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Office of the Vice President for Academic Affairs

12 March 2024

Memorandum No. OVPAA 2024-38

For: Chancellors and Dean, UP Tacloban College

Through: Vice Chancellors for Academic Affairs
Associate Dean for Academic Affairs, UP Tacloban College


From: Leo DP Cubillan
Vice President for Academic Affairs

Subject: Processing of Appointments of Non-Regular Faculty at the CU Level

We would like to inform you that effective immediately, all applications for appointment of **non-regular faculty, regardless of age or position** (lecturers, professorial lecturers, adjunct professors, etc.) shall be **processed at the CU level**. Please refer to the attached Memorandum No. OSU 13-29 on the *Authority of the Chancellors to Appoint Professorial Lecturers beyond age 65*.

The revised OVPAA Form 3.0, enclosed here as well, will still be included as documentary support to the applications for appointment of non-regular faculty beyond the age 65 and for the extension of appointment of faculty members who have reached compulsory retirement. This form will provide an overview of the unit's hiring needs and their plans for developing their faculty members to eventually assume the teaching responsibilities in the unit. However, OVPAA Form 3.0 for non-regular faculty need not be submitted to the OVPAA. **The form, along with the other requirements, will be submitted to the OVPAA only for the extension of regular faculty beyond compulsory retirement.**

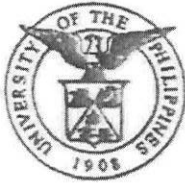
Thank you.

OVPAA Form 3.0
University of the Philippines

**APPOINTMENT of NON-REGULAR FACULTY BEYOND AGE 65
and EXTENSION OF FACULTY APPOINTMENT BEYOND COMPULSORY RETIREMENT**

All requests for 1) appointment of non-regular faculty beyond age 65 and 2) extension of faculty appointment beyond compulsory retirement will require the following information. Please use the format below and attach to the Basic Paper as Appendix 1

1. Very strong justification for the appointment (only in meritorious cases will the requests be acted upon favorably)				
2. Unit's faculty development/recruitment plan in connection with the courses being handled by the faculty being appointed and the faculty's specialization.				
Year of appointment	Department faculty development plan	Status of plan/recruitment		
Y1				
Y2				
Y3				
3. Understudy				
Year of appointment	Name of understudy	When recruited	Postgraduate degrees (indicate if completed or being pursued)	Status of appointment
Y1				
Y2				
Y3				
4. Transition Plan				
Year of appointment	Subjects FS/ SS/ Sum 20__	% time of course handled by appointee	% time of course handled by understudy	
Y1				
Y2				
Y3				



**UNIVERSITY OF THE PHILIPPINES SYSTEM
OFFICE OF THE SECRETARY OF THE UNIVERSITY
AND OF THE BOARD OF REGENTS**

UNIVERSITY OF THE PHILIPPINES
 OFFICE OF THE PRESIDENT
 DATE 24 OCT 2013
 IF

24 October 2013

MEMORANDUM NO: OSU-13-29

FOR : All Chancellors
Dean, UP Cebu

SUBJECT : Authority of the Chancellor to Appoint Professorial Lecturers Beyond Age 65

University of the Philippines
 Office of the Secretary of the University
 Administrative Section
 RECEIVED BY:

Date: 29 OCT 2013
 Ref. No.: _____

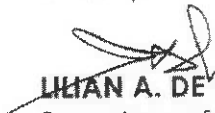
May I remind the Chancellors to exercise their delegated authority with respect to the appointment of Professorial Lecturers beyond age 65 based on the following:

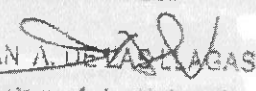
1. Section 10.9 of the **Handbook on Existing Delineation of Authority in the University** on the Delegated Authority to the Chancellors, p.27: "10.9 appointment of lecturers, senior lecturers, professorial lecturers, special lecturers and consultants (1114th BOR Mtg., 11/27/97)", and
2. Section 13 (I) of RA 9500 (UP Charter) on the Powers and Duties of the Board of Regents:

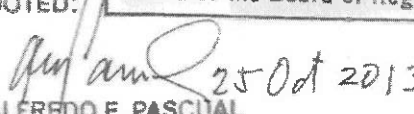
"To extend, with their consent, the tenure of faculty members of the national university beyond the compulsory retirement age, any other provision of law to the contrary notwithstanding, on recommendation of the units upon endorsement of the President of the national university, whenever their services are especially needed: *Provided, however, That no extension of tenure shall be made beyond the age of seventy (70).*"

Per opinion of the Office of the Vice President for Legal Affairs, Section 13 (I) of RA 9500 applies only to extension of tenure of regular faculty beyond 65 years old (but not over 70).

Thank you.


LILIAN A. DE LAS LLAGAS
 Secretary of the University
 and of the Board of Regents
 cc: OP
 OVPAA
 Vice-Chancellors for Academic Affairs
 HRDO Directors/Heads

Action of the Board of Regents
 at its 1194th Meeting on 19 Oct 2013
NOTATION

 LILIAN A. DE LAS LLAGAS
 Secretary of the University
 and of the Board of Regents

NOTED:

 ALFREDO E. PASCUAL
 President
 Sec. Lily - in info of BOR