


**UNIVERSITY OF THE PHILIPPINES**

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OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. CMFO 25-030

TO : Deans, Directors, and Heads of Units,
Unit RPFCs, and Research, Extension, Professional Staff (REPS)

FROM : 
CARL MICHAEL F. ODULIO, PhD
Vice Chancellor for Research and Development

SUBJECT : Call for the UPD REPS CHAIR and REPS Awards 2025

DATE : 23 May 2025

The Office of the Vice Chancellor for Research and Development (OVCRD) and the UP Diliman REPS Chair and Awards Ad hoc Committee are pleased to announce the **UPD REPS Chair and REPS Awards 2025**. These awards aim to recognize the achievement of the REPS in research and creative work, extension work, and professional staff service. The REPS Chair Awards are given to the highest-performing REPS personnel with SG 18 and above, while the REPS Awards are given to the highest-performing REPS personnel below SG 18.

At the time of application, personnel must have been a full-time, permanent, or UP Contractual, for at least one year and have rendered direct service to the university in the last three calendar years (excluding those on study leave but including years of individual contract of service). The minimum PES/IPCR rating of the personnel should be "Very Satisfactory" from **January to December 2024**. Additionally, REPS Chair Applicants (SG 18 and above) must have completed a graduate degree.

The applicants must submit the following documents to their respective Unit RPFC by **18 July 2025**:

1. Accomplished application form with signed consent; and
2. Complete attachments:
 - a. Proof of Accomplishment/Scholarly Output and Service**
 - b. Other Supporting Documents

*Only submissions endorsed by the Unit RPFC will be considered.

For the **Proof of Accomplishments/Scholarly Output and Service, upload complete attachments in a Google Drive folder following the naming convention:

Category Number from Application Form(dot)Last Name, First Name of REPS

e.g., for a full paper published in a Scopus-indexed journal, the file name should be

A.2.1.Dela Cruz, Juan

Please ensure that all links to each supporting document are in the appropriate column in the application form and are **open to University of the Philippines users**. All proof of accomplishment/supporting documents should be in portable document format (PDF).

The deadline for submissions of the Unit RPFCs to OVCRD through the UPD REPS email address is on or before **26 August 2025**. For Unit RPFCs, please send the application form in an Excel file (without signature) and a PDF with the signature of the applicant and the Unit RPFC Chair. Submissions shall be done by batch with the applications as email attachments.

You can access the full guidelines (including timeline and workflow) and the **updated** application form through the following links:

Guidelines:

<https://drive.google.com/file/d/1Rq9HfnxpCnpgFzHLu2ZZBCUItrpfE0qg/view?usp=sharing>

Updated Application Form:

<https://docs.google.com/spreadsheets/d/1Xy2eYCJUcNGXyf45FA4hMqYjSPZxrBu0imJvIPE68zQ/edit?usp=sharing>

If you have questions or clarifications, please email reps.upd@up.edu.ph with the subject: [REPS Chair & Awards Inquiry].

Please disseminate to ALL REPS. We thank you for your usual cooperation, and we look forward to your submissions.

cc: Office of the Chancellor
OVCAA
OVCA
OVCCA
OVCPD
OVCSA