed envelope.

For applicants with no prior work experience (for positions with no minimum work experience required), kindly note in the matrix of scores that non-submission of the PCPT form is due to the absence of previous employment.

- e. Background Investigation/Reference Check

Background investigation or reference check aims to acquire information about the applicant's previous track record and performance, competencies, and other vital information from someone who has observed the candidate's performance to gain a greater insight into the candidates' skills, knowledge, and abilities that may predict the applicant's performance once hired.

The background investigation should be done by the unit HRMPSB/RPFC on the recommended applicant to the position if the recommended applicant is not from the Unit (i.e., the appointment is not a promotion within the unit).

⁹ Based on the CSC Competency-Based Recruitment Guidebook

The background investigation must include assessment from supervisors, peers, and subordinates. A standard Employee Reference Check Form (ERCF)¹⁰ can be used in the conduct of background investigation. This can be done via phone call, video call, or through email submission of the accomplished ERCF.

It should be noted that the applicant must be informed, at least during the interview, that a reference check will be secured from his/her previous employer/co-workers, a sample copy of the conforme is also attached.

- f. Submission of Justification Letter and Comparative Matrix, especially when the recommended applicant is not the rank 1 applicant.

The unit HRMPSB/RPFC is required to have a comparative analysis for an applicant *who is not the ranked # 1 in the matrix*, in aid of justifying the selection in compliance with the CSC PRIME HR level 2 accreditation.

- g. Submission of Justification for More than 3 Salary Grades

The unit HRMPSB is required to submit a justification for an employee who is promoted to a position which is more than three (3) salary grades, in compliance with Section 97 of CSC MC No. 14,s.2018 (ORA-OHRA).¹¹

The unit is requested to submit to the HRDO the completed evaluation results **within thirty (30) to forty-five (45) days** upon receipt of the list of qualified applicants. The date to complete the process and provide a recommendation to the University HRMPSB/RPFC is indicated on the referral slip of the list of qualified applicants.

The submission of recommendations is through the Basic Paper Module of the Personnel Unified Systems Outlook (PUSO) with the following attachments:

1. Matrix of evaluation of applicants
2. Justification letter to include results of interview, examination, and background investigation, comparative justification, and justification for more than three (3) salary grades (if applicable)
3. Comparative matrix
4. Authorization to verify information
5. Personal Data Sheet (CSC Form 212, Revised 2017)
6. Work Experience Sheet
7. Position Description Form (DBM-CSC Form 1, Rev. Ver. No. 1, s. 2017)
8. Certificate of eligibility/rating/license (for positions requiring licenses or involving practice of profession)
9. Certificate of Trainings for the Last five (5) Years
10. Diploma(s) of all degrees earned
11. Transcript of records
12. Employee Reference Check Form

¹⁰ This standard Employee Reference Check Form can be obtained from HRDO

¹¹ Section 97 of CSC Memorandum Circular No. 14, s2018 (ORA-OHRA)

Please note that several fields in the PUSO BP Module need to be filled out. The endorsement of the unit HRMPSB/RPFC, including the Chair, is through approval of the BP in PUSO.

The University HRMPSB/RPFC meets regularly twice a month (every first and third Friday for HRMPSB; first and third Wednesday for RPFC; this schedule might change without prior notice).

Please be reminded that the University HRMPSB/RPFC functions as an assistorial body only¹², the final decision for selection is with the appointing authority. The appointing authority is the Chancellor of UP Diliman, but he has delegated his authority to the following vice-chancellor for the following positions:

- Vice Chancellor for Administration for administrative positions below SG 18;
- Vice Chancellor for Research and Development for REPS positions below SG 18

All contractual appointments are signed by the Chancellor.

Once the University HRMPSB/RPFC endorses the recommended applicant, and the appointing authority approves the appointment as indicated in the approval of the basic paper submitted thru PUSO, the HRDO will coordinate with the Unit and provide the complete list of documentary requirements needed for the issuance of the appointment. The effectivity date of the appointment shall take effect only after the appointing authority has approved the recommendation.

Once the appointment is signed, the appointee will be advised by the HRDO through the unit administrative officer to submit the original copies of the Oath of Office (CS Form No. 32, Revised 2018) and Certificate of Assumption to Duty (CS Form No. 4, Revised 2018) and other requirements needed for the processing of first salary.

¹² Section 85 of CSC Memorandum Circular No. 14, s2018 (ORA-OHRA)

Annex no. 2.3. Table of Documentary Requirements for Appointments in UP Diliman, Based on OVCA Operations Manual, Booklet 5

