



University of the Philippines Manila
College of Medicine

FACULTY MANUAL

2025





FACULTY MANUAL

2025

**College of Medicine
University of the Philippines Manila**

MESSAGE FROM THE CHANCELLOR

Our students are privileged to learn from faculty-physicians who are highly competent and deeply compassionate. The University recognizes the challenges many of us face—limited plantilla positions, resource constraints, and the demanding balance between clinical practice and academic responsibilities.

In recent years, we have pursued key policy reforms to support and uplift our faculty. We implemented harmonized guidelines for administrative and research load credits to ensure fair recognition of your contributions beyond teaching. We successfully advocated for a critical policy change with the Government Service Insurance System (GSIS), allowing the service hours of part-time UPCM faculty who serve as unpaid medical specialists at PGH to be officially credited. We also clarified the nomenclature and ranks of clinical faculty to align with current appointment policies and ensure formal recognition of academic titles. The expansion of eHOPE benefits to cover outpatient services was another milestone in improving faculty welfare. Importantly, we secured policy approval recognizing specialty and/or subspecialty training of physician-faculty as equivalent to a PhD for purposes of faculty ranking—an affirmation of your academic and clinical expertise. In support of research productivity, we also secured free publication for UPCM faculty in *Acta Medica Philippina*, the national health science journal, further encouraging scholarly output and visibility.

These key initiatives—and others that reflect our ongoing commitment to faculty development and recognition—are documented in the newly released Faculty Manual. It is our hope that this manual will serve as a practical guide and a reaffirmation of the University's support for your academic and professional journey.

I thank the Dean and the Committee for compiling this manual for easy reference of our faculty and administrative staff.

MICHAEL L. TEE, MD, MHPed, MBA

Professor and Chancellor of the University of the Philippines Manila

MESSAGE FROM THE DEAN

The faculty members of the UP College of Medicine are in the best position in providing medical education at its finest given their adherence to the University's core values of honor, excellence, and service to the nation. The College and the Philippine General Hospital provide unparalleled experiences given the variety and complexity of disease conditions encountered. It has been a badge of honor almost to see many faculty members stay on for years in the clinical departments even without salaried positions given the lack of plantilla positions. But while this has been a perennial problem year in and year out some of the finest graduates from the academic programs, the residency and fellowship programs elect to join this community of scholars. The last iteration of the Faculty Manual was in 2018. Over the years there have been many changes making this 2025 UPCM Faculty Manual timely and relevant. The recent pandemic catalyzed many of the enhancements in so many ways. The harmonization of the nomenclature of the faculty appointments and the entry ranks for faculty in the basic and clinical departments are just some of the changes detailed in this manual. A scientific productivity system, the One UP Professorial Grants, and other entitlements have been formulated to allow a system by which faculty can develop professionally as educators, researchers, clinician experts, or clinician scientists. Details on e-HOPE for hospitalization and medical coverage are also provided. Given the myriad resolutions, memorandums, grants, and awards, these might sometimes be difficult to find. From entering as a member of the esteemed faculty to retirement, the journey can sometimes be challenging. This manual has been prepared to provide a way of being familiar with these processes to ease navigating a sometimes complex terrain. The Faculty Committee, editors, and the Office of Associate Dean for Faculty and Students are gratefully acknowledged for this undertaking. It is hoped that each faculty member will appreciate the efforts placed in its preparation and benefit from a better understanding of the "lay of the land" so to speak.

Maraming salamat po sa pagbabahagi ng inyong katangitanging galing upang maitaguyod ang ating kolehiyo. Mabuhay po tayong lahat!



CHARLOTTE M. CHIONG, MD PHD

Professor and Dean of the UP College of Medicine
Alfredo T. Ramirez Professorial Chair Holder
One UP Professorial Chair in Research and Public Service
University Scientist 3
Academician, National Academy of Science and Technology

MESSAGE FROM THE PGH DIRECTOR

The UP College of Medicine, as the premier grounds for undergraduate medical education, boasts an excellent roster of professors and clinical faculty that support and provide exceptional medical education to our doctor-aspirants. This revised Faculty Manual has been meticulously crafted to serve as a vital resource aimed at helping our core asset-our faculty and clinical staff. The revisions reflect our commitment to providing clear guidelines and expectations to empower you in your roles, ensuring that we uphold the highest standards of medical education, research, and innovation.

The manual encompasses essential policies regarding faculty appointments, eligibility criteria and professional development opportunities. Additional financial and medical privileges are also added in this revision including research and training grants through PGH funding and an updated and expanded coverage for the E-HOPE Program. These are all designed to foster a healthier and supportive academic environment.

These updates will facilitate a smoother operational framework for faculty support and development and strengthen our partnership as we work towards common goals in medical education and specialized healthcare training, relevant and responsive research and innovation, and compassionate healthcare for the underserved.

GERARDO D. LEGASPI, MD

Director, Philippine General Hospital

Professor, UP College of Medicine

Chief, Division of Neurosurgery – Department of Neurosciences

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LIST OF ABBREVIATIONS

APB	Academic Personnel Board
APFC	Academic Personnel and Fellowship Committee
BOR	Board of Regents
CAPC	College Academic Personnel Committee
CPP	Compendium of Policies and Practices
CSC	Civil Service Commission
CU	Constituent University
DAPC	Department Academic Personnel Committee
DMT	Dean's Management Team
ECC	Employees Compensation Commission
eHOPE	Enhanced Hospitalization Program
GAA	General Appropriations Act
GSIS	Government Service Insurance System
HRDO	Human Resource Development Office
IFDP	Integrated Faculty Development Program
LU	Learning Unit
MA	Master of Arts
MD	Doctor of Medicine
MEU	Medical Information Unit
MOA	Memorandum of Agreement
MS	Master of Science
OVPA	Office of the Vice President for Academic Affairs
PAC	President's Advisory Council
PDS	Personal Data Sheet
PhD	Doctor of Philosophy
PS	Personnel Services
PHIC	Philippine Health Insurance Corporation
PHW	Public Health Worker
PSA	Philippine Statistics Authority
RVU	Relative Value Unit
SRP	Service Recognition Pay
TIN	Tax Identification Number
UPCM	UP College of Medicine

TABLE OF CONTENTS

MESSAGES	MESSAGE FROM THE CHANCELLOR	2v
	MESSAGE FROM THE DEAN	3v
	MESSAGE FROM THE PGH DIRECTOR	4v
CHAPTER I	THE UP COLLEGE OF MEDICINE (UPCM) FACULTY	
Section 1	Composition	1
CHAPTER II	FACULTY APPOINTMENT	
Section 1	General Principles	3
Section 2	Eligibility and Entry Rank	3
Section 3	Procedure of Appointment	6
CHAPTER III	REGULAR FACULTY	
Section 1	Appointment of Regular Faculty	10
Section 2	Duties and Obligations of the Regular Faculty	11
Section 3	Rights and Privileges of the Regular Faculty	13
CHAPTER IV	CLINICAL FACULTY	
Section 1	Appointment of Clinical Faculty	15
Section 2	Duties and Obligations of the Clinical Faculty	15
Section 3	Rights and Privileges of the Clinical Faculty	15
CHAPTER V	NON-REGULAR FACULTY	
Section 1	Appointment of Non-Regular Faculty	17
Section 2	Duties and Obligations of the Non-Regular Faculty	17
CHAPTER VI	CONCOMITANT APPOINTMENT IN TWO DEPARTMENTS	
Section 1	Eligibility for Concomitant Appointment in Two Departments	22
Section 2	Nomenclature of Clinical Faculty Appointments	22
CHAPTER VII	TEACHING IN OTHER UNIVERSITIES	25
CHAPTER VIII	FACULTY DEVELOPMENT	
Section 1	Objectives of the Faculty Development Program	27
Section 2	Compliance Period for the Requirements for Tenure	27
Section 3	IFDP on Values, Ethics, Gender Sensitivity, and Professionalism	28
Section 4	IFDP on Leadership and Management	29
Section 5	IFDP on Medical Education	29
Section 6	IFDP on Research	30

Section 7	Exemptions from the IFDP Module/s	31
Section 8	Introduction to Patient Care	32
CHAPTER IX	FACULTY LOADING	
Section 1	Faculty Tracks	33
Section 2	Guidelines on Faculty Load	35
CHAPTER X	FACULTY PROMOTION	
Section 1	Objectives	49
Section 2	Principles	49
Section 3	General Evaluation Criteria and Indicators	51
Section 4	Teaching	52
Section 5	Scholarly or Creative Work	53
Section 6	Service to the University and the Larger Community	54
Section 7	Professional Growth	54
Section 8	Evaluation Procedure	55
CHAPTER XI	LEAVES, SPECIAL DETAIL, SABBATICAL, AND SECONDMENT	
Section 1	Leaves	60
Section 2	Special Detail	71
Section 3	Sabbatical	71
Section 4	Secondment	73
CHAPTER XII	FACULTY WELFARE	
Section 1	Statement of Principles	81
Section 2	Mandated Benefits	81
Section 3	UP Benefits and Welfare	97
Section 4	Benefits of Retiring/Retired Faculty	110
Section 5	Faculty Committee	113
Section 6	Faculty Association	114
CHAPTER XIII	RETIREMENT	
Section 1	Retirement Guidelines and Procedures	120
Section 2	Extension of Service Beyond Compulsory Retirement	121
Section 3	Privileges of Retired Faculty Members	123
CHAPTER XIV	ACADEMIC PERSONNEL COMMITTEE	
Section 1	College Academic Personnel Committee	126
Section 2	Department Academic Personnel Committee	126
Section 3	Exclusions	127
CHAPTER XV	FACULTY FELLOWSHIPS, GRANTS, AND AWARDS	
Section 1	Objectives	128
Section 2	Types of Faculty Fellowships and Grants	128
Section 3	Types of Faculty Awards or Recognition	128
Section 4	Faculty Grant Awards	128

Section 5	Study Fellowship	129
Section 6	Study Privileges	130
Section 7	Research Fellowship and Grants	133
Section 8	Travel and Faculty Development Grants	137
Section 9	Grants for Conferences, Seminars, Workshops	140
Section 10	Publication Award	146
Section 11	Publication Fee	147
Section 12	Invention Disclosure Incentive	149
Section 13	Exclusion for the Fund-Grants (of the OVCAA)	150
Section 14	Sources of Funds and Grants	150
CHAPTER XVI	PROFESSORIAL CHAIRS AND UP SCIENTIFIC PRODUCTIVITY SYSTEM	
Section 1	Professorial Chair and Faculty Grant Awards in Various Fields	154
Section 2	General Education (GE) Chair Awards	157
Section 3	One UP Professorial Chair and Faculty Grant Awards	158
Section 4	UP Scientific Productivity System	160
CHAPTER XVII	FACULTY CONDUCT AND DISCIPLINE	
Section 1	Faculty Code of Ethics	166
Section 2	Restrictions	168
Section 3	Sexual Harassment	171
Section 4	Disciplinary Procedures	172
CHAPTER XVIII	DRESS CODE	
Section 1	Academic Costume	177
Section 2	When Should the Sablay be Worn	177
Section 3	What to Wear with the Sablay	177
Section 4	How to Wear the Sablay by the UP Faculty Members	178

LIST OF TABLES

Table number	Table Title
1	Approved Ranks for Entering Faculty in the College of Medicine
2	Maximum Period of Temporary Appointment Prior to “Tenure or Out”
3	Lecturer Ranks and Comparable Faculty Ranks
4	Compliance with the Requirements for Tenure
5	Components of the Integrated Faculty Development Program
6	Modules on IFDP on Values, Ethics, Gender Sensitivity, and Professionalism
7	Modules on IFDP on Research
8	Credit Load Equivalent per Learning Unit III
9	Credit Load Equivalent per Learning Unit IV
10	Credit Load Equivalent per Learning Unit V
11	Credit Load Equivalent per Learning Unit VI
12	Credit Load Equivalent per Learning Unit VII- Track A
13	Credit Load Equivalent per Learning Unit VII- Track B
14	Faculty Loading Credited Teaching Activities in UPCM: Medical Students
15	Faculty Loading Credited Teaching Activities in UPCM: Residents and Fellows
16	Faculty Loading Credited Teaching Activities in UPCM: Community Rotation
17	Credit Unit for Graduate Class
18	Administrative Positions with Fixed ALCs
19	Administrative Positions with Variable ALCs
20	Automatic Promotion Upon Obtaining a Ph.D.
21	Evaluation Categories for Faculty Promotion and Corresponding Weights
22	Provisions on Sick Leave
23	3-Day Special Leave Privilege
24	Compulsory Life Insurance for Employees
25	Credit limits under the Enhanced Conso-Loan Plus Program
26	Rates of Hazard Pay per month of PHWs Exposed to Danger, Perils to Life and Physical Hardships
27	Year-End Bonus and Cash Gift
28	Pro-rated Cash Gift
29	Pro-rated Productivity Enhancement Incentive
30	Performance Based-Bonus on a Pro-Rata Basis
31	Optional Retirement Before the Age of 65
32	Optional Retirement at Age 52 But Before the Age of 60
33	Allowable Rates for Local and International Conferences
34	Minimum Qualifications for Admission into the System
35	Qualifications for Renewal (Retention/Promotion)
36	The Faculty Code of Ethics

LIST OF APPENDICES

Appendix 1	Faculty Loading Matrix / Summary Sheet
Appendix 2	UPCM Form 2 - Commitment to Duties and Responsibilities
Appendix 3	UPCM Form 4 - Summary of Evaluation for Appointment
Appendix 4	Matrix Summary of the Nomenclature

DISCLAIMER: The contents of this manual are largely copied from the sources listed under the references.

CHAPTER I

THE UP COLLEGE OF MEDICINE (UPCM) FACULTY

SECTION 1. COMPOSITION

1.1. The faculty of the UPCM shall consist of regular, clinical, and non-regular members.

1.1.1. The regular members shall consist of faculty members receiving a salary from the University. They may be either full-time or part-time. They shall include the following:¹

- a. Assistant Professors
- b. Associate Professors
- c. Professors

1.1.2. The clinical faculty members are those who do not receive a salary from the University.²

1.1.3. The non-regular faculty members are as follows:^{3,4,5}

- a. Lecturer*
- b. Senior Lecturer*
- c. Professorial Lecturer*
- d. Visiting Professor
- e. Exchange Professor
- f. Affiliate Faculty
- g. Adjunct Professor
- h. Professor Emeritus**

*With honorarium

**With one-time grant; may have teaching load upon recommendation

Refer to Chapter V for non-regular faculty member definition.

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CHAPTER II FACULTY APPOINTMENT

SECTION 1. GENERAL PRINCIPLES

- 1.1. An appointment to the faculty shall be made in accordance with the University Code.¹
- 1.2. The College Council shall determine the minimum requirements of eligibility into the faculty.
- 1.3. The department shall determine its faculty staffing needs in accordance with its short- and long-term development plans subject to the approval of the Dean.
- 1.4. The department shall determine additional qualifications required of applicants into its faculty (academic and clinical).
- 1.5. Appointments to academic and clinical faculty positions may be made anytime as necessary.
- 1.6. In meritorious cases, an academic faculty member may be recommended by another department of the College, in agreement with the primary unit, for additional workload outside of their primary unit.
- 1.7. Faculty who reside and teach in other academic institutions, both local and abroad, and who have distinguished themselves in their specialty may be recommended as non-regular faculty, such as Lecturer, Visiting faculty, Exchange faculty, Affiliate faculty, or Adjunct faculty. The appointment of non-regular members of the teaching staff follows the same process as that of the regular faculty.^{1,2,3,4,5}
- 1.8. An applicant who is a relative of a University employee shall neither be favored nor discriminated upon in the deliberation of his or her qualifications.^{6,7}
- 1.9. An applicant to a faculty position shall not be prejudiced due to his or her religious and ideological beliefs or social standing.⁸

SECTION 2. ELIGIBILITY AND ENTRY RANK

- 2.1. An applicant to the faculty of the College, whether regular, clinical, or non-regular should possess the following qualifications:
 - 2.1.1. Those with Residency and Fellowship qualifications must be Board certified by their respective recognized specialty and sub-specialty societies.
 - 2.1.2. Any additional graduate degree or post-graduate training required for the position as determined by the department
 - 2.1.3. A satisfactory academic performance in the undergraduate, graduate, and postgraduate courses as required by the department
 - 2.1.4. Integrity and good moral character

- 2.2. An applicant to the faculty shall be exempt from any Civil Service examination(s) as a requisite to appointment.⁹
- 2.3. Non-eligibility
 - 2.3.1. A person who holds an elective political office shall not be eligible for appointment or reinstatement as a regular member of the faculty during the term of office.^{10, 11}
 - 2.3.2. A person who has been defeated as a candidate in any elective political office shall not be eligible for appointment or reinstatement as a regular member of the faculty within one year after defeat.^{12,13}
 - 2.3.3. A person who resigns during the three-month period before any election, whether national or local, to promote the candidacy of another shall not be eligible for re-appointment during the six-month period following such election.¹⁴
 - 2.3.4. A person who has any prior criminal conviction or administrative sanction shall not be eligible for appointment or reinstatement as a regular member of the faculty
- 2.4. Entry Rank Requirements (Approved by the CM College Council, 17 February 2022 and the Chancellor's Advisory Council (CAC), 7 March 2022)¹⁵
 - 2.4.1. The initial entry rank for a faculty member with a Doctor of Medicine degree (MD) and who has completed his or her residency or has an MS/MA or a relevant Master's degree is **Associate Professor 1**. The entry rank for a faculty member with an MD and has completed his or her residency plus fellowship or MS/MA or a relevant Master's degree is **Associate Professor 2**. The MD with residency and fellowship qualifications must have completed a recognized subspecialty training program and be board certified by his or her respective recognized specialty and sub-specialty societies.
 - 2.4.2. The initial entry rank for a faculty member with an MD or MS/MA or a relevant Master's degree but has not completed residency or fellowship is Assistant Professor. The initial entry rank of a faculty member with an MD degree is **Assistant Professor 3**. Those who are non-MD but with MA/MS/M degree will be given an initial entry rank of **Assistant Professor 1**.
 - 2.4.3. Publication will be required for all new faculty. For the Associate Professor rank and up, a publication as sole or lead author in a reputable refereed journal article (local or international) or academic publication by a recognized academic publisher is required. For an Assistant Professor, a publication as co-author in a reputable refereed journal or academic publication by a recognized academic publisher is required. The published research should be recent and not more than five (5) years prior to the date of appointment.
 - 2.4.4. For the item appointment of a faculty member with a previous appointment as Clinical Faculty or Substitute Faculty, the Clinical Faculty or Substitute Faculty member with at least six (6) years of meritorious service will be given an additional one (1) step increase in entry rank (e.g., if qualified as Associate Professor 2, the entry rank will be Associate Professor 3).

The entry rank requirements for faculty in the College of Medicine are summarized in Table 1.

Table 1. Approved Ranks for Entering Faculty in the College of Medicine ¹⁵

Clinical and Basic Department			
Assistant Professor	1	Non-MD with MA/MS/Master's degree	Publication as co-author
Assistant Professor	3	MD (without Residency/Fellowship)	Publication as co-author
Associate Professor	1	MD + Residency	Publication as sole/lead author*
		MD + MS/MA/Master's degree	
		MA/MS + PhD or PhD	
Associate Professor	2	MD + Residency + Fellowship	Publication as sole/lead author*
		MD + Residency + MS/MA/Master's degree	
		MD + PhD	
Associate Professor	3	MD + Residency + Fellowship + MS/MA/Master's degree	Publication as sole/lead author*
		MD + Residency + PhD	
Associate Professor	4	MD + Residency + Fellowship + PhD	Publication as sole/lead author*
Associate Professor	5	MD + Residency + Fellowship + MS/MA/Master's degree + PhD	Publication as sole/lead author*

*Lead authorship includes co-lead authorship with a certification from the editor and lead author or as indicated in the manuscript.

2.5. Minimum qualifications for initial appointments in the College of Medicine ¹⁵

2.5.1. For appointment as Assistant Professor

- 2.5.1.1. Appropriate MS/MA/Master's degree or MD degree. The initial entry rank of a faculty member with an MD degree is Assistant Professor 3. Those who are non-MD but with MA/MS/M degree will be given an initial entry rank of Assistant Professor 1.
- 2.5.1.2. Competence in teaching, as evidenced by the Student Evaluation of Teaching (SET) and other parameters, or very good teaching potential as manifested by sample lectures or teaching demonstration in the case of candidates for original appointment to this rank
- 2.5.1.3. Ability to undertake research, with at least one (1) research publication as co-author in a reputable refereed journal or academic publication by a recognized academic publisher, published not more than five (5) years prior to the date of appointment.
- 2.5.1.4. Active participation in department activities, and, when possible, college and/or university activities.

2.5.2. For appointment as Associate Professor*¹⁶

- 2.5.2.1. Appropriate PhD or equivalent terminal degree; MD with MA/MS/Master's degree; MD with residency; MD with residency and fellowship or MA/MS/Master's degree. The initial entry rank for a faculty member with an MD degree and who has completed his or her residency or has an MS/MA or a relevant Master's degree is Associate Professor 1. The entry rank for a faculty member with MD and has completed his or her residency plus fellowship or MS/MA or a relevant Master's degree is Associate Professor 2.
- 2.5.2.2. Outstanding teaching performance as evidenced by the SET results or other teaching parameters (see 2.5.1.b)
- 2.5.2.3. Highly productive and sustained publication record or equivalent creative output that is recognized by peers, both within and outside the University, as significant contributions to the advancement of knowledge, with at least one (1) research publication as sole or lead author in a reputable refereed journal or academic publication by a recognized academic publisher, published not more than five (5) years prior to the date of appointment
- 2.5.2.4. Active participation in department, college, and university affairs and extension work
- 2.5.2.5. Demonstration of the highest standards of professional excellence, academic integrity, collegiality, and service to the University

*Note: In a special meeting of the Board of Regents last 16 July 2025, it was approved that the Doctor or Medicine degree, with associated specialties or subspecialties plus lead authorship in scholarly publication (published in peer-reviewed indexed journal) is considered equivalent to a Doctor or Philosophy (PhD) degree for purposes of faculty ranking as well as faculty promotion within the University of the Philippines System.¹⁶

SECTION 3. PROCEDURE OF APPOINTMENT

- 3.1. An application for academic or clinical position shall be addressed to the Department Chair who shall forward it to the Department Academic Personnel Committee (DAPC) for evaluation.
- 3.2. The application, if meritorious, shall be transmitted by the DAPC through the Department Chair to the Dean together with:
 - 3.2.1. The DAPC's justification for the recommendation
 - 3.2.2. A list of the specific duties and obligations required of the applicant to the position, including teaching, research, and service requirements
 - 3.2.3. A signed consent (conforme) by the applicant to perform the specific duties and obligations of the position

- 3.3. The Dean shall transmit the application and necessary documents to the College Academic Personnel Committee (CAPC) for evaluation.
- 3.4. The CAPC shall make its recommendation to the Dean.
- 3.5. The application, if meritorious, shall be transmitted by the Dean, together with the accompanying documents, to the Academic Personnel and Fellowship Committee (APFC) for evaluation and final action.
- 3.6. The following supporting papers shall be attached to the recommendation for original appointment:
 - 3.6.1. Recommendation letter from the head of the Department/Unit
 - 3.6.2. Basic paper (green color) (Form HRDO B1)
 - 3.6.3. Personal Data Sheet (PDS) with a passport-sized ID picture
 - 3.6.4. Information sheet for academic employees (UP Form 442) with a 1x1 ID picture
 - 3.6.5. Proof of degree/s completed or earned (diploma, certificate of completion including residency and fellowship trainings, if applicable)
 - 3.6.6. Transcript of Records (TOR)
 - 3.6.7. National Bureau of Investigation (NBI) clearance
 - 3.6.8. Medical and dental certificate forms (CSC medical certificate form – CSC Form 211); with fit to work clearance from the UP Manila Health Service
 - 3.6.9. Approved Department Faculty Base Level (FBL) – for clinical faculty only
 - 3.6.10. Letter of application
 - 3.6.11. Faculty Loading Matrix/ Summary Sheet (see **Appendix 1**)
 - 3.6.12. UPCM Form 2 – Commitment to Duties and Responsibilities (see **Appendix 2**)
 - 3.6.13. UPCM Form 4 –Summary of Evaluation for Appointment (see **Appendix 3**)
 - 3.6.14. List of duties and responsibilities and conforme
 - 3.6.15. Certificate of clearance from RSA or RP obligation, if applicable
 - 3.6.16. Service record from the previous employer and/or in PGH (if with completed residency or fellowship)
 - 3.6.17. Certificate of no teaching appointment from another institution/school or MOA between UP and the other institution/school, if applicable
 - 3.6.18. Research agenda/proposal - for appointment as clinical faculty
 - 3.6.19. Research publication with certificate of evaluation from the Research Grants Administration Office (RGAO) - for initial appointment as regular faculty, must be published in peer-reviewed, reputable journal, national or international

For Assistant Professor rank - as co-author

For Associate Professor rank - as sole/lead author or co-lead (with certification)

- 3.6.19.1. Acceptable publications:
 - 3.6.19.1.1. Original research article
 - 3.6.19.1.2. Case report (not acceptable for Tenure)

- 3.6.19.1.3. Meta-analysis
- 3.6.19.1.4. Systematic review
- 3.6.19.2. Unacceptable as publication requirement:
 - 3.6.19.2.1. Chapter in a book
 - 3.6.19.2.2. Clinical Practice Guidelines (CPG)
 - 3.6.19.2.3. Conference proceedings or Abstracts
 - 3.6.19.2.4. Review articles
- 3.6.20. Summary Profile of Nominee (APFC Matrix)
- 3.6.21. Certified True Copy of the following:
 - 3.6.21.1. Diploma: BS/MD/MS/PhD
 - 3.6.21.2. Transcript of Records
 - 3.6.21.3. Residency (+Service Record as Medical Officer if taken in UP PGH)
 - 3.6.21.4. Fellowship Certificate of Completion
 - 3.6.21.5. Specialty and Subspecialty Board Certificate as Diplomate and/or Fellow
 - 3.6.21.6. NBI – recent /valid
 - 3.6.21.7. Certificate and Marriage Contract: PSA Copy
 - 3.6.21.8. Medical Certificate (once endorsed by UPCM APC)
 - 3.6.21.9. Others: to be requested at appropriate time/case if any

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CHAPTER III REGULAR FACULTY

SECTION 1. APPOINTMENT OF REGULAR FACULTY

- 1.1. An appointment to a faculty position shall be made in accordance with such rules or procedures as may be prescribed by the University and the College.
- 1.2. An applicant may be appointed initially to the corresponding rank based on qualifications. (See Table 1, Chapter II.)
- 1.3. An applicant with an MD and/or a PhD degree shall be appointed to a position not lower than Assistant Professor in rank.
- 1.4. An applicant who is working in another government institution may be appointed on a part-time basis in the College provided that a written permission from the head of the other government institution is presented.
- 1.5. An applicant who is a regular faculty member in a private medical school may be appointed on a part-time basis in the College provided that such applicant teaches in not more than one private medical school. See Chapter VII on Teaching in Other Universities.
- 1.6. A faculty member with a temporary appointment can qualify for a permanent appointment or tenure by fulfilling the following criteria:^{1,2}
 - 1.6.1. Satisfactory or better teaching performance
 - 1.6.2. Sole or lead authorship of a refereed journal article (local or international) or academic publication by a recognized academic publisher (See Section 2.4.3, Chapter II.)
 - 1.6.3. Certified to have completed the following Integrated Faculty Development Program (IFDP) modules or accepted equivalent:
 - 1.6.3.1. Values, Ethics, Gender Sensitivity
 - 1.6.3.2. Leadership and Management
 - 1.6.3.3. Medical Education
 - 1.6.3.4. Research Methodology

Any equivalent academic activity deemed a sufficient replacement by the administering unit and approved by the Dean may take the place of the required modules.

Example: a graduate degree.

- 1.6.4. Tenure-track appointment is probationary in character. The period of temporary appointment varies according to the rank of the faculty member. The maximum period of temporary appointment prior to "tenure or out" is, as follows:²

Table 2. Maximum Period of Temporary Appointment Prior to “Tenure or Out”

RANK	STATUS	
	PT	FT
Assistant Professor	4 years	3 years
Associate Professor	4 years	2 years
Professor	2 years	1 year

1.7. Recommendation for tenure or permanency

1.7.1. The following are the documentary requirements, properly labeled as follows³:

- 1.7.1.1 Accomplished basic paper (HRDO-B1)
- 1.7.1.2 Endorsement Letter of the APFC/APFC Chair/VCAA
- 1.7.1.3 Endorsement Letter by the Head of the Department/Unit
- 1.7.1.4 Endorsement Letter signed by the members of the tenured faculty of the department or unit
- 1.7.1.5 Application for Tenure addressed to the department head
- 1.7.1.6 Updated Curriculum vitae and information sheet
- 1.7.1.7 Service Record
- 1.7.1.8 Diploma
- 1.7.1.9 Summary of Student Evaluation of Teaching (SET)
- 1.7.1.10 Copy of the complete article/creative work (published paper) if lead author; certification from the editor-in-chief of co-lead primary author if not lead author.
- 1.7.1.11 List of mentored students as research adviser (for advisers of Masteral students, PhD students, residents, and fellows)
- 1.7.1.12 Copy of Medical Certificate
- 1.7.1.13 Summary Profile of the Nominee or APFC matrix Tenure Evaluation
- 1.7.1.14 List of duties
- 1.7.1.15 Copy of RGAO registration of the research protocol and RGAO evaluation of the publication as being a legitimate reputable peer-reviewed journal
- 1.7.1.16 IFDP Certificate of completion of courses from 1-7.

1.7.2. It is recommended that the documents be submitted at least three months before expiration of the part-time appointment in order to avoid withholding of the salaries.

SECTION 2. DUTIES AND OBLIGATIONS OF THE REGULAR FACULTY⁴

2.1. Assistant Professor

- 2.1.1. Must produce above average graduate work and must demonstrate capacity to sustain intellectual growth
- 2.1.2. Must maintain better than satisfactory teaching evaluation based on student and/or faculty peer feedback, teaching portfolio, and other evidence
- 2.1.3. Must engage in research or creative work at least as member of a

- research or creative project team
- 2.1.4. Must publish or produce creative work of the quality and quantity necessary to satisfy the standards for tenure and promotion and in the required capacity (as lead author or co-author or co-creator of creative work)
- 2.1.5. Must show commitment to the department, college, and university by continued participation in unit activities
- 2.2. Associate Professor
 - 2.2.1. Must have a PhD or equivalent terminal degree. In exceptional cases, the expectation of a PhD for the ranks of Associate or full Professor may be substituted by a superior record of publicly available scholarly or creative work^{5,6*}
 - 2.2.2. Must maintain an excellent teaching record
 - 2.2.3. Must sustain intellectual productivity by continued publication in reputable refereed academic or literary venues or the equivalent creative work in the visual and performing arts
 - 2.2.4. Must be actively involved in research, thesis or dissertation advising
 - 2.2.5. Must mentor younger faculty in both teaching and research
 - 2.2.6. Must develop a culture of research, not only by advising graduate students and mentoring younger faculty, but also bringing them into research projects and helping them to publish
 - 2.2.7. Must demonstrate commitment to the University by membership and participation in Department/College/ University Committees when and where possible
 - 2.2.8. Must actively engage in extension work
- 2.3. Professor
 - 2.3.1. Must have a PhD or equivalent terminal degree. In exceptional cases, the expectation of a PhD for the ranks of Associate or full Professor may be substituted by a superior record of publicly available scholarly or creative work.^{5,6*}
 - 2.3.2. Must maintain an excellent teaching record, as evidenced by innovative approaches to teaching the discipline and a generally accepted reputation for stimulating student interest in learning
 - 2.3.3. Must maintain an active publishing career or the equivalent measure of creative output in the arts; must strive for research or creative output
 - 2.3.4. Must develop a culture of excellence in teaching, research, and service by being a role model and mentor, and by prodding the unit to continuously strive for higher levels of achievement
 - 2.3.5. Must exercise leadership in the profession and bring honor to the university
 - 2.3.6. Must maintain active involvement in the department/ college/ university committees
 - 2.3.7. Must take active part in extension work or perform well as an administrator

*Note: In a special meeting of the Board of Regents last 16 July 2025, it was approved that the Doctor or Medicine degree, with associated specialties or

subspecialties plus lead authorship in scholarly publication (published in peer-reviewed indexed journal) is considered equivalent to a Doctor or Philosophy (PhD) degree for purposes of faculty ranking as well as faculty promotion within the University of the Philippines System⁶

SECTION 3. RIGHTS AND PRIVILEGES OF THE REGULAR FACULTY

- 3.1. In the performance of their duties as prescribed by the University Rules and regulations, faculty members shall enjoy the right of academic freedom, which is the right to “investigate, teach and disseminate the subject of his/her specialization and to express his/her opinion on public issues.”^{7,8}
- 3.2. The faculty shall enjoy security of tenure upon attaining a permanent status and may not be dismissed from office except for cause and after due process.⁵
- 3.3. The faculty shall enjoy the rights and privileges of a member of the College Council and the University Council upon attaining the rank of Assistant Professor.⁹
- 3.4. The faculty shall have the right to participate in democratic processes in the College and the University.
- 3.5. The faculty shall have priority opportunities for continuing education and intellectual advancement offered by the University.
- 3.6. The faculty shall enjoy fringe benefits in the form of GSIS membership, retirement gratuities, educational benefits for direct dependents, and other benefits that may be offered by the University.
- 3.7. The faculty shall be given an appointment as Attending Physician of the Philippine General Hospital (See Section 2, Chapter VII.)
- 3.8. The faculty shall be given the privilege of using the facilities of the hospital including private wards, operating rooms, special facilities of departments, and others, according to priorities set by the medical complex and/or the departments.

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CHAPTER IV CLINICAL FACULTY

SECTION 1. APPOINTMENT OF CLINICAL FACULTY

- 1.1. The eligibility to a clinical faculty position shall be the same as those required of an applicant to a regular faculty position.
- 1.2. An applicant to a clinical faculty position may be recommended by a department to any clinical rank (Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor) commensurate with the qualifications of the applicant.
- 1.3. Clinical ranks shall not be further divided into steps.
- 1.4. Clinical Faculty (i.e. Clinical Associate Professors or CAPs) may be entitled to receive honorarium.¹
- 1.5. A clinical faculty member shall have a term of one year without prejudice to re-appointment. The number of re-appointments shall not result in any right to tenure.

SECTION 2. DUTIES AND OBLIGATIONS OF THE CLINICAL FACULTY

- 2.1 A clinical faculty member shall perform the duties and responsibilities of the position to be determined by the department prior to the appointment and concurred in by the applicant.
- 2.2. A clinical faculty member should not have any major administrative responsibility or legal accountability (e.g., Division Chief and higher), unless no regular faculty can assume the position. A waiver should be issued by the Dean and/or Chancellor depending on the position given, upon the request of the Department.

SECTION 3. RIGHTS AND PRIVILEGES OF THE CLINICAL FACULTY

- 3.1. A clinical faculty member shall be given an appointment as Attending Physician of the Philippine General Hospital (See Section 2, Chapter VII.)
- 3.2. A clinical faculty member shall enjoy all opportunities for continuing education and intellectual advancement offered by the University provided that these shall not entail any expense on the part of the University and provided further that a regular faculty member shall have the priority in these opportunities.

- 3.3. A clinical faculty member shall be given the privilege of using the facilities of the hospital including private wards, operating rooms, special facilities of departments, and others, according to priorities set by the medical complex and/or the departments.
- 3.4. A Basic Science faculty member without cross appointment in the clinical departments shall be given admitting privileges as Attending Physician in the PGH.²
- 3.5. A clinical faculty member may receive priority in case of application to an academic faculty position at the discretion of the department.
- 3.6. A clinical faculty member may hold simultaneous clinical or academic faculty positions in only one other medical school.
- 3.7. A clinical faculty member shall have the privilege to vote in democratic consultations of the Department, and the College (e.g., college council meeting). However, a clinical faculty member cannot vote in University council meetings.

