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

UNIVERSITY OF THE PHILIPPINES MANILA
8th Floor, Central Block, PGH Building, Taft Avenue, Manila
The Health Sciences Center

Office of the Chancellor

6 March 2017

MEMORANDUM NO. CCDP 2017- 032

TO : DEANS/DIRECTORS/HEADS
Attention: Administrative Officers/Designees

FROM : 
CARMENCITA D. PADILLA, MD, MAHPS
Chancellor  

SUBJECT : **Effectivity of Faculty Appointments**

The University will be strictly implementing the “no retroactive” policy on faculty appointment. In this connection, please be informed that henceforth, all recommendations for appointment which are to be submitted for deliberation in the Academic Personnel and Fellowship Committee (APFC) shall have no specific date of effectivity indicated except **upon approval** by the appointing authority.

Appointment shall take effect on the date of its issuance which is the date of signing/approval by the appointing authority. As such, **NO** appointment shall take effect earlier than the date of its approval.

Colleges and units are therefore encouraged to submit recommendations well ahead so that the process of appointment may be initiated the soonest possible time.

For information, guidance and compliance.