A1 – Original, reemployment, reclassification, reappointment

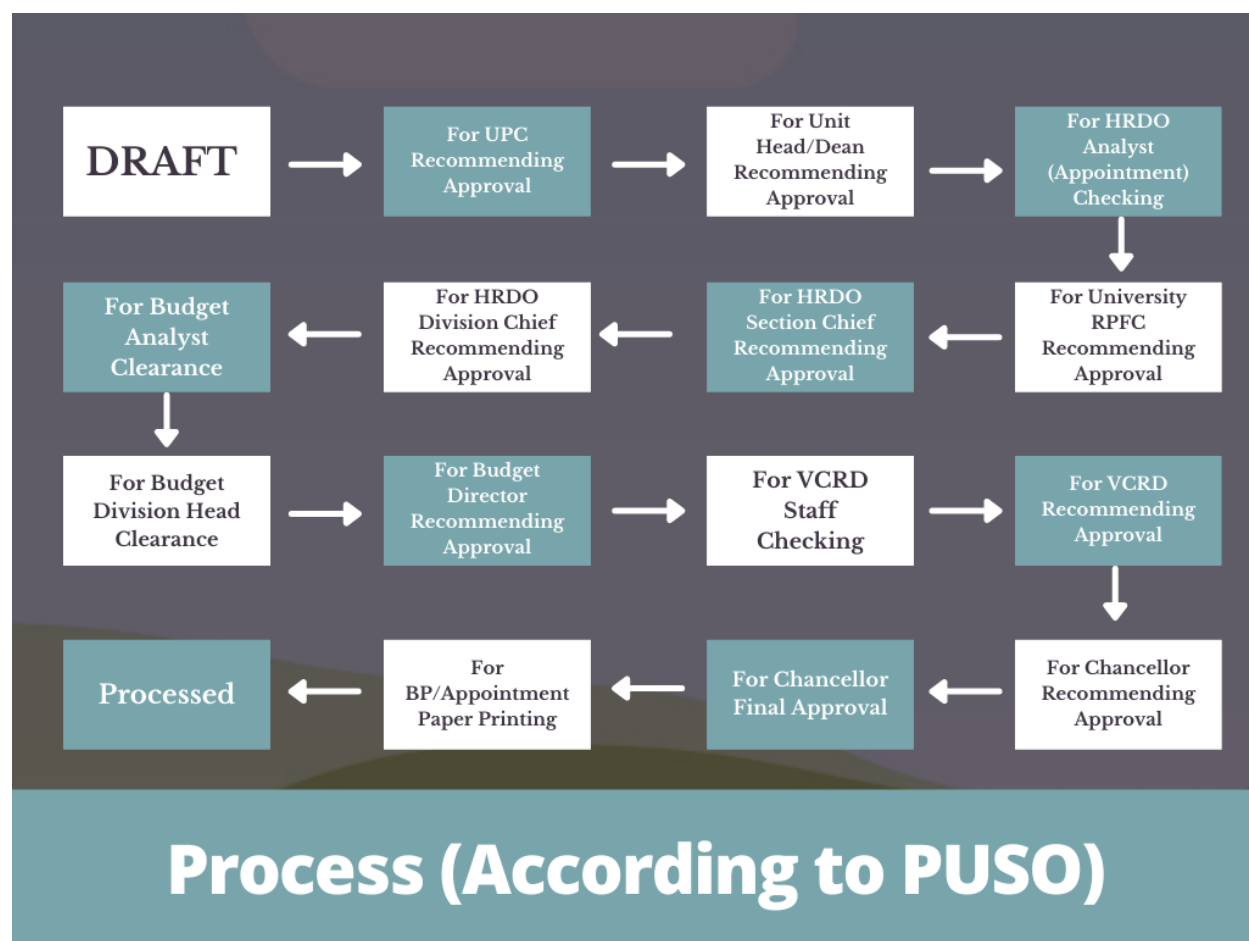
A2- Reclassification and promotion

A3 – Change of status (temporary to permanent)

Documentary Requirements	Specific Details	Appointment		
		A1	A2	A3
1. Duly accomplished blue basic paper	(HRDO B-2) 1 copy for A1 (HRDO B-1) for A2 and A3	X	X	X
2. Justification letter		X	X	X
3. Matrix of evaluation of applicants	(Memo No. CAS-11-040)	X	X	
4. Personal Data Sheet (PDS)	(CSC Form 212, Revised 2017), three original copies with passport size picture taken within last six months Work experience sheet for those with required relevant experience	X	X	X
5. Certificate of eligibility/license to position requiring licenses or involving practice of profession	2 Original copies or authenticated	X	X	
6. Position Description Form (PDF)	DBM-CSC Form No. 1, Rev Ver. No. 1 s. 2017)	X		
7. Neuropsychiatric exam	Applicable to positions which involve the maintenance of peace and order and protection of life and property	X		
8. Certificate of trainings for the last five years	Certified photocopy	X		
9. Transcript of Records (TOR)	Original/certified true copy from the school	X		

10. Diploma	Original/certified true copy from the school	X		
11. NBI clearance	Original copy	X		
12. Marriage contract/certificate (if married)	Duly authenticated by the PSA	X		
13. Birth certificate	Duly authenticated by the PSA	X		
14. Medical certificate blood test, urinalysis, chest c-ray, drug test, psychological test	Issued by a licensed government physician (1 copy)	X		
15. Statement Assets, Liabilities, and Net worth (SALN)	Three copies	X		
16. Approved transfer from former office, if applicable		X		
17. Last performance rating			X	X

Annex no. 2.4. Flowchart of the Appointment Process via PUSO



BP - Basic Paper

HRDO - Human Resource Development Office

UPC - Unit Personnel Committee is a standard term for personnel committee in the Unit level

(HRMPSB = Human Resource Merit Promotion and Selection Board for administrative staff, RPFC = REPS Personnel and Fellowship Committee, Academic Personnel Fellowship Committee for faculty)

VCRD - Vice Chancellor for Research and Development

Annex no. 2.5. Sample Rating System for Intervening Tasks (Librarians)

Points System for Rating the Intervening Tasks
Used to score intervening tasks of Division/Section Heads and Head Librarians in the
College/Unit Libraries

Max Points	Intervening Task
0.15	Chairmanship/Co-Chairmanship in Standing or Ad-Hoc Committee in the University Library
0.1	Membership in Standing or Ad-Hoc Committee in the University Library
0.1	Membership in Committee within the University
0.05	Leadership in Professional Library Organization
0.05	Membership in Committee outside of the University (Related to the Profession)
0.25	Special or Additional Assignment or task given by the University Librarian
0.05	Resource Person in Seminars/Trainings/Conferences

- NOTE:
- 1) The University Librarian may give a maximum of 0.5 intervening score to a Section or Division Head in the Main Library and a maximum of 0.25 to a Head Librarian assigned in the College/Unit Library.
 - 2) The Dean/Director may also give a maximum of 0.25 intervening score to a Head Librarian assigned in the College/Unit Library.
 - 3) For Head Librarians assigned in the College/Unit Library, the intervening scores given by the University Librarian and the Dean/Director will be added. The sum of the intervening scores should not be greater than 0.5.
 - 4) Intervening tasks should be reflected in the Performance Output Report for the given rating period. Accomplishments/details of intervening tasks should be included in the report (e.g., activities and accomplishments of your Committee)
 - 5) An intervening task may be given the maximum point for the task or lower depending on the scope of work and the actual output or accomplishment.
 - 6) Intervening tasks that are done regularly or are expected to become part of the regular tasks should already be included in the regular performance target in the next rating period.
 - 7) As per instruction in the PES form, each Supervisor should have a standard procedure (e.g., points system) for rating the intervening tasks. Use this rating scale as a guide only.
-

Annex no. 3.1. Memorandum NGY 22-74: Guidelines on the Implementation of the Flexible Work Arrangement (FWA) Policy for the Administrative Staff



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UNIVERSITY OF THE PHILIPPINES**

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05 July 2022

MEMORANDUM NO. NGY 22 - 74

FOR : Vice Presidents and Secretary of the University
Chancellors
Director, UP PGH

ATTENTION : Vice Chancellors/ Deputy Director for Administration
HRDO Directors/Heads
System Offices Directors/Heads

SUBJECT : **Guidelines on the Implementation of the
Flexible Work Arrangement (FWA) Policy
for the Administrative Staff**

The Civil Service Commission (CSC) previously issued guidelines on the adoption of alternative work arrangements (AWA) for the period of state of public health emergency due to the pandemic, specifically work from home (WFH), skeleton workforce, and compressed workweek. As it continuously reviews Human Resource (HR) policies, systems, and standards, the Commission has initiated then the re-evaluation of the present government work scheme, taking into consideration a number of factors and situations¹.

