



OFFICE OF THE SECRETARY OF THE UNIVERSITY

## UNIVERSITY OF THE PHILIPPINES

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**MEMORANDUM ORDER NO. OSU2021-02-20**

**DATE** : 03 September 2021

**FOR** : **Chancellor Fidel R. Nemenzo**  
**Chancellor Jose V. Camacho, Jr.**  
**Chancellor Carmencita D. Padilla**  
**Chancellor Clement C. Camposano**  
**Chancellor Melinda dP. Bandalaria**  
**Chancellor Larry N. Digal**  
**Chancellor Corazon L. Abansi**  
**Chancellor Liza D. Corro**

**SUBJECT** : **Documentary Requirements for Processing of Requests for Establishment of Professorial Chairs**

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Kindly inform your units/offices that all requests for BOR approval of the establishment of professorial chairs shall include the following requirements:

1. Formal request for the establishment of a professorial chair, specifying therein who may be eligible for the same (e.g., must be tenured, expertise in a particular field, etc.) and the source of funding therefor, duly endorsed by the Chancellor;
2. Document/s pertinent to the funding of the proposed professorial chair (e.g. Deed of Donation/MOA); and,
3. Brief biography/background of the person/entity after whom the proposed professorial chair is to be named.

Please submit all requests for establishment of professorial chairs to the Office of the Secretary of the University via the Document Routing System (DRS).

For immediate implementation.

**Atty. ROBERTO M.J. LARA**  
Secretary of the University  
and of the Board of Regents