



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES

☒ Quezon Hall, UP Diliman, Quezon City, 1101 Philippines
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19 October 2018

MEMORANDUM NO. NGY 18 – 184

FOR : Chancellors
Director, UP PGH

ATTENTION : Directors/Heads of HRDOs

SUBJECT : **Submission of the Present and Proposed Personnel Complement**

As part of the initiative of monitoring the present personnel complement of the colleges/units in the Constituent Universities (CUs), and in recognition of their changing needs and future strategic plans, we would like to request submission of the present personnel complement of the colleges/units in the CUs as of 15 October 2018, as well as their proposed personnel complement for 2019, 2020, 2021 and 2022 using the attached template. The proposed personnel need of each unit should be anchored on the University of the Philippines Strategic Plan 2017-2023 (*published by the UP Media and Public Relations Office, University of the Philippines System*). This will be an update of what the CUs have previously submitted.

Further, kindly include in the submission the organizational chart of the colleges/units, indicating the present personnel complement and the vacant positions proposed to be filled up in the next four (4) years (2019 – 2022).

Furthermore, please take note that the proposed personnel need from the CUs will guide President Danilo L. Concepcion on the items that he will be requesting for the University of the Philippines from the Department of Budget and Management.

Please submit/email the consolidated data both in excel and printed signed copy, to ovpa@up.edu.ph, together with the organizational charts **on or before 15 November 2018, Thursday**.

NESTOR G. YUNQUE

Vice President for Administration

cc: Mr. President
Vice Presidents
Secretary of the University

ADMINISTRATIVE PERSONNEL

CU: _____

A. Present Personnel Complement (as of 15 October 2018)

| Seq. No. | College/Unit | Name of Employee <i>(Last Name, First Name, Middle Initial)</i> | Position Title | Salary Grade and Step <i>(e.g. 15-8)</i> | Status of Employment <i>(i.e. Permanent, UP Contractual, Casual, Non-UP Contractual, COS, JO and others)</i> |
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Note: Please inform the Office of the Vice President for Administration of any changes in the personnel complement from 16 October to December 2018.

Prepared by:

Name of Staff and Position Title
(Signature over Printed Name)
Date: _____

Supervised by:

HRDO Director/Head
(Signature over Printed Name)
Date: _____

Endorsed by:

Vice Chancellor for Administration
(Signature over Printed Name)
Date: _____

Chancellor
(Signature over Printed Name)
Date: _____

ADMINISTRATIVE PERSONNEL

CU: _____

B. Proposed Personnel Complement

| Seq. No. | College/Unit | 2019 | | | 2020 | | | 2021 | | | 2022 | | |
|----------|--------------|----------------|--------------|------------------|----------------|--------------|------------------|----------------|--------------|------------------|----------------|--------------|------------------|
| | | Position Title | Salary Grade | General Function | Position Title | Salary Grade | General Function | Position Title | Salary Grade | General Function | Position Title | Salary Grade | General Function |
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Prepared by:

Supervised by:

Endorsed by:

Name of Staff and Position Title
(Signature over Printed Name)
Date: _____

HRDO Director/Head
(Signature over Printed Name)
Date: _____

Vice Chancellor for Administration
(Signature over Printed Name)
Date: _____

Chancellor
(Signature over Printed Name)
Date: _____

REPS PERSONNEL

CU: _____

A. Present Personnel Complement (as of 15 October 2018)

| Seq. No. | College/Unit | Name of Employee (Last Name, First Name, Middle Initial) | Position Title | Salary Grade and Step (e.g. 18-8) | Status of Employment (i.e. Permanent, UP Contractual, Casual, Non-UP Contractual, COS, JO and others) |
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Note: Please inform the Office of the Vice President for Administration of any changes in the personnel complement from 16 October to December 2018.

Prepared by:

Supervised by:

Endorsed by:

Name of Staff and Position Title

(Signature over Printed Name)

Date: _____

HRDO Director/Head

(Signature over Printed Name)

Date: _____

Vice Chancellor for Administration

(Signature over Printed Name)

Date: _____

Chancellor

(Signature over Printed Name)

Date: _____

FACULTY MEMBERS

CU: _____

B. Proposed Personnel Complement

| Seq. No. | College/Unit | 2019 | | 2020 | | 2021 | | 2022 | |
|----------|--------------|-------------------------|------|-------------------------|------|-------------------------|------|-------------------------|------|
| | | Field of Specialization | Rank | Field of Specialization | Rank | Field of Specialization | Rank | Field of Specialization | Rank |
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Prepared by:

Supervised by:

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Name of Staff and Position Title
(Signature over Printed Name)
Date: _____

HRDO Director/Head
(Signature over Printed Name)
Date: _____

Vice Chancellor for Administration
(Signature over Printed Name)
Date: _____

Chancellor
(Signature over Printed Name)
Date: _____

FACULTY MEMBERS

CU: _____

A. Present Personnel Complement (as of 15 October 2018)

| Seq. No. | College/Unit | Name of Faculty Member (Last Name, First Name, Middle Initial) | Field of Specialization | Rank | Salary Grade and Step (e.g. 24-8) | Status of Employment (i.e. Permanent, Temporary, Substitute, Permanent Part-Time, Temporary Part-Time and others) |
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Note: Please inform the Office of the Vice President for Administration of any changes in the personnel complement between the period 16 October to December 2018.

Prepared by: _____

Name of Staff and Position Title

(Signature over Printed Name)

Date: _____

Supervised by: _____

HRDO Director/Head

(Signature over Printed Name)

Date: _____

Endorsed by: _____

Vice Chancellor for Administration

(Signature over Printed Name)

Date: _____

Chancellor

(Signature over Printed Name)

Date: _____

REPS PERSONNEL

CU: _____

B. Proposed Personnel Complement

| Seq. No. | College/Unit | 2019 | | | 2020 | | | 2021 | | | 2022 | | |
|----------|--------------|----------------|--------------|------------------|----------------|--------------|------------------|----------------|--------------|------------------|----------------|--------------|------------------|
| | | Position Title | Salary Grade | General Function | Position Title | Salary Grade | General Function | Position Title | Salary Grade | General Function | Position Title | Salary Grade | General Function |
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Prepared by: _____ Supervised by: _____ Endorsed by: _____

Name of Staff and Position Title
 (Signature over Printed Name)
 Date: _____

HRDO Director/Head
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 Date: _____

Vice Chancellor for Administration
 (Signature over Printed Name)
 Date: _____

Chancellor
 (Signature over Printed Name)
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