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CHAPTER V NON-REGULAR FACULTY

SECTION 1. APPOINTMENT OF NON-REGULAR FACULTY

- 1.1. The qualification requirements for Lecturer shall be the same as those prescribed for Instructor; for Senior Lecturer, the same as those prescribed for Assistant Professor; and for Professorial Lecturer, the same as those prescribed at least for Associate Professor, in the regular class of faculty.¹

SECTION 2. DUTIES AND OBLIGATIONS OF THE NON-REGULAR FACULTY

- 2.1. The Lecturer designation is given to a non-regular member of the teaching staff who is on temporary status and paid on an hourly basis. Depending on his or her qualification, a rank of "Lecturer," "Senior Lecturer," or "Professorial Lecturer" may be given.¹

A Professorial Lecturer is equivalent to an associate or full professor in the regular faculty rank. Unless the candidate for the position is outstanding in his/her line of study and his/her competence and prestige entitle him/her to a recognition as an expert by his/her colleagues in the field, s/he shall not be recommended for a rank higher than that of Senior Lecturer.^{1,2}

The Lecturer ranks and their comparable faculty ranks are as follows:^{3,4}

Table 3. Lecturer Ranks and Comparable Faculty Ranks

Lecturer Rank	Comparable Faculty Rank
Lecturer 1	Instructor 3
Lecturer 2	Instructor 7
Senior Lecturer 1	Assistant Professor 3
Senior Lecturer 2	Assistant Professor 6
Senior Lecturer 3	Associate Professor 3
Professorial Lecturer 1	Associate Professor 6
Professorial Lecturer 2	Professor 2
Professorial Lecturer 3	Professor 5
Professorial Lecturer 4	Professor 8
Professorial Lecturer 5	Professor 11

- 2.2. The Visiting Professor designation is given to Filipinos and foreign nationals outside UP, based in local and foreign institutions, who are recognized experts in their fields of specialization and have the following qualifications:^{5,6}

- 2.2.1. currently affiliated with or retired from foreign or leading Philippine universities and other academic institutions
- 2.2.2. currently employed or retired expert consultants from foreign and local industries, government agencies, and private foundations
- 2.2.3. foreign and local collaborators and consultants who are already involved in UP, local and foreign-funded research and creative work of our faculty, researchers, and creative artists.

Visiting Professors should be included in the roster of academic staff of the host unit.^{5,6}

The terms of employment will depend on the memorandum of agreement executed by the University with the mother institution of the individual concerned or upon the terms of the invitation. Compensation will be on a case-to-case basis. Request for funding however, should be made in advance by the requesting unit for purposes of allocation of funds.⁷

- 2.3. The Adjunct Professor designation shall be given to a recognized expert in his/her field who is not employed by the University and is willing to teach and/or conduct research in the University without compensation.⁷

An adjunct professor who wants to become a regular faculty member of the University must go through the usual screening process and qualification standards for appointing a regular faculty.

- 2.3.1. In case the individual is sponsored by a company or an institution, the company or institution shall have the following obligations:⁴
 - 2.3.1.1. Assign the adjunct professor at least one day a week or its equivalent in the College, on official time, to teach, do research and provide consultation to students
 - 2.3.1.2. Ensure that the adjunct professor diligently performs his/her duties as teaching staff of the College by minimizing assignments that would cause absences or interfere with the performance of his/her academic duties
 - 2.3.1.3. Provide compensation for the adjunct professor.
 - 2.3.1.4. Subsidize training materials and course handouts of the adjunct professor
- 2.3.2. The University of the Philippines shall have the following commitments:⁴
 - 2.3.2.1. Provide the appropriate university appointment without compensation to the adjunct professor
 - 2.3.2.2. Provide secretarial and other support services to the adjunct professor

- 2.4. The Exchange Professor designation is a professor of another university with approximately equal rank as a UP Professor or Associate Professor who has been permitted to exchange his/her position with that of his/her UP counterpart for a period of 1 year or less.⁸

- 2.4.1. An appointment to an exchange professor position shall require the following:

- 2.4.1.1. The faculty members from collaborating Universities shall hold approximately equal rank, which shall not be lower than an Associate Professor.
 - 2.4.1.2. The department shall recommend the appointee to the BOR through proper channels.
 - 2.4.1.3. The appointment shall require the approval of the BOR.
- 2.5. The Affiliate Faculty designation is given by a U.P. Unit to a faculty member from another UP unit and who has been invited to teach in accordance with present teaching policies.⁴
- 2.6. A retired faculty member with the rank of at least Professor 9 may be appointed Professor Emeritus if he/she has rendered at least 15 years of active and faithful service to the university and has achieved marked distinction as a productive scholar, artist, scientist, or educator or is widely acknowledged as an effective and dedicated teacher.^{9,10}
 - 2.6.1. The rank of Professor Emeritus is a title for life and once a faculty is appointed as such, the appointment need not be renewed.¹¹
 - 2.6.2. A Professor Emeritus may be given a teaching or research assignment by the Dean of a college, subject to the approval of the Chancellor. If there is a need for the teaching services that cannot be met by any regular faculty member or lecturer, a Professor Emeritus even over 70 years old may be given a teaching assignment, subject to the approval of the President.^{11, 12}
 - 2.6.3. Minimum Qualifications¹⁰
 - 2.6.3.1. Retired from service after tenure with a minimum of 15 years of active and productive service; with Professor 12 rank, or in exceptional cases, at least Professor 9 rank, with achievements equivalent to Professor 12 rank
 - 2.6.3.2. Acknowledged to have significant leadership in teaching/mentoring, research, or creative activity and public service to the University and the nation
 - 2.6.3.3. Has not been found guilty of any administrative and/or criminal charge
 - 2.6.4. Nomination and Selection Process¹³
 - 2.6.4.1. A special committee shall be appointed by the Chancellor to evaluate the accomplishments of all Professors who retired the previous year and all retire-able Professors during that evaluation period and who meet the minimum qualifications for nomination for Professor Emeritus in consultation with their mother units.
 - 2.6.4.2. The committee will evaluate the pertinent documents and justification submitted by the qualified professors.
 - 2.6.4.3. An endorsement of at least four (4) out of five (5) members (or 80%) of the Committee is a requirement for favorable recommendation to the Chancellor, who in turn will make his/her recommendations to the System Committee.

- 2.6.4.4. The Professors who meet the high standards of excellence reflected in the selection criteria will be designated Professor Emeritus by the Board of Regents, upon recommendation of the President.

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CHAPTER VI

CONCOMITANT APPOINTMENT IN TWO DEPARTMENTS

SECTION 1. ELIGIBILITY FOR CONCOMITANT APPOINTMENT IN TWO DEPARTMENTS

- 1.1. In meritorious-cases, a faculty member with an academic appointment in a primary department may concomitantly be appointed in a secondary department of the college in agreement with the primary unit for additional workload outside the primary unit provided that^{1,2,3}
 - 1.1.1. The secondary department justifies the need for the appointment.
 - 1.1.2. The applicant satisfies the minimum requirements of eligibility in the secondary department.
 - 1.1.3. The primary department is amenable to the additional workload of the faculty member concerned.
- 1.2. The applicant shall not receive an additional compensation in the secondary department.
- 1.3. The title of the specialty to which the applicant shall be appointed in the secondary department shall be one officially recognized by the University. Newly created titles shall require the approval of the Board of Regents. (Refer to Section 2. Nomenclature of Clinical Faculty Appointments)
- 1.4. Faculty members, whether part-time or full-time may be given additional workload from the secondary department with the approval of the primary department.

SECTION 2. NOMENCLATURE OF CLINICAL FACULTY APPOINTMENTS ⁴

RATIONALE:

This nomenclature was made in response to the need to establish naming rules on the clinical faculty appointments in the College of Medicine due to the varying natures of appointments. Further, the nomenclature also establishes the format that best represents the clinical faculty appointments at the College of Medicine.

In many instances, it was pointed out that the primary rank of the faculty must be the same across the University. For this reason and aligned with HRDO faculty records, the nomenclature recognizes the primary appointment of the faculty in the University and treats subsequent appointments at either basic sciences or clinical departments as secondary appointments. In the same way, the nomenclature harmonizes the clinical appointments of non-regular faculty, research faculty, REPS, and medical officers/specialists at the Philippine General Hospital (PGH).

This nomenclature (see **Appendix 4**) also aligns with the provisions of the faculty manual and APFC compendium which regard faculty teaching at clinical departments as “Clinical Faculty,” as opposed to the current practice of providing ranks under clinical faculty e.g., “Clinical Associate Professor,” etc. in secondary appointments. The latter is inconsistent with the prevailing faculty classification and ranks, and has resulted in discrepancies between the faculty’s primary and clinical secondary appointments. The latter has also resulted in issuing multiple notices of appointments. It is expected that multiple issuance of notices of appointments will be minimized with the implementation of this nomenclature.

The provisions below stem from the spirit of the report of the Committee on Faculty Harmonization, and is in agreement with the College of Medicine, through the Office of the Associate Dean for Faculty and Students.

- 2.1 For regular faculty members with a primary appointment in a basic sciences department who will be given a secondary appointment at a clinical department in the College of Medicine, and with attending privileges at PGH:

Title: Same Faculty Rank as in the Primary Appointment + Attending Physician

Sample Nomenclature: **Associate Professor 3 (PT), SG 23 (4)**, in the **Department of Anatomy** and **Department of Medicine**, College of Medicine and **Attending Physician** at the Philippine General Hospital, University of the Philippines Manila

Note: The same rule shall be followed if the faculty’s primary appointment is at a clinical department and is given a secondary appointment at a basic science or another clinical department in the College.

- 2.2 For regular faculty members with a primary appointment in a basic sciences department, who are **not** given a secondary appointment at a clinical department in the College of Medicine **but with** attending privileges at PGH:

Title: Same Faculty Rank as in the Primary Appointment + Visiting Physician

Sample Nomenclature: **Associate Professor 3 (PT), SG 23 (4)**, in the **Department of Anatomy**, College of Medicine and **Visiting Physician** at the Philippine General Hospital, University of the Philippines Manila

Note: Previously, “with admitting privileges” was used for faculty in this case; however, it was pointed out that “Visiting Physician” is the proper term as defined in PGH Memorandum 2022-174.⁵

- 2.3 For non-regular faculty (e.g., lecturers) and REPS with a primary appointment at a basic sciences department in the College of Medicine or at a department/institute outside the College of Medicine (e.g., NIH) who will be given a secondary appointment at a clinical department in the College of Medicine, and with attending privileges at PGH:

Title: **Clinical Faculty + Attending Physician**

Sample Nomenclature: **Clinical Faculty**, in the Department of Neurosciences, College of Medicine, and **Attending Physician** at the Philippine General Hospital, University of the Philippines Manila

Note: The same rule shall be followed if the non-regular faculty member's primary appointment is at a clinical department and is given a secondary appointment at another clinical department in the College.

- 2.4 For Research Faculty with a primary appointment at a department/institute outside the College of Medicine (e.g., NIH) who will be given a secondary appointment at a clinical department in the College of Medicine, and with attending privileges at PGH:

Title: **Affiliate Clinical Faculty + Attending Physician**

Sample Nomenclature: **Affiliate Clinical Faculty**, in the Department of Neurosciences, College of Medicine, and as **Attending Physician** at the Philippine General Hospital, University of the Philippines Manila

- 2.5 For Medical Specialists and Medical Officers at the Philippine General Hospital who will be given secondary appointments as faculty at a clinical department in the College of Medicine:

Title: **Clinical Faculty + Attending Physician**

Sample Nomenclature: **Clinical Faculty**, in the Department of Neurosciences, College of Medicine, and **Attending Physician** at the Philippine General Hospital, University of the Philippines Manila, ..."

Note: Subject to the approval of the practice of the limited profession as regulated by the Civil Service Commission, if applicable.

Note: Other cases not covered by the above examples will be referred to the college APC and APFC for the appropriate title and nomenclature .

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CHAPTER VII

TEACHING IN OTHER UNIVERSITIES

1. Current faculty members of the University are allowed to teach in another private university or college,¹ other educational or training institutions as well as delve into research and other activities both local and foreign,² other medical schools³ provided that UP has an existing Memorandum of Agreement with the particular university or college that is approved by the Chancellor.⁴
 - 1.1. Teaching hours allowed outside of the UPCM (per semester)

Full Time	48 lecture hours
Part-Time Regular	64 lecture hours
Clinical Faculty	96 lecture hours

Lecture Hours are inclusive of plenary lectures, SGDs, and Preceptorials.
 - 1.2. Laboratory teaching outside of the UPCM is not allowed because the preparations and the direct close supervision of students entail more work hours.
 - 1.3. UPCM activities should be prioritized at all times. At no time should the total number of hours teaching in another school per semester exceed the number of hours teaching in the UPCM.
 - 1.4. Members of the Dean's Management Team (DMT), Department Chairs, Assistant Chairs, Unit Heads, and Learning Unit (LU) Course Coordinators are not allowed to teach in other medical schools. This is because they require full- time commitment, loyalty to the institution, observance of confidentiality, and respect for the intellectual property of the College.
 - 1.5. All College of Medicine Faculty teaching in other medical schools should not take on any administrative position in other schools.
 - 1.6. The MOA will indicate that the faculty members can teach during office hours provided that they observe allowable teaching hours.
 - 1.7. Payments for Lectures in other schools should not be reflected as compensation but as honoraria. The faculty should not be in the regular payroll list of the other school.
 - 1.8. Other provisions of the MOA should include the following:
 - 1.8.1. Time frame for withdrawal of UPCM Faculty from regular teaching load from the other school
 - 1.8.2. The school should provide a development program for its own faculty who will eventually take over the teaching of courses from the UPCM faculty.

After the expiry date of the UPCM commitment, the faculty may still be invited to lecture but only as a guest lecturer for very specific topics within the faculty member's expertise. An honorarium may still be accepted.

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CHAPTER VIII FACULTY DEVELOPMENT

SECTION 1. OBJECTIVES OF THE FACULTY DEVELOPMENT PROGRAM

- 1.1. To provide the proper environment to produce competent and humane faculty members imbued with the spirit of service and dedication in attaining the goals of the College of Medicine and the University of the Philippines
- 1.2. To improve the teaching and communication skills of faculty members
- 1.3. To provide for the optimum development and expertise in specific disciplines
- 1.4. To encourage basic and applied research
- 1.5. To develop the leadership potentials of the faculty in medicine and in the community
- 1.6. To encourage the pursuit of knowledge in Medicine, in the Humanities and in the other disciplines
- 1.7. To provide the atmosphere that shall inspire loyalty to the College and the University

SECTION 2. COMPLIANCE PERIOD FOR THE REQUIREMENTS FOR TENURE

- 2.1. Completing the College **Integrated Faculty Development Program (IFDP)** or its equivalent was set as one of the tenure requirements for the College of Medicine, UP Manila faculty¹ and approved in 2008 during the 1235th BOR Meeting.²

Table 4. Compliance with the Requirements for Tenure

Academic Rank	Full-time (years)	Part-time (Years)
Assistant Professor	3	4
Associate professor	2	4
Professor	1	2

- 2.2. The IFDP is composed of courses as described in the following table:

Table 5. Components of the Integrated Faculty Development Program

COURSE	ASSIGNED UNIT
Values, Ethics, Gender Sensitivity, and Professionalism	Department of Social Medicine
Leadership and Management	Department of Social Medicine
Medical Education	Medical Education Unit

	(MEU)
Research	Department of Clinical Epidemiology

SECTION 3. IFDP ON VALUES, ETHICS, GENDER SENSITIVITY, AND PROFESSIONALISM

- 3.1. The IFDP on values, ethics, gender sensitivity, and professionalism aims to:
- 3.1.1. Clarify and integrate individual and institutional values
 - 3.1.2. Adopt culturally appropriate and gender-sensitive approaches
 - 3.1.3. Identify dilemmas and utilize ethical principles in their resolution
 - 3.1.4. Undertake measures to promote patient privacy and safety
- 3.2. All modules are **required** for new faculty members or those who did not previously participate in IFDP.

Table 6. Modules on IFDP on Values, Ethics, Gender Sensitivity, and Professionalism

Modules	Theme	Topics/Objectives	Intended Audience
I	Gender and the Healthcare Professional	Differentiate between sex and gender Differentiate between sexual orientation, gender expression and gender identity Describe how gender is shaped by society Recognize how gender awareness can affect health care and inclusivity Suggest ways on how to create a gender sensitive practice and workplace	Required for faculty members who have not previously participated in IFDP
II	Values Clarification in Health Care	Reflect on your own values through a values clarification process Reflect on how your values align with that of the institution	Required for faculty members who have not previously participated in IFDP
III	The Ethical Doctor	Understand what it means to be an ethical doctor in the context of medical practice Review the different principles of bioethics	Required for faculty members who have not previously participated in IFDP

		Reflect on your own understanding of an ethical doctor Reflect on your own practice and the common ethical dilemmas faced and how they were resolved	
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SECTION 4. IFDP ON LEADERSHIP AND MANAGEMENT

- 4.1. The IFDP on leadership and management aims to introduce new faculty members or reacquaint those who want to attend refresher courses about current concepts of management as applied in the department of the hospital setting.
- 4.2. After completing the course, the faculty participants should be able to:
 - 4.2.1. discuss the management options (Leading, Planning, Organizing, Controlling, Financial Management) and key concepts related to these;
 - 4.2.2. consider the application of these concepts to their roles in their respective departments; and
 - 4.2.3. propose a project plan to integrate their understanding of the management functions.
- 4.3. All modules are **required** for new faculty members or those who did not previously participate in IFDP.

SECTION 5. IFDP ON MEDICAL EDUCATION

- 5.1. The objectives are the following:
 - 5.1.1. General objective:
The IFDP for medical education aims to develop and/or improve the pedagogical skills of faculty.
 - 5.1.2. Specific objectives:
At the end of the course, the participants should be able to:
 - 5.1.1.1 discuss the UPCM curriculum
 - 5.1.1.2 create an instructional design for their own course or topic of instruction
 - 5.1.1.3 design the appropriate teaching-learning activities that are appropriate for their course
 - 5.1.1.4 develop learner-appropriate assessment strategies
 - 5.1.1.5 create assessment tools
- 5.2. All modules are **required** for new faculty members or those who did not previously participate in IFDP.
- 5.3. The consolidated IFDP is open to faculty members who want to attend refresher courses on topics they find most relevant to their current role/s. Faculty members who have completed IFDP modules in the past may sign up for all of the modules.

- 5.4. The IFDP may be offered to faculty members from other institutions as the need arises.

SECTION 6. IFDP ON RESEARCH

- 6.1. The IFDP on research aims to enable the faculty participants to:
- 6.1.1. Discuss the value of research as an integral part of teaching and professional growth
 - 6.1.2. Describe the sources of research questions and to formulate different types of research questions using the PECO format
 - 6.1.3. Conduct efficient literature searches for research and clinical questions
 - 6.1.4. Discuss the basic principles of data analysis and data management
 - 6.1.5. Describe the organizational structure and set-up of research in the university
 - 6.1.6. Describe the available research-related resources in the university
- 6.2. The module on research has been made online through the Virtual Learning Environment (VLE). This will be held via asynchronous lectures and scheduled synchronous clarificatory sessions. The modules can be taken by the faculty at their own pace.
- 6.3. IFDP Research can be accomplished by:

Table 7. Modules on IFDP on Research

Modules	Theme	Topics/Objectives	Intended Audience
Part I	How to get started on your research	1. The role of research in faculty promotion and tenure 2. Formulating a Research Question 3. How to do an efficient literature search 4. Choosing a study design 5. Biases in research and how these should be addressed 6. Statistical and sample size considerations	Required for faculty members who have not previously participated in IFDP *Optional for faculty members who have completed a research project that has been registered with RGAO and approved by UPMREB
Part II	How to navigate the	1. The Role of RGAO in UP Manila Research	Required for faculty members who have not previously participated in

	research maze in UP Manila	2. The Role of UPMREB in UP Manila 3. How to make a submission to Acta Medica Philippina	IFDP or those with research but has not undergone RGAO or UPMREB submission
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- 6.3.1. Attending the IFDP module on research and completing the required exercises and passing the quizzes
- 6.3.2. Attending the research modules, higher education courses outside the IFDP module (For part 1 only)
- 6.3.3. Completing a research project that has been registered with RGAO and approved by UPMREB

IFDP Module on Research is available through:
<https://vle.upm.edu.ph/course/view.php?id=1927>³

SECTION 7. EXEMPTIONS FROM THE IFDP MODULE/S

- 7.1. A faculty member (regular or clinical, new or existing) who would like to request exemption from taking IFDP module(s) should write a Letter of Request addressed to the Dean through the Associate Dean for Faculty and Students, requesting exemption from taking any of the modules under the UPCM IFDP or modules. The concerned faculty member should specify the module or modules for which faculty exemption is requested. Likewise, the faculty member should provide evidence of acquiring the respective course competencies. The following will need to be additionally provided:
 - 7.1.1. Certificate of Course completion of the supposed equivalent course
 - 7.1.2. Syllabi or description of the said course highlighting the equivalent topic or coverage
- 7.2. The Associate Dean for Faculty and Students will write a Letter requesting an evaluation of the requirements. addressed to the Chief/Head of the unit (MEU, DSM, DCE), who is in charge of coordinating any of the seven IFDP modules.
- 7.3. The Chief/Head of the unit (MEU, DSM, DCE) will evaluate the submitted documents to check if the course completed by the faculty member is the same or has similar course description as the IFDP module the faculty is requesting to be exempted from taking. The Chief/Head of the unit (MEU, DSM, DCE) will then write a letter addressed to the Dean, through the Associate Dean for Faculty and Students, stating the following:
 - 7.3.1. That the course(s) taken by the faculty member is the same as or similar to the modules under the UPCM-IFDP
 - 7.3.2. Recommendation that the faculty may be exempted from taking the specific or particular course

SECTION 8. INTRODUCTION TO PATIENT CARE

The Introduction to Patient Care (IPC) Program is a three-semester course (IDC 191, 192, and 193) for Learning Unit 1 and Learning Unit 2 medical students that offers structured learning exercises designed to strengthen one's sense of self and social awareness and to facilitate the establishment of meaningful connections.

- 8.1. Faculty members from different departments are involved in its program delivery by facilitating the exercises and group discussions. This program also aims to help the faculty member to:
 - 8.1.1. improve his or her teaching skills
 - 8.1.2. provides opportunity to revisit his or her own personal development and
 - 8.1.3. promote his or her own self-awareness and other-awareness.
- 8.2. Upon official appointment to the College of Medicine, faculty members sign a written commitment to participate in the IPC Program for three semesters.
- 8.3. The department chairs choose representatives to the program every school year.
- 8.4. The IPC class is scheduled once a week (every Wednesday) from 1:00-4:00 p.m., but the faculty member may be consulted anytime by students, if the needs arise.
- 8.5. A grace period of one year is allowed for the faculty to complete the IPC requirements before he/she will be granted tenure.

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CHAPTER IX

FACULTY LOADING

SECTION 1. FACULTY TRACKS

As members of the University community, faculty members pursue various endeavors that can be conceived of in terms of six tracks, namely:¹

- Teaching
- Research and creative work
- Administration and academic governance
- Consultancy through the University
- Extension service
- Study

The tracks are complementary – each one enhances the others, and each one contributes to a person’s development as a faculty member, as reflected in the Faculty Development Plans of the departments.

Each track is governed by policies and guidelines that define what are expected of the faculty members, what their roles and responsibilities are, and what support the University provides to them.

1.1. Teaching

The faculty members are on the frontline of the University’s initiatives towards the fulfillment of its responsibilities to:^{1,2}

- 1.1.1. lead in setting academic standards and initiating innovations in teaching, research, and faculty development in various disciplines, and maintaining centers of excellence in the different disciplines and professions;
- 1.1.2. serve as a graduate university by providing advanced studies and specialization for scholars, scientists, writers, artists, and professionals, especially those who serve on the faculty of state and private colleges and universities; and
- 1.1.3. provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions and practice through academic and non-academic programs, including sports and the enhancement of nationalism and national identity.

Faculty members are expected to carry out their role as mentors who nurture every student into a “Tatak UP” person who is described as:

Isang estudyanteng may malalim na pagkilala sa sarili, malay sa kaniyang kasaysayan, nakalubog sa kaniyang kultura, may pag-unawa sa pandaigdigang pagkamamamayan, may pananagutang panlipunan, at may paninindigang makabayan. (2014 UP Diliman General Education Conference)

(A student who is deeply self-aware, enlightened of his or her history, immersed in his or her culture, discerning of global citizenship, committed to social responsibility, and patriotic.)

1.2. Research and Creative Work

Through research and creative work, faculty members support the University's mandate to contribute to the stock of human knowledge and forms of expression. Research and creative work are also the principal means by which faculty members continuously expand their knowledge in/of their discipline.

Guided by scientific rigor and ethical principles, faculty members are expected to conduct basic and applied research and creative work, promote research and creative work in various colleges and universities, and contribute to knowledge dissemination and application.^{1, 3}

1.3. Academic Governance and Administration

The University Faculty, being a collegial body, subscribes to a process wherein decisions are arrived at in a consensual manner or through consultations. Thus, faculty members are, at the very least, expected to attend meetings at the department, college, and University levels.

All faculty members are expected to have academic citizenship and participate in various organizational bodies and administrative levels of the University. Some also get involved in administration or governance, which entails assuming a leadership post in one's unit, UP Manila itself, or the University System.

1.4. Consultancy through the University

Consultancy is a mechanism through which the University provides "scholarly and technical assistance to the government, private sector, and civil society while maintaining [the University's] standards of excellence."⁴ Consultancy activities are diverse, but all are governed by the University's policies on the Limited Practice of Profession.

1.5. Extension Service

Extension service embodies the expectation that UP faculty members will provide "various forms of community, public and volunteer service... while maintaining [the University's] standards of excellence."^{1,4} Extension work contributes to achieving excellence in social and public service. It generates, validates, and applies knowledge that can enrich teaching, research, and creative work.

1.6. Study

Study enables the faculty to pursue professional and personal development while partly or fully de-loaded of teaching duties. Pursuing advanced degrees improves the competencies and skills of the faculty. It is also one of the requirements for tenure and promotion.

Subject to the exigencies of service, faculty members may be granted study leave with or without pay. They may be allowed to enroll full time in the University or in other institutions subject to university policies and guidelines.

SECTION 2. GUIDELINES ON FACULTY LOAD

The allocation of faculty load is governed by guidelines which ensure the fulfilment of the University's mandates of teaching, research, creative work, and public service, with due consideration of the individual responsibilities and priorities of the faculty members as they traverse the faculty tracks.

2.1. Mandatory Faculty Teaching Load

2.1.1. A normal teaching load of twelve (12) units per semester or its equivalent in colleges or units observing the trimester or other systems is required of each regular faculty member who has a full time appointment.⁵ For a regular and clinical faculty member with part-time appointment, a teaching load of six (6) units per semester is required.

2.1.2. No member of the faculty can teach less than six (6) units per semester, except when carrying an Administrative Load Credit (ALC) of more than six (6) units.⁶

2.1.3. The President or Chancellor may reduce the teaching load to not less than three (3) units per semester of any faculty member who is actively engaged in research/creative work (e.g., as research faculty either on limited or permanent appointment), community extension, and/or other authorized activities.⁶

2.1.4. The President, the Chancellor, the Vice Chancellor for Academic Affairs, the Vice Chancellor for Research and Development, Deans, Directors of institutes, and Chairs of departments/ divisions should enforce the rules governing teaching load. The Dean, through the Vice Chancellor for Academic Affairs and the Vice Chancellor for Research and Development, submits to the Chancellor, for approval, all the names of faculty members for whom non-teaching credit is allowed.⁷

2.1.5. Teaching load of lecturers and other non-regular faculty are subject to prevailing university rules.

2.2. Working Hours

2.2.1. Full-time members of the faculty, REPS, and administrative employees of the University are to be on duty for a minimum of forty (40) hours during each week in accordance with a time schedule to be approved by the Chancellor.⁸ Part-time members of the faculty are to be on duty for a minimum of twenty (20) hours during each week.

2.2.2. When the interests of the University service so require, the head of any office may request the proper authorities to extend the daily hours of labor for any or all the employees under them, and may likewise require any or all of them to do overtime work not only on workdays but also on holidays.⁹

2.2.3. Members of the faculty and academic staff accomplish a certificate of service, which is then submitted through the Department Head/Chairperson for attestation and the Dean or Director for approval for each pay day. Those whose salaries are paid by the hour accomplish the daily time record.¹⁰

2.3. Credit Units or Hours Per Semester in the UPCM

2.3.1. The U.P. College of Medicine credit load is in hours or weeks and the unit credit is the semester hour. One unit credit of teaching load is at least 16 semester-hours of lecture instruction, 32 semester hours for laboratory or field work, and 24 semester hours for ward work. The unit credit shall be used whenever applicable; otherwise, the number of hours per semester of each course shall be specified.

2.3.2. Approved number of hours or weeks shall be converted to number of UNITS based on University rules.¹¹

Lecture, SGD, Panel Discussion	1 hour = 1/16 unit
Laboratory, Independent Study	1 hour = 1/32 unit
Clinical rotations, ward work	1 hour = 1/24 unit

Average proportion of Lecture, SGD, Panel discussion versus Laboratory, Independent study	3:1
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To prorate proportion of credit hour 1 hour = 1/20 unit (0.05)

2.3.3. Credit Load Equivalent in "Units" of the Doctor of Medicine Program¹¹
The teaching load credit of a faculty member per semester/term is the **sum of the teaching units** of all the courses the faculty member teaches. It is based on teaching units and not on course credit.

Course credit (CC) is based on the number of contact class hours per week, for example a 3-hour/week lecture class has three (3) units of course credit. To satisfy the required 12-unit regular teaching load, a faculty member has to teach four (4) courses with 3-unit course credit each or three (3) courses each with 4-units of course credit.

Faculty Teaching Load Credit (TLC) = Course credit* x multiplier, where:

- Credit hour - prorated by multiplying actual teaching hours by 0.05 (1/20 unit)
- Multiplier - number determined by class size, course category (GE or non-GE), and course level (undergraduate or graduate); MD courses are considered as graduate courses

Example:

OS201 = 10 teaching contact hours x 0.05 = 0.5 x 2 (large class) x 1.5 (graduate course) = 1.5 TLC

OS 203 = 20 teaching contact hours x 0.05 = 1 TLC

Total TLC = 2.5

Table 8. Credit Load Equivalent per Learning Unit III

Learning Unit III	Credit Units			
	Hours	1 st Sem	2 nd Sem	Total
HS 201	40	2.0		2.0
OS 201	120	6.0		6.0
OS 203	104	5.0		5.0
OS 204	72	3.5		3.5
OS 205	144	7.0		7.0
IDC 211	32	0.75	0.75	1.5
IDC 202	64	1.5	1.5	3.0
OS 202	136	3.5	3.5	7.0
HD 201	130		6.5	6.5
HD 202	120		6.0	6.0
IDC 211.1	90		4.5	4.5
OS 206	142		7.0	7.0
TOTAL	1194	29.25	29.75	59.00

Table 9. Credit Load Equivalent per Learning Unit IV

Learning Unit IV	Credit Units			
	Hours	1 st Sem	2 nd Sem	Total
HS 202	108	5.5		5.5
THER 201	80	4.0		4.0
OS 213	216	11.0		11.0
OS 215	180	9.0		9.0
IDC 212	16	1.0		1.0
IDC 203	64	1.5	1.5	3.0
OS 216	72	1.75	1.75	3.5
OS 211	180		9.0	9.0
OS 212	180		9.0	9.0
OS 214	180		9.0	9.0
ELECTIVE	32		1.5	1.5
TOTAL	1308	33.75	31.75	65.5

Table 10. Credit Load Equivalent per Learning Unit V

Learning Unit V	Credit Units	
	No. of weeks./ hours	Units
OS 207	4 weeks	6
THER 201	2 weeks	3
ANESTH 250	1 week	1.5

FCH 250.1	2 weeks	3
FCH 250.2	2 weeks	3
INTEG 250	1 week	1.5
MED 250	3 weeks	4.5
MUSC 250	2 weeks	3
NEURO 250	2 weeks	3
OB-GYNE 250	4 weeks	6
ORL 250	1 week	1.5
OPHTHA 250	1 week	1.5
PEDIA 250	4 weeks	6
RADIO 250	2 weeks	3
SURGERY 250	3 weeks	4.5
IDC 204	1 week	1.5
IDC 213	24 hours	1.5
IDC 221	1 week	1.5
IDC 222	1 week	1.5
ELECTIVES	2 weeks	3
TOTAL	39 wks + 24 hrs	60

Table 11. Credit Load Equivalent per Learning Unit VI

Learning Unit VI	Credit Units	
Subject	No. of weeks/hours	Units
ANESTH 251	2 weeks	3
EM 251	2 weeks	3
FCH 251	4 weeks	6
MED 251	6 weeks	9
NEURO 251	2 weeks	3
OB-GYN 251	4 weeks	6
OPHTHA 251	2 weeks	3
ORL 251	2 weeks	3
ORTHO 251	2 weeks	3
PEDIA 251	4 weeks	6
REHAB 251	2 weeks	3
SURG 251	4 weeks	6
IDC 205	64 hours	4
ELECTIVES	4 weeks	6
TOTAL	40 weeks+6 hours	64

Table 12. Credit Load Equivalent per Learning Unit VII- Track A

Learning Unit VII – Track A (Regular Rotation)	Credit Units	
Subject	No. of weeks/ hours	Units
ANESTH 260	1 week	1.5
FCH 260	8 weeks	12
MED 260	8 weeks	12
NEUROSC 260	3 weeks	4.5
OB-GYN 260	8 weeks	12

OPHTHA 260	2 weeks	3
ORL 260	2 weeks	3
ORTHO 260	2 weeks	3
PEDIA 260	8 weeks	12
REHAB 260	2 weeks	3
SURG 260	8 weeks	12
TOTAL	52 weeks	78

Table 13. Credit Load Equivalent per Learning Unit VII- Track B

Learning Unit VII – Track B (Core internship + Electives)	Credit Units	
Subject	No. of Hours	Units
FCH 260	8 weeks	12
MED 260	8 weeks	12
OB-GYN 260	8 weeks	12
PEDIA 260	8 weeks	12
SURG 260	8 weeks	12
ELECTIVES	12 weeks	18
TOTAL	52 weeks	78

2.3.4. Faculty Loading Credited Teaching Activities in UPCM¹²

**Table 14. Faculty Loading Credited Teaching Activities in UPCM
Medical Students**

MD: LU I to LU VII	Faculty Load Credit
Lecture	Actual hours rendered
SGD	Actual hours rendered
Preceptorials	Actual hours rendered
Laboratory	Actual hours rendered
IPC	Actual hours rendered
Mentoring Program	Actual hours rendered
Research- student initiated	Actual hours rendered
OSCE	Actual hours rendered (2 hours/ session)
Examination	
• Proctor	Actual hours rendered
• Feedback	Actual hours rendered

**Table 15. Faculty Loading Credited Teaching Activities in UPCM:
Residents and Fellows**

Residents and Fellows	Faculty Load Credit
Ward Rounds	Prorated based on actual hours rendered.
• Students	Suggested credit: 50% of actual hours of team rounds for students and 50% for fellows and residents
• Residents	
• Fellows	
Conferences (Department/ Section)	Actual hours rendered

<ul style="list-style-type: none"> • Audits • Staff Conference / Case Conference • Business Meetings • Journal Club • Pre-op and Post-op Conference • Topic Conference / House Staff Teaching Hour 	
On Call/ Consults	Maximum 6 hours/ week
Operating Room Activities (Surgery/ Anesthesia) <ul style="list-style-type: none"> • Assists/ Supervision 	Maximum 6 hours/ week
Subspecialty Management Activities <ul style="list-style-type: none"> • Procedures / Diagnostic Exam 	Maximum 6 hours/ week
OPD Supervision	Actual hours rendered
Chart Review	1 hour / month
Portfolio Review	1 hour/month
Research – trainee initiated	1 hour / month/ trainee
Evaluation Activities / Feedback <ul style="list-style-type: none"> • Written Exams • Oral Exams • Practical Exams 	Actual hours rendered
Mentoring of Trainee	1 hour / month

**Table 16. Faculty Loading Credited Teaching Activities in UPCM:
Community Rotation**

Community Rotation *	Faculty Load Credit
Lecture	Actual hours rendered
SGD	Actual hours rendered
Preceptorials	Actual hours rendered
Community Assembly Facilitator	Actual hours rendered

* Coordinating activities with local government or other coordinating activities rendered as community faculty preceptors not involving students considered as administrative work equivalent to a department committee member of 3 hours/ week

2.3.5. Credit unit for Graduate Class¹³

The credit load multipliers for graduate courses are the following:

- Graduate class >10 students= 1.5
- Graduate class 5-9 students= 1.25
- Graduate class <5 students = course credit

Thesis/ dissertation advising shall not be given any teaching load credits but shall be given honorarium in accordance with university rules and regulations.

