

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

OFFICE OF THE CHANCELLOR

7 March 2022

MEMORANDUM NO. CCDP – 2022 - 063

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

FROM : 
CARMENCITA D. PADILLA, MD, MAHPS

Professor and Chancellor

SUBJECT : Renewal of Faculty Appointment for AY 2022-2023

This is a reminder about 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 recommendations/Basic Papers (BP) of faculty who will be renewed, affected of tenure-or-out rule and/or notice in case of non-renewal of appointment to the Human Resource Development Office (HRDO), before the expiration date.

Specifically, please attach the following as justification:

1. **For faculty with renewal of appointment:**
 - Terms and Conditions of Appointment
2. **For faculty affected by Tenure or Out Rule**
 - Request for temporary waiver with Certification that his/her article is accepted for publication.
3. **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.