

UNIVERSITY OF THE PHILIPPINES
DILIMAN QUEZON CITY
VOIP TRUNKLINE: 981-8500 LOCAL: 2558, 2556
DIRECT LINE: (632) 929-5401, (632) 927-1835
FAX: (632) 928-2863
E-MAIL: chancellor.updiliman@up.edu.ph

OFFICE OF THE CHANCELLOR

25 October 2018

ADMINISTRATIVE ORDER NO. MLT-18-238

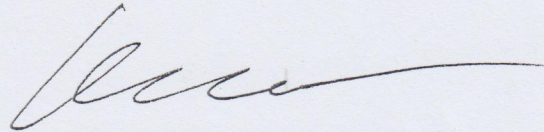
HUMAN RESOURCE DEVELOPMENT OFFICE
26 OCT 2018
TIME: 9:10 am

TO : Deans/Directors/All Heads of Units
SUBJECT : Submission of Present and Proposed Personnel Complement

In view of Memorandum No. NGY 18-184 (attached), all units are requested to submit its present personnel complement (faculty, REPS and administrative personnel) **as of 15 October 2018**, and proposed personnel complement **for the next four (4) years (2019-2020)** anchored on the *University of the Philippines Strategic Plan 2017-2023* using the attached templates. In addition, please submit the unit's organizational chart indicating the present personnel complement and the vacant positions proposed to be filled in the next (4) years.

The electronic copy of the excel templates may be downloaded from the Human Resource Development Office's (HRDO) website (hrdo.upd.edu.ph). Kindly send the signed accomplished forms and the required organizational chart (hardcopy) to HRDO Administrative Office (GF South Wing, Quezon Hall) and email an electronic copy of the accomplished template (in MSExcel) to hrprd.updiliman@gmail.com **on or before 9 November 2018** for consolidation and submission to UP System.

For strict compliance.



MICHAEL L. TAN, PhD
Chancellor