Table 17. Credit Unit for Graduate Class

Postgraduate (Master's/ PhD)	Faculty Load Credit
Lecture	Actual hours rendered
SGD	Actual hours rendered
Preceptorials	Actual hours rendered
Laboratory	Actual hours rendered
Exam	
• Proctor	Actual hours rendered
• Feedback	Actual hours rendered
Research-student initiated	1 hour/ month/ trainee
IFDP with UPCM faculty attendees only	Actual hours rendered

2.3.6. Credit for teaching activity in IFDP shall be counted as actual hours rendered.

2.3. Non-teaching Activities

The normal 12-unit teaching load requirement may be partially satisfied by any of the following:

- Administrative work
- Research, creative work, and other forms of productive scholarship
- Community Extension
- Authorized graduate studies

Load credit for non-teaching activities is subject to the following general provisions:

2.3.6. Teaching is the faculty member's priority; as such, the total maximum credit for the aforementioned non-teaching activities does not exceed six (6) units per semester, unless otherwise authorized by the President or the Chancellor.¹⁴

2.3.7. The College Executive Board or equivalent body adopts detailed guidelines for the College's/Unit's crediting of the non-teaching activities, which must be endorsed by the Vice Chancellor for Research and Development and the Vice Chancellor for Academic Affairs, pre-approved by the Chancellor, and disseminated to the institutes/departments/ divisions of the College or Unit.¹⁵

2.3.8. The University endeavors to generate and provide complementary substantial resources that will enable faculty members to carry such non-teaching loads.¹⁵

2.4. Non-Teaching Loads and Working Hours

The Dean and College Executive Board (or equivalent body) may assign credit for non-teaching activities under the following conditions and subject to the detailed guidelines of the College or Unit as pre-approved by the Chancellor.¹⁵

2.4.6. Research, Creative Work, or Extension load. The maximum credit for research work (Research Load Credit or RLC), creative work (Creative Work Load Credit or CWLC), or any other form of productive scholarship or community extension service is six (6) units per semester. This is not to be used as basis for claiming honorarium for overload teaching.¹⁶

- 2.4.7. Study load. Faculty members enrolled for study can have their teaching load reduced by the same number of units enrolled in, but not to exceed six (6) units per semester. This is not to be used as basis for claiming overload honorarium.¹⁶
- 2.4.8. Study leave. A faculty member working on a master's thesis may be granted study leave with pay for one-half (1/2) calendar year or be on a reduced teaching load (six units per semester) for not more than one and a half (1 1/2) calendar years, whichever arrangement may best promote the interest of scholarship as well as meet the exigencies of the service.¹⁶
- 2.4.9. For a faculty member working on a doctoral dissertation, such study leave with pay may be for one (1) calendar year or for not more than three (3) calendar years, if on reduced load.¹⁶
- 2.4.10. Administrative load. Administrative load credit (ALC) may be given to a faculty member with administrative assignment at the unit, college, or University level according to an approved schedule.¹⁵

2.6. Assignment of Administrative Load Credits

The Administrative Load Credit (ALC) of a faculty member with administrative assignment at the unit, college, or University level is counted as part of the faculty member's total load credit (24 teaching units per academic year). The grant of ALC is deemed to compensate for such assignment, either partially or fully depending on the position level.¹⁷

For the purposes of overload honoraria, the teaching load of the faculty administrators is limited to six (6) course credits per semester or twelve (12) course credits per academic year. The overload payment is based on the teaching units and not on the course credit.¹⁸

There are two types of Administrative Load Credits (ALCs) and Equivalent Unit Deloading (Academic Load): fixed and variable.

2.6.1. Fixed ALCs

- Fixed ALCs are assigned to certain administrative positions as determined and approved by the BOR.
- Full-time administrative positions in the organization structure of the University have the following fixed ALCs:¹⁹

Table 18. Administrative Positions with Fixed ALCs

Administrative Position	ALC
President, Vice Presidents, University Secretary, Chancellors, Assistant Vice Presidents, Assistant University Secretary, University General Counsel, Vice Chancellors, PGH Director	12 units
Faculty Regent, Deans, University Registrars, System Directors, Directors of principal units	9 units
Assistant Directors of System Offices, Constituent University Directors, Directors of sub-units, Directors	6 units

of National Centers of Excellence and High School Principals	
--------------------------------------------------------------	--

The Chancellor may lower the ALC as deemed appropriate for Directors of the Principal units and Sub-units. Principal units are academic and non-academic units whose heads report directly to or are supervised by the President, Chancellor, Vice President, Secretary of the University, while Sub-units are units attached to the principal units.²⁰

2.6.2. Variable ALCs

- The Chancellor determines the specific ALC for these positions:²⁰

Table 19. Administrative Positions with Variable ALCs

Administrative Position	ALC
College Secretaries, Associate/ Assistant Deans, Chairpersons of Divisions / Departments	3-6 units
Faculty members with regular administrative duties not included above (e.g., coordinators, assistant chairs, deputy directors, assistant college secretaries, student relations officers)	1-3 units

The President/Chancellor, as the case may be, is authorized to assign ALCs to other positions as deemed necessary.¹⁹

A faculty member appointed to two (2) or more academic administrative positions, other than those specified in the first category under Fixed ALCs, may be granted the ALC for said positions. The total ALC must not exceed nine (9) units. Appointees, however, are entitled to receive honoraria fixed for the positions to which they are appointed, subject to pertinent government and University rules (e.g., No one may receive honoraria exceeding fifty percent (50%), in the aggregate, of her/his basic salary).²¹

2.7. Assignment of Research Load Credit (RLC)/Creative Work Load Credit (CWLC) ²¹

- 2.7.1. Faculty members doing research / creative work may be granted Research Load Credit (RLC) or Creative Work Load Credit (CWLC) which may partially satisfy the faculty members' required load of 12 units per semester or 24 units per academic year.
- 2.7.2. Each college or unit, through the College Research Committee or its equivalent body and in consultation with the faculty of the institutes, departments, and divisions, shall adopt and annually update its research agenda and/or creative work agenda. The research/creative work agenda will be used together with the pertinent guidelines in this Manual and the detailed guidelines on RLC/ CWLC for evaluating the grant of RLC/CWLC.

- 2.7.3. Research and creative work projects, whether internally- or externally-funded, may be considered for the grant of RLC/CWLC, subject to the specific guidelines for the implementation of these projects.
- 2.7.4. The University shall endeavor to support the dissemination and development of those research and creative work outputs by faculty members granted RLC/CWLC after appropriate review and acceptance of publication, subject to the revised intellectual property right policy of the University. Research dissemination grant may also be granted upon examination of the invitation to lecture/presentation/performance of the research/creative work.
- 2.7.5. Load credit for research / creative work

Local credit for research/creative work shall ordinarily range from 1 to 3 units per semester. In principle, 3 units of RLC/ CWLC per semester shall correspond to one-fourth (1/4) of a full-time workload of 40 hours/week for 16 weeks.

For reference in practice, 3 units RLC/ CWLC per semester may correspond to any of the following outputs:

- 2.7.5.1. An externally-funded or University-funded original research or creative work project with 4 to 6 months duration, with the RLC/ CWLC applicant as the project leader, duly reviewed and accepted by the funding agency, with corresponding technical report or permanent documentation;
- 2.7.5.2. A peer-reviewed article accepted in a national or international journal, or equivalent creative output in a national or international forum or presentation, with the RLC/ CWLC applicant as the lead author or creator;
- 2.7.5.3. A national policy, regulation, bill or law by a national government agency with the RLC/ CWLC applicant as a publicly acknowledged author, major contributor, or major resource person;
- 2.7.5.4. A master's graduate or doctoral candidate who has been mentored by the RLC/ CWLC applicant as the adviser; and
- 2.7.5.5. Another equivalent research or creative work output, such as new patent claim, as may be allowed by the detailed guidelines of the College or Unit as pre-approved by the Chancellor.

All applications for research/creative workload credit must be accompanied by a description of the work, timetable/ duration of the project, and funding information. At the minimum, each application shall follow the capsule research proposal form or creative work proposal form of the University, or enclose the actual grant or contract that has been pre-approved.

The applications must be recommended by the Chair of the Department, Director of the Institute, or Head of the Division and

pre-assigned by the Dean and College Executive Board (or equivalent body) with the recommended load credit units.

The RLC for a project that is to be completed in the middle of the semester may not be granted in full but shall be prorated based on the portion of the semester when the project is to be completed. As appropriate, 1, 2, or 3 units of RLC/CWLC may be recommended for the project.

All applications for RLC/CLWC, regardless of the number of units, shall be submitted to the Office of the Chancellor through the OVCRD before the beginning of the semester but not later than the first day of regular registration. All requirements must be completed before submitting the RLC/CWLC application.

All applications for load credits that are submitted to the OVCRD after the first day of regular registration shall not be considered.

- 2.7.6. A load credit for research/ creative work in excess of 3 units per semester but not exceeding a total of 6 units may be requested from the Chancellor in very meritorious cases. Such applications for a load credit shall be evaluated by the College Executive Board or its equivalent body and endorsed by the Dean through the Vice Chancellors for Research and Development (VCRD) and for Academic Affairs (VCAA).
- 2.7.7. Research faculty and creative work faculty shall apply for 9 units of RLC/CWLC subject to the preapproved detailed guidelines. Such applications for a load credit shall be evaluated by the College Executive Board or its equivalent body and endorsed by the Dean through the VCRD and VCAA.
- 2.7.8. Personally funded research or creative work may not ordinarily be granted RLC/CWLC; instead, it is recommended that the faculty member applies for external funding or University funding. The University shall secure or provide partial or full funding for the research or creative work, provided that it is part of the College or Unit agenda and has been properly endorsed by the College or Unit.
- 2.7.9. RLC/ CWLC may not be given for module/ textbook writing if personally funded. Instead, it is recommended that the faculty member applies for external funding or University funding for the module/ textbook writing
- 2.7.10. RLC/CWLC is not granted for editing of printed work and for thesis/dissertation work.

2.8. Accomplishment or Progress Report ²³

Whenever load credit is claimed for research/ creative work, a report of accomplishment or progress report shall be submitted to the OVCRD at the end of the semester when load credit is claimed and before renewal of application. It is the responsibility of the Dean to see to it that such reports are submitted on time. There shall be attached to the report an evaluation of the research output/creative work by the College Research Committee or its equivalent, including a recommendation by the Dean for the renewal or non-renewal of the load credit. In no case shall an application, whether new or renewal, for any number of credit units, be processed when all properly filled in and recommended reports of accomplishment or progress reports

have not been received by the OVCRD from the applicant. The Department Chair, Institute Director or Division Head, together with the Dean, shall certify that the faculty member previously granted with RLC/ CWLC has duly submitted the reports.

A final report or proof of output shall be submitted to the OVCRD at the end of the project period indicated in the timetable.

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CHAPTER X

FACULTY PROMOTION

SECTION 1. OBJECTIVES¹

Promotion offers an opportunity for the faculty members to demonstrate and gain recognition for their achievements over a period of time. As with tenure, promotion is based on demonstrable academic grounds. Within the framework provided by the principles and guidelines in this statement, units are advised to specify their promotion requirements (in writing) for the guidance of the faculty.

SECTION 2. PRINCIPLES²

- 2.1. Promotion is recognition of the faculty member's accomplishments, growth, and development as a teacher and scholar, and service to the University and the general public. It involves an assessment of the faculty member's success and continuing competence in the performance of his or her academic duties. Promotion also presents the challenge of further accomplishments.
- 2.2. Promotion affirms the primacy of academic excellence in support of the University's mission. Academic freedom guarantees that academic quality is the basis of academic personnel decisions. Promotion implies selectivity and choice; it is awarded for demonstrable scholarly and professional merit, not for seniority, length of service, or humanitarian considerations.
- 2.3. The evaluation of merit involves the application of academic and professional judgment by peers, which takes place within a framework of collegiality, shared responsibility, accountability, and authority along various levels of review, among the faculty, and between the faculty and administrators. Faculty members share in the exercise by providing solid evidence of merit and by acting as peer reviewers.
- 2.4. The breadth and variety of academic and professional fields in the University make the development of detailed promotion criteria equally applicable to all fields inappropriate. However, the overriding values and standards are the same: demonstrable academic achievement in teaching, scholarly or creative work, service, and professional growth.
- 2.5. Individual departments may impose more stringent standards so long as these are consistent with the intent and framework of system-wide standards and are applied consistently within the unit. Stricter or additional requirements must be approved by the College faculty through an appropriate body.

- 2.6. Promotion to a higher rank occurs only two times in a faculty's career, from Assistant to Associate Professor, and from Associate to Professor. Hence, rank promotions require the highest standards of performance. In no case shall faculty cross rank solely on the basis of performance as an administrator.

2.6.1. Automatic Promotion for Ph.D.^{3,4}

- 2.6.1.1. A faculty member with an **Assistant Professor rank** who obtains from a reputable institution a Ph.D. or its equivalent in a field relevant to the unit to which the faculty member belongs shall be given automatic promotion in accordance with the rules and regulations promulgated by the Board of Regents;
- 2.6.1.2. Provided, that such promotion shall take effect upon completion of the Ph.D. or its equivalent;
- 2.6.1.3. Provided, moreover, that the rank attained through merit increase/promotions earned by a faculty member pursuing a Ph.D. program while simultaneously teaching or performing other functions in the University shall be taken as the basis for the automatic promotion.
- 2.6.1.4. Promotion to Associate Professor and Professor ranks cannot simply be obtained through a Ph.D. The merit aspects should become more significant the higher the rank. Hence while the Assistant Professor rank can be used to recognize advanced degrees, the Associate and Professor ranks must be based on merit.
- 2.6.1.5. A faculty member with the rank of Assistant Professor who obtains a PhD degree from a reputable university shall be promoted in accordance with the following schedule subject to the provisions above.

Table 20. Automatic Promotion Upon Obtaining a Ph.D.⁶

Rank Prior to Obtaining Ph.D.	Rank Upon Obtaining Ph.D.
Assistant Professor 1	Assistant Professor 5
Assistant Professor 2	Assistant Professor 6
Assistant Professor 3 and above	Shall be given rank promotion or salary step increases based on their respective merits upon completion of their degree and return to duty, provided that in the case of Assistant Professors 3 to 5, the rank shall not be lower than Assistant Professor 6

- 2.6.1.6. Automatic promotions will be made effective on the date of report for duty, provided that there is a certification from appropriate officials of the University concerned that all the requirements for the doctoral degree have been met.⁵

2.6.2. Salary Step Increment for Completion of a Post Graduate Degree⁷

2.6.2.1. In line with Section 34b of R.A. No. 7305, a PHW who holds a position in the agency plantilla of regular positions and who completes a master's or doctoral degree related to the performance of the duties and responsibilities his/her position after at least 2 years or more of service as PHW, may be entitled to 1 salary-step increase to be integrated into the basic salary, in recognition of his/her efforts towards professional advancement.

2.6.2.2. The grant of such 1-year salary step increment shall not be more often than every 2 years.

2.7. All faculty members are expected to perform the minimum duties and expectations contained in this statement and other University rules. The extent to which these expectations are surpassed shall be the basis of upward movement within a rank or promotion to a higher rank.

2.8. As the faculty and the University develop, the standards of performance should change. If a faculty member's accomplishments do not keep pace with current standards, the individual may not be promoted. It is not appropriate to argue that faculty members be promoted because they meet the performance standards previously in effect, by which some of their colleagues were measured and promoted. Scholarly development means adherence to ever higher standards of performance.

2.9. The career path of a faculty member begins with hiring. Appointment at the Assistant Professor level shall be reserved for those who are judged to have potential for development and the future award of tenure; and for other ranks, those who have demonstrated competence and whose track records indicate a high likelihood of continued excellence. Promotion standards in this statement are consistent with those for faculty recruitment and tenure.

2.10. A cap on promotion and priority categories for promotion may be imposed by the constituent university and/or the System, owing to budget constraints. It is incumbent on the individual units to prioritize their recommendations.

2.11. The Doctor or Medicine degree, with associated specialties or subspecialties plus lead authorship in scholarly publication (published in peer-reviewed indexed journal) is considered equivalent to a Doctor or Philosophy (PhD) degree for purposes of faculty promotion within the University of the Philippines System.⁸

SECTION 3. GENERAL EVALUATION CRITERIA AND INDICATORS⁹

3.1. The faculty shall be evaluated on the following categories: teaching, scholarly or creative work, service to the University and the public, and professional growth.

- 3.2. The weights for each category are differentiated according to the nature of the unit. Graduate units (i.e., without undergraduate programs) are expected to place at least equal emphasis on teaching and scholarly work, while purely undergraduate units may give greater value to teaching.

Table 21. Evaluation Categories for Faculty Promotion and Corresponding Weights

Evaluation Category	Weights
	Purely Graduate / Mixed units
Teaching	30-40 %
Scholarly/ creative work	30-40 %
Service	10-15%
Professional Growth	10-15%

- 3.3. Within the range specified in Table 21, individual units may decide on the mix of weights to be applied, unless the constituent university adopts a uniform system.
- 3.4. The aspects to be assessed, indicators, items, and activities to be evaluated for each category are generally worded so that academic units can further define them.
- 3.5. Units shall endeavor to assess not only quantity, but more importantly, quality and significance of contributions. However, units may impose quantitative requirements as part of the operational basis of their evaluation.
- 3.6. Faculty members are evaluated based on accomplishments reckoned from the date of the University's last promotion.
- 3.7. The parameters provided in the Standards for the Evaluation of Tenure Track Faculty are also useful as a guide in evaluating the performance of faculty being considered for promotion.¹⁰
- 3.8. An evaluation tool or instrument prescribed by the University shall be used to guide a faculty applying for promotion whenever there is a call for promotion from the University System.

SECTION 4. TEACHING¹¹

- 4.1. Good teaching—the kind that instills a desire for learning and encourages creative and critical thought—is expected of all faculty members, tenured and non-tenured alike. Teaching ability and performance, and conscientiousness in undertaking teaching duties may be measured in terms of the following:
- 4.1.1. Mastery and command of the subject matter
 - 4.1.2. Ability to convey subject matter clearly to students
 - 4.1.3. Ability to translate material into a form that is organized, comprehensible, appropriate, and interesting to students

- 4.1.4. Accessibility to students for consultation
- 4.1.5. Constant review and improvement of the syllabus and teaching materials
- 4.1.6. Application of strategies that invite learning initiatives by the students
- 4.2. Effective teaching may be gauged through student evaluation, peer evaluation, and the faculty member's teaching portfolio.
- 4.3. Items to be considered in the teaching portfolio or other activities evaluated under the teaching category include, but are not limited to, the following:
 - 4.3.1. Production and Publication of teaching materials like textbooks, course (student and teaching) modules, laboratory manuals
 - 4.3.2. Use of updated, research-based syllabi, course materials, and teaching innovations
 - 4.3.3. Performance as research supervisor, thesis and dissertation adviser
 - 4.3.4. Teaching load, class size, number of preparations

SECTION 5. SCHOLARLY OR CREATIVE WORK¹²

- 5.1. Scholarly research or creative work is expected of all faculty members, especially for ranks higher than Assistant Professor. The vitality of the faculty, both collectively and individually, depends greatly upon ongoing research and creative accomplishments. Research and creative work enrich the discipline and enhance teaching.
- 5.2. Published research in reputable refereed journals¹³, academic books or other prestigious publications, and creative work that has been made available to peers for independent assessment are given the heaviest weight.
- 5.3. Vanity (self-published or self-produced) publications, exhibitions, or performances and unpublished papers that have never been read in conferences shall not be given credit.
- 5.4. Other scholarly outputs that may be given credit include, but are not limited to: technological innovations, varieties/ strains, patents, software and computer programs; significant policy papers, media productions, recordings, editing of published books and journals; and presentation of scholarly/technical papers and research findings in conferences and other academic fora. All these must be considered by peers to be of academic worth.
- 5.5. Publications and presentations in popular venues or works outside the discipline (e.g., articles in newsletters or bulletins, advocacy papers) shall not be considered part of research but may be considered under the category of service.
- 5.6. Faculty members must submit documented evidence of publication and other creative output for evaluation by peers.

SECTION 6. SERVICE TO THE UNIVERSITY AND THE LARGER COMMUNITY¹⁴

- 6.1. Extension service is valued because it enriches teaching and research, disseminates knowledge to the larger community, and is directed at the improvement of the general well-being of society.
- 6.2. Service to the University is measured in part by one's involvement in Department/ College/University activities and committees (e.g., degree of participation, effectiveness).
- 6.3. Faculty members who hold administrative positions, especially heads of units, carry important and demanding responsibilities in serving the University. Acknowledging that heavy administrative workload might limit teaching and scholarly output, a separate set of guidelines for faculty administrators may be used as prescribed by the University System.^{15,16}
- 6.4. Contributions to community service in the public sector or civil society or as a public intellectual are an important part of extension work.
- 6.5. Items or activities that may be examined and given credit in this category are the following:
 - 6.5.1. Service rendered as coordinator, trainer, resource speaker, organizer of training programs, conferences, symposiums, and workshops related to one's discipline.
 - 6.5.2. Technical assistance to government and other agencies
 - 6.5.3. Training programs for other universities and educational institutions, local communities and non-government organizations
 - 6.5.4. Service publications (popular training manuals, monographs, bulletins, etc.)
 - 6.5.5. Popular presentations and popularized lectures on topics within the discipline
 - 6.5.6. Contributions as public intellectual to the intelligent discussion of issues of national or global concern

SECTION 7. PROFESSIONAL GROWTH¹⁷

- 7.1. A faculty member must also show evidence of professional growth, both as a professional educator and an academic belonging to a particular discipline or field. Accomplishments in this category form part of the criteria for promotion.
- 7.2. The items and activities to be considered and evaluated in this category include the following:
 - 7.2.1. Additional formal training in the discipline (academic studies or specialty training, as in the case of medical doctors)
 - 7.2.2. Professional recognition (awards in recognition of research/teaching/service)
 - 7.2.3. Attendance in local and international symposia, conferences within

- one's discipline
- 7.2.4. Leadership positions in academic or professional organizations and societies here and abroad
 - 7.2.5. Membership in international organizations of an academic nature
 - 7.2.6. Membership in editorial or advisory boards of journals
 - 7.2.7. Membership in technical panels
 - 7.2.8. Research fellowship or visiting professor appointment in a reputable foreign university
 - 7.2.9. Invitation to review or referee published articles, research output/creative work within the discipline
 - 7.2.10. Invitation to sit in other review bodies (such as those that award grants or awards)

SECTION 8. EVALUATION PROCEDURE¹⁸

8.1. Review Levels

- 8.1.1. Recommendations for promotion begin at the department level, through the Chair and Department Academic Personnel Committee and are forwarded to the Dean for evaluation and endorsement by the Dean and College APC
- 8.1.2. The Academic Personnel and Fellowship Committee, chaired by the Vice Chancellor for Academic Affairs, reviews college recommendations for promotion.¹⁹
- 8.1.3. Promotions up to the rank of Assistant Professor are decided by the Chancellor. Recommendations for higher rank promotions are endorsed by the Chancellor to the System Committee for Promotions chaired by the Vice President for Academic Affairs. The System committee endorses its recommendations to the UP President.
- 8.1.4. Final approval of recommendations for promotion to or at the rank of Associate Professor and Professor comes from the Board of Regents, upon the recommendation of the UP President.
- 8.1.5. If the faculty member is an affiliate faculty member ^{20,21} in another constituent university during the period of evaluation, both the home and the second unit shall evaluate the faculty member.
- 8.1.6. The home unit shall evaluate the affiliate faculty member for teaching and/or scholarly or creative work if he/she teaches there and/or has done work on the discipline.
- 8.1.7. The second unit shall evaluate the affiliate faculty member for teaching and scholarly performance if he/she teaches in the second unit or has done research on a subject related to the nature and scope of the second unit.
- 8.1.8. The recommendation for promotion may emanate from either unit, provided the affiliate faculty member's record is evaluated by both the primary and secondary units. The recommending unit shall send the documents to the Vice President for Academic Affairs, who shall then refer the recommendation to the other unit for evaluation.
- 8.1.9. After evaluating the affiliate faculty member's record, both units shall forward their recommendation to a joint committee chaired by the

Vice President for Academic Affairs and consisting of the Vice Chancellors for Academic Affairs of the two units concerned.

8.1.10. The System committee shall send its recommendation to the President, for approval by the Board of Regents.

8.2. After exhausting means to reconcile differences, a faculty member who finds that his/her accomplishments were not adequately considered by the review bodies may, after duly notifying the concerned bodies, appeal to the next higher body.

8.2.1. In making and considering the appeal, the following shall be considered: bias or unfairness in the review process (the level of review must be identified), and insufficient consideration of the faculty member's accomplishments compared to others in the same rank and discipline/field.

8.2.2. Corrective promotion in relation to past promotions may not be the subject of appeal unless from the outset, the promotion was announced as corrective promotion. In this case, the University shall determine the cut-off date for past promotions and include it in the announcement of corrective promotion.

8.3. A faculty member who satisfies the requirements for crossing rank, but who may not be able to do so because he or she is due for compulsory retirement within one year and there is no call yet for promotion, may apply for merit promotion subject to pertinent guidelines of the University.^{22,23}

8.3.1. Only regular faculty members (full-time and part-time) in active service, who are holding the rank of either Assistant Professor 7 or Associate Professor 7 and are due for compulsory retirement (i.e., age 65) within one year, may apply for this merit promotion.

8.3.2. Only qualified faculty members who apply for this promotion shall be evaluated. Application shall be made by the faculty member within one year prior to his or her compulsory retirement.

8.3.3. The applicant shall be evaluated based on merit using the guidelines for promotion as contained in the manual *Shaping our Institutional Future* (2004, pp. 20-26).

8.3.4. Only accomplishments for the period since the date of last promotion up to the time of application shall be considered. The accomplishments must include at least one peer-reviewed article in a reputable publication or a juried creative work, the minimum requirements for crossing rank.

8.3.5. Applications shall be initially evaluated by the Academic Personnel and Fellowship Committee, and recommended by the Chancellor to the President, and then to the Board of Regents.

8.3.6. Faculty members who are beyond 65 years but who are serving on an extended basis as full-time faculty shall not be covered by these guidelines but may be promoted during the regular call for promotion.

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CHAPTER XI

LEAVES, SPECIAL DETAIL, SABBATICAL, AND SECONDMENT

SECTION 1. LEAVES

A regular faculty member shall be entitled to any of the different leaves, subject to the provisions.¹

1.1 Study Leaves^{2,3,4}

Subject to the exigencies of the service, faculty members may be granted study leave with or without pay. They may be allowed to enroll full time in the University or in other educational institutions, subject to the following:

- Approval of the Chancellor
- The restrictions cited in Enrolment Without Permission⁵
- Rules on the Privilege to Study⁶

1.1.1. Study leave with pay

1.1.1.1. Eligibility^{7,8,9,10}

To avail himself or herself of full study leave with or without pay or faculty fellowship, a faculty member must meet ALL the following conditions:

1.1.1.1.1. The faculty member must have:

- 1.1.1.1.1.1. proven teaching ability and commitment to serve as a UP faculty member
- 1.1.1.1.1.2. a good undergraduate record or (if any) good graduate academic record
- 1.1.1.1.1.3. positive evidence of interest in further academic and professional development
- 1.1.1.1.1.4. good physical health
- 1.1.1.1.1.5. the potential to complete advanced graduate studies and research

1.1.1.1.2. The faculty member must:

- 1.1.1.1.2.1. be occupying his or her own faculty item (i.e., not a faculty substitute or contractual faculty) at the start of the award; *provided*, that a faculty member substituting for one who is temporarily on sick, maternity, or study leave, shall not be entitled to study leave with pay
- 1.1.1.1.2.2. not hold rank higher than Assistant Professor
- 1.1.1.1.2.3. have served at least one (1) year as a regular UP faculty member
- 1.1.1.1.2.4. be tenured or being considered for tenure

1.1.1.1.2.5. not be more than forty (40) years old
In highly meritorious cases, the conditions on maximum rank or age may be waived upon the recommendation of the APFC and approval of the Chancellor. The age limit may be raised from 40 years to 45 years for graduate studies abroad and 50 years for local graduate studies.

1.1.1.1.3. The graduate program that the faculty member will enroll in must be one of the academic priorities of his or her department, college, and Constituent University (CU) as indicated in their faculty development program.

The choice of degree program and the college of enrolment must be approved by the following:

1.1.1.1.3.1. Department APC (if any)

1.1.1.1.3.2. Department Chair (if any)

1.1.1.1.3.3. College APC or Executive Committee

1.1.1.1.3.4. Dean

1.1.1.1.3.5. CU Academic Personnel and Fellowship Committee (APFC)

1.1.1.1.3.6. Chancellor

1.1.1.2. Privileges

Faculty members on full study leave with pay or on fellowship shall enjoy the following privileges:

1.1.1.2.1. Full de-loading from regular faculty duties

1.1.1.2.2. Full faculty salary and other benefits for regular faculty in the active service (including eligibility for promotions)

1.1.1.2.3. 100% waiver in tuition, laboratory, and miscellaneous fees (except Student Fund fees) in the University courses, provided study load is approved by the faculty member's graduate advisor and Department Chair

1.1.1.2.4. Rights to some suitable faculty office or desk space (for local fellows, to the extent available), but no further entitlements

1.1.1.2.5. Thesis or dissertation allowance may be granted, subject to the recommendation of the APFC, availability of funds, and approval by the Chancellor (during the leave with pay, the faculty member retains his or her faculty item).

1.1.1.3. Obligations and conditions

1.1.1.3.1. Before the start of the full study leave with pay or fellowship, the fellow (also those on full study leave with pay) must execute a return service contract with the University and the corresponding surety agreement.

- 1.1.1.3.1.1. For local fellows, the contract shall stipulate (among other things) a return service of one year (12 months) for every year spent, or a fraction thereof, on fellowship
- 1.1.1.3.1.2. For fellows abroad, the return service shall be at the rate of two years (24 months) return service for every year, or fraction thereof, spent on fellowship or full study leave
- 1.1.1.3.2. In a case where the fellow does not fulfill the return service requirements, then the faculty member must reimburse the following to the University:
 - 1.1.1.3.2.1. All expenses incurred
 - 1.1.1.3.2.2. An equity charge of 50% of the total amount expended
 - 1.1.1.3.2.3. Interest at the prevailing legal rate at the time of breach or revocation of contract

A member of the UP faculty or staff may act as guarantor in the surety agreement only if he or she is a relative of the faculty fellow.
- 1.1.1.3.3. The fellow must commit to the following conditions:
 - 1.1.1.3.3.1. Complete, in the soonest time possible, the graduate program for which the fellowship was granted
 - 1.1.1.3.3.2. Study full-time (i.e., carry at least the normal load)
 - 1.1.1.3.3.3. Not engage in any other employment or practice of profession during the period of the award
 - 1.1.1.3.3.4. Submit at the end of each semester a true copy of grades and a progress report duly certified by the fellow's faculty adviser to the Chair, Dean, and CU APFC

1.1.1.4. Duration^{7, 11}

Faculty members on study leave may enjoy a fellowship or full study leave with pay as follows, subject to availability of funds, exigencies of service, and based on merit:

- 1.1.1.4.1. Master's degree: at most two and a half years (30 months)
- 1.1.1.4.2. Doctoral degree:
Up to four years (48 months) after a master's degree or its equivalent has been earned

Up to five years (60 months) for straight Ph.D. program

In very exceptional cases, and on the recommendation of the CU APFC, the Chancellor may authorize an extra semester for those pursuing a master's degree or an extra year for those pursuing a doctoral degree.

Furthermore, fellowship (local or abroad) shall be awarded on a year-by-year basis, depending on the academic performance of the fellow. On the other hand, full study leave with pay (local or abroad) shall be awarded only on a semester-by-semester basis, depending on the academic performance of the faculty student and the need of the department or college for his/her regular faculty services.

1.1.1.5. Additional conditions

1.1.1.5.1. When a faculty member is awarded a faculty fellowship or goes on study leave without pay, his or her department gets the right to hire a substitute. Thus, the total teaching capacity of the department or college is not impaired. This is NOT the case when a department or college allows a faculty member to go on full study leave with pay because there are no funds to hire a substitute.

1.1.1.5.1.1. In recommending a full study leave with pay, the rest of the department and/or college faculty commits itself to take over the teaching load and other duties to be left behind by the faculty going on full study leave.

1.1.1.5.1.2. The decision to allow a faculty member to go on study leave with pay should be a COLLECTIVE faculty decision. Before a Chair or Dean recommends full study leave with pay, the rest of the department should be informed in writing (by the chair or dean), and there should be, at least, a consensus among the faculty on their commitment to shoulder the additional load.

1.1.1.5.2. Faculty fellows or those on study leave with pay, especially those enrolled abroad or who, at some point during the leave, go abroad as part of their study program, may be further

subject to other requirements imposed by the national government (e.g., NEDA, DFA, etc.). It shall be the duty of the PGIM/Associate Dean for Faculty and Students to keep abreast of these rules, keep the faculty informed, and enforce the rules.

1.1.2. Study leave without pay

Faculty members on full study leave without pay shall enjoy complete de-loading from regular faculty duties and 100% waiver of tuition, laboratory, and miscellaneous fees (except Student Fund fees), provided the study load is approved by the faculty member's graduate advisor and department chair, subject to normal academic progress, but no other entitlements. Those on such leave (local or foreign) are subject to the same requirements as local faculty fellows, except in the matter of the return service obligation. A faculty on full study leave without pay shall render one (1) year of service for every two (2) years of leave or a fraction thereof. The same limits on the total number of years imposed on faculty fellows shall be imposed on those on full study leave without pay.⁴

1.2. Teacher's leave^{12, 13,14,15}

Teacher's leave shall be granted to full- and part-time regular members of the faculty, who do not normally perform administrative functions. It shall consist of vacation and sick leaves, neither of which shall be cumulative.¹⁶

1.2.1. Vacation leave

1.2.1.1. Teacher's vacation leave shall consist of one (1) month in each academic year, in addition to the usual Christmas vacation.

1.2.1.2. Such vacation shall be applied for and may be taken only during the regular vacation periods of the University, which is from the day after commencement to the day before the first day of registration for the first semester; *provided that:*

1.2.1.2.1. The Chancellor may, in his or her discretion, on recommendation of the Deans and Directors of the respective colleges and schools, grant to members of the faculty whose services are not required, vacation leave in excess of one (1) month during such vacation period;

1.2.1.2.2. In case of sickness for more than 15 days during the regular class periods, vacation leave with pay not exceeding one (1) month, in lieu of the summer vacation, may be allowed during the regular class periods; and

1.2.1.2.3. The load of the faculty member, who has been granted the leave, is duly taken care of without the need of a new appointee.¹⁷

- 1.2.1.3. Notwithstanding the aforementioned article¹⁷, the Chancellor may detail such members of the faculty as he or she may consider necessary to teach during the summer sessions of the University, but such members detailed and who actually teach throughout the midyear term shall be entitled to vacation leave throughout the next succeeding midyear.¹⁸
- 1.2.1.4. In the event of failure to render service without good reason as required in number 3 above (paragraph immediately preceding), the teacher in question shall NOT be entitled to the regular salary corresponding to that midyear term.¹⁹
- 1.2.1.5. The inter-semester period shall NOT be a vacation for faculty members, but shall be for the purpose of giving them time to:
 - 1.2.1.5.1. Grade examination papers
 - 1.2.1.5.2. Prepare reports of grades of students
 - 1.2.1.5.3. Clear up all the other pending academic and committee work
 - 1.2.1.5.4. Help in the registration for the following semester²⁰
- 1.2.2. Sick leave
 - 1.2.2.1. Teacher's sick leave shall consist of not more than fifteen (15) days, excluding Saturdays, Sundays, and holidays, in any one (1) academic year. Application for sick leave for more than two (2) days at a time shall be approved, only if:
 - 1.2.2.2. Doctor's certificate is submitted, or
 - 1.2.2.3. The physical appearance clearly shows that the faculty member has been sick or seriously indisposed²¹
 - 1.2.2.3.1. Sick leave shall be granted only on account of sickness on the part of the person concerned or any member of the immediate family. In no case shall sick leave be used as a reason for seeking employment anywhere.

Table 22. Provisions on Sick Leave²²

1. Faculty members (regular, full-time) may be granted sick leave benefits for a period equivalent to 15 days per year of full-time service,* cumulative and commutable upon compulsory retirement or upon optional retirement due to serious or severe illness (as defined by Philhealth).
2. Faculty members who get seriously ill may avail themselves of sick leave with pay charged to this benefit and may be allowed to monetize a portion thereof, subject to availability of funds.

3. The number of years for which a regular faculty member has been a substitute and/or on contractual status, and also the period on extended service beyond 65 years of age shall be counted towards this leave benefit.

Note: Teacher's vacation leave and sick leave for part-time members shall be equivalent to the half portion of what the full-time faculty receives.

