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15 March 2024

MEMORANDUM NO. CMLT-2024-059

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


ATTENTION : The UP Manila and Colleges/Units Human Resource Merit Promotion and Selection Boards (HRMPSBs)

SUBJECT : Implementation of the approved 2023 UP Merit Selection Plan (UP-MSP)

Pursuant to Memorandum No. NGY 23-45, stipulating the approval of the UP System Merit Selection Plan (MSP), UP Manila has implemented the approved 2023 UP MSP, effective **1 March 2024**. Consequently, the UP Manila and reconstituted Colleges/Units Human Resource Merit Promotion and Selection Boards (HRMPSBs) shall use the new criteria for MSP, including its assessment forms during the evaluation and deliberation of candidates following the effectivity date.

The UP System MSP serves as the systemwide framework for the judicious and objective selection of candidates in administrative positions, whether for original appointment, promotion, transfer, or other human resource (HR) actions. In the selection of candidates, the University shall adhere to the Equal Employment Opportunity Principle (EEOP), where there will be no discrimination in the selection process on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation (*Section 83, 2nd paragraph, CSC MC No. 24, s. 2017 as amended*).

For your information, guidance, and compliance.


Dr. Michael L. Tee
Professor and Chancellor