Consequently, with the goal of preparing, developing, and providing more adaptable and responsive work schemes for government officials and employees despite factors and situations that may arise and impact delivery of services, the Commission is institutionalizing appropriate policies on work arrangements, hence, the transition from AWA to flexible work arrangements (FWA), through [CSC Memorandum Circular \(MC\) No. 06, s.2022](#)².

In summary, the adoption of FWA in the government aims to:

1. Ensure the health, safety, and welfare of the government officials and employees at all times
2. Ensure that government officials and employees achieve the objectives set by the agency, and that the agency per se achieves its objectives under any circumstance
3. Boost morale and enhance the welfare of government officials and employees by allowing them to accomplish their tasks through appropriate

¹ Changing needs and conditions of the workforce, advent of new information communication technologies (ICT), emergence of COVID-19 and other infectious diseases, continuing traffic congestion problems, and the occurrence of natural and man-made calamities

² CSC MC No. 06, s.2022 dated 06 June 2022: Policies on Flexible Work Arrangements in the Government



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work arrangements, hence, increasing productivity and performance and supporting work-life balance

4. Encourage agencies to adopt information and communications technology (ICT)-enabled work and tasks that can be done remotely; and
5. Provide reasonable arrangements to groups such as senior citizens, persons with disability (PWDs), pregnant and nursing mothers, immunocompromised or individuals with chronic conditions or who suffered from accidents affecting mobility, but can physically and mentally work.

With the policy to institutionalize FWA outlined by CSC, the University hence highly encourages its heads of offices/units and administrative staff to identify and adopt FWAs that are most appropriate and at the same time, advantageous to both the office/unit and employee. Under MC No. 06, s.2022, CSC has consolidated their existing policies, hence, identified more flexible work options in terms of time/schedule and location. As the adoption of the flexiplace option is largely dependent on the functions of the employee ([Annex A](#)), the other options offering flexibility with time/schedule may be found more appropriate by heads/supervisors and some employees.

A. General Guidelines for Offices/Units

At the office/unit-level, the minimum requirements for the implementation of FWA are as follows:

1. The office/unit shall be operational from Monday to Friday, 8:00 AM to 5:00 PM.
2. Flexitime shall be limited to not earlier than 7:00 AM to not later than 7:00 PM. Those handling frontline services, however, must strictly ensure the delivery of services to their clients from 8:00 AM to 5:00 PM, with '**no noon break**' policy to be observed.
3. The adoption of the prescribed flexitime shall be continued:

7:00 AM to 4:00 PM
7:30 AM to 4:30 PM
8:00 AM to 5:00 PM
8:30 AM to 5:30 PM
9:00 AM to 6:00 PM
9:30 AM to 6:30 PM
10:00 AM to 7:00 PM



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4. The Regular Weekly FWA must be determined and plotted, following discussion and agreement between the head of office/unit/supervisor and employee.

The Regular Weekly FWA shall serve as one of the monitoring mechanisms for both the office/unit and the HRDO.

5. The office/unit and/or HRDO shall have the employee accomplish the [Non-Disclosure Undertaking \(NDU\)](#) upon the effectivity of the appointment/contract (for new employees/COS/JO workers). Those who have already filed the NDU are no longer required to accomplish a new undertaking.

Saturdays and Sundays may also be set as work days depending on the employee's nature of work, and also in the exigency of service. This, however, shall be considered as regular workdays, and not an overtime. Those who are adopting WFH and Work from Another Fixed Place are also not entitled to compensatory overtime credit/overtime pay.

B. General Guidelines for Individual Employee

The FWA is a privilege and a non-monetary measure to support employee morale and well-being that government officials and employees may enjoy, while ensuring that the agency's mandates and overall delivery of service to the public and the fulfillment of the office/unit's functions are not compromised. Its adoption shall be subject hence to the following conditions:

1. Regardless of the FWA option/s adopted, all employees must complete the required 40-hour workweek.
2. The adoption of FWA shall be subject to discussion and agreement with the supervisor.

The FWA requests can be denied or existing FWA can be modified on the grounds of failure to accomplish the assigned task/s within the agreed upon timelines and/or overall performance review of the personnel.

3. A weekly accomplishment report shall be prepared for monitoring purposes, specifically by employees adopting flexiplace and regular and compressed workweek with WFH. The accomplishment report shall be consolidated and attached to the Daily Time Record (DTR) or other similar time record/sheet/log submitted to HRDO, which must include a notation on the right margin of the corresponding FWA adopted. A copy of the accomplishment report must be maintained at the office/unit. This [suggested template](#) may be adopted, but CUs/UP-PGH/UPSA may modify it or continue to use their existing accomplishment report template and/or other monitoring tool.



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	report in the office to render service when full staffing is not possible, especially in times of public health emergencies, disasters, or calamities Skeleton workforce is equivalent to physical reporting, as being implemented under AWA by the University.								
4. Work Shifting	This is particularly applicable to agencies/ offices where 24-hour continuous service delivery on a daily basis is mandated by law; agencies/offices in-charge of observing workplace health and safety protocols; and occupational groups in charge of providing security and safety to employees and/or property.								
5. Flexitime	Flexible time is allowed only between 7:00 AM to 7:00 PM (as enumerated in A.3) and on the condition that the 40-hour workweek is completed.								
6. Combination of FWA	<p>Combinations include, but are not limited to:</p> <ul style="list-style-type: none"> • Skeleton Workforce + WFH/ Flexiplace • Compressed Workweek + WFH/Flexiplace • Workshifting + WFH/ Flexiplace • Flexiplace combinations <table border="1"> <thead> <tr> <th colspan="2">Examples of Combination of FWA</th></tr> </thead> <tbody> <tr> <td>Skeleton Workforce/ Physical Reporting and WFH</td><td> <p>Three (3) days in the office and two (2) days WFH at eight (8) hours per day;</p> <p>A minimum of four (4) hours to be spent in the office/field and the remaining hours in WFH per day; provided the forty (40)-hour workweek requirement shall be complied with.</p> </td></tr> <tr> <td>Workshifting and WFH</td><td> <p>Three (3) days Workshifting in the office and two (2) days WFH at eight (8) hours per day;</p> <p>Two (2) workshifts in a day may be adopted, e.g. 7:00 AM to 1:00 PM and 1:00 PM to 7:00 PM, inclusive of lunch/dinner, provided that it shall be in combination with WFH work arrangement to comply with the required forty (40)-hour workweek.</p> </td></tr> <tr> <td>Compressed Workweek and WFH</td><td>A minimum of six (6) hours to be spent in the office/field and the remaining hours in WFH for four (4) days); or</td></tr> </tbody> </table>	Examples of Combination of FWA		Skeleton Workforce/ Physical Reporting and WFH	<p>Three (3) days in the office and two (2) days WFH at eight (8) hours per day;</p> <p>A minimum of four (4) hours to be spent in the office/field and the remaining hours in WFH per day; provided the forty (40)-hour workweek requirement shall be complied with.</p>	Workshifting and WFH	<p>Three (3) days Workshifting in the office and two (2) days WFH at eight (8) hours per day;</p> <p>Two (2) workshifts in a day may be adopted, e.g. 7:00 AM to 1:00 PM and 1:00 PM to 7:00 PM, inclusive of lunch/dinner, provided that it shall be in combination with WFH work arrangement to comply with the required forty (40)-hour workweek.</p>	Compressed Workweek and WFH	A minimum of six (6) hours to be spent in the office/field and the remaining hours in WFH for four (4) days); or
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		Two (2) days spent in the office/field and two (2) days in WFH at ten (10) hours per day. Provided that that required forty (40)-hour workweek shall be complied with.
For further details on the FWA policy and each FWA type, please refer to CSC MC No. 06, s.2022.		