1.3. Cumulative Leave for Faculty with Administrative Function or Research Head^{13,23,24,25}

- 1.3.1. Cumulative leave shall be granted to faculty members who:
 - 1.3.1.1. regularly perform administrative functions in offices, which are normally necessary in management of the affairs of the University and its units;
 - 1.3.1.2. are engaged in assignments which involve reporting for work beyond the normal office hours and, therefore, cannot take advantage of the teacher's vacation leave, both conditions being certified to by the appropriate Dean or Director. This privilege may be granted only when the assignment carries an official designation or appointment, lasting at least one (1) academic year, with previous approval of the Chancellor;
 - 1.3.1.3. are engaged in research under the following conditions:
 - 1.3.1.3.1. the faculty member carries an official designation as program/project/study leader lasting at least one (1) academic year;
 - 1.3.1.3.2. the assignment as program/project/study leader prevents him or her from taking advantage of the teacher's vacation leave;
 - 1.3.1.3.3. the faculty member shall be entitled to cumulative vacation and sick leave credit only during the summer period, to be computed based on the following: for 30 calendar days of service during the summer period, 1.25 vacation leave credits and 1.25 sick leave credits shall be earned.
- 1.3.2. After at least six (6) months of continuous, faithful, and satisfactory service, the persons mentioned in *Article 230* shall be entitled to vacation and sick leaves, both with full pay and exclusive of Saturdays, Sundays, and holidays for each calendar year of service.²
- 1.3.3. Vacation leave of 15 days and sick leave of 15 days may be granted to officers and employees of the University at such times during the calendar year may be approved by the Chancellor. Both leaves shall be cumulative and any part thereof, which may not be taken within the calendar year in which it is earned, may be carried over to the succeeding years; and whenever any officer or employee referred to herein shall voluntarily resign or be separated from the University through no fault of his or her own, he or she will be entitled to the

commutation of all accumulated vacation and/or sick leave to his/her credit;

Provided, that the total vacation and sick leave that can accumulate to the credit of any officer or employee shall in no case exceed ten (10) months;

Provided further, that the Chancellor may, in his or her discretion, authorize the commutation of the salary that would be received during the period of the vacation and sick leave of any permanently appointed officer or employee, and direct its payment on or before the beginning of such vacation and/or sick leave from the fund out of which the salary would have been paid;

Provided, furthermore, that no person whose leave has been commuted following the separation from the University shall be re-appointed or re-employed in the University before the expiration of the leave commuted unless s/he first refunds the money value of the unexpired portion of the leave commuted.

For the purpose of granting leave of absence to employees required to observe service schedules, which extend to six (6) or more days a week, leave credit shall be charged with only the number of hours that are supposed to be rendered on that day.^{27, 28, 13}

1.4. Academic Leave for Faculty Administrators²⁹

1.4.1. The entitlement to academic leave shall apply to faculty administrators with 9-12 units of administrative load. An annual academic leave of 10 working days is given to faculty administrators to:

1.4.1.1. enable them to pursue their intellectual interests while performing administrative functions; and

1.4.1.2. somehow compensate for the loss in research time they would otherwise enjoy as faculty without any administrative load.

1.4.2. The terms of the academic leave shall be as follows:

1.4.2.1. Only faculty members with an administrative load of 9-12 units shall be entitled to annual academic leave.

1.4.2.2. The administrator may enjoy 10 working days of academic leave for every year he or she has 9-12 units of administrative load. When administrative service is less than a year, provided his or her administrative duties shall not be prejudiced.

1.4.2.3. The academic leave shall not be cumulative (i.e., may not be charged to leave credit) and may not be monetized. But, the administrator may spread out the leave in one (1) year, provided his or her administrative duties shall not be prejudiced.

1.4.2.4. Should a faculty administrator avail himself or herself of the academic leave and then resigns from office, the leave shall be charged against his or her regular leave credit.

1.4.2.5. The academic leave shall be enjoyed in addition to the 15 days of vacation leave. As in case of vacation leave, the faculty administrator shall apply for academic leave.

1.5. Re-energizing Leave for University Officials, Faculty Administrators, and Unit Heads ³⁰

As a measure to promote physical and mental health, and overall wellness, university officials, faculty administrators, and unit heads may avail themselves of a five (5) day re-energizing leave beginning Fiscal year 2024, subject to the following guidelines:

- 1.5.1. The 5-day re-energizing period shall be availed of at any time of each fiscal year, subject to operational necessity and other business needs.
- 1.5.2. The administrator must have completed a minimum of three (3) months of service within the covered year to be eligible for this privilege.

The period of re-energizing cannot be availed of after the end of the appointment of the university official, administrator, or unit head.

- 1.5.3. This re-energizing or stress management option is voluntary, and the said period may be fully utilized, or divided into separate periods, provided that the total utilization within the fiscal year shall not exceed 5 days.
- 1.5.4. Heads of units directly under the Vice Chancellors and Vice Presidents are entitled to the said re-energizing period.
- 1.5.5. Officers-in -charge must be designated and announce officially prior to any utilization of the said re-energizing period.
- 1.5.6. Relevant work arrangements are left to the discretion of the affected head of office.
- 1.5.7. Utilized days of this re-energizing period cannot be accumulated or commuted.
- 1.5.8. Affected offices shall ensure that there will always be an officer of the day or officer-in-charge available to handle official transactions and related matters.

1.6. Special Leave Privileges (SLP)

- 1.6.1. All University personnel, including the faculty members designated to perform administrative functions, are entitled to six (6) days of Special Leave Privileges (SLP). These leave privileges are non-cumulative and non-commutable.
- 1.6.2. The six-day SLP may be availed of under the following conditions:
 - 1.6.2.1. Birthday
 - 1.6.2.2. Emergency, in case of earthquake, typhoon, flood, and other natural and/or human-made disasters or calamities, subject to certification by the proper authorities
 - 1.6.2.3. Enrolment
 - 1.6.2.4. Graduation
 - 1.6.2.5. Hospitalization of immediate members of the family

- 1.6.2.6. Wedding and honeymoon
- 1.6.2.7. Wedding anniversary
- 1.6.2.8. Relocation, subject to submission of a certification from the barangay captain
- 1.6.2.9. Burial or mourning, in case of death of spouse or any of the children, parents, brothers, or sisters
- 1.6.2.10. Government transactions
- 1.6.2.11. Domestic emergencies

1.7. Maternity Leave

- 1.7.1. Every woman in the government service, who has rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leave granted to her, be entitled to maternity leave of 65 calendar days with full pay.³¹
- 1.7.2. Maternity leave of those who have rendered one (1) year or more, but less than two (2) years of service shall be computed in proportion to their length of service, provided that those who have served for more than a year shall be entitled to 65 calendar days with half pay.³¹
- 1.7.3. It is understood that enjoyment of maternity leave cannot be deferred but should be enjoyed within the actual period of delivery in a continuous and uninterrupted manner not exceeding 105 calendar days.³¹
- 1.7.4. Every woman, married or unmarried, may be granted maternity leave more than once a year. Maternity leave shall be granted to female employees in every instance of pregnancy, irrespective of its frequency.³¹
- 1.7.5. Maternity leave shall also be enjoyed by the adoptive parents, if the adoptee is below seven (7) years of age as of the date the child is placed with the adoptive parents through the Pre-adoptive Placement Authority issued by the Department of Social Welfare and Development. R.A. 8552, "An Act Establishing the Rules and Policies on the Domestic Adoption of Filipino Children and for Other Purposes," provides that the adoptive parents shall, with respect to the adopted child, enjoy all the benefits to which biological parents are entitled.³²
- 1.7.6. In addition, under UP guidelines, faculty members shall be entitled to maternity leave of six (6) months, two (2) months before and four (4) months after delivery; *provided, that:*^{13,33}
 - 1.7.6.1. such leave shall be paid, subject to the provisions of the Maternity Leave Law (i.e., 105 days with pay under the Expanded Maternity Leave Law);
 - 1.7.6.2. if the health of the mother or of the child requires it, as evidenced by a medical certificate, such leave may be extended by the Chancellor;
 - 1.7.6.3. if the health of the mother or of the child so warrants, as evidenced by a medical certificate, and her services are urgently needed, the Chancellor may reduce the leave after delivery from four (4) to two (2) months;

- 1.7.6.4. in special cases, the Chancellor may waive the provisions of the two (2) preceding clauses if the health of the mother or of the child requires it, as evidenced by a medical certificate, but in no case shall the period be less than 30 days before and 30 days after delivery.
 - 1.7.7. The President and/or the Chancellor is/are authorized to waive the University rules on maternity leave in individual cases.³⁴
- 1.8. Paternity Leave
 - 1.8.1. Paternity leave is a privilege granted to a married male employee, allowing him to not report for work for seven (7) working days while continuing to earn the compensation therefore, on the condition that his legitimate spouse has delivered a child or suffered miscarriage, for purposes of enabling him to effectively lend support to his wife in her period of recovery and/or nursing of the newly born.^{35, 36}
 - 1.8.2. This is true for the first four (4) deliveries of the legitimate spouse with whom he is cohabiting.³⁶
 - 1.8.3. A married male employee with more than one (1) legal spouse shall be entitled to avail himself of the paternity leave for an absolute maximum of four deliveries within his lifetime regardless of whichever spouse gives birth.³⁶
 - 1.8.4. Paternity leave shall also be enjoyed by the adoptive parents, if the adoptee is below seven (7) years of age as of the date the child is placed with the adoptive parents through the Pre-adoptive Placement Authority issued by the Department of Social Welfare and Development. R.A. 8552, "An Act Establishing the Rules and Policies on the Domestic Adoption of Filipino Children and for Other Purposes," provides that the adoptive parents shall, with respect to the adopted child, enjoy all the benefits to which biological parents are entitled.
 - 1.8.5. The paternity leave of seven (7) days shall be non-cumulative and not convertible to cash. The paternity leave may be availed continuously or intermittently immediately before, during, and after the childbirth or miscarriage of his legitimate spouse.³⁷
 - 1.8.6. The said leave shall be availed not later than sixty (60) days after the date of the child's delivery.³⁸
- 1.9. Military Service Leave
 - 1.9.1. Military service leave shall be granted to members of the faculty, officers, and employees, who may be called in accordance with the National Defense Act, or any other law for trainee instruction or for regular active-duty training, and shall be paid the salary during the absence for such purpose.³⁹

When the employee goes for training voluntarily with the Armed Forces of the Philippines, without being obliged to go, the employee shall apply for leave of absence. In case the application is approved, no compensation shall be drawn from the University during the

absence; *provided*, that the absence shall not curtail the vacation leave privileges in the University.⁴⁰

1.10. Leave Without Pay^{13,41, 42, 43, 44, 45}

The Chancellor may, upon recommendation of the Dean or head of office, grant leave of absence without pay not to exceed one (1) year at a time; provided it does not go beyond two (2) consecutive years; the absence to be planned in advance so as not to interfere with the work schedule of the University. If the faculty has a temporary appointment, the leave may be granted **only for the purpose of study**, in which case the existing rules on study leave shall apply. Failure to report back to UP shall be considered absence without leave.

Any member of the academic staff, officer, or employee of the University System shall be dropped from the service for unexplained absence for at least 30 days after the expiration of the period of the leave granted.

SECTION 2. SPECIAL DETAIL^{42, 46,47,48, 49,50,51,52,53}

A member of the academic staff or an administrative officer may be assigned by the President or the Chancellor, as the case may be, on a special detail in the Philippines or abroad for the benefit of the University or of any of its units under conditions to be fixed by him or her in each case;

Provided, that members of the faculty who are married at the time of the detail may be granted an extra family allowance per month, to commence from the date of departure from a Philippine port to the date of their arrival in the Philippines, if in the opinion of the President or of the Chancellor, as the case may be, the circumstance warrant;

Provided further, that the President or the Chancellor, as the case may be, may authorize the commutation in advance of salaries and/or family allowances, such commutation to be limited to not more than three (3) months;

Provided, finally, that upon request of another agency, government or private, and when the needs of the University so permit, the University personnel may be detailed by secondment to the requesting agency, subject to certain conditions.⁵²

Special detail shall include participation in an official capacity in conferences, workshops, seminars, short-term courses, and similar activities, subject to prior authorization and to such conditions as may be attached thereto and to applicable laws and regulations.⁵³

SECTION 3. SABBATICAL

A sabbatical is a privilege given to a faculty member that exempts him or her from performing regular duties. This privilege may be granted to faculty members to encourage study, investigation, and research; and to improve their competency to better serve the University.⁴²

To avoid confusion, use of 'sabbatical' instead of 'sabbatical leave' is recommended. As far as UP is concerned, a sabbatical must not be treated administratively as a

leave. It is a privilege given to eligible faculty to take a break and reenergize in the seventh year after six consecutive years of service to the University, subject to faculty resources and staffing requirements of academic units.⁵⁴

3.1. Eligibility

- 3.1.1. Subject to exigencies of the service, a sabbatical may be granted for a period not exceeding one (1) year with full salary, under the following conditions:¹⁵
- 3.1.2. The faculty member has served the University not less than six (6) consecutive years immediately prior to the sabbatical, at least as Associate Professor in the last two (2) years; *provided*, that:¹⁵
 - 3.1.2.1. He or she shall have been in active service in the University at least two (2) years before the sabbatical;
 - 3.1.2.2. any vacation or sick leave without pay of not more than five (5) months shall not be considered a break in the six-year period;
 - 3.1.2.3. active service in this particular case shall be understood to mean actual direct service to the University, which shall also include special detail.

3.2. Requirements^{54,55}

- 3.2.1. In no case shall the sabbatical be granted, within two (2) years before the faculty member's 65th birthday.
- 3.2.2. For more effective planning of class schedules, the application for sabbatical should be filed with the immediate heads of units at least one (1) semester before the intended effectivity of the sabbatical.
- 3.2.3. The start of the sabbatical should be synchronized with that of a regular semester/trimester/quarter or midyear term, whichever is applicable, so that the date of report for service will coincide with, or be close to, the beginning of another semester/trimester/quarter or midyear term.

3.3. Obligations^{15,42,55,56,57}

- 3.3.1. Report back for service shall be understood to mean resumption of teaching duties or assumption of administrative assignment for such period of time equivalent to the actual period availed as a sabbatical.
- 3.3.2. The faculty member shall be free to choose the purpose for which the sabbatical will be spent, including study, research, scholarly or creative work, consultancy, fellowship, rest, renewal, provided existing University rules are not violated.
- 3.3.3. If the sabbatical is for study or research and the faculty member applies, in addition to the salary, for transportation costs, per diems, and other forms of assistance, the grantee shall give a seminar or public lecture on his or her research or study at the end of the sabbatical; *provided, however*, that this requirement shall be optional in the case of those who have not received transportation costs, per diem, and other forms of assistance.
- 3.3.4. Before the start of the Sabbatical leave, the faculty member shall execute a Return Service contract with the University. The contract shall stipulate, among others, that a return service for the period of

time equivalent to the actual period availed as Sabbatical shall be rendered by the faculty member immediately after the end of the Sabbatical.

- 3.3.5. In the event that the faculty member fails to comply with the return service requirement, he or she must reimburse to the University the equivalent of the total salaries or compensation as he or she may have received during the Sabbatical. Any request for exemption from the return service requirement due to any serious or debilitating illness or any other compelling reason may be recommended by the Dean and the Chancellor for approval of the Board of Regents. For this purpose, the faculty member shall submit a medical certificate from a competent public health authority or any other document as may prove the reason cited.

3.4. Salary

Those going on sabbatical can have their salary during the current fiscal year commuted. For example, if the effective date of the sabbatical is from January 1, 2002 to December 31, 2002, the salary is given only once. However, if the sabbatical is from July 1, 2002 to June 30, 2003, there will be two (2) commutations – one for 2002 and the other will be released in 2003. If the faculty member is recalled to duty prior to the expiration of sabbatical he or she should refund the unused portion to avoid double compensation.⁵⁸

SECTION 4. SECONDMENT

- 4.1. Secondment refers to the temporary transfer of an official or worker to another position or employment for a defined period of time, for a specific purpose.⁵⁹ Upon request of another agency, government or private, and when the needs of a university so permit, University personnel may be detailed by secondment to a requesting agency, subject to University policy.³⁸ Secondment term may be full-time where the personnel is totally de-loaded of teaching, research, or administrative load; part-time secondment is where the personnel still has load credit in the University. Approval of secondment of faculty is subject to the following conditions⁵⁷:

- 4.1.1. Secondment to a private agency or to a career position in the government shall not exceed one (1) calendar year, renewable for a similar period;

Provided. That should the person seconded fail to return to the University after two (2) calendar years, the item in the University shall be vacated ipso facto.

Provided further. That secondment to an academic position in an academic institution with which the University has a memorandum of agreement shall be for the duration of the term of the particular position.

- 4.1.2. Secondment to a policy-determining, primarily confidential or highly technical position in the civil service, may initially be for two (2) calendar years, renewable for a like period;

Provided. That should the person seconded fail to return to the University after four (4) calendar years, the item in the University shall be vacated ipso facto.

Provided further. That in the case of those seconded to the position of secretary or undersecretary in the executive, judiciary, or legislative branch, two (2) two-year renewals may be allowed;

Provided moreover. That the said renewal may be allowed only if the faculty member resumes teaching in the University during the second renewal;

Provided finally. That should a person seconded to the position of secretary or undersecretary fail to return to the University after six (6) calendar years, the item in the University shall likewise be vacated ipso facto.

If a full-time secondment is with pay, honorarium or allowance equivalent to or higher than what is being received in the University, such secondment shall be without pay from the University⁴⁵

- 4.1.3. Secondment to international agencies or organizations shall be subject to existing agreements between such agencies or organizations and the Philippine government, and shall initially be for one (1) year, renewable for a similar period. In meritorious cases, the Chancellor may allow a full extension of not more than six (6) months.

In very meritorious cases, the Board of Regents may upon recommendation of the unit head concerned, the Dean, the Chancellor, and the President, waive the rule on number of years a faculty or staff member may be allowed to be on secondment. In no case, however, shall a faculty or staff member be allowed to be on secondment for more than six (6) years.⁵⁹

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CHAPTER XII FACULTY WELFARE

SECTION 1. STATEMENT OF PRINCIPLES

The College, cognizant of the dedication of its faculty, recognizes the need to provide for the welfare of its members.

As government employees, UP faculty members receive benefits such as health, life, and other forms of insurance; social security protection; disability, sickness, and death benefits. In addition, the University has established some programs for the welfare of the faculty.¹

SECTION 2. MANDATED BENEFITS

2.1. Mandated Leave

These are basic benefits provided for government employees required by the Philippine Labor Code and Civil Service Commission.

The faculty member shall be entitled to the following leave benefits:

2.1.1. Leave of Absence

Leave of absence is generally defined as a right granted to officials and employees not to report for work with or without pay as may be provided by laws and as the rules prescribed.²

To apply for leave of absence, the University personnel must fill out the leave application form (CSC Form no. 6). This form shall be attached to a letter requesting for leave. The leave must be approved by the head of the unit and countersigned by the administrative officer.

The 3-day Special Leave Privilege (SLP) may be any one (1) or a combination of the leaves shown in the following table.

Table 23. 3-Day Special Leave Privilege

Type of Leave	No. of Days
Birthday	Maximum of 1 day (within the birthday month)
Emergency – in case of earthquake, typhoon, flood and other disasters or calamities; approval of leave is subject to certification from the proper authorities	Maximum of 1 day
Enrolment of the employee or immediate relatives	Maximum of 1 day per semester
Graduation of the employee or immediate relatives	Maximum of 1 day per semester

Hospitalization for immediate members of the family (with supporting documents)	Maximum of 1 day
Wedding and honeymoon	Maximum of 1 day
Wedding anniversary	Maximum of 1 day
Relocation, approval of leave is subject to the submission of a certification from the barangay captain of the old residential address	Maximum of 2 days
Burial or Mourning, in case of death of the spouse or any of the children, parents, brothers or sisters	Maximum of 1 day
Personal transactions with government agencies	Maximum of 3 days
Domestic emergencies (e.g., domestic dispute)	Maximum of 3 days

2.1.2. Special leave benefits for women Under RA 9710 (An Act Providing for the Magna Carta of Women)³

Any female public sector employee, regardless of age and civil status, shall be entitled to a special leave of a maximum of two months with full pay based on her gross monthly compensation, provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders.

The special leave may be availed for every instance of gynecological disorder requiring surgery for a maximum period of two (2) months or 60 days per year. If the leave of absence is incurred prior to the surgery or the recuperation period will exceed 60 days, earned sick leave credits or their vacation leave credits may be used, after their sick leave credits have been exhausted. The leave is non-cumulative and non-convertible to cash. ⁴

See List of Surgical Operations for Gynecological Disorder (Annex A of CSC MC No 25, s 2010) to avail of this special leave.

2.1.3. Maternity Leave

Every female in government service, married or unmarried, who has rendered an aggregate of two (2) or more years of service, shall, in addition to the vacation and sick leaves granted to employees, be entitled to maternity leave of a maximum of sixty (60) calendar days with full pay.

For more details on Maternity Leave, please refer to Chapter XII Leaves, Special Detail, Sabbatical, and Secondment

2.1.4. Paternity Leave

As provided for in Republic Act 8187 (Paternity Leave Act of 1996), a married male employee is granted paternity leave with pay for a maximum of seven (7) days to enable him to support the legitimate spouse in nursing their newborn or in the spouse's recovery on the occasion that the wife delivered a child or had a miscarriage.

For more details on Paternity Leave, please refer to Chapter XII Leaves, Special Detail, Sabbatical, and Secondment

2.1.5. Solo Parents Leave

As stipulated in the Solo Parent's Welfare Act of 2000 (RA 8972), parental leave is granted to a solo parent to enable said parent to perform parental duties and responsibilities where physical presence is required.⁵

2.1.5.1. A parental leave of seven (7) days shall be granted to any solo or single parent employee subject to the following conditions:

2.1.5.1.1 The employee must have rendered government service for at least one (1) year, whether continuous or broken, reckoned at the time of the effectivity of the law on 22 September 2002, regardless of the employment status.

2.1.5.1.2 The parental leave may be availed each year and is not convertible to cash. Parental leave not availed of within the calendar year is forfeited within the same year.

2.1.5.1.3 The parental leave may be availed of continuously or on a staggered basis, subject to the approval of the Administrator. In this regard, the application for parental leave must be submitted at least one (1) week prior to the requested date/s of leave, except in emergency cases.

2.1.5.1.4 The law clearly indicates that the 7-day parental leave is granted on top of the 3-day special leave and other mandatory leave benefits.

2.1.5.2. Categories of Solo Parent

A solo parent refers to any individual who falls under any of the following categories:⁶

2.1.5.2.1. A parent who provides sole parental care and support of the child or children due to:

2.1.5.2.2. Birth as a consequence of rape, even without final conviction: *Provided*, That the mother has the sole parental care and support of the child or children: *Provided*, further, That the solo parent under this category may still be considered a solo parent under any of the categories in this section;

2.1.5.2.3. Death of the spouse;

2.1.5.2.4. Detention of the spouse for at least three (3) months or service of sentence for a criminal conviction;

2.1.5.2.5. Physical or mental incapacity of the spouse as certified by a public or private medical

- practitioner;
- 2.1.5.2.6. Legal separation or de facto separation for at least six (6) months, and the solo parent is entrusted with the sole parental care and support of the child or children;
- 2.1.5.2.7. Declaration of nullity or annulment of marriage, as decreed by a court recognized by law, or due to divorce, subject to existing laws, and the solo parent is entrusted with the sole parental care and support of the child or children; or
- 2.1.5.2.8. Abandonment by the spouse for at least six (6) months;
- 2.1.5.3. Spouse or any family member of an Overseas Filipino Worker (OFW), or the guardian of the child or children of an OFW: *Provided*, That the said OFW belongs to the low or semi-skilled worker category and is away from the Philippines for an uninterrupted period of twelve (12) months: *Provided*, further, That the OFW, his or her spouse, family member, or guardian of the child or children of an OFW falls under the requirements of this section;
 - 2.1.5.3.1. Unmarried mother or father who keeps and rears the child or children;
 - 2.1.5.3.2. Any legal guardian, adoptive, or foster parent who solely provides parental care and support to a child or children;
 - 2.1.5.3.3. Any relative within fourth (4th) civil degree of consanguinity or affinity of the parent or legal guardian who assumes parental care and support of the child or children as a result of the death, abandonment, disappearance, or absence of the parents or solo parent for at least six (6) months: *Provided*, that in cases of solo grandparents who are senior citizens but who have the sole parental care and support over their grandchildren who are unmarried, or unemployed and twenty-two (22) years old or below, or those twenty-two (22) years old or over but who are unable to fully take care or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of a physical or mental disability or condition, they shall be entitled to the benefits of this Act in addition to the benefits granted to them by Republic Act No. 9257, otherwise known as the 'Expanded Senior Citizens Act of 2003'; or
 - 2.1.5.3.4. A pregnant woman who provides sole parental care and support to the unborn child or children."

- 2.1.6. Rehabilitation Leave for Job-related Injuries
 - 2.1.6.1. The application for leave to recover from injuries incurred in the performance of duty shall be made using the prescribed leave application form (CSC Form no. 6) with a letter of request addressed to the head of the unit. The application shall be made within one (1) week from the time of the accident except when a longer period is warranted.
 - 2.1.6.2. The leave application shall be supported by the proper medical certificate and evidence showing that injuries were incurred in the performance of one's duty. Medical certificates should include the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be.
 - 2.1.6.3. Leave of absence during this period shall be on full pay, but not to exceed six (6) months. The head of the department or agency concerned shall authorize the payment for medical assistance, necessary transportation fees, subsistence, and hospital fees of the injured employee.⁷
 - 2.1.6.4. Officials and employees may be entitled to the Rehabilitation Privilege for a maximum period of six (6) months for wounds and/or injuries sustained while in the performance of official duties. The duration, frequency and terms of availing of the privilege shall be based on the recommendation of medical authority.^{8,9}
- 2.1.7. Special Emergency (Calamity) Leave¹⁰
 - 2.1.7.1. The five (5)-day Special Emergency Leave shall be granted to government employees directly affected by calamity or disaster.
 - 2.1.7.2. The said leave may be availed of continuously or on a staggered basis for five (5) days and will not be deducted from the employee's leave credits.
 - 2.1.7.3. The purpose of the leave may be any of the following: for urgent repair and clean-up of damaged house, being stranded in affected areas, disease or illness of employees brought by natural calamity or disaster.
 - 2.1.7.4. The special emergency leave may be availed of within thirty (30) days from the first day of the natural calamity or disaster as declared by proper government agencies or authorities
 - 2.1.7.5. A commonly declared natural calamity or disaster may include, but not limited to, earthquakes, flooding, volcanic eruption, and landslide that have profound environmental effects and/or human loss and frequently cause financial loss.
 - 2.1.7.6. The head of office shall take full responsibility for the grant of special emergency leave and verification of the employee's eligibility to be granted thereof. The said verification shall include: validation of place of residence based on latest available records of the affected employee;

verification that the place of residence is covered in the declaration of calamity area by the proper government.

2.1.8. Anti-Violence Against Women and Children Leave

2.1.8.1. Violence Against Women and Their Children under RA9262 or the Anti-Violence Against Women and their Children Act of 2004 is defined as an act or a series of acts committed by an intimate partner (husband, ex-husband, live-in partner, boyfriend or girlfriend, fiancé, whom the woman had sexual or dating relationship) against a woman or with whom he has a sexual or dating relationship, his wife or former wife, or with whom he has a common child, or against her child whether legitimate or illegitimate.¹¹

2.1.8.2. RA 9262 stipulates that VAWC victims shall be entitled to a maximum of ten (10) days leave with pay in addition to other leave benefits provided under the Labor Code and Civil Service Rules.

2.1.8.3. An employee must secure a certification, at no cost from the Punong Barangay or Kagawad of her place of residence, or from the prosecutor or Clerk of Court handling her pending VAWC case.

2.1.8.4. It shall be the choice of the woman employee to avail of the 10-day leave to cover days that she has to attend to medical and/or legal concerns.

2.1.8.5. This leave is non-cumulative and not convertible to cash.¹²

2.2. Health Benefits

2.2.1. Philippine Health Insurance Corporation (PHIC)

2.2.1.1. The National Health Insurance Act of 1995, Republic Act (R.A.) 7875 mandates the Philippine Health Insurance to provide health insurance coverage and affordable, acceptable, available, and accessible health care services for all the citizens of the Philippines.

2.2.1.2. All citizens of the Philippines shall be required to enroll in the National Health Insurance Program. Any person whose premium has been paid to the NHIP is considered a member (paying member, indigent member, or pensioner or retiree member). As a government employee, membership to PhilHealth is compulsory. University of the Philippines personnel, whether permanent, temporary, casual, or UP contractual are covered by the PhilHealth benefits and service.

2.2.1.3. Benefit Package

PhilHealth members and their legal dependents are entitled to the following minimum services, subject to limitations specified in the National Health Insurance Act and as may be determined by PhilHealth:¹³

2.2.1.3.1. In-patient care:

2.2.1.3.1.1. Room and board;

2.2.1.3.1.2. Services of health care

- professionals;
 - 2.2.1.3.1.3. Diagnostic, laboratory, and other medical services;
 - 2.2.1.3.1.4. Use of surgical or medical equipment and facilities;
 - 2.2.1.3.1.5. Prescription drugs and biologicals, subject to the limitations of the Act; and
 - 2.2.1.3.1.6. Health education
 - 2.2.1.3.2. Out-patient medical and surgical care:
 - 2.2.1.3.2.1. Services of health care professionals;
 - 2.2.1.3.2.2. Diagnostic, laboratory, and other medical services;
 - 2.2.1.3.2.3. Personal preventive services;
 - 2.2.1.3.2.4. Prescription drugs and biologicals, subject to the limitations of the Act; and Health education
 - 2.2.1.3.3. Emergency and transfer services;
 - 2.2.1.3.4. Health Education Packages; and
 - 2.2.1.3.5. Such other health care services that PhilHealth and the DOH shall determine to be appropriate and cost-effective
- 2.2.1.4. Excluded Personal Health Services

The Corporation shall not cover expenses for health services, which the Corporation and the DOH consider cost-ineffective through health technology assessment. The Corporation may institute additional exclusions and limitations as it may deem reasonable in keeping with its protection objectives and financial sustainability.
- 2.2.1.5. The legal dependents of the member are the following: ¹⁴
 - 2.2.1.5.1. Legitimate spouse who is not a member;
 - 2.2.1.5.2. Unmarried and unemployed legitimate, legitimated, acknowledged, illegitimate children and legally adopted or stepchildren below twenty-one (21) years of age;
 - 2.2.1.5.3. Children who are twenty-one (21) years old or above but suffering from congenital disability, either physical or mental, or any disability acquired that renders them totally dependent on the member for support, as determined by the Corporation;
 - 2.2.1.5.4. Foster child as defined in Republic Act 10165 otherwise known as the Foster Care Act of 2012;
 - 2.2.1.5.5. Parents who are sixty (60) years old or above, not otherwise an enrolled member, whose monthly income is below an amount to be determined by the Corporation in accordance

- with the guiding principles set forth in the Act;
and,
- 2.2.1.5.6. Parents with permanent disability regardless of age as determined by the Corporation, that renders them totally dependent on the member for subsistence

For more information: Visit the PhilHealth website at this URL:
www.philhealth.gov.ph.

2.3. Housing Loan and Mutual Fund

The Home Development Mutual Fund, popularly known as Pag-IBIG Fund (Pagtutulungan sa Kinabukasan: Ikaw, Bangko, Industriya at Gobyerno), is a provident savings system, with housing as the primary investment, supported by matching contributions of employers to assist employees in acquiring or building their own homes. It is open to all government and private employees and other working groups (e.g., contract workers and self-employed) who are willing to contribute the prescribed amount monthly to the Fund.^{14,15,16,17}

Pag-IBIG has two main programs to help its members:

- 2.3.1. Housing Loan Programs – A member of good standing shall be eligible to apply for a housing loan, under such terms as may be authorized by the Board of Trustees, taking into account the member's ability to pay. The Pag-IBIG Housing Loan finances any or a combination of the following:
- 2.3.1.1. Purchase of residential unit or a fully developed lot,
 - 2.3.1.2. Purchase of a lot and construction of a house,
 - 2.3.1.3. Construction or completion of a residential unit on a lot owned by the member, and
 - 2.3.1.4. House improvement.
- 2.3.2. Pag-IBIG Provident (Savings) Programs
- 2.3.2.1. Benefits Claim – Pag-IBIG Fund guarantees the refund of member's total accumulated savings (TAV), which consists of the member's accumulated contributions, the employer counterpart contributions, if any, and the dividend earnings credited to the member's account upon occurrence of any of the following:
 - 2.3.2.1.1. Membership maturity
 - 2.3.2.1.2. Retirement
 - 2.3.2.1.3. Permanent and Total Disability or Insanity
 - 2.3.2.1.4. Separation from the service due to health reasons
 - 2.3.2.1.5. Permanent departure from the country
 - 2.3.2.1.6. Death
 - 2.3.2.2. Modified Pag-IBIG II (MP2) is a special voluntary savings facility with a 5-year maturity and earns a higher dividend.
 - 2.3.2.3. Multi-Purpose Loan – The Pag-IBIG Multi-Purpose Loan aims to provide financial assistance for medical and educational expenses, livelihood, minor home

improvement, and purchase of appliances, furniture, and other needs.

- 2.3.2.4. Calamity Loan – The Pag-IBIG Calamity Loan aims to provide financial assistance in times of natural disasters or calamity.

For more information: Visit the Pag-IBIG website:
<http://www.pagibigfund.gov.ph>.

2.4. Insurance and Social Security

Life and social security protection of government employees is administered by the Government Service Insurance System (GSIS).¹⁸ GSIS membership is compulsory for all employees who have not reached the compulsory retirement age at the time of election or appointment.

Benefits available to all GSIS members are: compulsory life insurance, optional life insurance, social security benefits, and retirement benefits.

Social security benefits provided by the GSIS: separation benefits, unemployment benefits, disability benefits, employees' compensation benefits, basic survivorship pension, funeral benefits, and GSIS loans.

2.4.1. Compulsory life insurance

Under the Life Endowment Policy (LEP), GSIS members are given a life insurance policy known as endowment insurance, i.e., a type of insurance with a definite maturity. There are different insurance plans depending on the age of the employee at the time of application as shown below:

Table 24. Compulsory Life Insurance for Employees

Age bracket (employee's age at time of effectivity)	Plan of Insurance
30 years and below	Endowment at 45
31 years to 40 years	Endowment at 55
41 years to below 60 years	Endowment at 65
60 years and over	Ordinary Life

Benefit features of compulsory life insurance for all employees:¹⁸

- 2.4.1.1. Maturity benefit- upon maturity of the life insurance, the face amount less any indebtedness, shall be paid to the member.
- 2.4.1.2. Surrender benefit – The amount to be paid is the cash value of the policy at the time of separation less all indebtedness of the member. This benefit is payable upon separation of the member from employment. The amount is equivalent to the cash value of the policy upon separation, less any of the member's outstanding balances.
- 2.4.1.3. Death benefit – This is equivalent to the total amount of insurance (original plus supplementaries) less total indebtedness shall be paid to the designated beneficiaries

or legal heirs as the case may be. This benefit is payable to the designated beneficiaries or legal heir/s of the member upon the employee's death. The amount is equivalent to the total amount of insurance (i.e., original plus supplementaries) less any of the member's outstanding balances.

2.4.1.4. Policy loan – A member who has paid more than 1 year's premium contributions shall be entitled to avail of the policy loan of up to 50% of the earned Cash Value subject to an interest of 8% per annum compounded monthly and renewable yearly. Death benefit-when the member dies prior to maturity of the insurance and during the continuance, GSIS shall pay the designated beneficiary or legal heirs the face amount less any indebtedness.

2.4.1.5. Dividends – A policy holder whose policy has been in force for at least one year may receive dividends as determined by GSIS.

2.4.2. Optional Life Insurance

Optional life insurance is provided for under the Enhanced Life Policy (ELP). The ELP seeks to enhance the death benefits of the member's family and, at the same time, simplify the administration of the compulsory life insurance component of the GSIS benefit program. The insurance coverage is an annual renewable life insurance coverage based on the member's monthly compensation.

The computation of insurance coverage shall be based solely on the member's annual compensation while in government service, multiplied by a predetermined amount of insurance (AOI) factor. The ELP also earns a termination value withdrawable upon separation or retirement from service. This shall be the basis of the member's cash dividends and policy loan.

2.4.3. Social Security Protection Benefits

Aside from life insurance, all members of GSIS have the following Social Security Protection Benefits:

2.4.3.1. Separation benefits – The separation benefit is given to employees who have not reached the retirement age of sixty (60) but have been separated from service. This is a provision under RA 8291, which took effect on 24 June 1997. The benefit may be in the form of cash payment and pension.

2.4.3.2. Unemployment benefit – The unemployment benefit is given to a permanent government employee who has paid the required 12-months integrated contributions under RA 8291 when an employee is involuntarily separated from the service as a result of the abolition of the office or position usually resulting from reorganization. The benefit is in the form of monthly cash payments equivalent to 50% of the average monthly compensation (AMC) of the employee. The duration of the benefit depends on the employee's

length of service and ranges from 2 months to a maximum of 6 months.

