



HRDO10004202

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

Office of the Chancellor

15 May 2017

MEMORANDUM NO. CCDP 2017-056

TO : DEANS/HEADS OF UNITS

FROM : *cf as.6*
CARMENCITA D. PADILLA, MD, MAHPS
Chancellor *✓* *✓*

SUBJECT : **Reconstitution of College/Unit Administrative
Personnel Committees**

All colleges/units of the University are required to reconstitute their Administrative Personnel Committees (APCs) based on the following guidelines:

1. Composition of the college/unit APC:
 - a. The head of the college/unit shall be the head of the APC.
 - b. The members shall be composed of regular administrative personnel only.
2. Membership and Term of Office
 - a. Two (2) representatives (1st and 2nd levels) shall be designated by the head of the college/unit and two (2) representatives (1st and 2nd levels) shall be designated by the Union. They will become the committee members.
 - b. To synchronize the term of office, members/representatives designated by the Chair shall have a term of two years (from 1 June 2017 until 31 May 2019), while representatives from the Union shall have a term of one year (1 June 2017 to 31 May 2018) without prejudice to re-designation.
 - c. Therefore, the term of office for those with prior designation will have to end by 31 May 2017.

- d. When replacement/s for committee membership have to take place on account of resignation, separation from the service and the like, the designation of such replacement shall only be for the unexpired portion of the term of the person being replaced.
- e. No member of the committee shall be designated for more than two (2) successive terms in one level.
- f. The head of college/unit shall issue corresponding designation to all members of the Administrative Personnel Committee, copy furnished the Human Resource Development Office (HRDO).

For your information, herewith are the functions of the Administrative Personnel Committee, reiterated:

- 1. Evaluates qualifications of the candidates for original appointment/promotion/transfer and other personnel movements.
- 2. Implements the policies, rules, standards or general guidelines for recruitment and selection based on the UP Merit Selection Plan.
- 3. Review the recommendations for availment of study leaves and training courses of the administrative personnel.
- 4. Acts on complaints against personnel actions.

Kindly submit to the HRDO the composition of your college/unit APC newly reconstituted on or before 26 May 2017, using the attached format.

For your guidance and compliance.

College/Unit: _____

COMPOSITION OF THE COLLEGE/UNIT
ADMINISTRATIVE PERSONNEL COMMITTEE
(In compliance with Memorandum No. CCDP 2017-056)

APC Designation	Name
Chair	
College/Unit Representative (1 st Level)	
College/Unit Representative (2 nd Level)	
Union Representative (1 st Level)	
Union Representative (2 nd Level)	

- Note: - Unit representatives shall have a term of two years, from 1 June 2017 until 31 May 2019.
- Union representatives shall have a term of one year, from 1 June 2017 until 31 May 2018, without prejudice to re-designation.

Submitted by:

Dean/Head of Unit

Date