To facilitate and monitor the implementation of FWA, kindly request your units/offices to accomplish the suggested template on [Regular Weekly FWA](#) and submit it to the respective offices of their Vice Chancellor for Administration (VCAs) (for CUs), Deputy Director for Administration (for UP-PGH), or Vice President for Administration (for UPSA) on or before 15 July 2022 (Friday).

The Chancellors (for CUs), the UP-PGH Director (for UP-PGH), and the OVPA (for UPSA) have the discretion to limit or exempt certain offices/units from FWA, if necessary, particularly units/offices in-charge of vital services, such as health and medical services and safety and security. The adoption of FWA shall take into consideration the mandates and functions of the CU/UP-PGH/UPSA and their offices and units, health and well-being of the employees, and continuous delivery of service to the University's stakeholders.

As such, the Chancellors and the UP-PGH Director shall discuss the optimal implementation of FWA with their heads of offices/units and develop and formulate internal guidelines, as deemed necessary. A copy of the CU/ UP-PGH internal guidelines on FWA must be forwarded to the OVPA not later than 25 July 2022 (Monday) for consolidation and submission to the CSC for record and monitoring purposes, pursuant to the CSC MC No. 06, s.2022.

For your guidance and implementation

NESTOR G. YUNQUE
Vice-President for Administration

cc: Office of the President

Annex 3.2. CSC-DBM JC no. 2, s. 2004, Non-monetary Remuneration for Overtime Services Rendered



REPUBLIC OF THE PHILIPPINES



CIVIL SERVICE COMMISSION
DEPARTMENT OF BUDGET AND MANAGEMENT



Joint Circular No. 2, series of 2004
October 4, 2004

TO : All Heads of Departments, Bureaus and Agencies of the National Government, State Universities and Colleges, Government-Owned or -Controlled Corporations, Government Financial Institutions, and Other Government Corporate Entities, including their Subsidiaries

Subject : Non-Monetary Remuneration for Overtime Services Rendered

1.0 Purpose

To provide a uniform policy on the availment of compensatory time-off, in lieu of overtime pay, pursuant to Section 1 (d) of Administrative Order No. 103, "Directing the Continued Adoption of Austerity Measures in the Government".

2.0 Coverage

This Circular shall cover incumbents of positions of chief of division and below under permanent, temporary or casual status, and contractual personnel whose employment is in the nature of a regular employee.

3.0 Exemption

This Circular does not cover the following government personnel:

- 3.1 those occupying positions whose ranks are higher than chiefs of division;
- 3.2 those appointed to positions in the Career Executive Service (CES);
- 3.3 elective officials; and
- 3.4 military and uniformed personnel.

4.0 Definition of Terms

Compensatory Overtime Credit (COC) refers to the accrued number of hours an employee earns as a result of services rendered beyond regular working hours, and/or those rendered on Saturdays, Sundays, Holidays or scheduled days off without the benefit of overtime pay.

Compensatory Time-Off (CTO) refers to the number of hours or days an employee is excused from reporting for work with full pay and benefits. It is a non-monetary benefit provided to an employee in lieu of overtime pay.

5.0 Guidelines

- 5.1 Employees are required to render forty (40) hours of work in a week, subject to the work schedule adopted by the agency. In the exigency of the service, employees may be required to render services beyond regular working hours.
- 5.2 The Head of Office shall determine the need for overtime services. In this regard, the Office concerned shall issue an office order specifying the date and time for rendition of overtime, and its purpose.
- 5.3 Overtime services may be authorized for the following activities:
 - a. completion of infrastructure and other projects with set deadlines when due to unforeseen events the deadline cannot be met without resorting to overtime work;
 - b. relief, rehabilitation, reconstruction and other related work or services during calamities and disasters;
 - c. work related to school graduation/registration where the additional work cannot be handled by existing personnel during regular working hours;
 - d. work involving the preparation for and administration of government examinations, including the prompt correction and release of results thereof where existing personnel are not adequate to handle such work during regular working hours;
 - e. seasonal work such as budget preparation and rendition of annual reports to meet scheduled deadlines;
 - f. preparation of special/financial/accountability reports required occasionally by central monitoring agencies like the Congress of the Philippines, Office of the President, Commission on Audit, Department of Budget and Management, and National Economic and Development Authority;
 - g. the provision of essential public services during emergency situations, such as power and energy, water, distribution and control of basic staples, communication and transportation, medical and health services, peace and order, and security;
 - h. implementation of special programs/projects embodied in Presidential directives and authorizations and with specific dates to complete, which are in addition to the regular duties of the employees;
 - i. legal services to facilitate the dissolution of cases/resolutions/decisions;
 - j. services rendered by drivers and other immediate staff of officials when required to keep the same working hours as their superiors; and
 - k. such other activities as may be determined by the head of agency.
- 5.4 Computation of COCs

The COC is expressed in number of hours, computed as follows:

- 5.4.1 For overtime services rendered on weekdays or scheduled work days:

$$\text{COC} = \text{number of hours of overtime services} \times 1.0$$

- 5.4.2 For overtime services rendered on weekends, holidays or scheduled days off:

$$\text{COC} = \text{number of hours of overtime services} \times 1.5$$

5.5 Accrual and Use of COCs

- 5.5.1 Each employee may accrue not more than forty (40) hours of COCs in a month. In no instance, however, shall the unexpended balance exceed one hundred twenty hours (120) hours.

- 5.5.2 The COCs should be used as time-off within the year these are earned. The unutilized COC should not be carried over in the ensuing year, hence, are non-cumulative.

- 5.5.3 The COCs shall be considered as official time for the following purposes:

5.5.3.1 compliance with compensation rules relative to the entitlement to PERA, Additional Compensation, year-end benefits, and other benefits received on a regular basis; and

5.5.3.2 computation of service hours for entitlement to sick and vacation leave credits, and step increment due to length of service.