- 2.4.3.3. Disability benefit – Disability benefits are given to a member who suffers from loss or reduction in earning capacity caused by loss or impairment of the normal functions of the employee's physical and/or mental faculties as a result of an injury or disease.

The loss in earning capacity shall be determined not only on the basis of the member's actual loss of income from the usual occupation but also on the capacity to continue engaging in any other gainful occupation because of the impairment.

A disability may be: (1) Permanent Total, (2) Permanent Partial, and (3) Temporary Total.

- 2.4.3.3.1. **Permanent Total Disability (PTD)** are injuries resulting in any of the following:

2.4.3.3.1.1. Complete loss of sight of both eyes

2.4.3.3.1.2. Loss of two limbs at one or above the ankle or wrist

2.4.3.3.1.3. Permanent complete paralysis of two limbs

2.4.3.3.1.4. Brain injury resulting in incurable imbecility, insanity or other irreversible conditions

- 2.4.3.3.2. **Permanent Partial Disability (PPD)** are injuries resulting in any of the following:

2.4.3.3.2.1. Complete and permanent loss of the use of: any one finger, any toe, one arm, one hand, one foot, one leg, one or both ears, sight of one eye or such other cases as may be determined by the System

- 2.4.3.3.3. The benefits vary for each type of disability. For more information on the computation of the disability benefit, refer to RA 8291 GSIS Act of 1997.¹⁸

- 2.4.3.3.4. Non-scheduled disability

For injuries or illnesses resulting in disability not listed in the schedule of partial/total disability, the GSIS shall determine the nature of the disability and the corresponding benefits thereof.

- 2.4.3.4. Employees' Compensation (EC) benefits - The Employees'

Compensation (EC) benefits or disability benefits is a compensation package for public and private sector employees and their dependents in the event of work-related injury, sickness, disability or death. The EC is a purely employer-based contribution benefit. Thus, the employee is not required to contribute any amount to the program. The employee compensation benefits may be in any of the following forms:

2.4.3.4.1. Cash income benefits for disability or death

2.4.3.4.2. Medical and related services for injury or sickness

2.4.3.4.3. Rehabilitation services (in addition to the monthly cash income benefit) for permanent disability

2.4.3.5. Basic Survivorship Pension (BSP) – Implemented in December 2010, the Basic Survivorship Pension (BSP) is payable to the surviving spouse of a member. It is equivalent to 50% of the basic monthly pension received by the deceased member or pensioner. However, the maximum limit for survivorship pension should not exceed Step 8 of the current salary of an undersecretary under the Salary Standardization Law.

The dependent's pension for the children of the deceased member is equivalent to 10% of the basic minimum pension payable to them until they reach the legal age. Payment of BSP to the surviving spouse shall be discontinued in case of remarriage, cohabitation or engagement in a common-law relationship.

Upon a member or pensioner's death, the beneficiaries are entitled to cash and/or pension benefits, subject to the existing rules and regulations on survivorship and policies on the maximum amount of survivorship pension.

2.4.3.6. Funeral Benefits – this benefit is intended to help defray the expenses incidental to the burial and funeral of the deceased member, pensioner, or retiree under RA 660, RA 1616, PD 1146 and RA 8291.

2.4.3.6.1. The following order of priority for payment of the funeral benefit is as follows:

2.4.3.6.1.1. Legitimate spouse

2.4.3.6.1.2. Legitimate child who spent for the funeral services, or

2.4.3.6.1.3. Any other person who can show incontrovertible proof that he shouldered the funeral expenses of the deceased

2.4.3.6.2. The amount of funeral benefit is based on the

prevailing amount approved by the Board of Trustees at the time of death of the member or pensioner. For uniformed members of the PNP, BJMP, and BFP, the amount of funeral benefit is fixed at P10,000.00.

- 2.4.3.6.3. Funeral benefit shall be paid upon the death of:
 - 2.4.3.6.3.1. an active member; or
 - 2.4.3.6.3.2. a member who has been separated from the service with more than 15 years of creditable service, but entitled to future separation or retirement benefits; or
 - 2.4.3.6.3.3. old age or disability pensioner; or
 - 2.4.3.6.3.4. a retiree who at the time of his retirement is at least 60 years of age and with at least 20 years of service but who opts to retire under RA 1616 on or after June 24, 1997; or
 - 2.4.3.6.3.5. a member who retired under RA 1616 prior to 24 June 1997 with at least twenty (20) years of service, regardless of age.

For more information: refer to RA 8291 GSIS Act of 1997 for computation of the survivorship and death benefits.¹⁸

- 2.4.3.7. GSIS loans – There are three (3) types of GSIS loans:
 - 2.4.3.7.1. Enhanced Conso-Loan Plus Program – Under the Enhanced Conso-Loan Plus Program, members who have rendered at least 15 years of service with paid premiums may borrow a 12-month salary loan while those with not less than 25 years of service are eligible for a 14-month loan. Previously, the credit limit for a member was only 10 times the salary. The maximum payment term was also extended from six to ten years for members with not less than ten years of paid premiums.

Table 25. Credit Limits under the Enhanced Conso-Loan Plus Program

Minimum Premium Payments Required	Maximum Loan Amount (Basic Monthly Salary)
25 years	14-month loan
15 years	12-month loan
10 years	10-month loan
5 years	7-month loan

Minimum Premium Payments Required	Maximum Loan Amount (Basic Monthly Salary)
40 months	4-month loan
20 months	3-month loan

2.4.3.7.2. Policy Loan– A policy loan can be availed of from a member's GSIS life insurance policy. A member can choose to either pay through monthly amortization or have it counted against the existing life insurance policy contract. The loan bears an interest of 8% compounded annually.

To avail from the Life Endowment Policy (LEP), the member must be in government service prior to 1 August 2003. The maximum loanable amount is up to **50%** accumulated termination value of policy.

To avail from the Enhanced Life Policy, the member must be in government service after 31 July 2003 or members whose policies have matured. The maximum loanable amount is up to 90% accumulated termination value of policy.

2.4.3.7.3. Emergency loan for calamities - To qualify for the emergency loan, the member-applicant must:

2.4.3.7.3.1. Be a bona fide resident or employee of the government office within the declared calamity area. The area must be declared in a state of calamity by its Sangguniang Panlalawigan/ Panglungsod and approved by the GSIS Board of Trustees before members working in government offices in the said area become eligible for the Emergency Loan;

2.4.3.7.3.2. Be in active service and not on leave of absence without pay; has no arrearages in the payment of mandatory social insurance contributions; and

2.4.3.7.3.3. Have no loan that has been declared in default.

The Emergency Loan is payable in three years or 36 equal monthly installments at an interest rate of six percent per annum.

If an emergency loan is renewed, the balance of the outstanding loan will be deducted from the proceeds of the new loan.

Eligible members can avail themselves of the Emergency Loan using their eCard Plus on any GSIS Wireless Automated Processing System (G-W@PS) kiosk installed in all GSIS servicing offices and in select government offices in different parts of the country.

Note: Prescription period – Claims for benefits other than life and retirement shall be prescribed after four (4) years from the date of contingency. Life and retirement claims therefore do NOT have any prescription period.

For more information about the GSIS loans: Visit the GSIS website at this URL: <http://www.gsis.gov.ph/>

2.4.3.8. Retirement Benefits under GSIS

2.4.3.8.1. The GSIS offers various retirement programs depending on the qualifications of the member. GSIS has retirement packages generally acknowledged to be one of the most generous in the country-ensuring financial freedom for its members, especially after they leave the service.

2.4.3.8.2. There are two (2) options of retirement under the “GSIS Act of 1997 Implementing Rules and Regulations” (RA 8291):

2.4.3.8.2.1. Compulsory – for an employee who has reached the age of sixty-five (65) and has rendered at least fifteen (15) years of service in the government.

2.4.3.8.2.2. Optional – for an employee who is at least sixty (60) years of age and has rendered at least fifteen (15) years of service in the government. and not receiving a monthly pension benefit for permanent total disability

- 2.4.3.9. Retirement packages under GSIS
 - 2.4.3.9.1. Retirement under RA 8291 – A member may opt for a five-year lump sum or cash payment with instant pension.
 - 2.4.3.9.2. Retirement under RA 660 – Also called "Magic 87", this option provides a member both annuity and lifetime pension
 - 2.4.3.9.3. Retirement under RA 1616 – This allows a member to refund GSIS premiums with a "take-all" option and at the same time get gratuity payment from the employer.
 - 2.4.3.9.4. Retirement under Portability Law (RA 7699) – The member may combine GSIS and SSS creditable years of service to qualify for the retirement program offered by both pension funds.
 - 2.4.3.9.5. Retirement under Presidential Decree 1146 – Only available to members who have been in government service after 31 May 1977 but before 24 June 1997 can avail of this retirement program. This gives the member a choice between a Basic Monthly Pension (BMP) and Cash Payment.
- 2.4.3.10. Part-time employment without compensation of UPCM faculty and part-time medical specialists in UP-PGH are credited as government service for the purpose of completing the total length of service (TLS) enabling them to qualify for all available GSIS benefits especially to retirement and pension claim, provided that the following conditions are satisfied: ¹⁹
 - 2.4.3.10.1. Partner office must be UP Manila and UP-PGH only and services rendered in UP Manila has compensation while services under UP-PGH has no compensation or vice versa (coupled scenario);
 - 2.4.3.10.2. Individuals who have not yet reached the required fifteen (15) years of TLS;
 - 2.4.3.10.3. Cases not considered in PPG No. 402-24 on Treatment of Multiple Part-Time Employment; and
 - 2.4.3.10.4. Proof of their designation, Service Records, and other pertinent documents or forms must be duly forwarded to the GSIS for the updating of their Membership Service Profile (MSP).

For more information on Retirement: Visit the GSIS website: <http://www.gsis.gov.ph/default.php?id=2>)

2.5. Longevity Pay ^{20, 21}

- 2.5.2. Longevity Pay is the one step increment granted to officials and employees every three (3) years of continuous satisfactory service in the position and those rendered by incumbents appointed to a career position on a temporary or provisional status who have been subsequently appointed to the same career position on a permanent basis.
- 2.5.3. Duration of service rendered by an incumbent include the period rendered by an incumbent prior to the transfer within the same agency or to another agency in a position with the same or comparable position and salary grade.
- 2.5.4. The grant of step increment to an official or employee on leave of absence with or without pay for more than three (3) months shall be deferred corresponding to the period of such absence/non-performance of actual duties and responsibilities of their position to complete the service and performance rating requirements.

SECTION 3. UP BENEFITS AND WELFARE

In addition to the benefits mandated by law, the University also has established programs for the welfare of its personnel, in pursuit of its mandate “to protect and promote the professional and economic rights and welfare of its academic and non-academic personnel.” ²²

3.1. UP Leave Benefits

Faculty members can avail themselves of the following Leave benefits:

- 3.1.1. Teacher’s leave - consists of one month vacation leave and not more than 15 days or 15 days per year of full-time service for regular, full time faculty
- 3.1.2. Academic Leave - additional 10 days leave every year for faculty with administrative load of 9-12 units
- 3.1.3. Study leave – at most two and a half years (30 months) for Master’s degree and up to four years (48 months) after a master’s degree or its equivalent or up to five years (60 months) for straight Ph.D. program
- 3.1.4. Military Service Leave - granted to faculty members, officials, and employees who may be called in accordance with the National Defense Act, or any other law for trainee instruction or for regular active duty training
- 3.1.5. Leave without Pay - not to exceed one (1) year at a time, provided it does not go beyond 2 consecutive years.
- 3.1.6. Re-energizing Leave – 5 days for university officials, faculty administrators, and unit heads

For more details on Teacher’s Leave, Academic Leave, Study Leave Re-energizing Leave, and other leaves for UPCM Faculty: Please refer to **Chapter XII Leaves, Special Detail, Sabbatical, and Secondment**

3.2. Leave Benefits Granted under the Collective Negotiations Agreement (CAN)

3.2.1. Definition of CNA

The Collective Negotiation Agreement or CNA is a contract negotiated between an accredited employees' organization as the negotiating unit and the employer or management on the terms and conditions of employment and its improvements that are not fixed by law. In the CNA between the University of the Philippines and the All UP Academic Employees Union, both parties seek to promote a working environment that is conducive to a harmonious relationship, that enhances employee welfare and productivity, and that contributes to effective and efficient public service through this agreement.²³

3.2.2. CNA Leave Privileges of Employees

Leaves of all academic employees in the University shall be in accordance with applicable laws, regulations, and university policies. It is understood that all existing leave privileges accorded to academic employees shall continue to be enjoyed by them, without prejudice to such additional privileges as may be granted or authorized by competent authorities or by the Board of Regents in accordance with its powers under the university charter.²⁴

3.2.3. Leave Benefits Granted Under the Collective Negotiation Agreement (CNA):²⁴

- 3.2.3.1. Sickness and job-related injuries – five (5) days additional sick leave (Ratified 27 April 2015 by All UP Workers Union)
- 3.2.3.2. Special Leave Privilege (SLP)- three (3) days additional SPL
- 3.2.3.3. Nursing Leave for nursing mothers - two (2) days
- 3.2.3.4. Hospitalization/confinement of immediate members of the family – two (2) days leave

3.3. Study Privileges

3.3.1. Study Privileges of Faculty Members

As a University Policy, UP faculty members are encouraged to pursue graduate studies in fields that are within the academic priorities of their departments, colleges and the University.

- 3.3.1.1. Faculty members, officials, and employees shall have the privilege of enrolling in the University for not more than nine (9) units at the undergraduate level or six (6) units at the graduate level per semester, at reduced rates in courses that shall be beneficial to their regular work in the University or their career development, subject to the approval of the Chancellor or the Chancellor's authorized representative. In the case of non-teaching personnel or staff, the courses shall be taken after office hours
- 3.3.1.2. All full-time University personnel may enroll in university courses to obtain advanced degrees relevant to their field or discipline and shall be entitled to 100% waiver of tuition, laboratory and miscellaneous fees (except the Student Fund fees), subject to conditions.
- 3.3.1.3. The application for Study Leave with or without Pay must meet the conditions set by the DAPC, Department Chair, College APC or Executive Committee, Dean, CU Academic Personnel and Fellowship Committee, Chancellor and with Contractual provisions or terms and conditions.

3.3.2. Study Privileges of Non-earning Dependents of UP Personnel

For purposes of study privilege, "dependents" of UP personnel shall refer to non-earning spouse and non-earning children, regardless of civil status and age. ²⁶

3.3.2.1. Non-earning dependents, regardless of age and status, of regular full-time faculty members whether permanent or temporary, with at least five (5) years of aggregate service in the UP System shall be entitled to 100% waiver of tuition, laboratory and miscellaneous fees, except Student Fund fees. ²⁷

3.3.2.2. Non-earning dependents of regular part-time faculty members whether permanent or temporary, with at least five (5) years of aggregate service in the UP System) shall be entitled to 50% discount on tuition, laboratory fees and miscellaneous fees except Student Fund fees. It shall be noted that lecturers and Clinical Professors without compensation are not classified as regular faculty. ²⁷

3.3.2.3. As a general rule, this privilege shall apply only to dependents of personnel in actual service to the University and shall **not** apply when the personnel is on leave without pay or on secondment to an institution outside the University without pay from UP; Except if the personnel is on: ²⁷

- 3.3.2.3.1. Secondment to another government agency; or
- 3.3.2.3.2. Secondment outside the country on an academic assignment; or
- 3.3.2.3.3. Sick leave with or without pay from UP

The non-earning dependents under the exceptions above shall be entitled to the privileges for as long as the UP personnel are still considered on official leave from the University.²⁷

- 3.3.2.4. The continued entitlement of a non-earning dependent shall be subject to the dependent's passing of at least 60% of all units enrolled in the previous semester or term, unless the dependent's failure to meet the condition is due to illness, in which case the full entitlement shall be given in the next semester or term.²⁷

If dependents fail to pass at least 60% of the units enrolled in and the reason for which is not illness, they shall pay for the number of units they did not pass in the previous semester or term at the prescribed bracket rate before they can again enjoy the privilege for the succeeding semester or term.

- 3.3.2.5. The duration of the privilege for any dependent cannot exceed the period set by the Maximum Residence Rule.²⁷

3.3.3. Study Privileges of Non-earning Dependents of UP personnel Not in Active Service

Non-earning dependents of UP personnel not in active service may avail of study privileges subject to the following guidelines:

- 3.3.3.1. Non-earning dependents of UP personnel who retire upon reaching the compulsory retirement age or, who at the time of death, or permanent disability are deemed retireable under University rules, shall continue to enjoy waiver or discount on tuition, laboratory, and miscellaneous fees privileges entitlements prior to the UP personnel's retirement.²⁷

If any non-earning dependent is already enrolled in a UP college at the time of the personnel's retirement, death or disability, then the dependent shall be entitled to the privileges until the degree in progress is finished.²⁷

If any non-earning dependent is not enrolled in a UP college at the time of retirement, death, or disability of the employee, the non-earning dependent shall still be entitled to the privileges if and when the non-earning dependent earns admission into the University (pre-collegiate or collegiate level) until the first undergraduate UP degree is finished.²⁷

The policy specified in this section will also apply to

non-earning dependents of deceased personnel who at the time of death are retireable.

- 3.3.3.2. If a UP employee avails of optional retirement (i.e., before reaching the compulsory retirement age), or dies or incurs permanent disability while in service after having served UP an aggregate of at least ten (10) years, the employee's non-earning dependents who are already enrolled in a UP college at the time of retirement, death, or disability shall be allowed to continue enjoying the privilege until the degree in progress is completed.

The policy specified in this section will also apply to non-earning dependents of deceased personnel who at the time of death have served an aggregate of at least 10 years.

- 3.3.3.3. The same academic rules, including the Maximum Residence Rule, imposed on dependents of UP personnel in active service shall apply to dependents of UP retirees or those who die or incur permanent disability while in service of UP.²⁷

3.4. Compensation-related Allowances of Regular Faculty of UPCM

Pursuant to RA 7305 known as the Magna Carta for Public Health Workers (PHW), regular faculty members are entitled to the following benefits and allowances:^{28, 29}

3.4.1. Hazard Pay^{29, 30}

- 3.4.1.1. Hazard Pay is an additional compensation for performing hazardous duties and for enduring physical hardships in the course of the performance of duties.

Table 26. Rates of Hazard Pay per Month of PHWs Exposed to Danger, Perils to Life, and Physical Hardships³⁰

SALARY GRADE	HAZARD PAY (% of Monthly Basic Salary)
1-10	Php 5,000.00
11-19	25%
20	15%
21	13%
22	12%
23	11%
24-25	10%
26	9%
27	8%
28	7%
29-30	6%

31	5%
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3.4.2. Subsistence Allowance ²⁸

3.4.2.1. Given to PHWs who are required to make their services available at any and all times within the premises of hospitals, sanitaria, health infirmaries, health centers, rural health units and other health-related establishments such as clinics, or medical departments

3.4.2.2. Subsistence allowance is Php50 per day of actual full-time service or Php25 per day of actual part-time service.

3.4.3. Personnel Economic Relief Allowance (PERA) ³¹

3.4.3.1. Personnel Economic Relief Allowance is a standard allowance given to all employees at prescribed rates, guidelines, rules and regulations.

3.4.3.2. It shall be given at Two Thousand pesos (Php 2000.00) per month , the combined total of Five hundred pesos (Php 500.00) PERA and the One thousand five hundred pesos (Php 1500.00) Additional Compensation, to supplement pay due to the rising cost of living.

3.4.4. Uniform/Clothing Allowance (U/CA) ³²

3.4.4.1. The U/CA should not exceed Seven Thousand Pesos (7,000) per annum of full-time government employees, subject to the guidelines, rules and regulations issued by the Department of Budget and Management (DBM).

3.4.4.2. The U/CA per annum for part-time service shall be in direct proportion to the U/CA for full-time service.

3.4.5. Laundry allowance ²⁹

A PHW who rendered actual service on all workdays in a month shall be granted Laundry Allowance at Php 150/month.

3.5. Incentives or Bonuses

3.5.1. Mid-Year Bonus ³³

3.5.1.1. The total or aggregate service required from government personnel for purposes of the grant of the Mid-Year Bonus shall include all actual services rendered, whether continuous or intermittent, while occupying a regular, contractual, or casual position in the national and/or local government, including leaves of absence with pay.

3.5.1.2. The Mid-Year Bonus equivalent to one (1) month basic pay (monthly salary for regular and contractual personnel) as of May 15 shall be given to entitled personnel not earlier than May 15 of the current year, subject to the following conditions:

3.5.1.2.1. The personnel has rendered at least a total or an aggregate of four (4) months of service from July 1 of the immediately preceding year to May 15 of the current year;

3.5.1.2.2. The personnel remains to be in the government service as of May 15 of the current year; and

3.5.1.2.3. The personnel has obtained at least a

satisfactory performance rating in the immediately preceding rating period, or the applicable performance appraisal period.

3.5.1.2.4. If there is a need for a shorter period, it shall be at least ninety (90) calendar days or three (3) months, provided that the total or aggregate service is complied with.

3.5.1.2.5. Those who have rendered a total or an aggregate of less than four (4) months of service from July 1 of the preceding year to May 15 of the current year, and those who are no longer in the service as of the latter date, shall not be entitled to the Mid-Year Bonus.

3.5.1.2.6. The Mid-Year Bonus of personnel hired on part-time service in one or more agencies shall be in direct proportion to the number of hours or days of part-time services rendered.

3.5.1.2.7. The Mid-Year Bonus of those on detail to another government agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency.

3.5.1.2.8. The Mid-Year Bonus of personnel who transferred from one agency to another shall be paid by the new agency.

3.5.1.2.9. A compulsory retiree, whose services have been extended, may be granted Mid-Year Bonus, subject to the pertinent provisions of this Circular.

3.5.1.2.10. Those who are formally charged administrative and/or criminal cases which are still pending for resolution, shall be entitled to Mid-Year Bonus until found guilty by final and executory judgment: Provided, that:

3.5.1.2.11. Those found guilty shall not be entitled to Mid-Year Bonus in the year of finality of the decision. The personnel shall refund the Mid-Year Bonus received for that year.

3.5.1.2.12. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Mid-Year Bonus.

3.5.2. Year-End Bonus and Cash Gift ³⁴

3.5.2.1. The Year-End Bonus equivalent to one (1) month basic pay as of October 31 and Cash Gift of Php 5,000 shall be given to entitled government personnel not earlier than November 15 of the current year, subject to the following conditions:

3.5.2.1.1. Personnel has rendered at least a total or an aggregate of four (4) months of service from January 1 to October 31 of the current year, and

3.5.2.1.2. Personnel remains to be in the government service as of October 31 of the same year.

3.5.2.2. Those who have rendered at least a total or an aggregate of four (4) months of service from January 1 of the current year but who have retired or separated from government service before October 31 of the same year shall be granted within the month of retirement or separation, a prorated share of the:

3.5.2.2.1. Year-End Bonus based on the monthly basic pay immediately preceding the date of retirement or separation; and

3.5.2.2.2. Cash Gift of P5,000.

Table 27. Year-End Bonus and Cash Gift ³⁴

Length of service	Percentage of Year-End Bonus and Cash Gift
4 months but less than 5 months	50%
5 months but less than 6 months	60%
6 months but less than 7 months	70%
7 months but less than 8 months	80%
8 months but less than 9 months	90%
9 months but less than 10 months	95%

3.5.2.3. Those who have rendered a total or an aggregate of less than four (4) months of service from January 1 to October 31 of the current year and are still in government service as of October 31 of the same year, shall be entitled solely to a pro-rated Cash Gift pursuant to Section 2 of RA No. 8441, as follows (Table 28): ³⁴

Table 28. Pro-Rated Cash Gift

Length of Service	Percentage of ₱5,000	Corresponding Amount in ₱
3 months but less than 4 months	40%	2,000
2 months but less than 3 months	30%	1,500
1 months but less than 2 months	20%	1,000
Less than 1 month	10%	500

3.5.2.4. The Year-End Bonus and Cash Gift of personnel hired on part time service in one or more agencies shall be in direct

proportion to the number of hours or days of part-time services rendered.

3.5.2.5. The Year-End Bonus and Cash Gift of personnel on detail with another government agency shall be paid by the parent agency, while those on secondment shall be paid by the recipient agency.

3.5.2.6. The Year-End Bonus and Cash Gift of personnel transferred from one agency to another shall be paid by the new agency.

3.5.2.7. A compulsory retiree, whose services have been extended, may be granted Year-End Bonus and Cash Gift, subject to pertinent provisions of this Circular.

3.5.2.8. Those who are formally charged administrative and/or criminal cases which are still pending for resolution, shall be entitled to Year-End Bonus and Cash Gift until found guilty by final and executory judgment, provided that:

3.5.2.8.1. Those found guilty shall not be entitled to Year-End Bonus and Cash Gift in the year of finality of the decision. The personnel shall refund the Year-End Bonus and Cash Gift received for that year.

3.5.2.8.2. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the Year-End Bonus and Cash Gift.³⁴

3.5.3. Loyalty Award or Pay³⁵

3.5.3.1. The Loyalty Award given to the faculty is Php 10,000.00 for the first 10 years; Php 5,000.00 every 5 years thereafter.

3.5.3.2. The Loyalty Award shall initially be granted to an employee who has completed at least ten (10) years of continuous and satisfactory service in the University. Those who incurred an aggregate of not more than 50 days authorized vacation leave without pay within the 10-year period shall be considered as having rendered continuous service for the purpose of granting the loyalty award.

3.5.3.3. In the same way, an employee who incurred an aggregate of not more than 25 days authorized vacation leave without pay within the 5-year period may qualify for the 5-year milestone loyalty award.

3.5.3.4. Effective January 1, 2002, continuous and satisfactory services in government for the purpose of granting the loyalty award shall include services in one or more government agencies without any gap. (Services rendered in other government agencies prior to January 1, 2002 shall not be considered).

3.5.3.5. In the University, a cash bonus of Php 1, 000 per year of service is given to a loyalty awardee. Succeeding payments shall be granted every 5 years of continuous and satisfactory service in the University.

3.5.4. Grant of (1) Step Increment Due to Length of Service (Longevity Pay)²⁰

A one (1) step increment due to length of service shall be granted to qualified personnel for every three (3) years of continuous satisfactory service in the present position in the same agency (see Section 2.5. Longevity Pay)

3.5.5. Enhancement Incentive³⁶

3.5.5.1. Productivity Enhancement Incentive (PEI) of Php 5,000 shall be given to personnel not earlier than December 15 of the current year, subject to the following conditions:

3.5.5.1.1. The employee is still in the service as of November 30 of the current year; and

3.5.5.1.2. Rendered at least a total or an aggregate of four (4) months of at least satisfactory service as of Nov. 30 of the current year, including leaves of absence with pay.

3.5.5.2. Those who have rendered less than the total or aggregate of four months of service but are still in the service as of Nov. 30 of the current year shall be entitled to pro-rated PEI, as follows:³⁶

Table 29. Pro-Rated Productivity Enhancement Incentive

Length of service	Percentage of PEI
3 months to less than 4	50%
2 months to less than 3	40%
1 months to less than 2	30%
Less than 1 month	20%

3.5.5.3. PEI of an employee on a part-time basis shall be pro-rated corresponding to the service rendered. If employed on a part-time basis with two or more agencies, the employee shall be entitled to proportionate amounts corresponding to the services in each agency, provided that the total PEI shall not exceed the authorized amount.

3.5.5.4. The PEI of an employee who transferred from one agency to another shall be granted by the new agency.

3.5.5.5. The PEI of an employee on detail to another government agency shall be granted by the parent agency.

3.5.5.6. A compulsory retiree, on service extension as of November 30 of the current year, may be granted the PEI, subject to the pertinent conditions and guidelines under this circular.

3.5.5.7. Personnel formally charged with administrative and/or criminal cases, which are still pending for resolution shall be entitled to PEI until found guilty by final and executory judgment, provided that:

3.5.5.7.1. Those found guilty shall not be entitled to PEI in the year of finality of the decision. The personnel shall return the PEI received for that year.

3.5.5.7.2. If the penalty imposed is only a reprimand, the personnel concerned shall be entitled to the PEI.

3.5.6. Performance Based Bonus (PBB) ³⁷

The Performance-Based Bonus is an award that contributes to the practice of good governance and improves bureaucratic efficiency by raising the productivity performance, transparency, and accountability of government agencies and employees, using the enhanced Results-based Performance Management System and the simplified Performance-based Incentive System.

3.5.6.1. To be eligible for the grant for the Fiscal year, each agency must satisfy the criteria and conditions under the four (4) dimensions of accountability: Performance Results, Process Results, Financial Results, and Citizen or Client Satisfaction Results and attain a total score of at least 70 points, and achieve at least a rating of 4 for at least three (3) in the four (4) dimensions of accountability based on the PBB Scoring Systems.

3.5.6.2. Personnel of eligible agencies holding regular, contractual, and casual positions shall be granted PBB at uniform rates across the agency. The corresponding rates of the PBB shall be based on the agency's achieved total score.

3.5.6.3. An official or employee who has rendered a minimum of nine (9) months of service during the fiscal year and with at least a Very Satisfactory rating based on the agency's CSC-approved Strategic Performance Management System (SPMS) or the requirement prescribed by the Career Executive Service Performance Evaluation System of the Career Executive Service Board (CESB) may be eligible for the full grant of the PBB.

3.5.6.4. An official or employee who rendered less than nine (9) months but a minimum of three (3) months of service and with at least a Very Satisfactory rating shall be eligible for the grant of the PBB on a pro-rata basis corresponding to the actual length of service rendered, as follows: ³⁷

Table 30. Performance Based-Bonus on a Pro-Rata Basis

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

3.5.6.5. The following personnel are not eligible for the grant of the PBB:

3.5.6.5.1. An employee who is on vacation or sick leave, with or without pay, for the entire year

- 3.5.6.5.2. Personnel found guilty of administrative and/or criminal cases by final and executory judgment
- 3.5.6.5.3. Officials and employees who failed to submit their SALN
- 3.5.6.5.4. Officials and employees who failed to liquidate all cash advances received in the fiscal year

Refer to the latest Memorandum Circular of the IATF on the Harmonization on National Government Performance Monitoring Information and Reporting Systems for updates on PBB for the current **Fiscal Year**.

3.6. Medical Benefits

3.6.1. UP-PGH Health Service

The UP-PGH Health Service provides free consultation, medical assistance, and annual physical examination to UP Manila employees.

3.6.2. UP Enhanced Hospitalization Program (eHOPE) ³⁸

3.6.2.1. The Enhanced Hospitalization Program (eHOPE) was approved during the 1322nd Board of Regents Meeting on 24 November 2016. It replaced the Financial Assistance Program for Hospitalization Expenses (FAPHE) effective 01 January 2017. Revisions were made during the 1392nd UP Board of Regents (BOR) meeting on 30 August 2024 ³⁹

3.6.2.2. Assistance in the amount of up to Php 100, 000 per year is given to an employee in case of hospitalization occurring within his or her years of active service in the University, provided that at the time of the claim, the employee is in active service and has rendered at least one (1) year of continuous service. This includes a maximum aggregate amount of Php 10,000 per year for post confinement medicines.

3.6.2.3. The financial assistance under eHOPE shall be granted net of the medical expenses covered by Philhealth and other private medical health card benefits. Philhealth and private medical health card benefits shall be exhausted first before claims are accepted under eHOPE.

3.6.2.4. A partnership agreement with the nearest government and private hospitals shall be initiated by each of the Constituent Universities (CUs) to include a "no cash-out" arrangement for the patient. Payments under the eHOPE shall be subject to refund by the employee recipients if the same would later be found not in order by concerned competent authority.

3.6.2.5. Eligible Faculty:

3.6.2.5.1. Regular permanent faculty members, full-time or part-time.

3.6.2.5.2. Full-time faculty members who are not tenured provided they have rendered at least one (1) year of continuous service in the University.

- 3.6.2.5.3. UP contractuels and casuals (including faculty members who have rendered at least one year of continuous service to the University, have an employer-employee relations with the University, and whose salaries are paid out of the Personnel Services (PS) allocations to UP in the General Appropriations Act (GAA)).
- 3.6.2.6. To be eligible, all claimants must be in active service in UP at the time of the claim. Part-time faculty members shall be entitled to reduced benefits in proportion to the extent of their service to the University.
- 3.6.2.7. The following hospitalization expenses incurred during confinement shall be covered under eHOPE:
 - 3.6.2.7.1. Medical or diagnostic procedures such as ultrasound, MRI, X-ray, CT scan, biopsy, mammography, echocardiography, angiogram, blood chemistry, and other laboratory examinations
 - 3.6.2.7.2. Prescribed drugs and medicines in accordance with the Generics Act of 1988 (RA6675)
 - 3.6.2.7.3. Professional fees of Philhealth-accredited physicians and specialists up to amounts based on the Relative Value Unit (RVU) set by Philhealth for specific medical cases
 - 3.6.2.7.4. Expenses for room and board for the duration of the confinement
- 3.6.2.8. With the changes in the provision in 2024, the coverage also includes the following.³⁹
 - 3.6.2.8.1. Pre-operation and pre-confinement medical diagnostics and laboratory procedures (if done as an out-patient);
 - 3.6.2.8.2. Selected outpatient procedures covered by PhilHealth, along with related medications prescribed upon discharge (such as cataract extraction, endoscopy procedures, chemotherapy and radiation therapy sessions, hemodialysis and other ambulatory/day procedures)
- 3.6.2.9. Excluded from coverage under eHOPE are:
 - 3.6.2.9.1. hospitalization expenses for confinement related to cosmetic surgery
 - 3.6.2.9.2. self-inflicted injury and illness
 - 3.6.2.9.3. Annual medical/physical examination, which are covered by specific CU policies

SECTION 4. BENEFITS OF RETIRING /RETIRED FACULTY

4.1. Terminal Leave Credit ⁴⁰

- 4.1.1. Any official or employee of the government who retires, voluntarily resigns, or is separated from the service through no fault of his own, and who is not otherwise covered by special law, shall be entitled to the commutation of his leave credits exclusive of Saturdays, Sundays, and Holidays without limitation and regardless of the period when the credits were earned (sec. 37).⁴⁰
- 4.1.2. The payment of terminal leave for purposes of retirement or voluntary resignation shall be based on the highest monthly salary received at any time during his period of employment in the government service and not on his latest salary, unless the latter is the highest received by the retiree.
- 4.1.3. The request for payment of terminal leave benefits must be brought within ten (10) years from the time the right of action accrues upon an obligation created by law (sec. 38).⁴⁰
- 4.1.4. While on terminal leave, he or she does not earn any leave credits and merely enjoys the benefits derived during the time of such employment. He or she is no longer entitled to the benefits or salary increases that may be granted thereafter (sec.41).⁴⁰
- 4.1.5. A faculty member who has reached the compulsory retirement age of 65 but whose service has been extended by the Commission for another six (6) months, no longer earns leave credits (sec. 42).⁴⁰

4.2. Faculty Cumulative Leave Benefit (FCLB) ⁴¹

(formerly Faculty Cumulative Sick Leave Benefit (FCSLB) (Memorandum No. PDLc 22-13))

- 4.2.1. Enhanced 15 days sick leave benefit for every year of service granted to Faculty Cumulative Leave Benefit (FCLB) formerly Faculty Cumulative Sick Leave Benefit (FCSLB) was approved by the BOR at its 1363rd meeting in Aug. 2021.⁴²
- 4.2.2. All regular, full-time faculty members who retired from service starting 26 August 2021 are entitled to 15 days cumulative leave benefit per year of service from the date of original appointment, on top of the 15 days non-cumulative and commutative sick leave per year. The FCLB is commutable:
 - 4.2.2.1. compulsory retirees at age 65
 - 4.2.2.2. faculty with a Full-time status of appointment
 - 4.2.2.3. extension of service beyond compulsory retirement
 - 4.2.2.4. death or optional retirement due to serious illness
- 4.2.3. Excluded from the grant are:
 - 4.2.3.1. faculty holding additional administrative assignment - they are entitled to the expanded Service Recognition Pay for the duration of their additional assignment as administrator
 - 4.2.3.2. regular part-time and non-regular faculty
 - 4.2.3.3. faculty members on secondment with other government and non-government agencies or institutions

- 4.2.3.4. faculty members who are on study leave without pay or on vacation leave without pay
 - 4.2.4. The number of years for which a regular faculty member has been a substitute and/or on contractual or casual status prior to becoming permanent regular full-time faculty member and also the period of extended service beyond 65 years of age shall be counted towards the leave benefit. Faculty members on Sabbatical are also entitled to this benefit.
 - 4.2.5. Faculty members who suffer from serious or severe illness may avail themselves of sick leave with pay charged to this benefit after exhaustion of the 15-day non-cumulative sick leave benefits and may be allowed to monetize a portion thereof (maximum of 15 days per year at current salary rate), subject to availability of funds.
 - 4.2.6. For faculty members who are re-employed by the University, the total number of years of service shall include only the years of service rendered upon their re-employment at the University.
- 4.3. Expanded Service Recognition Pay (eSRP*)^{43, 44}
- 4.3.1. The eSRP is an additional incentive for the administrative staff and REPS, equivalent to ten (15) days for every calendar year of service to the University.
 - 4.3.2. Full time faculty with administrative positions are entitled to eSRP in lieu of the FCLB during the years that they served as administrators (including extended service beyond 65 years old).
 - 4.3.3. It is payable to eligible employees in any of the following cases:
 - 4.3.3.1. Compulsory retirement at age 65
 - 4.3.3.2. Optional retirement starting at age 60 until just before age 65 of eligible staff with at least 25 years of service and whose unit or office has an approved succession plan for those applying for optional retirement
 - 4.3.3.3. Early retirement due to permanent, total disability (no longer fit to work) under the rules of the GSIS regardless of age but with at least 25 years of service to U.
 - 4.3.3.4. In case of death of eligible staff regardless of age and length of service to UP
 - 4.3.4. The following shall be excluded in the computation of the eSRP:
 - 4.3.4.1. Period by which an employee has been engaged as COS or JO; Study leave without pay, pursuant to existing rules;
 - 4.3.4.2. Vacation leave and/or sick leave without pay; and
 - 4.3.4.3. Secondment to other government or non-government agencies/institutions.
- 4.4. UP Provident Benefit Fund for UP Faculty and Staff^{45, 46}
- The UP Provident Fund is a retirement fund created and organized by the University of the Philippines pursuant to the University Charter (Act 1870, as amended), the General Appropriations Act for 1994 (R.A. 7663), and Malacañang Administrative Order no. 279 s. of 1992 to increase employee benefits and welfare.
- 4.4.1. The UP employee may opt to be a member and contribute at least 1% of their salaries, while the University contributes a counterpart

- absolute amount as decided by the BOR each year.
- 4.4.2. Membership eligibility:
 - 4.4.2.1. Regular full-time faculty
 - 4.4.2.2. Half-time
 - 4.4.2.3. Permanent
 - 4.4.2.4. Temporary and substitute
 - 4.4.2.5. All those receiving compensation on daily and monthly basis as casuals, contractual, and substitutes
 - 4.4.2.6. Those whose salaries are charged to the general appropriations Fund of UP
 - 4.4.3. Membership to UPPFI becomes effective upon:
 - 4.4.3.1. Payment of initial membership fee equivalent to at least 1% of basic monthly pay (UP gives counterpart contribution); and
 - 4.4.3.2. Approved by the Fund Manager and Co-Fund Manager
 - 4.4.3.3. Membership confirmed by Board of Trustees
 - 4.4.4. Objectives for establishment of the fund:⁴⁶
 - 4.4.4.1. To maximize the benefits accruing to its members – both officials and employees of the University – as a fitting reward for their loyal, faithful, and dedicated service, on top of retirement and other benefits provided for under existing laws, rules and regulations; and
 - 4.4.4.2. To improve and enhance asset accumulation and net worth build up of its members, while at the same time preserving the soundness and growth of all its investments that would ultimately redound to the benefit of all its members, especially the retirees.
 - 4.4.5. UP Provident Fund loans

The UP Provident Fund has several expanded loan portfolios aimed at providing additional assistance to its members.

