



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

11 July 2022

**MEMORANDUM NO. CCDP 2022-216**

TO : The Deans, Directors and Heads of Units and Offices

ATTENTION : Administrative Officers

SUBJECT : Reiteration of the Effectivity of Faculty Appointments

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This is to reiterate the strict implementation of the “**no retroactive**” policy on faculty appointment as stipulated in Memorandum No. CCDP 2017-032 dated 06 March 2017. Therefore, all appointments to be submitted for deliberation in the Academic Personnel and Fellowship Committee (APFC), should have no effectivity dates since all faculty appointments will be effective **upon approval** by the appointing authority.

It is understood that no faculty member should report without an approved appointment. Adhering to this policy will help in the efficient and timely processing of the first salary of new appointees and the remittances of their GSIS contribution.

For guidance and compliance.

Carmencita D. Padilla, MD, MAHPS  
Professor and Chancellor