



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 23-24

TO : **CHANCELLORS
DIRECTOR, UP PGH
DEAN, UP TACLOBAN COLLEGE**

Attention : **VICE CHANCELLORS AND DEPUTY DIRECTOR FOR
ADMINISTRATION
ASSOCIATE DEAN FOR ADMINISTRATION
DIRECTORS/HEADS, HRDO**

cc : *Vice Presidents, Secretary of the University*

SUBJECT : **AMENDMENTS TO THE POLICIES ON FULL-TIME LOCAL
STUDY LEAVE / LOCAL FELLOWSHIP FOR NON-TEACHING
STAFF, STARTING FIRST SEMESTER OF AY 2023-2024**

DATE : **28 July 2023**

The UP Board of Regents (BOR), in its 1381st meeting held on 25 May 2023, has approved the amendments to the policies on full-time local study leave/local fellowship for non-teaching staff, which shall be effective First Semester of Academic Year (AY) 2023-2024. These amendments aim to enhance the opportunities for professional development and academic advancement for our valued non-teaching staff. Please ensure the effective implementation of the following amendments:

A. Increase in Thesis/Dissertation Aid for Study Leave with Pay and Local Fellowship Grant:

	From	To
Master's	PhP 7,000- PhP 15,000	PhP 30,000
Doctoral	PhP 15,000 – PhP 50,000	PhP 60,000

B. Increase in Semestral Allowance for the Local Fellowship Grant for Non-Teaching Staff:

	From	To
Graduate	PhP 2,500 per semester	PhP 5,000 per semester
Undergraduate	PhP 2,000 per semester	PhP 4,000 per semester
Vocational	PhP 1,500 per semester	PhP 3,000 per semester

C. Increase in the Number of Units for Study Leave with Pay/ Fellowship Program Grantees:

- **For Study Leave:**

	Studying within UP	Studying in Other Universities/ Colleges
Undergraduate	Tuition Waiver for up to 18 enrolled units	Tuition and other school fees assistance: up to 9 units, not to exceed the UP rate for equivalent graduate/ undergraduate courses
Graduate	Tuition Waiver for up to 12 enrolled units	

- **For Fellowship:**

Grantees will be entitled to free tuition and other school fees, not to exceed the UP rate for equivalent courses. In cases where no equivalent course exists, the number of units should be multiplied by the prevailing UP rate per unit.

Furthermore, please be guided by the following clarification on the existing policies regarding length of service and age requirement:

- **Length of Service Requirement**

The permanent employee must have rendered a minimum of two (2) years of service with at least a very satisfactory performance in the last two rating periods immediately preceding the application.

- **Age Requirement**

There is no specific age limit for non-teaching staff applying for Study Leave with Pay or the Local Fellowship Grant. However, applicants should have ample time to complete the return service requirement before reaching their compulsory retirement age.


ANGELO A. JIMENEZ
President