 - 4.4.5.1. A member can have only one (1) loan at any one time. To qualify for a loan, an employee must be a member for at least one (1) year. The available loan packages are the following:
 - 4.4.5.1.1. Equity loan - The loanable amount, based on the member's equity, shall be up to 100% of the equity of members with 15 or more years of service; and up to 75% of the equity of members with less than 15 years of service in the University
 - 4.4.5.1.2. Multi-purpose loan - The loanable amount shall be up to ten (10) times the member's net pay per month but not exceeding PHP50,000.00
 - 4.4.5.1.3. Bridge "Pampatawid" loan – the loanable amount is equivalent to the member's accumulated earnings. This loan is for members whose monthly net take home pay is less than the statutory amount required by the General Appropriations Act (presently, PHP3,000.00 a

month).

- 4.4.5.1.4. Death assistance benefit – this loan is granted to the beneficiaries of a deceased member who was in good standing at the time of death

4.4.5.2. Benefit package:

- 4.4.5.2.1. Upon retirement, total or permanent incapacity, or separation from the university, a member of the fund is entitled to a refund of his or her equity balance (members contributions, UP contribution, and earnings, less any outstanding loan balance with the Provident Fund).

- 4.4.5.2.2. If separation from service is for cause, the member shall be entitled only that part of the fund contributed by the member and the earnings thereon, without the contribution of the university, and less any claim that the Fund or the university may have on the member's account.

- 4.4.5.2.3. In the event of death of a member, the members legal heirs shall be paid the member's equity less any outstanding obligation, plus an insurance of Php 100,000.

- 4.4.6. UP Provident Fund retirement benefits – Upon retirement, total or permanent incapacity, or separation from the University, fund members are entitled to a refund of their equity balance which consist of the contribution, UP counterpart contribution, account earnings, less any outstanding loan.

- 4.4.7. If separation from service is for cause, the member shall be entitled only to their fund contribution and earnings, less any claims that the Fund or the University may have on the account. The member is not entitled to the University's counterpart contribution to the account.

- 4.4.8. In the event of the death of a member, the member's legal heir/s shall be paid the member's equity less any outstanding obligation, plus an insurance of PHP100,000.00.

SECTION 5. FACULTY COMMITTEE ^{47, 48}

- 5.1 The Faculty Committee is a standing committee of the College of Medicine – University of the Philippines Manila. Its primary purpose is to develop and recommend policies on faculty academic welfare that include issues on recruitment, promotion, evaluation, career advancement, and retirement.
- 5.2. The Committee shall have seven (7) regular members. These members are elected by the full voting members of the Council of the College of Medicine,

from a list of nominees from among its ranks who have signed a conforme. One (1) clinical faculty member may be included among its members. The members of the Committee who have been elected by the UPCM faculty shall in turn elect among themselves a Chair, Vice-Chair, and Secretary. The immediate-past chair of the Committee shall serve as an ex officio non-voting member.

- 5.3 The Committee shall promulgate and abide by its own operational guidelines.
- 5.4 The Committee shall coordinate its activities with the Office of the Associate Dean for Faculty and Students.
- 5.5 A faculty member interested in bringing up an issue to the Committee related to its primary purpose shall submit in writing a letter addressed to the Associate Dean for Faculty and Students detailing the matter.

SECTION 6. FACULTY ASSOCIATION⁴⁹

- 6.1. The UPCM Faculty Association is an organization of faculty members of the UP College of Medicine created to promote and enhance the welfare and well-being of its members.
- 6.2. All faculty members of the UP College of Medicine are eligible for membership in the association.
- 6.3. The Board of Trustees shall consist of 9 members who shall serve for a term of three years except the first 4 with highest votes who shall serve for 6 consecutive years while the last 5 can be reelected once for a total possible term of 6 years.
- 6.4. The Executive Officers shall be the President, Vice-President, Secretary, Treasurer and Public Relations Officer. They shall be elected by the Board of Trustees among themselves. Each shall serve a term of three years, renewable once, for a total possible term of six years.
- 6.5. The Dean of the UP College of Medicine or his/her representative shall be an ex-officio member of the Executive Committee.
- 6.6. The objectives of the Association are:
 - 6.6.1. to promote camaraderie, fellowship and social interaction among the faculty.
 - 6.6.2. to promote and advance the professional abilities, talents and skills of the members; as well as promote the academic advancement of its members.
 - 6.6.3. to encourage faculty participation in issues pertaining to College of Medicine UP Manila and the University of Philippines System.
 - 6.6.4. to sharpen the faculty's critical awareness on medical, social, economic and other national issues.

6.6.5. to raise funds and receive donations in support of the objectives of the association. to undertake community services by way of health education and health care

6.7. The association shall promulgate its own constitution and by-laws.

6.8. The association shall coordinate its activities with the Office of the Dean and Office of the Director, Philippine General Hospital.

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CHAPTER XIII RETIREMENT

SECTION 1. RETIREMENT GUIDELINES AND PROCEDURES

1.1. General Guidelines

1.1.1. Compulsory retirement:

1.1.1.1. Retirement from government service is compulsory at age 65 ^{1,2,3}

1.1.1.2. For the purposes of reckoning retirement benefits, a deceased faculty is considered compulsorily retired.

1.1.2. Optional retirement

1.1.2.1. Optional retirement under the GSIS Retirement Packages allows for retirement before the age of 65, provided that the member meets the age and other service requirements stipulated in the Retirement Laws:¹

At age 63 – The member must have completed at least 18 years of service, the last 3 of which must be continuous

At age 60 and 62 – The member must have met the age and service requirements in accordance with the schedule below, the last 3 years of which must be continuous.

Table 31. Optional Retirement Before the Age of 65

Age	Years of Service
60	24
61	22
62	20

At age 52 or over but below the age of 60 – The member must have met the age and service requirements in accordance with the schedule below, the last 3 years of which must be continuous.

Table 32. Optional Retirement at Age 52 But Before the Age of 60

Age	Years of Service
52	35
53	34
54	33
55	32
56	31
57	30
58	29
59	28

1.2. Preparations and Processes

1.2.1. Pre-retirement Seminar on Compulsory retirement

The HRDO offers a pre-retirement seminar to compulsory retirees one year prior to their retirement. The seminar aims to present the various retirement options available under the GSIS, retirement benefits, and documentary requirements for submission to HRDO, among others.

1.2.2. The compulsory retirement process can be started as early as 12 months prior to retirement.

1.2.3. The steps involved in the retirement process as implemented by the HRDO are provided in the retirement process matrix.

SECTION 2. EXTENSION OF SERVICE BEYOND COMPULSORY RETIREMENT

- 2.1. The Board of Regents may, with the faculty members' consent, extend the tenure of faculty members beyond the compulsory retirement age of 65 whenever their services are especially needed; upon recommendation of the unit/s and endorsement of the President of the University; any other provision of law to the contrary notwithstanding; Provided, however, that no extension of tenure shall be made beyond the age of seventy (70).⁴
- 2.2. The special power of the BOR to extend faculty appointments beyond the compulsory retirement age of 65 must be availed sparingly and should not be taken for granted by the units. Deans and directors of academic units, and department chairs are advised to review the age profile of their respective faculty and carefully plan the faculty complement needed for the offering of their programs.
- 2.3. When the retirement of the faculty falls in the middle of the semester, his/her appointment may be extended until the end of the semester to allow the submission of the grades of students enrolled in the faculty's class and other obligations. In this highly justifiable case of extension, the unit is reminded to initiate the request for extension early enough (*OC memorandum no. 98-247, 18 June 1998*).⁵
- 2.4. The proposed extension of appointment must emanate from and be endorsed by a department or institute. Extensions will be made on a year-to-year basis.⁶
- 2.5. The Office of the Chancellor will favorably endorse to the Office of the President requests to extend the appointment of faculty members who have reached the mandatory retirement age only in exceptional cases. The exception shall be the professor's continuing contribution to the College and the University that palpably stands out above the rest.⁶

- 2.6. The justification of the extension of full-time appointment shall be primarily academic (teaching) and not primarily for the purpose of extending administrative appointment. The latter, if at all, shall be an additional assignment.^{6, 7}
- 2.7. These areas of contributions are considered in endorsing the extension ⁶ :
- 2.7.1. Teaching of courses that are vital for the department and that cannot be taught because of lack of qualified faculty or a lack of faculty. Greater weight will be given for graduate courses and for undergraduate General Education (GE) courses. In cases, where there are no other qualified faculty to handle the course, a plan should be presented to show how the senior faculty can mentor other members of the department or institute to take over the teaching. Appeals for extension should include SET scores of the faculty member, which will be an important, but not the sole, criterion for evaluating teaching.
 - 2.7.2. Active participation in the development of curricula and teaching materials, whether a revision of old courses and degree programs or introduction of new ones.
 - 2.7.3. Ongoing advising of students who are working on their Master's or PhD, with greater weight to those with PhD advisees. The senior faculty who is to be extended can remain as the adviser only for one academic year beyond the age of 65. If the student is not expected to finish during that one academic year, the senior faculty should be appointed only as a co-adviser to another faculty who is not due to retire.
 - 2.7.4. Being a principal or key investigator in research projects, with the faculty's expertise being indispensable for the project. The weight of these research projects for consideration of extension will depend on the project's potential contributions to knowledge, as well as the number of researchers involved, especially researchers who are graduate students. In effect, the mentoring and teaching that are required for extension should be deemed covered through research projects.
 - 2.7.5. Being a key person for extension or public service activities of the department or college, including but not limited to field schools.⁸
- 2.8. The following are excluded from these guidelines: Professors Emeriti, lecturers, adjunct faculty, and clinical professors.⁷
- 2.9. Leave privileges of personnel (faculty, REPS, and administrative staff) who are extended in the service beyond the compulsory retirement age are also extended. The existing rules governing the grant of cumulative leave to faculty members under certain conditions shall continue to be in force also in the case of those serving under an extension of service beyond the compulsory retirement age.⁹

- 2.10. The appointment of faculty members beyond the age of 70 by way of extension of service or appointment is not permissible. Neither the Board of Regents nor the President of the Philippines can approve such appointment

SECTION 3. PRIVILEGES OF RETIRED FACULTY MEMBERS

- 3.1. Retired faculty members shall ^{10,11}:
- 3.1.1. be issued a UP Retiree I.D. Card (marked “Retired”) that is valid for life
 - 3.1.2. enjoy University library privileges for retirees
 - 3.1.3. receive, upon request, publications of the University which are furnished to the faculty
 - 3.1.4. be given University and/or Campus newsletters (e.g., UP Newsletter, UP Forum, UPdate)
 - 3.1.5. be invited to attend in major University programs and activities
 - 3.1.6. be exempted from tuition and miscellaneous fees as students and auditors in University courses, seminars, workshops etc., as with regular personnel in the service
 - 3.1.7. be entitled to a waiver of surety obligations for guarantors of faculty members who availed of scholarships locally and abroad ^{12,13}
- 3.2. Upon request of the dean of a college or school, a retired University officer or faculty member may be detailed, with the faculty’s consent, by the President or Chancellor to some pending academic project or program or a special activity of the college or school concerned.¹⁴
- 3.3. Dependents of UP retirees may be given study privileges, subject to conditions stated in Chapter 7, Faculty Benefits and Welfare, Section 4.1b Study Privileges of Non-Earning Dependents of UP Retirees.
- 3.4 A retired faculty with the rank of Professor may be appointed Professor Emeritus based on the conditions stated under Article 207 of the University Code.¹⁵

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CHAPTER XIV

ACADEMIC PERSONNEL COMMITTEE¹

SECTION 1. COLLEGE ACADEMIC PERSONNEL COMMITTEE

1.2. Composition

1.2.1 The College Academic Personnel Committee (CAPC) shall be composed of the following:

1.2.3.1. Dean as Chair of the CAPC

1.2.3.2. Dean's Management Team (College Secretary, Associate Dean for Faculty and Students, Associate Dean for Academic Development, and Associate Dean for Planning and Development)

1.2.3.3. Department Chairs on a rotating basis (two from Basic Sciences and two from Clinical Sciences)

1.2.3.4. The Chair of the Committee on Faculty shall be a member and act in an ex-officio capacity.

1.3. Functions

The CAPC shall have the following functions:

1.3.1 To assist the Dean in setting up details for the implementation of policies, rules, standards, or general guidelines as formulated by the University Academic Personnel Board

1.3.2 To review the recommendations submitted by the Department Academic Personnel Committee (DAPC) with regard to recruitment, selection, performance evaluation, tenure, staff development, professorial chairs, and promotion of the academic personnel of the college

1.3.3 To establish departmental priorities in the allocation of available funds for promotion

1.3.4 To act on cases of disagreements between the Chair and the members of the DAPC, particularly on personnel matters

1.3.5 To act on complaints against personnel actions by the Department Chair and/or the DAPC

1.3 Procedure

1.3.1 The College APC shall transmit its recommendations on new appointments and promotions to the Dean.

SECTION 2. DEPARTMENT ACADEMIC PERSONNEL COMMITTEE

2.1. Composition

2.1.1. At least 3 and up to 5 members

2.1.2. The Chair of the department acts as the Chair of the DAPC

2.1.3. The Chair appoints the members.

2.1.4. The members should have held an academic appointment for at least 3 years.

2.1.5. Tenure: The members of the DAPC shall have a term which shall be

co-terminus with the Department Chair.

2.2. Functions

2.2.1. The Department Academic Personnel Committee (DAPC) shall assist in the review of the recommendations initiated by the Department Chair with regard to recruitment, selection, performance evaluation, tenure, staff development, professorial chairs, and promotion of the academic personnel of the department in accordance with the general guidelines formulated by the University Academic Personnel Board and the implementing details laid down by the College Academic Personnel Board.²

2.3. Procedure

2.3.1. Decisions of the Department APC shall be based on the majority vote of all the members of the Committee.

2.3.2. The Department APC shall transmit its recommendations on new appointments and promotions to the College APC.

2.3.3. Disagreement between the Department Chair and members of the Department Academic Personnel Committee on specific recommendations shall be placed on record and shall be forwarded to the College Academic Personnel Committee for action.

SECTION 3. EXCLUSIONS

3.1. A member of the Department APC or the College APC who is an applicant's relative to the second degree of consanguinity shall inhibit himself or herself from deliberating and voting on an applicant.

3.2. A faculty member who is a member of the College Committee on Faculty or any other policy-making body of the College which is involved with appointments or promotions of faculty members shall not be a member of either the Department or the College APCs.

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CHAPTER XV

FACULTY FELLOWSHIPS, GRANTS, AND AWARDS

SECTION 1. OBJECTIVES

The College, aware of the need to recognize dedication, achievement and potential of faculty members, shall provide incentives in the form of fellowships, grants, and awards.

SECTION 2. TYPES OF FACULTY FELLOWSHIPS AND GRANTS

The different faculty fellowships and grants are the following:

- 2.1. Faculty Grant
- 2.2. Study Fellowship
- 2.3. Research Fellowship
- 2.4. Travel Grant
- 2.5. Grants for Conferences, Seminars, and Workshops
- 2.6. Publication Award
- 2.7. Publication Fee
- 2.8. Invention Disclosure Incentive

SECTION 3. TYPES OF FACULTY AWARDS OR RECOGNITION

3.1. The different faculty awards of recognition are:

- 3.1.1. Outstanding Teacher
- 3.1.2. Outstanding Researcher
- 3.1.3. Service Award
- 3.1.4. Presidential Award
- 3.1.5. Professor Emeritus

3.2. The criteria for selection of these awards shall be formulated by committees created for the purpose.

SECTION 4. FACULTY GRANT AWARDS^{1,2,3}

- 4.1. Aside from the Professorial Chair, Faculty Grant Awards are also given as recognition for outstanding achievement usually to faculty of lower rank.
- 4.2. The Chancellor shall approve the Faculty Grant Award subject to the selection process provided that a faculty member who is granted a Professorial Chair, may not be selected at the same time for a Faculty Grant Award.

- 4.3. Any regular faculty member, as well as a clinical faculty member³, with outstanding academic, teaching, and research credentials may be considered for the award.
- 4.4. A faculty member on leave for more than 3 months or on secondment or detail with another agency may not be selected for the award.
- 4.5. The amount of the award shall be specified.
- 4.6. Award dates shall be on the 1st of January or July.

SECTION 5. STUDY FELLOWSHIP

- 5.1. A study fellowship is an award given to a deserving faculty member for further training and/or studies. It may include any of the following: matriculation fees, books, stipend, travel expenses, and other allowances.
- 5.2. A study fellowship shall be within the University or in other training institutions, local or foreign.
- 5.3. Criteria for Selection
 - 5.3.1. The grantee shall be a regular faculty member of any rank, regardless of tenure.
 - 5.3.2. The grantee shall be selected based on the needs and priority programs of the Department or College.
 - 5.3.3. The graduate program that he or she will enroll in must be one of the academic priorities of his or her department, college, and Constituent University (CU) as indicated in their faculty development program. The choice of degree program and the college of enrollment must be approved by all of the following:
 - 5.3.3.1. Department APC (if any)
 - 5.3.3.2. College APC or Executive Committee
 - 5.3.3.3. Dean
 - 5.3.3.4. CU Academic Personnel and Fellowship Committee (APFC)
 - 5.3.3.5. Chancellor
- 5.4. Duties and Responsibilities
 - 5.4.1. The grantee shall sign the prescribed study fellowship contract and abide by its provisions.
 Before the start of the full study leave with pay or fellowship, the grantee must execute a return service contract with the University and the corresponding surety agreement.
 In case the Fellow does not fulfill the return service requirements, then he or she must reimburse the following to the University:
 - 5.4.1.1. All expenses incurred, plus
 - 5.4.1.2. An equity charge of 50% of the total amount expended, and
 - 5.4.1.3. Interest at the prevailing legal rate at the time of the breach or revocation of the contract. A member of the UP faculty

or staff may act as guarantor in the surety agreement only if he or she is a relative of the faculty Fellow.

- 5.4.2. Submit at the end of each semester a True Copy of Grades (TCG) and a progress report duly certified by the Fellow's faculty adviser to the Chair, Dean, and Academic Personnel and Fellowship Committee.
- 5.4.3. The grantee shall confine his or her training or studies within the scope of the fellowship during the period in accordance with existing University regulations and must commit to the following regulations:
 - 5.4.3.1. Complete in the soonest time possible, the graduate program for which the fellowship was granted;
 - 5.4.3.2. Study full-time (i.e., [carry at least the normal load] enroll in 12 units); and
 - 5.4.3.3. Not engaged in any other employment or practice of profession during the period of the award.
- 5.5. Term
The study fellowship shall be for a period prescribed by the degree granting institution without prejudice to renewal.
- 5.6. Procedure of Selection
 - 5.6.1. A nomination for a study fellowship shall be made by the Department APC and endorsed by the Department Chairman.
 - 5.6.2. The nomination and supporting documents shall be transmitted to the College APC which shall, after deliberation, transmit its recommendation to the Dean.
 - 5.6.3. The Dean shall transmit his or her recommendation to the Office of the Chancellor for final approval.

SECTION 6. STUDY PRIVILEGES⁴

As a university policy, UP faculty members are encouraged to pursue graduate studies in fields that are within the academic priorities of their departments, colleges, and the University. Faculty members may be given tuition waiver and full or partial load reduction from their teaching. While the grant of full or partial load reduction is designed to help faculty students complete their studies in the soonest time possible, it is subject to conditions, which ensure that units are able to meet their teaching responsibilities.

- 6.1. Full-time Faculty Members (permanent or temporary)
 - 6.1.1. Members of the faculty shall have the privilege of enrolling in the University for not more than six (6) units at the graduate level a semester at reduced rates in courses that shall be beneficial to their regular work in the University or their career development, subject to the approval of the Chancellor or his or her authorized representative.
 - 6.1.2. All full-time personnel may enroll in University courses to obtain advanced degrees relevant to their field or discipline and shall be entitled to 100% waiver of tuition, laboratory, and miscellaneous fees (except Student Fund fees).

- 6.1.3. A faculty member may be granted a partial load reduction for study referred to as Study Load Credit (SLC).

6.2. Part-time Faculty Members

All regular part-time faculty members, upon the approval of their immediate supervisors, heads of unit, and the Chancellor, may enroll in university courses to obtain advanced degrees relevant to their field or discipline, and shall be entitled to 100% waiver of tuition, laboratory, and miscellaneous fees (except Student Fund fees).

- 6.3. PhD and Masters Fellowship Program⁵ (All applications should be submitted through the Document Routing System (DRS). Hardcopy and email submissions are NO longer accepted.)

Priority will be given to PhD and MS Fellowships directly aligned with the niches of each of UP's Constituent Universities, as well as support for MS/PhD sandwich programs to enable the pursuit of theses or dissertations in foreign universities. Please note that all applications must be endorsed by the CU Officials before submitting to the OVPAA. All applications shall be endorsed by the CU Officials and must be submitted to the OVPAA at least two months before the start of the registration at the host university through the Document Routing System (DRS).

6.3.1. Requirements for Master's Fellowship

- 6.3.1.1. True Copy of Grades or transcript of undergraduate and graduate records; include grades in current studies, if any
- 6.3.1.2. Recommendation letters from Department or Institute Head and Dean
- 6.3.1.3. (Recommendations from UG advisor or senior professor may also be included)
- 6.3.1.4. Letter of acceptance into degree program
- 6.3.1.5. Notice of award of scholarship, if any
- 6.3.1.6. Unit Faculty Development Plan
- 6.3.1.7. For applicants for Foreign Fellowship: Proposed budget
- 6.3.1.8. Basis for proposed rates from school catalogue, airlines quotations, etc. (Please provide the basis with printouts or screenshots of the documents with English annotations.)
- 6.3.1.9. Copy of the academic calendar and academic program of the Host University
- 6.3.1.10. Notification of approval of the renewal of your temporary appointment or letter from Dean or Department Head regarding the status of your faculty appointment. (For temporary appointment only)

6.3.2. Requirements for PhD Fellowship

- 6.3.2.1. True Copy of Grades or transcript of undergraduate and graduate records; include grades in current studies, if any
- 6.3.2.2. Recommendation letters from Department or Institute Head and Dean
- 6.3.2.3. (Recommendations from MS/MA advisor or senior professor may also be included)

- 6.3.2.4. Letter of acceptance into degree program
- 6.3.2.5. Notice of award of scholarship, if any
- 6.3.2.6. Unit Faculty Development Plan
- 6.3.2.7. For applicants for Foreign Fellowship: Proposed budget
- 6.3.2.8. Basis for proposed rates from school catalogue, airlines quotations, etc. (please provide the basis with printouts or screenshots of the documents with English annotations)
- 6.3.2.9. Copy of the academic calendar and academic program of the Host University
- 6.3.2.10. Notification of approval of the renewal of your temporary appointment or letter from Dean/Department Head regarding the status of your faculty appointment. (For temporary appointment only)
- 6.3.3. Requirements for PhD Incentive or Alternate Study Grant
 - 6.3.3.1. True Copy of Grades or transcript of undergraduate and graduate records including current doctoral program
 - 6.3.3.2. Recommendation letters from Department or Institute Head and Dean
 - 6.3.3.3. For PhD incentive grant: recommendation letter from current PhD supervisor indicating work that needs to be completed
 - 6.3.3.4. For alternative study program: letter of acceptance from foreign supervisor/ university/laboratory
 - 6.3.3.5. Copy of Notice of award of scholarship (previous scholarship), if any
 - 6.3.3.6. Proposed budget
 - 6.3.3.7. Basis for proposed rates from school catalogue, airlines quotations, etc. (please provide the basis with printouts/screenshots of the documents, with English annotations)
 - 6.3.3.8. The applications can be downloaded from the following sites:
 - 6.3.3.8.1. Form 11.2 Fellowship Application Form - https://ovpaa.up.edu.ph/wp-content/uploads/2024/07/FRASDP_OVPAA-Form-11.2_Fellowship_Application-2024.docx
 - 6.3.3.8.2. PhD Incentive/Alternate/Sandwich Grant Application Form - https://ovpaa.up.edu.ph/wp-content/uploads/2023/03/FRASDP_OVPAA-Form-11.3_PhD-Incentive_Sandwich_Application.doc

6.4. Short-term Training Grant⁶

Short-term training in foreign universities will provide opportunities for the UP academic staff members to update themselves and to undergo retooling and advanced training. It will also be a chance for the UP faculty to explore collaborations with foreign counterparts.

All applications shall be endorsed by the CU Officials and must be submitted to the OVPAA not later than two months prior to the scheduled starting date

of the training. The application form can be downloaded at https://ovpaa.up.edu.ph/wp-content/uploads/2023/03/FRDP_OVPAA-Form-11.6_Short-Term-Training_Application-Form.doc.

SECTION 7. RESEARCH FELLOWSHIP AND GRANTS

7.1 A research fellowship is an award given to a regular faculty member in recognition of research achievement and to stimulate continuing investigation of significant fields of knowledge.

7.1.1. Criteria for Selection

7.1.1.1 The grantee must have demonstrated a capacity for research as evidenced by projects completed and published.

7.1.1.2 The grantee must be engaged in continuing research in his or her field of expertise.

7.1.1.3 The grantee shall be a regular faculty member for at least two years regardless of tenure.

7.1.2. Duties and Responsibilities

7.1.2.1. The grantee shall undertake research during the period of the award.

7.1.2.2. He or she shall submit an annual report and a final report of the research project.

7.1.2.3. The rule on minimum teaching load shall not apply in the case of a regular faculty member appointed as a research fellow.

7.1.3. Term

The period of a research fellowship shall be determined by the nature of the research project, subject to regular evaluation by competent authority.

7.2. Emerging Interdisciplinary Research^{7.8}

7.2.1. The Emerging Interdisciplinary Research (EIDR) Program was approved by the Board at its 1272nd meeting held on 25 August 2011. The grants will be competitive with evaluation and ranking of proposals performed by external reviewers. Major evaluation criteria are: 1) innovation and intellectual merit, 2) significance and broad impacts, 3) investigator competence, and 4) feasibility of completion in four (4) years. EIDR grants are awarded up to the amount of P2.5M per project, or P10M per program (for 4 projects) per year, for 2 years, renewable for another two years.

7.2.2. Requirements (to be submitted to the Chancellor):

7.2.2.1. Detailed or Updated Curriculum Vitae to include the following:

7.2.2.1.1. Educational Background

7.2.2.1.2. Field of Specialization

7.2.2.1.3. Areas of Research Interest

7.2.2.1.4. Professional/Employment/Work History including significant scientific, technological and/or entrepreneurial activities undertaken

7.2.2.1.5. Significant achievements (up to 3) related to your expertise or profession

- 7.2.2.1.6. Publications in international peer-reviewed journals, books, etc. (Indicate 3 most important publications.)
 - 7.2.2.1.7. Relevant training
 - 7.2.2.1.8. Fellowships/Grants
 - 7.2.2.1.9. Relevant supporting documents (i.e., Transcript of Records for the PhD)
 - 7.2.2.1. Letter of Intent or Application Letter detailing plans for engagement (teaching, research, and extension) with the University (CU/CUs) and how, based on his or her reading of the Strategic Plans of the University (System and CU/CUs), his/her engagement is aligned.
 - 7.2.2.2. A Full Proposal (OVPAE EIDR 3.0) including proposed research paper/s to pursue for possible publication, aligned with the thrust of the UP unit.
- Application and other forms are available at: <https://ovpaa.up.edu.ph/resources/forms/>.
- 7.3. Enhanced Creative Work and Research Grant⁹
- 7.3.1. The Enhanced Creative Work and Research Grant (ECWRG) aims to encourage faculty and REPS to undertake research or creative work that will lead to publications, exhibitions, performances of creative work or other significant output such as patents, new software, and advanced technologies.
 - 7.3.2. Eligibility:
Regular full-time faculty with the rank of Instructor 4 and higher or REPS with the rank of University Researcher I and higher
No pending deliverables in ECWRG
 - 7.3.3. Requirements:
 - 7.3.3.1. 30% Publication Track Record (Publications in WoS/Scopus/Creative outputs/Books within the reckoning period)20% Faculty/REPS Rank (Faculty/REPS at the time of application)
 - 7.3.3.2. 20% No. of ECWRG Awarded (Number of ECWRG awarded in the last 10 years)
 - 7.3.3.3. 20% Proposal's Technical Merit (Technical evaluation of the ECWRG Monitoring and Evaluation Committee)
 - 7.3.3.4. 10% No. of Ongoing Grants (Number of ongoing external and internal grants of the applicant within the reckoning period)
- 7.4. National Institutes of Health (NIH) Faculty and REPS Research Grant¹⁰
- 7.4.1. Eligibility:
The NIH-UPM Research Grant for Faculty and REPS is open to all UP Manila regular faculty members and researchers who implement research that are primarily consistent with the UP Manila research priorities, which are based on the National Unified Health Research Agenda (NUHRA) 2023-2028.

7.4.2. Requirements:

The following are the required electronic documents to be submitted to NIH – Research Grants Office:

- 7.4.2.1. Word file and PDF of the full project proposal using the NIH Project Proposal format version October 2022;
- 7.4.2.2. Endorsement letter from the unit head, institute director, department chair, or dean of the academic unit;
- 7.4.2.3. UPMREB/IACUC/IBBC Certificate of Approval / Exemption from review; or Acknowledgment Letter with PRID as proof of submission to UPMREB; and
- 7.4.2.4. Certificate of RGAO Registration

The deadline for submission of the proposal is set on November 15 of the year prior to the funding year. The Project Proposal Form is available at:

https://rgao.upm.edu.ph/wp-content/uploads/2021/09/Form_3.1A2010_Research-Project-Proposal-Form-09242021.doc

https://rgao.upm.edu.ph/wp-content/uploads/2024/06/NIH-Research-Grant_Project-Proposal-Format-v.-October-2022-1.docx

7.5. PGH Research Grant^{11,12}

- 7.5.1. The PGH Research Fund is classified as Maintenance and Other Operating Expenses (MOOE). Thus, capital outlay such as purchase of equipment and/or devices will not be covered by this grant.

7.5.2. Eligibility:

- 7.5.2.1. Residents and fellows-in-training
- 7.5.2.2. Attending consultants / faculty / medical specialists / nurses and paramedicals

The protocol should be geared towards the UPCM-PGH Harmonized Research Agenda.

- 7.5.3. The grantee must agree to the following:

- 7.5.3.1. Completion of the final paper at the end of year grant 2024
- 7.5.3.2. Submission of final report in UPM-REB
- 7.5.3.3. Publication of his or her research preferably in Acta Medica Philippina journal or any Scopus-indexed or PubMed journal
- 7.5.3.4. Presentation in the UP-PGH Research Forum when requested

- 7.5.4. Requirements to be submitted to the Philippine General Hospital - Expanded Hospital Research Office (PGH-EHRO):

- 7.5.4.1. Technically reviewed research protocol. The protocol should include a detailed Internal Operating Budget (IOB) and timeline of the study. The feasibility of completion of the study should be within the grant year.
- 7.5.4.2. An Implementation Plan of the research results
- 7.5.4.3. An endorsement letter signed by the Vice Chair for Research or Unit Research Head and the Department Chair

or Head of Unit. The endorsement letter should state that the protocol has undergone department or unit technical review.

- 7.5.4.4. Submissions are online at the EHRO official email address: oddho-ehro.uppg@up.edu.ph. Indicate on your SUBJECT: 2024 RESEARCH GRANT SUBMISSION. Please note that EHRO has to acknowledge your submission. If there is no acknowledgement, you may follow-up via email or call loc. 2064/ 2065.

7.6. Sabbatical Research Grant^{13,14}

7.6.1. Purpose:

To provide financial assistance to faculty members on sabbatical who intend to pursue research or creative work during their period of leave.

7.6.2. Eligibility:

7.6.2.1. Faculty members applying for sabbatical for the purpose of research or creative work (including the writing of textbooks or chapters of textbooks) in their discipline may apply for a grant.

7.6.2.2. Applicants who are applying for sabbatical for the first time whose projects are not funded from other sources shall be given priority

7.6.3. Scope of the grant and contract rate:

7.6.3.1. The grant shall be in the form of a research or creative work contract in the amount of P30,000 net of tax. The grant shall be released upon the signing of contract, provided that the application for sabbatical has been approved.

7.6.3.2. A total of 3 awards shall be available annually.

7.6.4. Requirements and procedure:

7.6.4.1. Applicants shall submit through channels a description of the proposed work and intended output. The scope of the project is expected to be commensurate to the grant amount.

7.6.4.2. The CUs shall prioritize all applications.

7.6.4.3. The System Committee on Research Grants and Creative Work shall evaluate the recommendations of CUs and rank the best three based on merit. The President shall have final approval.

7.6.4.4. The OVPAA deadline for all endorsed applications shall be April 30 of the sabbatical year (regardless of the period of sabbatical).

7.6.5. Obligations of the grantees:

7.6.5.1. A grantee shall submit the final output to the OVPAA upon report to duty after the sabbatical.

7.6.5.2. Grantees who fail to comply with the terms of the grant shall return the full amount received. Furthermore, they shall be disqualified from all University grants.

7.6.5.3. Should the result of the project be published or publicly presented, the University shall be acknowledged as the

source of the grant. University provisions on intellectual property rights shall likewise be implemented.

SECTION 8. TRAVEL AND FACULTY DEVELOPMENT GRANTS

A travel grant is a grant awarded to a deserving faculty member in the form of transportation expenses in connection with sabbatical leaves, foreign fellowships, presentation of scientific papers abroad, and other related activities.