5.6 Limitation on the Use of COCs

- 5.6.1 The COCs cannot be used to offset undertime/s or tardiness incurred by the employee during regular working days.

- 5.6.2 The COCs earned cannot be converted to cash, hence, are non-commutative.

- 5.6.3 The COCs will not be added to the regular leave credits of the employee. Hence, it is not part of the accumulated leave credits that is paid out to the employee.

5.7 Effect on Personnel Movement

- 5.7.1 In cases of resignation, retirement, or separation from the service, the unutilized COCs are deemed forfeited.

5.7.2 In case of detail, secondment or transfer to another agency, the COCs earned in one agency cannot be transferred to another agency, nor could the employee receive the monetary equivalent thereof.

5.7.3 In case of promotion, except when promoted to a position not qualified to receive overtime pay under previous issuances, the employee will retain his or her accrued COC.

5.8 Issuance of Certificate of COC Earned

An employee who has earned COC shall be granted a Certificate of COC Earned (Annex A) duly approved and signed by the Head of Office. The certificate indicates the number of hours of earned COC by the employee in a month. The certificate would be issued at the end of each month.

5.9 Availment of CTO

5.9.1 The CTO may be availed of in blocks of four (4) or eight (8) hours. Agencies adopting alternative work schedules should make parallel adjustments in the availment blocks, tantamount to either a half or full day leave from work.

5.9.2 The employee may use the CTO continuously up to a maximum of five (5) consecutive days per single availment, or on staggered basis within the year.

5.9.3 The employee must first obtain approval from the head of the agency/authorized official regarding the schedule of availment of CTO. The management shall accommodate, to the extent practicable, all applications for availment of CTO at the time requested by the employee. In the exigency of the service, however, the schedule may be recalled and subsequently rescheduled by the Head of the Office/authorized official within the year.

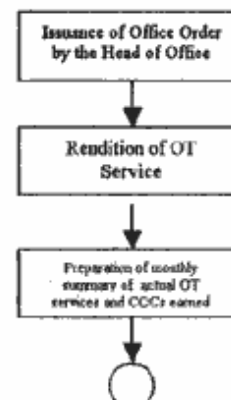
6.0 Procedures

The following procedures shall be observed in the rendition of overtime services and availment of compensatory time off:

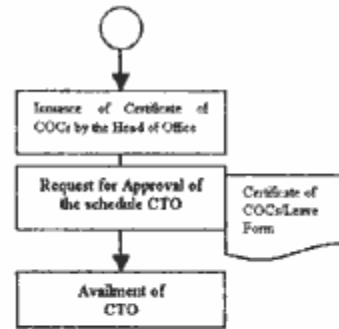
6.1 The Head of Office/authorized official issues an Office Order authorizing the rendition of overtime services and indicating the tasks to be completed and the expected time of completion.

6.2 The employee renders overtime services as stipulated in the Office Order.

6.3 The Human Resource Management Office prepares a summary of overtime services rendered



- in a month, and computes the equivalent COCs, for the purpose of the issuance of the COC Certificate.
- 6.4 The Head of Office issues the Certificate of COCs, specifying the number of COCs earned in a month.
 - 6.5 The employee requests approval from the Head of Office on the schedule of CTO.
 - 6.6 The employee avails of the CTO.



7.0 Duties and Responsibilities

7.1 Heads of Offices

- 7.1.1 Authorize employees to render services beyond regular working hours in accordance with these guidelines and the rules and regulations on overtime service.
- 7.1.2 Grant Certificate of COC Earned, concurrently setting safeguard measures to prevent any form of fraud and/or duplicity.
- 7.1.3 Approve/disapprove schedule of CTO as requested by the employee, without compromising the delivery of services to clientele.
- 7.1.4 Ensure proper implementation of these guidelines. Act accordingly should violations or irregularities be committed.

7.2 Employees

- 7.2.1 Observe properly the procedures in earning of COC and availing of CTO.
- 7.2.2 Request approval from the Head of Office on the schedule of CTO.
- 7.2.3 Monitor the balance of earned COCs vis-à-vis CTOs availed of.

7.3 Human Resource Management Unit/Officer Concerned

- 7.3.1 Reflect on the time card the application for CTO filed by the employee.
- 7.3.2 Submit to the Head of Office a monthly report on summary of overtime services rendered and the equivalent COCs; report critical incidents or observations.

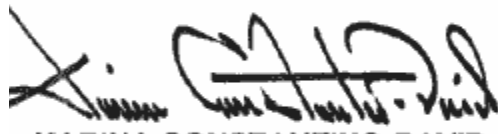
- 7.3.3 Recommend measures to improve the implementation of the guidelines on the grant of COCs and availment of CTOs.

8.0 Saving Clause

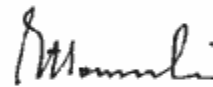
Issues or conflicts arising from the implementation of this Circular shall be resolved by the CSC.

9.0 Effectivity

This Circular shall take effect immediately.



