

UNIVERSITY OF THE PHILIPINES MANILA
The Health Sciences Center
8TH Floor, PGH Compound, Taft Avenue, Manila



HRDO10004049

OFFICE OF THE CHANCELLOR

28 March 2017

MEMORANDUM NO. CCDP - 2017 - 072

FOR : Deans/Directors/Head of Units
Attention: Administrative Officers/Designated Staff

FROM : *cdp rds*
CARMENCITA D. PADILLA, MD, MAHPS
Professor and Chancellor *fr*

SUBJECT : Renewal of Faculty Appointments for AY 2017-2018

May we take this opportunity to remind your good office regarding the provision on the terms and conditions of appointment (Faculty Manual, 2003, Chapter 5 Faculty Appointment, Promotion, Tenure and Separation from Service 5.1.2), to wit:

“The precise terms and conditions of every appointment shall be stated in writing. In case of non-renewal of temporary appointment, the person concerned shall be so informed in writing by the dean at least sixty (60) days before the expiration date”.

In this regard, may we request submission of the recommendation/Basic Papers (BP) of faculty who will be renewed and/or notice of non-renewal of appointments to the Human Resource Development Office (HRDO), on or before the expiration date.

Specifically, please attach the following as justifications:

1. For faculty with renewal of appointment:

- Terms and Conditions of Appointment
- Specific indicators used by the unit for assessment and evaluation.

2. For faculty with non-renewal of appointment:

- Letter of explanation/reason(s) for non-renewal with advance copy to Accounting Office for payroll purposes.

Please be guided accordingly.

2nd NOTICE

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