



OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION  
UNIVERSITY OF THE PHILIPPINES

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13 July 2022

**MEMORANDUM NO. NGY 22 - 78**

TO : Chancellors  
Director, UP-PGH

ATTENTION : Vice Chancellors for Academic Affairs  
Vice Chancellors/ Deputy Director for Administration  
HRDO Directors/Heads

SUBJECT : **Submission of Organizational, Personnel, and Functional  
Charts and List of Personnel**

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With reference to PASUC Advisory No. 031, s.2022 on the issuance of DBM NBC No. 589: Revised Organization and Staffing Standards (OSS) for State Universities (SUCs) - Phase I, we are requesting the CUs and the UP-PGH to prepare and submit their respective consolidated **(a) existing/present [as of 30 June 2022] and (b) proposed organization and staffing [if there are planned changes]**. While the OSS for SUCs is still in the first (i.e. executive offices and administrative and finance units as the primary focus) out of the three (3) phases, the University seeks to map and review its overall organization and staffing situation. As such, we are requesting the submission of your consolidated organization and staffing requirements, which shall be inclusive of all your offices/units, through the following:

1. Organizational Chart of OC/OVCs and Offices/Units under them (*Sample A*) and Overall CU/UP-PGH Organizational Chart
2. Integrated Organizational and Personnel Chart of each Office/Unit (*Samples B1 and B2*), which shall be inclusive of the following details:

<b>Permanent Employees</b>	Name, Position Title, Salary Grade
<b>UP Contractual Employees</b>	Name, Position Title, Salary Grade Effectivity of Appointment
<b>COS/JO Workers</b>	Name, Position Title, Equivalent SG (if applicable), Effectivity of Contract/ Job Order

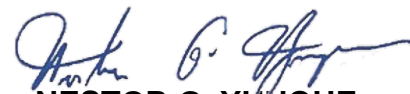
3. Functional Chart of the Office/Unit and its Main Divisions/Sections. (*Sample C1 - Offices/Units without Divisions/Sections and Sample C2 - Offices/Units with Divisions/Sections*). Attach the Office/Unit's BOR-approved mandate, if available/applicable.

The samples can be viewed [here](#). To use/edit these samples as templates to create your office/unit's charts using the suggested app (apps.diagrams.net):

- Open the [samples file](#).
  - Click the Open with diagrams.net icon or the pencil icon.
  - Click File, then choose Make a Copy and select Google Drive as destination folder.
4. List of Personnel with their Respective Functions and Status of Appointment (Regular, Non-Regular, Contract of Service/ Job Order Workers, Project-Based Personnel<sup>1</sup>, Faculty Administrators, and others with additional assignments in the office/unit) using this [Sample D](#).

For offices/units that will submit proposed charts, a justification/ explanation on the planned and proposed changes must be provided.

Kindly submit the consolidated charts and accomplished template on the list of personnel (.xls/x and PDF) on or before 29 July 2022 (Friday) by uploading here: <https://bit.ly/CUPGHOrganizationAndStaffing>.



**NESTOR G. YUNQUE**

Vice President for Administration

cc: Office of the President

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<sup>1</sup> Indicate if UP-funded or externally-funded