KARINA CONSTANTINO-DAVID
Chairperson
Civil Service Commission



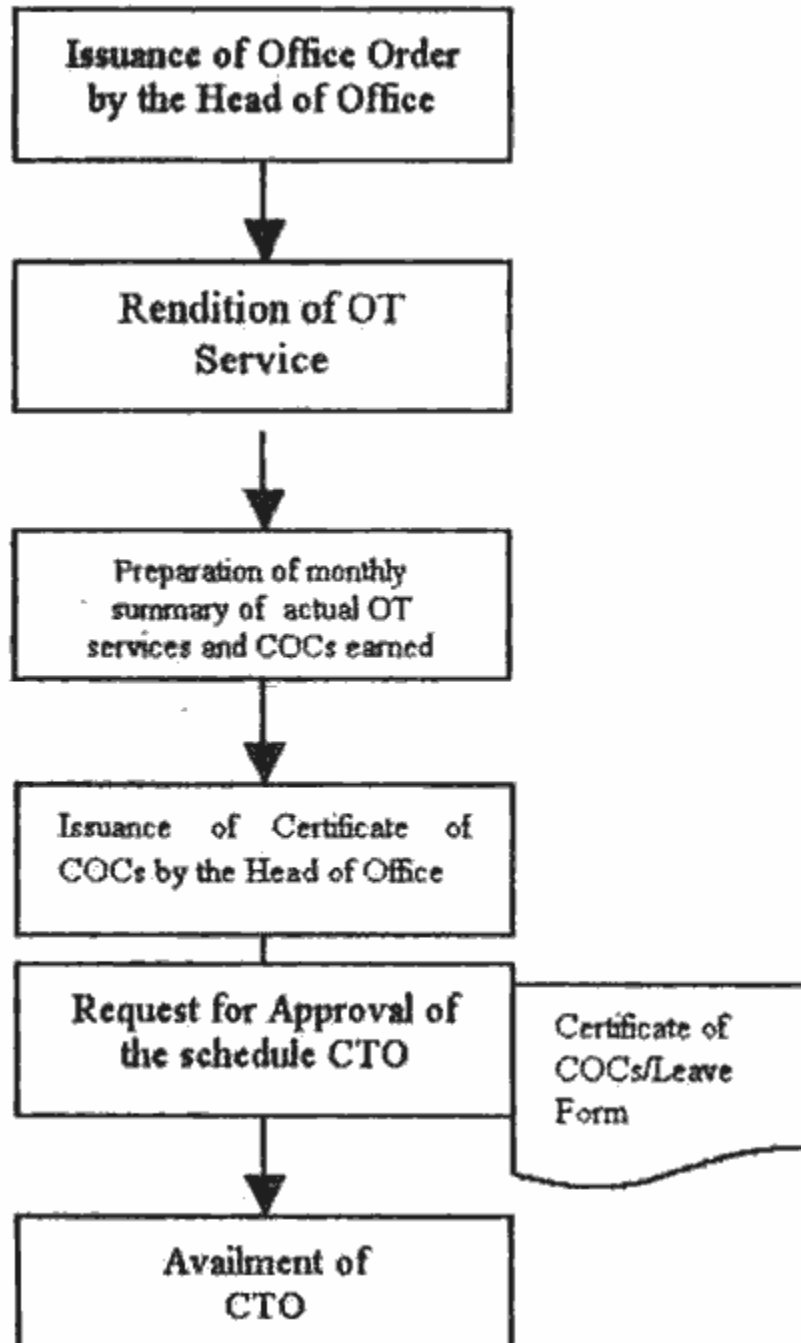
EMILIA T. BONCODIN
Secretary
Department of Budget
and Management

<div style="border: 2px solid black; padding: 5px; display: inline-block;"> Certificate of COC Earned </div>
<p>This certificate entitles Mr./Ms. _____ to</p> <p>_____ of Compensatory Overtime Credits.</p> <p style="padding-left: 40px;">(number of hrs.)</p> <p style="text-align: right; margin-top: 20px;">_____ Head of Office</p> <p>Date Issued: _____</p> <p>Valid Until: _____</p>

Front

No. of Hours of Earned COCs/Beginning Balance	Date of CTO	Used COCs	Remaining COCs	Remarks
<p>Approved by:</p> <p>_____ Head of Office</p> <p>_____ Date</p>		<p>Claimed:</p> <p>_____ HRMO</p> <p>_____ Date</p>		

Back



Annex no. 3.3. Rationale for University Administrative Overhead Fund

All contracts for research/projects/programs negotiated with external funding agencies by the University or any of its units or personnel shall include a charge by the University for administrative overhead costs.

The University Administrative Overhead Fund refers to the fund maintained by the administration derived from its share of the administrative overhead cost charged against externally-funded researches/projects/ programs. The University, as a matter of policy, shall charge externally funded researches/projects/programs of University units or its constituents an administrative overhead cost for the following considerations:

- The use of the UP name and the honor attached to it
- The use of University resources and facilities, e.g., personnel, library, laboratories, utilities, etc.

The Fund shall be used for the following purposes:

- Help shoulder utilities and maintenance bills
- Provide assistance to academic programs, such as the acquisition of equipment and supplies and materials in support of such programs
- Help upgrade the library collection of the University
- Grant salaries/honoraria/incentive pay to deserving personnel and/or offices providing service to the research/project/program

The amount to be allocated as salaries/honoraria/incentive pay to deserving personnel shall in no case exceed 50 percent of the share of the administration for the research/project/program and in no case shall any part or portion of that honoraria be paid to any personnel of the University who is not involved in providing administrative support to the projects as approved by the appropriate University official.

All such contracts shall first be reviewed by the Office of the Vice President for Administration OVPA/Vice Chancellor for Administration and by the appropriate officer(s) or unit in the University, in accordance with existing rules and procedures, before the signature of the parties concerned.

A percentage of all research/project/program funds shall be allocated for University overhead cost in accordance with the following schedule:

- Less than PHP 100,000.00, minimum of 5 percent
- PHP 100,001.00 – PHP200,000.00, minimum of 7 percent
- PHP 200,001.00 above minimum, of 10 percent

In meritorious cases, administrative overhead charges may be waived by the President for research/ projects/programs with total budgets of more than one million pesos; the Chancellor, for total budgets not exceeding one million pesos.

The administrative overhead cost charged per research/project/program shall be shared by the System/Constituent University administration and the unit which generated the research/project/ program at the ratio of 60 percent–40 percent or as otherwise determined by the Vice President for Administration/Chancellor concerned upon consultation with the units concerned.

- No more than 50 percent of the amount given to the System/CU shall be used to pay for honoraria, 25 percent of which shall go to accountable officers and 75 percent to the staff who processed documents and otherwise assisted in expediting the flow of papers.
- The balance of the amount given to the System/CU shall constitute savings of the System/CU which may be used for utilities, equipment, etc. as authorized by the VPA/Chancellor concerned.
- Of the 40 percent received by the generating unit, 50 percent shall go to payment of honoraria of staff involved in the project and who are to be recommended by the head of the unit, for the approval of the VPA/Chancellor; 50 percent shall go to the savings of the unit which may be used for utilities, equipment, etc. as authorized by the VPA/Chancellor concerned.
- In no case shall the honorarium of any accountable officer/administrative staff for a particular project be bigger than that of the project leader/principal investigator.

Annex no. 3.4. CSC MC no. 25, s. 2010, Guidelines on the Availment of the Special Leave Benefits for Women under RA 9710

The full MC, with annexes, can be accessed here - <http://www.csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/113-csc-mc-no-25,-s-2010.html>.



MC No. 25, s. 2010

MEMORANDUM CIRCULAR

TO : ALL HEADS OF CONSTITUTIONAL BODIES; DEPARTMENTS; BUREAUS AND AGENCIES OF THE NATIONAL GOVERNMENT; LOCAL GOVERNMENT UNITS; GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS WITH ORIGINAL CHARTER; AND STATE COLLEGES AND UNIVERSITIES

SUBJECT : Guidelines on the Availment of the Special Leave Benefits for Women Under R.A. 9710 (An Act Providing for the Magna Carta of Women):

Pursuant to CSC Resolution No. 1000432 dated November 22, 2010, the following Guidelines on the Availment of the Special Leave Benefits for Women Under R.A. 9710 (An Act Providing for the Magna Carta of Women) are hereby prescribed for the guidance of all concerned:

1.0 Purpose

- 1.1 To provide further guidelines on the availment of special leave benefits for qualified female public sector employees who have undergone surgery caused by gynecological disorders¹ pursuant to the provisions and implementing rules and regulations of the Magna Carta of Women.
- 1.2 To ensure uniform interpretation and implementation of the grant of the special leave benefits for women and ensure that the availment of the same ultimately upholds the objectives of the Law.

