



Office of the Chancellor  
**UNIVERSITY OF THE PHILIPPINES MANILA**  
 The Health Sciences Center

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines  
 Tel. no. (632) 8814 1203 to 1205 | Email: upm-oc@up.edu.ph

13 December 2024

**MEMORANDUM NO. CMLT-2024-356**

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

ATTENTION : Administrative Officers/Designated Staff

SUBJECT : **Prohibited acts and their dates of effectivity in connection with the May 2025 national and local elections**

In connection with the **May 2025 national and local elections**, all employees are reminded of the following prohibited acts and their dates of effectivity as provided for in [COMELEC Resolution No. 10999 promulgated on 24 May 2024](#).

Date/Period	Prohibited Acts
12 January 2025 (Sunday) to 11 June 2025 (Wednesday)	Transfer or detail of officers and employees in the civil service, except upon prior approval of the Commission <a href="#">[Sec. 261(h), Omnibus Election Code of the Philippines(OEC)]</a>
28 March 2025 (Friday) to 11 May 2025 (Sunday)	<p>Appointment or hiring of new employees; creation of new positions, filling of new positions in a government office, agency, or instrumentality, whether national or local, including government-owned or controlled corporations except upon prior authority of the Commission. <a href="#">[Sec 261 (g) (1), OEC]</a></p> <p>Promotion or giving salary increases, remuneration, or privileges to any government official or employee, including those in government-owned or controlled corporations. <a href="#">[Sec 261 (g) (2), OEC]</a></p> <p>Construction of public works, delivery of materials for public works except for projects or works exempted in Section 261 (v) of the OEC, and issuance of treasury warrants or similar devices. <a href="#">[Sec 261 (w), OEC]</a></p> <p>Release, disbursement, or expenditures of public funds, except those enumerated in <a href="#">Section 261 (v) of the OEC</a>.</p>

The UP Manila Human Resource Development Office (HRDO) will continue **processing applications for transfer or detail requests of officers and employees** until **10 January 2025** and resume the same on **13 June 2025**. Additionally, **issuance of appointments or hiring of new employees, creation of new positions, and filling of new positions** will not be processed from the period of **28 March 2025 to 11 May 2025**.

In preparation for this, we would like to inform the respective unit/college Human Resource Merit Promotion and Selection Boards (HRMPSBs), unit/college/cluster REPS Personnel and Fellowship Committees (RPFC) and unit/college Academic Personnel Committees of the schedule of meetings prior to the election ban. Endorsed applications (*i.e., with complete documents, not returned to unit, etc.*) by the indicated meeting dates can be issued appointment papers with effectivity dates prior to the start of the election ban:

#### **UPM HRMPSB Meetings**

- Regular meeting: every 2nd and last Tuesdays of the month
- Last meeting before the election ban: **February 26, 2025 (Wednesday)**

#### **UPM RPFC Meeting**

- Regular meeting: last Tuesdays of the month
- Last meeting before the election ban: **February 26, 2025 (Wednesday)**

#### **UPM APFC Meeting**

- Regular meeting: every 1st and 3rd Wednesdays of the month
- Last meeting before the election ban: **February 19, 2025 (Wednesday)**

Meetings and deliberations of the different Committees may still be done after the indicated meeting date; and the HRDO may process the appointments in the subsequent meetings but the effectivity date will be after 13 May 2025 (Tuesday). Make sure that the publications of your respective vacant plantilla items will not lapse during the dates mentioned above.

The HRDO requires that the list of documents related to the submission of recommendations from the college/unit cluster committees be submitted to the HRDO **at least one week before** the scheduled UPM HRMPSB and UPM RPFC meetings and **at least two weeks before** the scheduled UPM APFC meetings for the office to evaluate if all documents are complete. Documents submitted to HRDO **less than one week before the UPM HRMPSB and UPM RPFC meetings and less than two weeks before the UPM APFC meetings** will be accommodated to the next schedule. Likewise, incomplete documents related to the submission of recommendations will automatically be returned to the unit/college/cluster committees.

We remind everyone to adhere to the deadlines mentioned above to comply with the Omnibus Election Code and to avoid any delays in processing the documents related to the submission of recommendations to the University HRMPSB/RPFC/APFC. You may also coordinate with the following HRDO personnel for further assistance or concerns:

**HRMPSB:** Ms. Maria Elizabeth D. Ladeza ([mdladeza@up.edu.ph](mailto:mdladeza@up.edu.ph))

**APFC:** Ms. Mary Ann P. Carreon ([mpcarreon@up.edu.ph](mailto:mpcarreon@up.edu.ph))

**RPFC:** Ms. Yeah May O. Badeo ([jobadeo@up.edu.ph](mailto:jobadeo@up.edu.ph))

For your information, guidance, and compliance.

  
**Dr. Michael L. Tee**

Professor and Chancellor 