8.1. University of the Philippines College of Medicine Faculty Development Grant¹⁵

8.1.1. Purpose:

The faculty development grant is given to the following:

- 8.1.1.1. Academic presentation in international / national conferences / conventions
- 8.1.1.2. Attendance in international/ local conferences but not presenting, where each department is allowed to send up to a maximum of three (3) faculty members per conference. In special situations, the Dean may approve sending more than three faculty per department.
- 8.1.1.3. Short courses or training programs locally or overseas, preferably included in a 5-year faculty development plan submitted by the department to the college
Travel grants for training will be prioritized to those fields in the developmental stages or fields with new technology where observership / training is crucial to the operation. Subsidy will be given as a one-time payment.

8.1.2. Eligibility:

- 8.1.2.1. Regular faculty (Part-time or Full-time)
- 8.1.2.2. Clinical faculty with at least 5 years of service to the College
- 8.1.2.3. DMT members or Faculty representing the college in an official capacity (Full subsidy)

8.1.3. Requirements/Rules:

- 8.1.3.1. Letter of request addressed to the UPCM Dean and endorsed by the Department Chair
- 8.1.3.2. Letter of invitation which indicates the acceptance of research paper, all entitlements, and affiliation with UPCM or UP Manila
- 8.1.3.3. Document which reflects the cost of registration
- 8.1.3.4. Quotations for airfare and hotel accommodation
- 8.1.3.5. Maximum travel grant given for speakers or presenters in conferences:
 - 8.1.3.5.1. Asia: \$ 700
 - 8.1.3.5.2. US/EU: \$ 1000
 - 8.1.3.5.3. Philippines (outside of Metro Manila): Php 10,000

8.1.3.6. Maximum travel grant given for attendance in conferences:

8.1.3.6.1. Asia: \$ 500

8.1.3.6.2. US/EU: \$ 800

8.1.3.6.3. Philippines (outside of Metro Manila): Php 8,000

8.1.3.7. Maximum travel grant given for training for short courses or training programs:

8.1.3.7.1. Asia: \$ 700

8.1.3.7.2. US/EU: \$ 1,000

8.1.3.7.3. Philippines (outside of Metro Manila): Php 10,000

8.2. Office of the Vice Chancellor for Academic Affairs (UP Manila) Faculty Development Grant^{16,17,18,19}

8.2.1. Purpose:

8.2.1.1. Academic presentation at international / national conferences / conventions

8.2.1.2. Attendance in conferences held abroad but not presenting, where each college is allowed to send up to a maximum of two (2) faculty members per conference

8.2.1.3. Attendance in national/international conferences held in the Philippines but not presenting, where each college is allowed to send up to a maximum of three (3) faculty members per conference

8.2.1.4. Short courses or training programs overseas, preferably included in a 5-year faculty development plan submitted to and accepted by the OVCAA, where each college is allowed to send up to a maximum of two (2) faculty members per course or program

The grant covers full or partial amount of round-trip airfare (economy fare with the most economical cost), conference registration fee, and hotel accommodation. The total amount of funding support will vary and depend on the location of the event.

Note: Faculty members can avail themselves of the grant only once a year for conferences, subject to the availability of funds. Priority will be given to first-time applicants if funds are not sufficient.

8.2.2. Eligibility:

8.2.2.1. Faculty or Research faculty members, full-time, part-time, with or without tenure, who have served UPM for at least two (2) years for attendance in international conferences and at least one (1) year for local and foreign conferences held in the Philippines; or

- 8.2.2.2. Clinical faculty members and lecturers who have been teaching for the last 5 years, carrying 6 units per semester and not appointed as regular faculty because of lack of items.
- 8.2.2.3. Attendance in conferences held in the Philippines but not presenting. Each college is allowed to send up to a maximum of three (3) faculty members per conference.
- 8.2.3. Requirements
 - The process flow is available at:
<https://drive.google.com/file/d/1Nhoem4peTFXU-F6DeDWf1AqL8KTWP679/view>):
 - 8.2.3.1. Duly accomplished application form endorsed by the Department Chair and Dean or by the Institute Director and NIH Executive Director, as applicable
 - 8.2.3.2. Letter of invitation which indicates all entitlements and affiliation with UP Manila
 - 8.2.3.3. Other source of funds for conferences is strongly encouraged and should be declared
 - 8.2.3.4. Document which reflects the cost of registration
 - 8.2.3.5. At least three (3) quotations for airfare and hotel accommodation
 - 8.2.3.6. If a previous recipient of the grant, the faculty or university researcher should:
 - 8.2.3.6.1. submit reports and receipts; and
 - 8.2.3.6.2. preferably show proof that the recipient has echoed what was learned to colleagues in the unit or department.

Note: It is recommended to submit your application at least one month before the planned activity. The sooner you can submit the application, the more time the staff will have to process the application and disbursement of the grant upon approval.
- 8.2.4. Responsibilities after Fund-Grant:
 - 8.2.4.1. Submission of a report, including receipts, copy of program, abstract as printed in the program and copy of poster or Powerpoint presentation with the name of presenter and title
 - 8.2.4.2. Liquidation of expenses (include a copy of the approved actual itinerary of travel, a copy of the certificate of attendance, official receipts, flight itinerary/e-tickets, boarding pass, boat or bus ticket, terminal fee)
 - 8.2.4.3. Publication of paper
 - 8.2.4.4. Echo to unit or department
- 8.3. UPM-Philippine General Hospital (These are for Clinical Associate Professors who are medical specialists in UP-PGH.)²⁰
 - 8.3.1. Projects under the Human Resource Development, Training and Education Programs:

- 8.3.1.1. Provide assistance to PGH departments, divisions, or units on their training activities; the assistance includes registration fees (for seminars, conferences, workshops, and for enhancing skills and competency), in service examination fees, program accreditation fees and purchase of resource materials for skills training and e-learning resources and platforms (books, journal subscriptions, learning materials for skills training, UpToDate, Emboss and the like), and other activities (such as strategic planning and workshops) of the personnel, both medical and non-medical, with the aim of improving capabilities.
- 8.3.1.2. Support selected personnel to attend online or on-site programs or courses (master's degree, doctorate, observerships, or formal fellowships, or others) local or abroad, that will help them learn new knowledge, technique, or technology in their line of work and be able to use that in the local setting.
- 8.3.2. All departments, divisions, and units will submit plans to the PGH Director together with the submission of the Project Procurement Management Plan (PPMP) for a 1-year training program for review. The submission should include the following:
 - 8.3.2.1. Title of the training program
 - 8.3.2.2. Provider of training
 - 8.3.2.3. Objectives and expected output
 - 8.3.2.4. Nature of training
 - 8.3.2.5. Content
 - 8.3.2.6. Mode of training delivery
 - 8.3.2.7. Number/list of participants
 - 8.3.2.8. Venue
 - 8.3.2.9. Cost

SECTION 9. GRANTS FOR CONFERENCES, SEMINARS, WORKSHOPS

Attendance of regular faculty members in conferences, seminars, or workshops, both local or abroad, may be subsidized from grants allotted for the purpose.

- 9.1. University of the Philippines College of Medicine Research Dissemination Grant¹⁵
 - 9.1.1. Purpose:

This grant is given to a qualified faculty member who is the presenting author for any of the following:

 - 9.1.1.1. Oral presentation of research or study outputs in international or national conferences
 - 9.1.1.2. Qualified poster presentation in international or national conferences
 - 9.1.2. Requirements:
 - 9.1.2.1. Letter of request addressed to the UPCM Dean and endorsed by the Department Chair

- 9.1.2.2. Letter of invitation which indicates the acceptance of research paper, all entitlements, and affiliation with UPCM or UP Manila
 - 9.1.2.3. Certificate of Registration of research or study from the Research Grants and Administration Office (RGAO)
 - 9.1.2.4. Ethics approval of research protocol from the UP Manila Research Ethics Board (UPM-REB) for research involving human participants (e.g., human data, material, biospecimen) and that are for future publication.
 - 9.1.2.5. Abstract which reflects affiliation with UPCM or UP Manila
 - 9.1.2.6. A document which reflects the cost of registration
 - 9.1.2.7. Quotations for airfare and hotel accommodation
 - 9.1.2.8. Maximum travel grant given for research dissemination:
 - 9.1.2.8.1. Asia: \$700
 - 9.1.2.8.2. US/EU: \$1000
 - 9.1.2.8.3. Philippines (outside of Metro Manila): Php 10,000
- 9.2. Office of the Vice Chancellor for Academic Affairs (OVCAA) Research Dissemination Grant^{17,19,21,22}
- 9.2.1. Purpose
 - 9.2.1.1. Oral presentation of research or study outputs in international or national conferences
 - 9.2.1.2. Qualified poster presentation in international or national conferences
The grant covers full or partial amount of round-trip airfare (economy fare with the most economical cost), conference registration fee, and hotel accommodation. The total amount of funding support will vary and depend on the location of the event.
 - 9.2.2. Eligibility:
 - 9.2.2.1. Faculty or research faculty (full-time or part-time, with or without tenure) and university researchers who have served UP Manila for at least two (2) years for attendance in international conferences and at least one (1) year for local and foreign conferences held in the Philippines; or
 - 9.2.2.2. Clinical faculty members and lecturers who have been teaching for the last five (5) years, carrying six (6) units per semester and not appointed as regular faculty because of lack of items
Note: Faculty members can avail themselves of grant only once a year for conferences, subject to availability of funds. Priority will be given to first-time applicants if funds are not sufficient.
 - 9.2.2.3. Affiliation with UP Manila reflected in the communication, invitation and abstract for presentation
 - 9.2.2.4. The faculty member is not teaching in other schools or universities without Memorandum of Agreement
 - 9.2.2.5. If a previous recipient of grant, the faculty or university researcher has submitted reports and receipts, has submitted for publication or has published paper and has

shown proof that he or she has echoed what was learned to colleagues in the unit or department.

9.2.3. Requirements

The process flow is available at:

<https://drive.google.com/file/d/1Nhoem4peTFXU-F6DeDWf1AqL8KTWP679/view>):

- 9.2.3.1. Duly accomplished application form (may be downloaded at:
https://rgao.upm.edu.ph/wp-content/uploads/2024/09/Application-Form-RDG.FDG_PA_PF_Rev09.2024.pdf) endorsed by the Department Chair and Dean or by the Institute Director and NIH Executive Director, as applicable
- 9.2.3.2. Letter of invitation which indicates the acceptance of paper, all entitlements, and affiliation with UP Manila
- 9.2.3.3. Certificate of Registration of research or study from the Research Grants and Administration Office (RGAO)/Approval of research/study from the Office of the Vice Chancellor for Research (OVCR)*
- 9.2.3.4. Ethics approval of the research protocol from the UP Manila Research Ethics Board (UPM-REB) for research works involving human participants (e.g., human data, material, biospecimen) and that are for future publication.*
- 9.2.3.5. Abstract which reflects affiliation with UP Manila*
- 9.2.3.6. Poster presentation shall include guidelines or program which comprises other activities apart from the poster presentation (i.e. presentation during poster visitation times, mini-presentation with discussion)*
- 9.2.3.7. Other sources of funds for conferences strongly encouraged and should be declared
- 9.2.3.8. A document which reflects the cost of registration
- 9.2.3.9. At least three (3) quotations for airfare and hotel accommodation
- 9.2.3.10. If a previous recipient of the grant, the faculty or university researcher should:
 - 9.2.3.10.1. submit reports and receipts;
 - 9.2.3.10.2. preferably submit an article for publication;* and
 - 9.2.3.10.3. preferably show proof that the recipient has echoed what was learned to colleagues in the unit/department.

Note: It is recommended to submit your application at least one month before the planned activity. The sooner you can submit the application, the more time the staff will have to process the application and disbursement of the grant upon approval.

* Note: Not on the OVCAA website, but on the RGAO website

9.3. Office of the Vice President for Academic Affairs OVPAA Research Dissemination Grant^{23,24}

9.3.1. Eligibility:

- 9.3.1.1. Faculty or Research faculty, fulltime, part-time, with or without tenure,
- 9.3.1.2. University researchers who have served UPM for at least two (2) years for attendance in international conferences and at least one (1) year for local and foreign conferences held in the Philippines;
- 9.3.1.3. Clinical faculty members and lecturers who have been teaching for the last 5 years, carrying 6 units per semester and not appointed as regular faculty because of lack of items

Grant covers full or partial amount of round-trip airfare (economy fare, most economical cost), conference registration fee, and hotel accommodation. The total amount of funding support will vary and depend on the location of the event.

9.3.2. Requirements:

- 9.3.2.1. Duly accomplished and endorsed application form OVPAA RDG Application Form 6.0 available at: https://ovpaa.up.edu.ph/wp-content/uploads/2023/06/Updated_OVPAA-RDG-Form-6.0-Application-Form_06272023.doc).
- 9.3.2.2. Official invitation or acceptance letter from the conference organizers which indicates the title of the invited lecture or accepted paper
- 9.3.2.3. Official information about the conference and organizers (i.e., track record; publication)
- 9.3.2.4. Abstract of the paper (For a senior faculty member/REPS, this must include the citation of the applicant's recently published research in an ISI-listed publication or its equivalent.)
- 9.3.2.5. Applications must be submitted to the OVPAA within the designated application period.
- 9.3.2.6. The applicant should ensure the completeness of the document. All applications received within the application period will be evaluated as submitted.

9.4. UP Medical Alumni Society Inc. Research Dissemination Grant²⁵

9.4.1. Eligibility

- 9.4.1.1. The Research Dissemination Grant (RDG) is intended as additional support for all UPCM ALUMNI faculty and researchers affiliated with UPCM and/or other institutions who will present their papers for oral or poster presentation in international conferences.
- 9.4.1.2. The RDG is an award to outstanding UPMAS lifetime members, who are either faculty members or researchers with invitations to present their research papers at

prestigious international conferences. The RDG encourages UPMAS members to conduct and publicize high-quality research that would make the University of the Philippines College of Medicine (UPCM) and its alumni more visible in the international research community. The RDG also provides opportunities to expose UPMAS members to cutting-edge research and to forge collaborations with leading researchers in the world.

- 9.4.1.3. The paper for oral or poster presentation should be related to a completed or on-going research with publishable results or should include results from the applicant's research recently published in an ISI-listed journal or equivalent.

9.4.2. Requirements:

- 9.4.2.1. Official invitation or acceptance letter from the conference organizers which indicates the title of the invited lecture or accepted paper
- 9.4.2.2. Official information about the conference and organizers
- 9.4.2.3. Abstract of the paper
- 9.4.2.4. Applications must be submitted to the UPMAS Office within the designated application period. This is the link to the application form: <https://rgao.upm.edu.ph/wp-content/uploads/2023/03/RD-G-Application-Form.pdf>
- 9.4.2.5. The applicant should ensure the completeness of the documents. All applications received within the application period will be evaluated as submitted.
- 9.4.2.6. For more information you may contact: 8-5253852 / 0993-8175152 / upmedalumsoc@gmail.com

9.5. Philippine General Hospital - Expanded Hospital Research Office (PGH-EHRO)¹¹

9.5.1. Eligibility

- 9.5.1.1. PGH trainees, nurses and paramedical personnel, or any PGH active employee
- 9.5.1.2. Trainees who have graduated may still apply within 3 years after graduation provided that the paper was done during his or her training and that he or she is the principal author.
- 9.5.1.3. Attending physicians or medical specialists are also qualified to avail for assistance in publication fees / charges within 3 years from completion of their research as long as the recognized first author is an attending consultant of UP-PGH.
- 9.5.1.4. Principal author is an affiliate of UP-PGH

9.5.2. Requirements:

- 9.5.2.1. This is paid as reimbursement, subject to budget clearance prior to payment. Research dissemination may

- be in the form of oral presentation or publication fees in Scopus-indexed journals.
- 9.5.2.2. The oral presentation grant covers the registration (see allowable rates below), accommodation (for 3-5 days, twin-sharing rates), food, transportation expenses, airfare (economy fare), including terminal fees.
- 9.5.2.3. One month prior to the event, submit a letter requesting budget clearance with the following attachments:
- 9.5.2.3.1. Invitation letter as oral presenter
 - 9.5.2.3.2. Program of the event
 - 9.5.2.3.3. Approved Research IOB of the department
 - 9.5.2.3.4. Proposed itinerary of travel with breakdown of the expenses
 - 9.5.2.3.5. For overseas oral presentation, there should be permit / authority to travel, including tax exemption; special detail only for the duration of the conference plus travel time
- 9.5.2.4. After the event, submit a letter requesting reimbursement of expenses with the following attachments:
- 9.5.2.4.1. Approved budget clearance letter
 - 9.5.2.4.2. Billing statement or proof of billing
 - 9.5.2.4.3. Proof of payment; official receipt of all expenses (online generated receipts should be validated and certified by the department)
 - 9.5.2.4.4. Bangko Sentral ng Pilipinas (BSP) notes (for currency exchange)
 - 9.5.2.4.5. Boarding pass / itinerary of travel
 - 9.5.2.4.6. Certificate of travel / appearance / attendance / participation

Table 33. Allowable Rates for Local and International Conferences

	Local (based on E.O. 77)	ASEAN Region	The rest of Asia	The rest of the world
For speakers or presenters				
Registration	Actual cost not to exceed Php 2,000.00	Actual cost not to exceed US\$ 500.00	Actual cost not to exceed US\$ 500.00	Actual cost not to exceed US\$ 500.00
Accommodation, food, transportation expense, etc.	Maximum of Php 800.00 per person per day	Actual cost not to exceed US\$ 300.00	Actual cost not to exceed US\$ 300.00	Actual cost not to exceed US\$ 300.00
Airfare including terminal fees	Actual cost not to exceed Php 8,000.00	Actual cost not to exceed US\$ 400.00	Actual cost not to exceed US\$ 1,000.00	Actual cost not to exceed US\$ 1,500.00

Maximum total	Php 15,600.00	US\$1,200	US\$1,800	US\$2,300
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SECTION 10. PUBLICATION AWARD

10.1. Office of the Vice Chancellor for Academic Affairs^{17,26}

10.1.1. Eligibility

Faculty/research faculty (full-time or part-time, with or without tenure) as principal or co-author of original research articles published in reputable, peer-reviewed, national or international journals during the last two (2) years from year of publication

10.1.2. Requirements

The process flow is available at

<https://drive.google.com/file/d/1Nhoem4peTFXU-F6DeDWf1AqL8KTWP679/view>):

10.1.2.1. Copy of the journal article reflecting affiliation with UP Manila and proof that the journal is international or national and peer-reviewed

10.1.2.2. For local or national journals, there should be submission of document on the peer review process and example of how the paper submitted was peer-reviewed

10.1.2.3. Certificate of Registration of research or study from the Research Grants and Administration Office (RGAO)/Approval of research/study from the OVCR

10.1.2.4. Ethics approval of research protocol from the UPM-REB for research involving human participants (e.g., human data, material, biospecimen) and that are for future publication

Note: There is no limit as to the number of articles per year, subject to the availability of funds.

10.2. Office of the Vice President for Academic Affairs^{27,28,29}

10.2.1. Eligibility

10.2.1.1. All faculty members (including part-time, full-time, lecturers, clinical faculty, emeritus professors, and those on sabbatical and secondment to other agencies), REPS, project personnel, and students who indicate UP as their affiliation in an international publication, and who are affiliated with UP at the time of application shall qualify for the award.

10.2.1.2. A UP unit (institute, department, center, etc.) indicated as the affiliate institution of the author/s shall receive the institutional share.

10.2.2. Scope

10.2.2.1. Journal Articles. Only articles published in journals that are indexed in the Web of Science (SCIE, SSCI, AHCI, CPCI) and/or listed in Scopus

10.2.2.2. Books and Book Chapters. Only books or chapters of books published by recognized international academic

book publishers, prestigious university presses, and other highly regarded international publishers shall receive an award. Books published by foundations, government agencies, NGOs, professional societies, international commissions, and non-academic bodies shall NOT qualify.

10.2.3. Requirements

Other than the required forms and documents in the checklist, authors must:

- 10.2.3.1. Submit only one (1) Application Form (Form 4.1) for all UP authors applying for the IPA;
- 10.2.3.2. Accomplish Notice of Award (Form 4.3) individually for each UP-affiliate unit claiming the unit share award
- 10.2.3.3. Submitting the application to his or her unit and OVCRD (or equivalent) for endorsement.
- 10.2.3.4. It will be the RGAO as UP Manila unit to submit the endorsement file of the IPA application form with the affixed signature of Vice Chancellor for Research

10.2.4. Application Process

10.2.4.1. RGAO registration

Kindly register the study protocol where the publication is derived through this link: <https://forms.gle/PqnjiEqRUUZ1vxGW9> (RGAO Registration Form).

- 10.2.4.2. Fill out the online form through this link: https://docs.google.com/forms/d/e/1FAIpQLSd5q7Kh7LJI1PA7BmgW7hqJ5bNVy_siDCFwZEX90igdnuhXOQ/viewform?usp=sf_link [International Publication Award (IPA) Application]. The pre-filled application forms will be sent to you for review and corrections.

- 10.2.4.3. The applicant will sign the pre-filled application forms and have them endorsed by the Department Chair or Institute Director (whichever is applicable).

- 10.2.4.4. The applicant will forward the signed application form to RGAO.

- 10.2.4.5. RGAO will forward the application form to OVCR for a second endorsement.

- 10.2.4.6. RGAO will submit the duly endorsed form to the OVPAA IPA portal and notify the applicant of the submission.

- 10.2.4.7. RGAO will notify the author once the monetary award is deposited into his or her account.

SECTION 11. PUBLICATION FEE

11.1. University of the Philippines College of Medicine Publication Fee Assistance¹⁵

11.1.1. Eligibility

- 11.1.1.1. Publication fee assistance is given to faculty/research faculty whose original research articles have been

accepted for publication in Scopus-indexed or Thomson Reuters (formerly ISI) journals or requiring payment of publication fee.

- 11.1.1.2. Only one (1) Publication Fee assistance will be given to a publication or journal article with multiple authors.

11.1.2. Requirements:

- 11.1.2.1. Letter of request addressed to the UPCM Dean
- 11.1.2.2. Letter of acceptance from the journal, which indicates that payment of publication fee is necessary to publish the accepted paper and the amount of publication fee. The maximum publication fee given is US\$ 500. In cases where the publication grant exceeds this amount, an approval from the Dean should be sought.
- 11.1.2.3. Copy of proposed article which indicates affiliation with UP Manila
- 11.1.2.4. Proof that the journal is a SCOPUS-indexed or Thomson Reuters (formerly ISI) journal
- 11.1.2.5. Certificate of Registration of research or study from the Research Grants and Administration Office (RGAO)
- 11.1.2.6. Ethics approval of research protocol from the UP Manila Research Ethics Board (UPM- REB) for research involving human participants (e.g., human data, material, biospecimen and that are for future publication

11.2. Office of the Vice Chancellor for Academic Affairs^{17,19,30,31}

11.2.1. Eligibility

- 11.2.1.1. Faculty/research faculty whose original research articles have been accepted for publication in Thomson Reuters (formerly ISI) or Scopus-indexed journals requiring payment of publication fee.
- 11.2.1.2. Only one (1) Publication Fee will be given to a publication or journal article with multiple authors

11.2.2. Requirements

The process flow is available at

<https://drive.google.com/file/d/1Nhoem4peTFXU-F6DeDWf1AqL8KTWP679/view>):

- 11.2.2.1. Letter of acceptance which indicates that payment of publication fee is necessary to publish the accepted paper and the amount of publication fee. The maximum publication fee given is US\$ 500.
- 11.2.2.2. Copy of proposed article which indicates affiliation with UP Manila
- 11.2.2.3. Proof that the journal is a Thomson Reuters (formerly ISI) or SCOPUS-indexed journal
- 11.2.2.4. Certificate of Registration of research or study from the Research Grants and Administration Office (RGAO)/Approval of research/study from the OVCR
- 11.2.2.5. Ethics approval of research protocol from the UPM-REB for research involving human participants (e.g., human

data, material, biospecimen) and that are for future publication

11.3. Philippine General Hospital - Expanded Hospital Research Office (PGH-EHRO)¹¹

11.3.1. Eligibility

- 11.3.1.1. PGH trainees, nurses and paramedical personnel, or any PGH active employee
- 11.3.1.2. Trainees who have graduated may still apply within 3 years after graduation provided that the paper was done during his or her training and that he or she is the principal author
- 11.3.1.3. Attending physicians or medical specialists are also qualified to avail for assistance in publication fees or charges within 3 years from completion of their research as long as the recognized first author is an attending consultant of UP-PGH
- 11.3.1.4. Principal author is an affiliate of UP-PGH

11.3.2. Requirements:

This is paid as reimbursement, subject to budget clearance prior to payment. Research dissemination may be in the form of oral presentation or publication fees in Scopus-indexed journals.

The department must endorse the request for payment. Publication fees will be based on the requested amount; subsidy may be full or partial depending on the availability of funds allotted (centralized c/o EHRO).

- 11.3.2.1. Submission of letter requesting budget clearance attached with billing statement and notice of acceptance (There may be a time requirement in the settlement of payment. Early request and regular follow-up are vital).
- 11.3.2.2. Sample article for publication
- 11.3.2.3. Bangko Sentral ng Pilipinas (BSP) Notes (for currency exchange, for those with foreign currency)
- 11.3.2.4. Request payment through reimbursement with the following attachments:
 - 11.3.2.4.1. Approved budget clearance letter
 - 11.3.2.4.2. Official receipt (online generated receipts for web-based payments)
 - 11.3.2.4.3. Printed copy of the published article, journal subscription)

SECTION 12. INVENTION DISCLOSURE INCENTIVE³²

Invention disclosed to the Technology Transfer and Business Development Office (TTBDO) will make your technology better prepared for application and commercial use. This will support the University in protecting intellectual property rights. One will also be eligible for the Invention Disclosure Incentive (IDI), a monetary award given

to a researcher, faculty member, student, staff member, or visiting professor who reports the existence of a research or invention and assigns the patent and other related rights to the University in accordance with the UP Intellectual Property Rights Policy. The IDI was approved by the UP Board of Regents during its 1305th meeting on 29 January 2015. This grant is only applicable to patents filed in the Philippines.

The IDI Guideline is available at

<https://ovpaa.up.edu.ph/wp-content/uploads/2023/03/Memo-and-Guidelines-on-Invention-Disclosure-Incentive.pdf>. The application form is at

https://ovpaa.up.edu.ph/wp-content/uploads/2023/03/REV_Invention-Disclosure-Application-Form.docx.

SECTION 13. EXCLUSION FOR THE FUND-GRANTS (of the OVCAA)¹⁷

- 13.1. Faculty or University Researchers who are teaching in other schools without MOA with UP
- 13.2. Full-time faculty members without approved application for limited practice of profession
- 13.3. Faculty members who have not served UP Manila for at least two (2) years for attendance in international conferences and at least one (1) year for attendance in conferences held in the Philippines
- 13.4. Faculty or University Researchers with letter of invitation that does not reflect affiliation with UP Manila
- 13.5. Faculty or University Researchers who were given publication fee shall not qualify for publication awards for the same paper.

SECTION 14. SOURCES OF FUNDS AND GRANTS

- 14.1. Grants from UP College of Medicine¹⁵
 - 14.1.1. Incremental Tuition Fee (ITF) Trust Fund - Allocation of the ITF fund was approved during the 1284th BOT meeting last 04 Dec 2012. Funds may be utilized under "Faculty Enhancement for research publication, local and international travel expenses in support of presentation of research papers, attendance in advanced courses and special projects."
 - 14.1.2. CMB Fund for CM Faculty Development – Funds for the CMB faculty development were donated by the China Medical Board of NY to UPCM and deposited in the Chase Manhattan Bank. Upon the termination of the project, the funds were transferred to the UP Manila Development Foundation.
 - 14.1.3. UP Medical Foundation Inc (UPMFI) – The UPMFI Basic Science Faculty Development Grant is allotted for faculty from the basic sciences departments namely, Anatomy, Biochemistry, Clinical Epidemiology, Pathology, Pharmacology, Physiology, and Social

Medicine to support faculty attendance in conventions or scientific meetings. The amount should not exceed Php10,000 per participant. Every year the amount of Php10,000 shall be set aside for each department. If the department does not avail of the funds for the fiscal year, it may opt for the accrual of the funds, not to exceed 3 years, but appropriate justification must be submitted.

- 14.2. The rest of the funds for grants and fellowships shall be obtained from University funds, donations and endowment of private individuals, business corporations, alumni and foreign governments.

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CHAPTER XVI

PROFESSORIAL CHAIRS AND UP SCIENTIFIC PRODUCTIVITY SYSTEM

SECTION 1. PROFESSORIAL CHAIR AND FACULTY GRANT AWARDS IN VARIOUS FIELDS^{1,2,3,4,5}

1.1. Definition

- 1.1.1. A Professorial Chair is an award given to a faculty member in recognition of achievements in the academe. The sole basis of the award is merit, as prescribed by the guidelines. The award aims to encourage the faculty to advance knowledge and learning in the various fields and disciplines. It shall be supported by special endowments.
- 1.1.2. Aside from Professorial Chair Awards, Faculty Grants are also given as recognition for outstanding achievements, usually to faculty members of lower rank. The Chancellor shall approve the Faculty Grant, subject to the selection process, provided that a faculty member who is granted a Professorial Chair Award may not be selected at the same time for a Faculty Grant. Any regular faculty member with outstanding academic, teaching, and research credentials may be considered for the award.
- 1.1.3. The criteria for the award of the Faculty Grants were revised to include the clinical faculty of the College of Medicine. The clinical faculty members serve without any compensation and have the same qualifications as regular members of the faculty, performing the same functions of instruction, research, and extension. Opening Faculty Grants to the clinical faculty will serve as an incentive and will encourage them to remain in UP.⁵

1.2. Criteria and Eligibility

- 1.2.1. Professorial chair award recipients shall be selected from among the regular members of the faculty, including those on sabbatical, with the rank of Assistant Professor or higher. In addition, the recipient should have shown outstanding achievement in the following:
 - a. Teaching
 - b. Intellectual productivity
 - c. Service to the university and the larger community
- 1.2.2. No limit shall be placed in the number of times a faculty member may receive the award, the sole basis of the award being merit, provided only one award is given at a time to a faculty member.

1.3. Procedure of Selection

- 1.3.1. The Dean shall announce to the faculty three (3) months before January 1 or July 1 the number of Professorial Chair Awards or Faculty Grants to be awarded.
- 1.3.2. Nominations for the award may be made by any member of the faculty (including the Chair and the Dean). All nominations shall be

evaluated by the Departmental Academic Personnel Committee (or its equivalent in colleges which have no departments) and the Chair and their recommendations submitted to the College Academic Personnel Committee (CAPC).

1.3.3. CAPC and the Dean shall submit to the Chancellor the recommendations for the grant of the award.

1.3.4. For system-wide chairs, the nomination may be initiated by the Department, through the Chairperson; by the College, through the Dean; or by the Academic Personnel and Fellowship Committee (APFC) or the CU Committee on Professorial Chairs, through the VCAA and the Chancellor. The President's Committee on Professorial Chairs and Faculty Grants, whose members are appointed by the President, shall evaluate the nominations and recommend the candidates to the President.

1.4. Duties and Responsibilities of a Professorial Chair Holder

1.4.1. There are Professorial Chair Awards or Faculty Grants awarded to faculty members, which do not require any output on the part of the recipients. These include, particularly, Professorial Chair Awards given as a reward for exemplary performance in the fields of teaching, research, and/or public service, or because they hold a specific administrative position like the Chair of a particular Department.

1.4.2. However, there are Professorial Chair Awards that require the submission of a proposed plan or output to be determined by the recipients, and which should be completed or accomplished within the period of the Professorial Chair Award.

1.4.2.1. If the proposed plan is a public lecture, the occasion where the public lecture is delivered should be distinct and not part of the awardee's regular teaching function in the University or PGH. The public lecture should preferably be delivered on an occasion or event outside the regular academic or clinical activities of the college and/or PGH like a convention, conference, or assembly organized by a specialty society or organization.

1.4.2.2. The proposed plan, e.g., a public lecture, published article, instructional material, etc., must not be completed prior to the endorsement of the PC/FG by the APFC.

1.4.2.3. A proof of citation or acknowledgment that the output/lecture/ published article is in fulfillment of the requirement of the PC/FG must be submitted 2 months before the end of a professorial chair appointment, for those who are candidates for reappointment.

1.5. Term

1.5.1. An appointment to a professorial chair shall be for a term of one year without prejudice to reappointment.

1.5.2. The term of the appointment shall commence on the first of January or July of each year.

- 1.5.3. An appointment to a professorial chair shall be automatically terminated under the following circumstances:
 - 1.5.3.1. Resignation, retirement, or termination of the professorial chair holder from the College during the term of the appointment
 - 1.5.3.2. Any form of leave, fellowship, special detail or secondment. The appointment shall be terminated from the first day of the leave.
 - 1.5.3.3. Failure of the professorial chair holder to comply with the duties and responsibilities of the position
- 1.6. Award
 - 1.6.1. Awardees shall receive a Certificate of Award which carries with it a cash award, the amount of which is approved by the Board of Regents.³
 - 1.6.2. The cash award shall be awarded over and above the regular salary of the holder from the University.
 - 1.6.3. Changes in the cash award shall be subject to the approval of the Board of Regents.
- 1.7. Sources of Funds
 - 1.7.1. Professorial chairs shall be supported by donations, endowment, and other sources.
 - 1.7.2. Donations and endowments for professorial chairs shall be subject to acceptance by the Board of Regents.
 - 1.7.3. No donation or endowment for a professorial chair imposing any condition inimical to the objectives of the University or College shall be accepted.
- 1.8. Acknowledgment of Professorial Chair Donors⁴
 - 1.8.1. Professorial Chair holders are encouraged to send letters of acknowledgement to their respective donors, possibly with some feedback as to how the professorial chair has contributed to their professional growth, and that of specific fields of study.
 - 1.8.2. Professorial chair awardees are likewise enjoined to be in constant touch with Professorial Chair Award donors. Inviting them or their representatives to attend Professorial Chair lectures is the University's way of making donors aware of how their support to the academe is highly valued.
- 1.9. Nomenclature
 - 1.9.1. A professorial chair shall carry a title according to the following:
 - 1.9.1.1. Field of specialty for which it is established
 - 1.9.1.2. Name of the donor or recommended by the donor provided the donation meets the minimum amount as required by the Board of Regents
 - 1.9.1.3. In honor of an outstanding or retired member of the College faculty, depending on the request of the donor or heirs in honoring the retired faculty member (i.e., parents). It should be written in the deed of donation and acceptance (DODA)

or memorandum of agreement (MOA). This shall be initiated by the College Academic Personnel Committee.

- 1.9.1.4. Important events in the history of the University or College
- 1.9.2. All titles to professorial chair shall require the approval of the Board of Regents.

SECTION 2. GENERAL EDUCATION (GE) CHAIR AWARDS⁶

2.1. Definition

The GE Chair Awards are system-wide Professorial Chair awards granted to faculty members to recognize achievement in promoting the objectives of the General Education Program, contributing to the philosophy or practice of general education, and encouraging the faculty to apply pedagogical innovations toward the goals of the program.

2.2. Criteria and Eligibility

- 2.2.1. Recipients of a Professorial Chair Award in General Education shall be selected from among the regular members of the faculty, including those on sabbatical, with the rank of Assistant Professor or higher. In addition, the candidate should have taught a GE course for at least one (1) semester in the year prior to the award.
- 2.2.2. A faculty member selected for the GE Chair award must be an excellent teacher, able to match the broad grasp of the subject with his or her particular expertise. Attention shall be given to the candidate's ability to instill in students a desire for learning.
- 2.2.3. No limit shall be placed on the number of times a faculty may receive the award, the sole basis of the award being merit, provided that only one (1) award is given at a time to a faculty member.

2.3. Procedure of Selection

- 2.3.1. The VPAA shall announce the number of awards at least four (4) months prior to the grant of the awards.
- 2.3.2. In addition to the usual procedure for selecting Professorial Chair awardees, nominations for the GE Chair Award may emanate from the GE Committee or a similar body created by the Chancellor at the Constituent University level, for the purpose of overseeing and revitalizing the GE Program.
- 2.3.3. At the System level, the GE Council shall evaluate the nominations of the Constituent Universities and recommend the awardees to the President.
- 2.3.4. All other rules and procedures pertaining to the selection of Professorial Chair awardees that are not inconsistent with the above shall apply to the GE Chair Awards.
- 2.3.5. All recommendations for the award shall be submitted to the President.