¹*Gynecological disorders* refer to disorders that would require surgical procedures such as, but not limited to: dilatation and curettage and those involving female reproductive organs such as the vagina, cervix, uterus, fallopian tubes, ovaries, breast, adnexa and pelvic floor, as certified by a competent physician. For purposes of the Act and these Rules and Regulations, gynecological surgeries shall also include hysterectomy, ovariectomy, and mastectomy. (Item M, Section 7, Rule II of the Implementing Rules and Regulations of RA 9710 Otherwise known as The Magna Carta for Women).

2.0 Guidelines on Entitlement to the Special Leave Benefits for Women

- 2.1 Any female public sector employee², regardless of age and civil status, shall be entitled to a special leave of a maximum of two months with full pay based on her gross monthly compensation³, provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders.
 - 2.1.1 The special leave may be availed for every instance of gynecological disorder requiring surgery for a maximum period of two (2) months per year.
- 2.2 Generally, availment of the said special leave benefits shall be in accordance with the attached **List of Surgical Operations for Gynecological Disorders**⁴ (Annex A), which reflects, among others, the estimated periods of recuperation from surgery due to the specific gynecological disorder.
 - 2.2.1 The said **List of Surgical Operations for Gynecological Disorders** reflects, among others a classification of the Procedure based on the patient's estimated period of recuperation, defined as follows:

² "Employee" refers to public officials in the career and non-career service who are employed in the civil service. Those without an employer-employee relationship such as those on Contracts of Service or Job Orders are not covered by this Guidelines.

³ "Gross Monthly Compensation" refers to the monthly basic pay plus mandatory allowances fixed by Law given in support of a public sector employee's monthly cost of living expenses in addition to salaries such as, Personal Economic Relief Allowance (PERA). Said Gross Monthly Compensation shall exclude, however, allowances and other forms of compensation such as RATA and the like that an employee is regularly entitled to by virtue of his/her performance of the functions of his/her position, all in accordance with pertinent rules and regulations of the Department of Budget and Management (DBM).

⁴ Annex A of this Guidelines refers to **The List of Surgical Operations for Gynecological Disorders** formulated by a Technical Working Committee composed of Obstetrician-Gynecologists, Surgeons, and Medical Doctors from the University of the Philippines-Philippine General Hospital (UP-PGH), the Department of Health's (DOH) Quirino Memorial Medical Center, the Philippine Health Insurance Corporation (PhilHealth) with the support of the Philippine Obstetrical and Gynecological Society, Inc (POGS) and the Philippine College of Surgeons (PCS) and the DOH's Dr. Jose Fabella Memorial Hospital. The said List reflects the type of surgical procedure for the gynecological disorder; the disease being addressed by the said surgical procedure; as well as the classification or type of procedure to be undertaken/undertaken based on the patient's estimated period of recuperation (if without concomitant medical problems) as agreed upon in the discussion and inputs of the members of the aforementioned Technical Working Committee.

Classification of the Procedure based on the Patient's Estimated Period of Recuperation If without concomitant medical problems	Description
Minor	Surgical Procedures requiring a maximum period of recuperation of two (2) weeks
Major	Surgical Procedures requiring a minimum period of recuperation of three (3) weeks to a maximum period of two (2) months

2.2.2 Other Surgical Operations for Gynecological Disorders which are not found in Annex A of this Guidelines may be allowed subject to certification of a competent medical authority and submission of other requirements provided under item 3.1 hereof.

2.3 The earned leave credits may be used for preparatory procedures and/or confinement prior to the surgery. Moreover, should the period of recuperation after the surgery exceed two (2) months, the female official/employee may use her earned sick leave credits for the same. If the sick leave credits have been exhausted, the vacation leave credits may be used pursuant to Section 56 of the Omnibus Rules on Leave.

2.4 This special leave benefit is non-cumulative and not convertible to cash.

3.0 Procedure for Availment of the Special Leave Benefits for Women

3.1 The application for the special leave benefit shall be made through the Civil Service Form No. 6 (CS Form 6) signed by the employee and approved by the proper signing authorities.

3.2 The CS Form 6 shall be accompanied by a medical certificate filled out by the proper medical authorities, e.g. the attending

surgeon accompanied by a clinical summary reflecting the gynecological disorder⁵ which shall be addressed or was addressed by the said surgery; the histopathological report; the operative technique used for the surgery; the duration of the surgery including the peri-operative period (period of confinement around surgery); as well as the employee's estimated period of recuperation for the same.

- 3.3 The application for the special leave benefits may be applied for in advance, that is, at least five (5) days prior to the scheduled date of the gynecological surgery that will be undergone by the employee. The rest of the requirements specified in Item 3.2 shall be attached to the medical certificate upon the employee's return to work under Item 3.5 of this Guidelines.

The advance notice for taking such leave would give the proper authorities ample time and means to prevent the disruption of the operations of the work unit during the absence of the employee and to address the exigency of services of the office.

- 3.4 In instances when a qualified female employee undergoes an emergency surgical procedure, the said leave application shall be filed immediately upon the employee's return from such leave, also following the procedure set forth in Item 3.1 and 3.2 of this Guidelines.
- 3.5 Upon the employee's return to work, she shall also present a medical certificate signed by her attending surgeon that she is physically fit to assume the duties of her position.

4.0 Responsibilities of the Agency Head

- 4.1 The agency head shall ensure that the aforecited guidelines are enforced in one's agency as a mechanism in order that female employee's right to proper reproductive health care is ensured.
- 4.2 The agency head shall promote reproductive health care awareness and wellness program for its employees through proactive measure/s such as conduct of annual physical/medical

⁵ Please refer to Annex A, *The List of Surgical Operations for Gynecological Disorders*.

check-up, information campaign on maintaining proper reproductive health care; issuance of health advisories; distribution of educational reading materials and conduct of fora relative to the same.

5.0 Effectivity

These Guidelines shall take effect retroactively starting September 15, 2009 or fifteen (15) days after the publication of the Magna Carta of Women.

Government officials and employees covered in these Guidelines whose periods of surgery and recuperation due to gynecological disorders after the effectivity⁶ of the Magna Carta of Women and before the promulgation of these Guidelines were deducted against their sick or vacation leave credits can have the said leave credits restored and/or appropriate gross compensation paid, as the case may be.


