



MEMORANDUM ORDER NO. OSU2022-02-01

DATE : 7 February 2022

**FOR : All Chancellors
All Directors, HRDO**

**SUBJECT : Preparation and Issuance of the Notification of
Appointment of Faculty Approved by the Board of
Regents and/or the President**

This is to reiterate *Memorandum No. OSU-13-05 dated 31 January 2013 (copy hereto attached)* which stipulates that the preparation and issuance of the Notification of Appointment of faculty approved by the Board of Regents and/or the President (e.g., transfer to permanent status, extension of appointment beyond age 65, waiver of tenure rules, reappointment, renewal of appointment, promotions) shall be prepared and issued by the respective Human Resource Development Offices (HRDOs) of each Constituent University, with their respective Chancellors as the signatory.

The Office of the Secretary of the University (OSU) shall issue the Notification of BOR Resolutions and/or President's approval, along with the supporting documents, for your guidance.

However, the OSU shall continue issuing the Notifications of Appointment of Chancellors, Deans, and Directors approved by the Board of Regents and/or the President, as well as appointments of UP System officials.

Thank you.

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



UNIVERSITY OF THE PHILIPPINES SYSTEM
OFFICE OF THE SECRETARY OF THE UNIVERSITY
AND OF THE BOARD OF REGENTS

OSU, UNIV. OF THE PHIL.

RECORD

ADM
Memo (OSU)

31 January 2013

Memorandum No. OSU-13-05

For : **All Chancellors**
The Dean, UP Cebu
All Directors, HRDO

Subject : **Preparation and Issuance of Appointments of Faculty**
Approved by the Board of Regents

Please be informed that effective January 2013, all appointments of Faculty approved by the Board of Regents shall be forwarded to the respective Human Resource Development Office (HRDO) of each Constituent University for appropriate action, particularly the preparation of appointments and its issuance to respective units and persons concerned.

The Office of the Secretary of the University and of the Board of Regents shall just issue an excerpt of the minutes with a listing of the respective BOR-approved appointments for your guidance.

Thank you very much for your cooperation.


Dr. LILIAN A. DE LAS LLAGAS
Secretary of the University
and of the Board of Regents

01 FEB 2013

cc: Office of the President - *pin*
Chancellor - *pin*, UP Diliman - *pin 2-1-13*
Chancellor & HRDO Director - UP Baguio - *pin 2/1/13*
" " UP Los Baños - *pin 2/5/13*
" " UP Manila - *pin 2-5-13*
" " UP Visayas - *pin 2/1/13*
" " UP Open U - *pin 2/4/13*
" & HRDO Director, UP Mindanao - *pin 01 FEB 2013*
/jovie-appointments
HRDO, UP Diliman - *pin 2/1/13*
Dean & HRDO Director, UP Cebu - *pin 01 FEB 2013*