



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

ADMINIST	RATIVE PERSONNEL						
CU:							
Seq. No.	Personnel Complem College/Unit	ent (as of 15 October 2018) Name of Em (Last Name, First Nam	Docition Title		Salary Grade and Step (e.g. 15-8)	Status of Employment (i.e. Permanent, UP Contractual Casual, Non-UP Contractual, CO: JO and others)	
Note: Please	inform the Office of the V	lice President for Administration of any	changes in the personnel co	omplement from 16 Octo	ber to December 20	018.	
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Name of Staff a	and Position Title	HRDO Director/Head	Vice Chancellor for A	Administration	Chancellor	the second section of the section of the second section of the section of the second section of the secti	
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B. Proposed Personnel Cor						
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			2019			2020			2021			2022	
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(Signature ov Date:	ver Printed Name)	(Signature over Printed Name) Date:	(Signature ove Date:	er Printed Name)	(Signature ov Date:	er Printed Name)

B. Proposed Personnel Seq. No. College/Unit	College/Unit	2019		2020		2021		2022		
No.		Field of Specialization	Rank	Field of Specialization	Rank	Field of Specialization	Rank	Field of Specialization	Rank	
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FACULTY MEMBERS

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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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Seq. No.	College/Unit	Position Title	Salary Grade	General Function	Position Title	Salary Grade	General Function	Position Title	Salary Grade	Genéral Function	Position Title	Salary Grade	General Function

Prepared by:	Supervised by:	Endorsed by:	
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Name of Staff and Position Title	HRDO Director/Head	Vice Chancellor for Administration	Chancellor
(Signature over Printed Name)	(Signature over Printed Name)	(Signature over Printed Name)	(Signature over Printed Name)
Date:	Date:	Date:	Date:

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