FRANCISCO T. DUQUE III, MD, MSc
Chairman

01 DEC 2010

⁶ RA 9710 was approved on August 14, 2009, published on August 31, 2009 and took effect on September 15, 2009 (15 days after publication). The IRR of RA 7910 was made effective on July 10, 2010 or 15 days after June 25, 2010, the IRR's date of publication.

Annex no. 3.5. Guidelines for the Grant of Full-time Study Leave with Pay/Fellowship for the Non-Teaching Staff of the University of the Philippines

I. Who are qualified to apply?

Non-teaching staff with permanent appointment status and with at least a "very satisfactory" performance rating for the last two rating periods prior to the application are qualified to apply for the full-time study leave with pay/fellowship to enable them to pursue graduate studies, finish/pursue their bachelor's degrees or vocational courses in accredited institutions.

II. Is there a qualifying examination?

There is no qualifying examination for those applying for study leave with pay and fellowship in the undergraduate level. Those applying for fellowship in the graduate level shall take a qualifying examination for ranking purposes only.

III. How many may avail?

There is no limit set for those who would like to apply for the study leave with pay but for units performing vital functions (e.g., the Philippine General Hospital and other health services, police force, etc.) exigency of the service should be taken into consideration. For those applying for the full-time non-teaching staff fellowship, the following maximum allocation of slots should be followed subject to availability of funds at the campus level:

Research - 10

Undergraduate - 30

Graduate - 40

Vocational - 50

Total - 130

The unit shall not hire a substitute for the grantee but should make the necessary arrangements to ensure that service is not hampered.

IV. Duration of study

For Bachelors/Masters/Ph.D. studies- two years

For Research - one year

For Vocational - one year

V. What are the benefits to be enjoyed?

a) Full salary for the duration of study leave with pay/fellowship.

b) Tuition privilege and other school fees

1) tuition waiver of up to twelve units for undergraduate course and up to nine units for graduate if enrolled in the University of the Philippines

2) tuition assistance of up to nine units if enrolled outside the University for undergraduate and graduate levels.

3) in the case of those enrolled outside the University, tuition assistance should not exceed the UP rate for equivalent course.

4) if there is no equivalent course, the number of units should be multiplied with the prevailing rate per unit in the University of the Philippines.

5) free tuition and other school fees if granted the non-teaching staff fellowship

c) Semestral allowance for those on non-teaching staff fellowship is as follows:

Graduate fellow = PHP 2,500/sem

Undergraduate = PHP 2,000/sem

Vocational = PHP 1,500/sem

d) Thesis/dissertation aid (for both study leave with pay and fellowship grantees)

Masters: PHP 7,500 min. to PHP 15,000 max. to be supported by receipts

Doctorate: PHP 15,000 min. to PHP 50,000 max. to be supported by receipts

e) Financial reward for honor graduates

Study leave with pay/fellowship grantees - PHP 5,000

VI. Terms and conditions for the grant of study leave with pay/fellowship

1. The grantee must pass all subjects enrolled in.
2. Failure in not more than 25 percent of total units enrolled in shall mean forfeiture of tuition fee assistance, but the grantee may still continue his/her study leave with pay.
3. Failure in more than 25 percent of total units enrolled in shall mean forfeiture of the study leave with pay.
4. If a fellowship grantee incurs failing marks, his/her fellowship shall be automatically terminated.
5. He/she should finish the course within the allotted period.
6. He/she should submit a copy of his/her grades at the end of every semester/ summer.
7. He/she should not accept any other occupation for the duration of the grant.
8. He/she should sign the fellowship contract and suretyship agreement.

VII. Obligations of the Grantee

1. The grantee should report back to duty immediately upon the termination of the study leave with pay/ fellowship.
2. He/she must render a return service to the unit of one year for every year of local study and two years for every year of study abroad.

Annex no. 3.6. Guidelines on PhilHealth Coverage

a. Compulsory Health Insurance

All citizens of the Philippines are automatically covered by PhilHealth provided that they register and/or update their membership. shall be required to enroll in the NHIP.

a.1. Membership

Any person whose premiums have been regularly paid to the NHIP is considered a member. She/he/they may be a paying member, an indigent member, or a pensioner/retiree member.

a.2. Qualifications for entitlement to benefits

- At least three monthly contributions have been paid within the immediate six-month period prior to the month of confinement.
- Confinement (in-patient case) in an accredited hospital for not less than 24 hours due to an illness or injury requiring hospitalization. The coverage also applies to minor surgical procedures (done in the operating room complex) or when receiving chemotherapy, radiotherapy, hemodialysis, and cataract extraction even on an out-patient basis.
- The forty-five-day allowance for room and board has not been consumed yet.

a.3. Qualified dependents

- Legitimate spouse who is currently not a member.
- Children (whether legitimate, illegitimate, legitimated or adopted) below twenty-one years old, unmarried and unemployed; provided, however, that child-dependents who are twenty-one years old and above, but are suffering from any illness or disease, congenital or acquired even after reaching the age of twenty-one, are automatically covered.
- Parents who are sixty years old and above, not qualified as lifetime members, and are wholly dependent on the member for support.

a.4. Designation and change of beneficiaries

Beneficiaries are designated by the member by filling out the prescribed membership information form. The member may change or designate additional beneficiaries at any time while the insurance is in force by filing the prescribed form with the GSIS.

a.5. Availing of benefits

- Prior to hospital discharge - Benefits are automatically deducted from the total hospital bill if a properly accomplished PhilHealth Claim Form 1 (available at the HRDO) is submitted to the hospital billing section prior to discharge.
- Reimbursement - In case of failure to avail of the benefits before discharge, benefit claims can still be filed by submitting the following documents to PhilHealth within sixty days from the date of discharge:

- PhilHealth Form 1 (to be filled out by the member and employer)
 - PhilHealth Form 2 (to be filled out by the hospital and doctors)
 - PhilHealth Form 3 (to be filled out by the hospital in case the patient is confined in a primary care hospital)
 - Supporting documents (as required)
 - Original official receipts or hospital waiver
- Filing claims
 - Through the hospital
 - Directly to the NHIP Claims Dept.
 - Directly to the PhilHealth Regional Health Insurance office
 - Through registered mail or any courier services. The postmark date shall be considered as the date of filing.
- Processing period - It takes about 60 days to process and adjudicate the claims for a refund of benefits. Check payments are sent to the member/health care provider (depending on who filed the claim) through registered mail.
- Benefit Package - The insurance will pay for the following, subject to certain conditions:
 - Room and board in PhilHealth-accredited hospitals
 - Not exceeding 45 days annually for each member and another 45 days to be shared by dependents.
 - Number of days is NOT cumulative, i.e., unused benefit for the given year is NOT carried over to the succeeding year
 - Drugs and medicines - Paid per single period of confinement, i.e., a series of, or successive confinement for the same illness, injury, or condition not separated from each other by more than 90 days.