SECTION 3. ONE UP PROFESSORIAL CHAIR AND FACULTY GRANT AWARDS^{7,8,9,10,11}

3.1. Definition

The One U.P. Professorial Chair (PC) and Faculty Grant (FG) awards are intended to give recognition and incentive to faculty members who have demonstrated outstanding performance over the past 3 years in 2 out of 3 work areas: teaching, research or creative work, and public service. This was approved by the UP Board of Regents in its 1309th meeting held 22 July 2015.¹⁰

3.2. The revised guidelines have also been approved by the Board at its 1340th meeting last 3 December 2018 to allow more faculty to apply.¹¹

3.3. Source of Funds

The One UP Professorial Chair (PC) Awards and One U.P. Faculty Grant (FG) Awards are funded through the General Appropriations Act. Subject to availability of funds, a call will be made regularly.

3.4. Categories

There are five (5) award categories:

- 3.4.1. Outstanding Teaching and Research, or
- 3.4.2. Outstanding Teaching and Creative Work, or
- 3.4.3. Outstanding Teaching and Public Service, or
- 3.4.4. Outstanding Research and Public Service, or
- 3.4.5. Outstanding Creative Work and Public Service

3.5. Eligibility for Application

- 3.5.1. Full-time, tenured, or non-tenured faculty members are eligible for the One U.P. PC and FG Awards for outstanding performance in a field or discipline. Part-time faculty members with plantilla items such as those from the College of Medicine are also eligible.
- 3.5.2. Faculty members on secondment, sabbatical, full-time or part-time study leave, and other leaves during a portion of the evaluated period are eligible to apply for the award subject to the eligibility criteria set for the One UP Award (approved during the 1340th BOR meeting on 3 December 2018).
- 3.5.3. The faculty must not have had any conviction for criminal or administrative offenses.
- 3.5.4. Faculty awardees of the Scientific Productivity System (SPS), Arts Productivity System (APS), annual UP-funded CU-implemented Centennial Professorial Chairs and Faculty Grants (such as in UP Diliman, UP Los Banos, UP Manila) for outstanding publications, International Publication Awards, and awardees of national and international prizes or competitions, are eligible to apply for the One

U.P. PC and FG Awards as long as they meet the criteria of the One U.P. Award.

- 3.5.5. Faculty members who currently hold professorial chairs funded by non-UP donors (e.g., UP Foundation Inc., etc.) for less than P10,000/month are eligible for the One U.P. PC and FG Awards as long as they meet the criteria of the One U.P. Award. They will continue to hold and receive funds from the privately funded professorial chair until its term expires, after which they will be transferred to and receive funds from the One U.P. PC and FG Award for the remainder of the award period.

The One UP award payments, however, will only start when the overlapping non-UP grant expires. One UP award payments during the period of overlap are forfeited. You may submit a request to waive this rule for meritorious reasons, addressed to the President, once the One UP awardees have been announced.

- 3.5.6. Faculty members who currently hold professorial chairs funded by private donors for P10,000/month or greater are not eligible for the One U.P. PC and FG Awards. Through the OVPAAM Memorandum 2022-94, this eligibility requirement has been waived, with the President's approval, making faculty members receiving more than P10,000 from professorial chairs funded by private donors eligible to apply. They will continue to hold and receive funds from the privately funded professorial chair until its term expires, after which they will be transferred to and receive funds from the One UP PC and FG Award for the remainder of the award period.

- 3.5.7. Only faculty members employed by UP 3 years prior to the award are eligible to apply.

3.6. Procedure of Selection

- 3.6.1. Applications are submitted through the UP Academic Data Collection Portal (<https://adcp.up.edu.ph>)⁹; applicants must have been employed as UP faculty during the evaluation period.

- 3.6.2. The faculty applicant must log in with his or her official UP Email Account (ending in @up.edu.ph). The faculty will be asked to upload scanned proof of accomplishments.

- 3.6.3. The Faculty Application Module may be edited before, and until the deadline of, submission. Additional items that the faculty applicant wants to submit past the deadline must be forwarded to the Unit Awards Committee (formed by each Department/Institute/Center or by College for smaller units). The UAC will need to approve these additions.

- 3.6.4. Each academic unit (Department, Institute, Center) led by its head or Chair will create a Unit Awards Committee (UAC), whose members will be selected among themselves the Committee Chair. The UAC Chair may or may not be the Unit Head (Department/Institute/Center Chair). The UAC will be responsible for auditing and verifying the data or information and corresponding points or scores provided by the faculty. The minimum scores required is posted at the UP Academic Data Collection Portal.

- 3.6.5. The UAC's evaluation will then be forwarded to the Unit Head for review, then to the Dean, the Chancellor, and to the System Award Committee. It will then be endorsed to the UP President.
- 3.6.6. A faculty who attains the minimum point requirements will qualify for the One U.P. PC and FG Awards.

3.7. Entitlements

- 3.7.1. Professorial Chair Awards of P10,000/month for 3 years are given to the highest performing full and associate professors.
- 3.7.2. Faculty Grant Awards of P8,000/month for 3 years are given to the second tier of performing full, associate, and assistant professors. Instructors who have demonstrated exceptional performance may also receive a Faculty Grant Award.
- 3.7.3. Amounts stated are subject to disbursement rules stated. Funds will be released every 1st quarter of the year.

3.8. Award Disbursements

- 3.8.1. The award will be terminated if the awardee receives any convictions for criminal or administrative offenses.
- 3.8.2. Faculty awardees of One UP Awards may continue to receive entitlements in full if they get awarded SPS, APS, or annual UP-funded Centennial Professorial Chairs for outstanding publications, International Publication Awards, and awards of national and international prizes or competitions during the One UP Award's disbursement period.
- 3.8.3. The Unit Head (Department/Institute/Center Chair) will be responsible in confirming that the faculty awardee complies with all these rules yearly through the submission of the Statement of No Conflict (SNC) to the Accounting and Budget Offices.
- 3.8.4. Retiring and deceased faculty will cease to receive the One U.P. PC and FG Awards upon their retirement or end of service and will receive the prorated amount of the award in their last year of service.
- 3.8.5. Retiring faculty who have been extended will continue to receive the One U.P. PC and FG Awards.

SECTION 4. UP SCIENTIFIC PRODUCTIVITY SYSTEM^{11,12,13,14}

- 4.1. The UP Scientific Productivity System (SPS) was approved by the Board of Regents in its 1199th meeting in August 2005¹¹. The SPS aims to: (1) support the development of science and technology and (2) encourage and reward scientific productivity. Deserving scientists shall be conferred the title "UP Scientist," depending on scientific productivity, with a monetary award (current rating was approved in the 1239th BOR Meeting¹²):

Rank	Annual Monetary Award
UP Scientist I	Php 150,000
UP Scientist II	Php 200,000
UP Scientist III	Php 250,000

- 4.2. In the 1390th BOR Meeting,¹³ the revision in the point system for scientific recognition of the UP Scientific Productivity System (SPS) Award was approved.

4.2.1. Nature of the Appointment

- 4.2.1.1. Productive UP scientists shall be conferred the title “UP Scientist” depending on scientific productivity: UP Scientist I, UP Scientist II, UP Scientist III
- 4.2.1.2. Conferment of the UP Scientist title shall be temporary. It shall be in the nature of additional recognition, to be given by UP in the form of a title with a monetary award.
- 4.2.1.3. After three years, the Scientist shall be evaluated for the purpose of conferment of the Award for another 3-year period and if merited, for promotion in rank.
- 4.2.1.4. Faculty, Faculty Researchers, and REPS shall retain their ranks as UP faculty, faculty researchers, and REPS when they join the System and may be promoted as faculty, faculty researchers, or REPS accordingly.
- 4.2.1.5. Faculty, Faculty Researchers, or REPS rank shall remain the basic rank, on which retirement and other benefits will be based.

4.2.2. Eligibility Requirements for Admission/Renewal¹⁵

- 4.2.2.1. Regular, full-time faculty, research faculty, and researchers (REPS) in active service who belong to the scientific disciplines covered by the SCS* (Annex 1) and meet the qualifications in Table 1 may be considered for the title of UP Scientist. “Active service” in this case means actual direct service to the University, which shall also include special detail.
- 4.2.2.2. Applicants for admission and renewal must have, at the minimum, a doctoral degree in the field for which he or she is being conferred the Scientist rank or MD with MS/MA degrees.
- 4.2.2.3. UP Faculty, research faculty, and researchers (REPS) who are seconded to other agencies or institutions at the time of application shall not be eligible to apply for admission or renewal to the Scientific Productivity System.
- 4.2.2.4. Career Scientists appointed under the DOST Scientific Career System shall not be eligible to apply for admission or renewal to the Scientific Productivity System. Likewise, appointed UP Scientists are not allowed to apply for admission to the DOST Scientific Career System (SCS).

4.2.3. Admission into the System

- 4.2.3.1. UP personnel shall be admitted into the system to the extent that they meet the minimum requirements (Table 32) and subject to the availability of funds.

Table 34. Minimum Qualifications for Admission into the System

Criteria	UP Scientist I	UP Scientist II	UP Scientist III
Eligibility	Doctoral Degree in specific field of specialization or MD with MS/MA		
	At least one (1) peer-reviewed paper published in international journal within the reckoning period		
Minimum no. of years of consistent productive scholarship as a UP faculty prior to appointment to the SPS	5 years	7 years	10 years
Source of Points (Minimum)	Part II (45 pts) and Part III	Part II (min 50 pts, max 60 pts) plus Part III	Part II (min 55 pts, max 65 pts) plus Part III
Number of Points Required	65 pts	85 pts	

4.2.3.2. Applicants for admission must have at least one (1) paper published in a peer-reviewed international journal within the reckoning period.¹⁶

The following shall be the criteria for evaluation:

4.2.3.2.1. Scientific Productivity as measured by scientific publications, significant technological output, and discoveries,

4.2.3.2.2. Scientific Standing, and

4.2.3.2.3. Professional Standing.

4.2.3.3. A merit rating system for the evaluation of nominees shall be followed.

4.2.4 Renewal (Retention/Promotion) in the System

Scientists shall be evaluated every three years using the merit rating system in Table 33.

Table 35. Qualifications for Renewal (Retention/Promotion)

UP Scientist Rank	Total Points Required (period of evaluation: 3 years after the last appointment)	Source of Points
I	45	II (min 35) and III
II	55	II (min 35-max 40) and III
III	65	II (min 35-max 45) and III

To be conferred the UP Scientist title for another 3-year period at the same rank or promoted to a higher rank, the Scientist

must meet the requirements stated in Table 33, based on accomplishments in the three years since the last conferment. Renewing Scientists must have at least one (1) paper published in a peer-reviewed international journal within the reckoning period¹⁶.

4.2.5 Readmission to the System

Scientists who have not been conferred the UP Scientist rank upon evaluation after the three-year period may apply after two or more years and must meet the requirements for initial conferment (Table 32). The evaluation for re-admission into the System shall be based on accomplishments within a 5-year period.

4.2.6 Evaluation Procedure

4.2.6.1. Recommendations for appointment shall begin at the unit level (department and/or college). A Committee on Scientific Productivity may be formed consisting of at least three members, with doctorate degrees in fields covered by the SPS (and MDs with MS/MA) who have good track records of research and publications, preferably with representation from the various disciplines or departments within the college. The Dean shall forward the recommendations of the College to the Vice-Chancellor.

4.2.6.2. The OVCRD/RE (or equivalent) shall review the Colleges' recommendations to ensure compliance with eligibility requirements and the completeness of the supporting documents. The Vice-Chancellor shall forward the recommendations to the Chancellor.

4.2.6.3. The Chancellor shall endorse the recommendations of the Constituent Universities to the Office of the Vice President for Academic Affairs for evaluation.

4.2.6.4. A System Committee on Scientific Productivity System constituted by the President, under the supervision of the Office of the Vice President for Academic Affairs, shall have the following functions:

4.2.6.4.1. Evaluate SPS applications submitted by the Constituent Universities and submit a list of recommended UP Scientists to the UP President for approval of the Board of Regents;

4.2.6.4.2. Evaluate and address appeals and requests for re-evaluation or clarifications related to the outcome of the applications for SPS. (Section 7 on Appeals and Requests for Re-evaluation)

4.2.6.4.3. Oversee the implementation and consistently review the requirements and evaluation procedures and propose revisions in the BOR-approved guidelines of the Scientific Productivity System whenever necessary.

4.2.6.5. Final approval of conferment of the rank of UP Scientist and the Scientific Productivity Award shall come from the Board of Regents upon the recommendation of the President.

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CHAPTER XVII

FACULTY CONDUCT AND DISCIPLINE

The University of the Philippines is a public and secular institution of higher learning and a community of scholars dedicated to the search for the truth and knowledge as well as development of future leaders. Underlying the University's mandate, regulations, and policies is the idea that moral integrity and ethical behavior should emanate from all members of the University community. Faculty members of the University are not only expected to be outstanding scholars in their respective fields, they ought to also embody the values that the University upholds which, apart from academic freedom and rigorous scholarship, also include honesty, integrity, and openness to change.¹

SECTION 1. FACULTY CODE OF ETHICS

The Faculty Code of Ethics provides guidance for the daily practice and actions as University faculty members. Upholding the virtues of intellectual integrity and ethical behavior nurtures collaboration and collegiality within the community of scholars and inspires trust and confidence from the Filipino people.²

Table 36. The Faculty Code of Ethics

Kodigo ng Etikang Pangkaguruan	Code of Ethics for Faculty Members
Kami, mga kasaping kaguruan ng Unibersidad ng Pilipinas – taglay ang pagtitiwala sa tao at pagtuklas ng kaalaman, at buo ang loob sa pakikiisa sa mapagpalayang propesyon ng edukasyon – ay sumusumpa na:	With faith in humankind and the quest for knowledge and with commitment to the best in our profession as educators in order to liberate the human spirit, we, the members of the faculty of the University of the Philippines hereby, pledge to:
I. Una at higit sa lahat, isusulong ang dangal ng Unibersidad ng Pilipinas;	I. Uphold the honor of the University of the Philippines, first and foremost;
II. Isasakatuparan ang kagalingan sa pagtuturo, pananaliksik, at serbisyong panlabas at ipag-papatuloy ang gawaing mag-susulong sa aming kaalaman at kahusayan na kaalinsabay ng pamantayang pandaigdig;	II. Pursue excellence in instruction, research and extension, and work continuously towards advancing our knowledge and skills to a level comparable with the best in the world;
III. Itataguyod ang tunay na diwa ng nasyonalismo at marubdob na	III. Promote a strong sense of nationalism and enduring

pagkapit sa panlipunang katarungan, kasariang pagkaka-pantay, kapakanang pang-komunidad, at pangangalagang pangkapaligiran;	concern for social justice, gender equality, cultural values, community welfare, and protection of the environment;
IV. Ipagpapatuloy ang katatagan ng kalayaang akademiko sa pag-papatupad ng aming mga gawain at responsibilidad bilang mga guro at iskolar nang may karangalan, katapatan, pagka-malikhain, kawastuhang-asal, pagkakapantay, at taos-pusong paglilingkod;	IV. Keep academic freedom inviolate in the performance of our roles and responsibilities as teachers and scholars with integrity, honesty, creativity, propriety, fairness, and devotion;
V. Ipupunla sa kaisipan ng mga mag-aaral ang matinding pag-mamahal sa kaalaman kaugnay ng pagsulong ng kagalingan, katapatang pangkaisipan, at paggalang sa pagkamakatao;	V. Instill in our students the passion for learning, the discipline attendant to the pursuit of excellence, intellectual honesty, and respect for the humane;
VI. Isasabuhay ang pagtutulungan, kasiyahan, at propesjonalismo sa pakikipag-ugnayan sa mga kasamahan;	VI. Relate with our colleagues in the spirit of cooperation, camaraderie, and professionalism;
VII. Ipagpapatuloy ang katapatan at pagkakapantay sa pakiki-bahagi sa kasamahan, mag-aaral, at iba't-ibang tao o ahensya sa labas ng Unibersidad;	VII. Maintain honesty and fairness in our dealings with colleagues, students, and entities outside of the University;
VIII. Iwawaksi ang mga gawain at interes na salungat sa aming tungkulin bilang mga guro, at taliwas sa interes ng Unibersidad;	VIII. Reject activities and interests that interfere with our responsibilities as faculty members and conflict with the interests of the University;
IX. Isusulong ang epektibong pamamalakad at pagpapaunlad sa mga institusyon ng	IX. Participate actively in the effective governance and institutional development of the University; and

Unibersidad sa pamamagitan ng aktibong pakikilahok, at	
X. Tatalima sa mga batas ng bansa at mga probisyon ng Charter ng Unibersidad at Kodigo ng Unibersidad, at alituntuning isinabatas ng mga pinagkatiwalaang awtoridad ng University System.	X. Abide by the laws of the land and provisions of the Charter of the University and the University Code, as well as the lawful rules and regulations of the duly constituted authorities of the University System.

SECTION 2. RESTRICTIONS

Rules governing the conduct of the faculty and other members of the academic staff include statements and guides on what they shall and shall not do. In the case of the latter category, they are classified as “restrictions” in the Revised University Code of the University of the Philippines.³

2.1. Absence without Leave

- 2.1.1. An official or employee who is continuously absent without approved leave for at least thirty (30) working days shall be considered on absence without official leave (AWOL) and shall be separated from service or dropped from the rolls without prior notice. However, when it is clear under the obtaining circumstances that the official or employee concerned, has established a scheme to circumvent the rule by incurring substantial absences though less than thirty working days (30) days three times in a semester, such that a pattern is already apparent, dropping from the rolls without notice may likewise be justified.⁴
- 2.1.2. If the number of unauthorized absences incurred is less than thirty (30) working days, a written Return-to-Work Order shall be served to the last known address on record. Failure on the part of the employee to report for work within the period stated in the Order shall be a valid ground to drop the employee from the rolls.⁴
- 2.1.3. Deans, directors, and heads of units shall report to the HRDO the names of employees who have been on AWOL for at least fifteen (15) days. The report must also contain the details on the accountability of the employee concerned and make further recommendations on the status of employment (for reprimand, cutting of salary, filing of charges, etc.).⁵

2.2. Unauthorized Absences in Classes

- 2.2.1. Faculty members are expected to meet their classes as scheduled during the semester or term. Vacation leaves may be taken only during the regular vacation periods of the University.⁶
- 2.2.2. A faculty member may, however, be allowed to go on special detail to

attend conferences, seminars and the like, or serve as consultant or resource person, during a semester if the total amount of class missed is not more than twenty percent (20%) of the time for each course being handled during that semester. The Department Chair and unit head or Dean should see to it that the arrangements for substitute teacher/s or make-up classes are complied with in order to ensure that the students are not short-changed.⁷ As much as possible, local and international travels should not be scheduled during registration days, the first two (2) weeks of classes, and final examination days.^{8,9}

- 2.2.3. Faculty members with administrative load should limit the duration of their special detail to not more than fifteen (15) working days (consecutive or cumulative) per semester.^{8,9}

2.3. Change in Class Size and Schedule

- 2.3.1. No class shall be divided into sections for either of the following causes:

- a. To suit the personal preference of the individual instructors regarding class schedule and classroom, and
- b. To enable the instructors to comply with the regulations governing teaching load.¹⁰

- 2.3.2. No faculty member shall postpone the holding of class to any other hour than that officially scheduled nor shall a faculty meet students for class or consultation purposes in any unscheduled room or place except when expressly permitted to do so by the Dean or Director concerned.¹¹

- 2.3.3. A faculty member who combines, merges, or meets two (2) or more sections as one (1) class shall be credited for teaching one (1) section only.¹²

2.4. Private tutoring

No member of the faculty shall be permitted to give private lessons to any student enrolled in their college or school and to accept payment therefor without the previous approval of the President.¹³

2.5. Acceptance of valuable considerations from students

No member of the faculty shall have dealings with any student involving money, property, or other valuable considerations, which might have an influence on the scholastic standing of such student in the University System.¹⁴

2.6. Unauthorized Use of Unpublished University Information

No member of the academic staff, official, or employee of the University shall publish or discuss publicly the following:

- 2.6.1. The proceedings of the Board of Regents meeting/s or its decisions, not yet released for publication, without the written permission of the President.¹⁵

- 2.6.2. Any information concerning a particular college or school, not released for publication, without the written permission of its Dean or Director and the President.¹⁶

- 2.6.2.1. All information concerning a particular college or school shall be given by its Dean or Director; *Provided*, That the information may affect the college or school only and not with any other college or school of the University System; *Provided, further*, That the President may prohibit the publication or the release of any news affecting the University.¹⁷
- 2.6.2.2. The only official document of the proceedings of a University Council meeting is the minutes of the meeting as approved by its members. Transcripts are strictly for internal use in the preparation of official minutes. Neither the transcripts, audio and/or video recordings of any UC meeting may be released, in whole or in parts, unless compelled by subpoena, at which time the UC as a body shall proceed in consultation with a legal counsel.¹⁸

2.7. Outside Activities

No member of the University personnel shall engage in outside activities or external engagements without prior authorization from the Chancellor, upon endorsement by the Dean, Director, or head of unit concerned, subject to the exigencies of the service.¹⁹

2.8. Conduct of Review Classes for UP Qualifying Exams

- 2.8.1. The use of UP's name in conducting review classes for entrance/qualifying exams administered by UP such as the UPCAT, and the LAE and the use of UP facilities for this purpose are prohibited.²⁰ Advertisements using the UP name may mislead the public who may get the impression that these review classes are sponsored by the University.²⁰
- 2.8.2. No permission will be granted for any participation by the faculty and staff in the conduct of such review classes.²¹

2.9. Expression of Views that Misrepresent the University

- 2.9.1. While the University respects academic freedom, no member of the faculty may claim as their right the privilege of discussing in the classroom topics that are not pertinent to the course of study being pursued.
- 2.9.2. It is clearly understood that the University assumes no responsibility for views expressed by members of its academic and non-academic staff; and faculty members themselves should, when necessary, make it clear that they are expressing their personal opinions.²²
- 2.9.3. Furthermore, authors of articles appearing in University publications shall be responsible for the opinions expressed therein.

²³

2.10. Unauthorized Use of University Name, Brand, and Resources

2.10.1. Faculty organizations

An organization or association of faculty members, employees and laborers, when authorized, shall submit to the President for approval

a copy of its constitution and by-laws and shall be subject to such other conditions as may be prescribed by the President.²⁴

2.10.2. Professional associations

As a general rule, members of the faculty as well as the administrative staff may join professional organizations. They shall be guided by the following²⁵:

2.10.2.1. Membership/application fees to these organizations shall not be charged against the funds of the office.

2.10.2.2. Office supplies, equipment and utilities of the University shall not be used to promote the organization.

2.10.2.3. Attendance in meetings/conferences of these organizations especially during office hours should have the permission of the head of office/immediate supervisor.

2.10.2.4. Attendance in conferences and travels/visits abroad should, as much as possible, be rotated among members of the same organization.

2.11. Unauthorized Foreign Travel

2.11.1. No faculty member shall be allowed to travel for more than a month without prior clearance from academic responsibilities.²⁶

2.11.2. Request for travel authority shall be confined to those that are urgent and necessary, with justification clearly spelled out.²⁷

2.11.3. Foreign travel one year prior to compulsory retirement is also not permitted.

SECTION 3. SEXUAL HARASSMENT

3.1. Republic Act 7877, An Act Declaring Sexual Harassment Unlawful in the Employment, Education or Training Environment, and For Other Purposes, also known as Anti-Sexual Harassment Act of 1995, states, among others, that:²⁸

The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful (Section 2 of RA 7877).²⁸

Work, education, or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainer, or any other person who, having authority, influence, or moral ascendancy over another in a work or training or education environment, demands, requests, or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act (Section 3 of RA 7877).²⁸

3.2. UP Anti-Sexual Harassment Code

Pursuant to its powers vested by law, the Board of Regents of the University of the Philippines System promulgated the Anti-Sexual Harassment Code within the jurisdiction of the University of the Philippines.²⁹ The University values and upholds the dignity of every individual, and guarantees the full respect for human rights of all members of the UP community.

All forms of sexual harassment are unacceptable. To this end, the University shall maintain an enabling, gender-fair, safe and healthy learning and working environment for the members of the UP community.³⁰

SECTION 4. DISCIPLINARY PROCEDURES

Any such complaint or charge to any University personnel shall be addressed to the proper authorities of the University for action before resorting to any other remedy available to the complaining party.³¹

No faculty member, official, or employee shall publish or discuss publicly charges or complaints against any other faculty member, official, or employee concerning their official duty or their private life or conduct.³¹

4.1. Powers of the Chancellor and Deans or Heads of Units with Regard to Discipline of Faculty Members and Other University Personnel

4.1.1. Investigation of academic and administrative personnel disciplinary cases shall be in accordance with regulations of the University System.³²

4.1.2. Decisions in disciplinary proceedings involving academic and administrative personnel shall be rendered as follows.³²

4.1.2.1. In cases involving an administrative employee of a unit, by the Dean or head of principal unit; *Provided*, that if the penalty imposed is admonition, reprimand, suspension of not more than fifteen (15) days, or a fine not exceeding the compensation for such period, the decision shall be final.

4.1.2.2. In cases involving academic and administrative personnel of UP Diliman not falling under paragraph 1 above, by the Chancellor; *Provided*, That if the penalty imposed is suspension for a period of not more than thirty (30) days, or a fine not exceeding the compensation of the employee for such period, the decision shall be final.

4.1.2.3. In all other cases involving academic and administrative personnel not falling under paragraphs 1 and 2 above, by the President, whose decision shall be final; *Provided*, That decisions involving dismissal or removal of academic and administrative personnel may be appealed to the BOR.

For this purpose, Deans and other heads of principal units are authorized to create their own investigating committees. In cases within the jurisdiction of the Chancellor or the President, the Diliman Legal Office (DLO) or Office of the Vice President for Legal Affairs (OVPLA) shall make the investigation.³²

4.2. Ethics Committee

Academic settlement of cases is done through the College Ethics Committee. The Dean shall appoint five (5) members from a pool of full professors who will determine whether or not an ethical violation has been committed by a faculty member.³³

4.2.1. Membership

The Dean shall appoint the five (5) members and they will determine whether or not an ethical violation has been committed by the accused.

The five-committee members shall be full professors of UP College of Medicine, with no administrative duties equivalent to more than 50 percent (50%) of their time; and with no pending case nor found guilty of any offense. Professors Emeriti may also be appointed as a resource person in the said committee.³³

4.2.2. Functions

The work of the Ethics Committee shall not be construed as a legal procedure; rather, it should be seen as a peer review of cases brought before the Committee.³³ The committee thus:

4.2.2.1. Formulates policies and guidelines on ethical conduct;

4.2.2.2. Hears cases on intellectual dishonesty, unethical conduct or scientific misconduct;

4.2.2.3. Makes recommendations on the disposition of cases.

4.3. Rules and Regulation on the Discipline of Faculty Members and Employees

The policies contained in this Faculty Manual, the Rules and Regulations on the Discipline of Faculty Members and Employees, as approved by the BOR in its 704th meeting on 11 January 1963.³⁴ The Revised Rules on Administrative Cases in the Civil Service (CSC Resolution No. 11-01502)³⁵ and the updated 2017 Rules on Administrative Cases in the Civil Service (2017 RACCS)³⁶ shall be consulted in conducting administrative investigations and hearings.

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CHAPTER XVIII

DRESS CODE

SECTION 1. ACADEMIC COSTUME

During official work hours, all faculty members should be attired in a manner befitting the faculty's professional stature. The faculty members are enjoined to wear a white smock gown during official college and department activities, such as, but not limited to, lectures, conferences, meetings, etc.

The current official academic costume of the University is the 2001 Sablay design, which replaced the traditional gown and toga.¹

Academic Costume



Photo courtesy of Jefferson Villacruz of Diliman Information Office

SECTION 2: WHEN SHOULD THE SABLAY BE WORN?²

2.1. It should be used only during academic functions and activities to include:

- 2.1.1. Recognition Programs
- 2.1.2. Commencement Exercises
- 2.1.3. Investiture of Chancellors and Presidents
- 2.1.4. Awarding of Honoris Causa
- 2.1.5. Other academic activities requiring the academic costume
- 2.1.6. Official photo taking

SECTION 3: WHAT TO WEAR WITH THE SABLAY

Formal clothing should be worn with the *Sablay* as a sign of respect for the official academic costume and to preserve the solemnity and dignity of the occasions worn.¹

The following dress styles are recommended ^{2,3}

For Females

Dress color: Ecru/Beige/Cream

Dress style: Preferably with sleeves or, if sleeveless, worn with a shawl or bolero

Dress length: Any length below the knee up to the ankle

Shoe style: Formal shoes

Accessories: Jewelry should be at a minimum, preferably earrings and necklace only

For Males

Barong top: Ecru/Beige/Cream

Pants: Black

Shoes and socks: Black

Sablay length should be mid-thigh for aesthetic and practical purposes, allowing for movement.²

Paraphernalia such as college pins and hoods may be worn with the *Sablay* during the College Recognition Rites but not during the General Commencement Exercises when only the UP pin is recommended.²

The *Sablay* should not be worn with a hat by either male or female.²

SECTION 4: HOW TO WEAR THE SABLAY BY THE UP FACULTY MEMBERS

The *Sablay* hangs from the left shoulder of the faculty, with the band slightly below the shoulder.²



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LIST OF APPENDICES

APPENDIX 1 FACULTY LOADING MATRIX / SUMMARY SHEET

For Academic Year _____
DEPARTMENT OF _____

Name of Faculty: _____

Academic Position:

☐ Professor ☐ Associate Professor ☐ Assistant Professor
☐ Clinical Associate Professor ☐ Medical Specialist

☐ Part Time ☐ Full Time
☐ Temporary ☐ Tenured

1. TEACHING ACTIVITIES (T)

Includes all activities with teacher-learner contact where objective of the activity is for students (including residents, fellows and postgraduate students) to learn.

A. MD

Course/ LU	Hrs Committed at Start of Semester		Actual Hrs Rendered at End of Semester	
	1 st Semester (hrs)	2 nd Semester (hrs)	1 st Semester (hrs)	2 nd Semester (hrs)
1				
2				
3				
4				
5				
6				
7				
Total Hrs				

B. Residents and Fellows

	Hrs Committed at Start of Semester		Actual Hrs Rendered at End of Semester	
	1 st Semester (hrs)	2 nd Semester (hrs)	1 st Semester (hrs)	2 nd Semester (hrs)

C. Postgraduate (Masteral / PhD)

Degree/ Course	Hrs Committed at Start of Semester		Actual Hrs Rendered at End of Semester	
	1 st Semester (hrs)	2 nd Semester (hrs)	1 st Semester (hrs)	2 nd Semester (hrs)
Total Hrs				

D. Community Rotation

Location:

Hrs Committed at Start of Semester		Actual Hrs Rendered at End of Semester	
1 st Semester (hrs)	2 nd Semester (hrs)	1 st Semester (hrs)	2 nd Semester (hrs)

TOTAL HRS FOR TEACHING ACTIVITIES:

	Hrs Committed at Start of Semester		Actual Hrs Rendered at End of Semester	
	1 st Semester (hrs)	2 nd Semester (hrs)	1 st Semester (hrs)	2 nd Semester (hrs)
A. MD				
B. Residents and Fellows				
C. Postgraduate				

(Masteral/ PhD)				
D.Community Rotation				
Total Hrs (T)				

2. RESEARCH ACTIVITIES (R)

Includes all *faculty-initiated* research not being conducted by students or trainees.

Title of Research	Author s	Status		RGAO registered		Hours Com- mitted 1 st sem	Actual Hours Render ed 1 st sem	Hours Com- mitted 2 nd sem	Actual Hours Render ed 2 nd sem
		On- goin g	Date of comp letion	Yes	No				
Total Hours (R)									

If published, give complete citation:

3. EXTENSION SERVICE (E)

Includes activities done outside or inside the university whose main objective is public education* or service. Ex. Postgraduate course, Lectures, Seminars, Workshops, Volunteer Work (Pahinungod), Consultancy, IFDP, Specialty Societies

*Once with attendees from outside, considered as part of extension service

Title of Activity	Role	Venue	Hours Com- mitted 1 st sem	Actual Hours Render ed 1 st sem	Hours Com-m itted 2 nd sem	Actual Hours Render ed 2 nd sem
Total Hrs (E)						

4. ADMINISTRATIVE WORK (A)

Includes all activities carried out as member of any UPCM, UPM or UP system committee

List of Administrative Position or Committee Position Held	Level (University / College / Dept)	Hours Com-mi tted 1 st sem	Actual Hours Rende red 1 st sem	Hours Com-mi tted 2 nd sem	Actual Hours Render ed 2 nd sem
Total Hrs (A)					

SUMMARY of FACULTY LOADING COMMITTED/ RENDERED AY _____

Total Hours Committed 1 st sem (T+R+E+A)	Total Actual Hours Rendered 1 st sem (T+R+E+A)	Total Hours Committed 2 nd sem (T+R+E+A)	Total Actual Hours Rendered 2 nd sem (T+R+E+A)
Signature/ Date: Faculty	Signature/ Date: Faculty	Signature/ Date: Faculty	Signature/ Date: Faculty
Sign/ Date: Div. Head	Sign/ Date: Div. Head	Sign/ Date: Div. Head	Sign/ Date: Div. Head
Signature/ Date: Chair	Signature/ Date: Chair	Signature/ Date: Chair	Signature/ Date: Chair

APPENDIX 2
UPCM Form 2
COMMITMENT TO DUTIES AND RESPONSIBILITIES

UPCM Form No. 02
Revised 2010

COLLEGE OF MEDICINE
UNIVERSITY OF THE PHILIPPINES MANILA

Date _____

To Whom It May Concern:

I hereby certify upon my honor that I am willing to participate actively in the activities of the UP College of Medicine upon approval of my appointment, including the following duties and responsibilities as faculty member:

1. Attend College Council meetings and other official University, College and Departmental activities and functions
2. Attend the required workshops of the Integrated Faculty Development Program (IFDP)
3. Act as Facilitator for 3 semesters in the Course "Introduction to Patient Care (IPC)
4. Act as faculty/preceptor in the Community-Oriented Medical Education (COME) activities for medical students and the MENTORING PROGRAM of the College
5. Willing to teach and serve in the College and in any teaching hospital facility of the UP College of Medicine
6. Willing to be evaluated by students (CEBS), superior, peer, and self (PAR);
7. Must maintain regular research activities and publish in peer-reviewed scientific journals.

I also hereby certify that I do not hold a teaching position in any other medical school.

This is in compliance with the entry requirements for the faculty position of the UP College of Medicine.

Signature over printed
name of applicant

NOTED BY:

Chair, Department _____

Dean

APPENDIX 3

UPCM Form 4

SUMMARY OF EVALUATION FOR APPOINTMENT

UPCM Form 4 (To be filled-up by the Academic Department Chair)

COLLEGE OF MEDICINE University of the Philippines Manila

NAME OF APPLICANT: _____.
 DEPT: _____ Date submitted _____.
 PURPOSE: / / Clinical
 PROPOSED RANK/POSITION/Status: _____
 Previous Rank/Position : _____

SUMMARY OF EVALUATION FOR ORIGINAL, NEW OR REGULAR APPOINTMENT TO FACULTY POSITION

1. QUALIFICATIONS (Check & fill up the corresponding items on the list.
 Enclose all appropriate certifications)

A. ACADEMIC	YEAR	SCHOOL
1.1 BS (PRE-MED)		
1.2 M.D.		
1.3 RESIDENCY IN SURGERY		
1.4 Specialty Board Certification		
1.5 Subspecialty Board Certification in		
1.6 M.S.		
1.7 Ph. D.		
1.8 FELLOWSHIP		
1.9 Others		

B. OTHER QUALIFICATIONS:	YES	NO
1.9 M E U		
1.10 IPC (1,2,3)		
1.11 COME		
1.12 IFDP		
1.13 Copy of Published Research Paper.		

2. RATIONALE (Justification for the position)

Is the position consistent with the Departmental 5 years Faculty Development Plan? Yes _____ No ____

(Refer to submitted document) If not, please explain:

3. LIST OF DUTIES (Including specialty or subspecialty concerned)

3.1.

3.2.

4. Performance Evaluation

B. OTHER QUALIFICATIONS:	YES	NO
Department Chair		
By student		

ATTESTED BY:

DEPARTMENTAL APC COMMITTEE MEMBERS:

Chair

WITH MY KNOWLEDGE AND CONSENT:

Applicant's name & signature

APPENDIX 4

Matrix Summary of the Nomenclature

Case	Classification					Primary Appointment		Secondary Appointment		Attending Privileges	Nomenclature
	Regular Faculty	Non-Regular Faculty	REPS	Research Faculty	Medical Officers or Specialists	Basic Sciences	Clinical	Basic Sciences	Clinical		
1	X					X			X	X	Same Faculty Rank as in the primary appointment + Attending Physician
	X						X	X	X	X	
2	X					X				X	Same Faculty Rank as in the primary appointment + Visiting Physician
3		X				X			X	X	Clinical Faculty + Attending Physician
			X						X	X	
4				X					X	X	Affiliate Clinical Faculty + Attending Physician
5					X				X	X	Clinical Faculty + Attending Physician

