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Date: 03.27.16 Time: 8:30 AM
By: WILSON K.

MEMORANDUM NO. OVCAA-BMP 16-139-A

TO : ALL DEANS, DIRECTORS AND HEADS OF ACADEMIC UNITS
ALL FACULTY MEMBERS, REPS AND STAFF

FROM : BENITO M. PACHECO, Ph.D.†
Vice-Chancellor for Academic Affairs

SUBJECT : Institute of Small Scale Industries: Re-updated Call for Nominations for
Directorship

DATE : 23 March 2016

There is an additional week for nominations.

Please encourage your staff to take more interest in the activities of the Institute of Small Scale Industries, supporting micro, small and medium enterprises (MSMEs). You may refer to the enclosed Re-updated Call for Nominations. Everyone may nominate. All those who are qualified are encouraged to accept nomination. The deadline for submission of nominations has been extended to Friday, 1 April 2016.


One of the suggested future activities of ISSI is a graduate degree program on technology entrepreneurship and innovation with affiliated colleges in the University. This possibility is a great reason for all our colleges and units to become interested and engaged even more.

By its original mandate dating back to R.A. 6041 in 1969, the major purposes of ISSI are: training to be able to assist small-scale industries; consultancy and extension services to small-scale and medium-sized industries; and research on plant operations and assumption of leadership in overcoming the various problems of small-scale and medium-sized industries.

Please refer to the ISSI website or visit them to learn more about the great possibilities between ISSI and your respective Colleges and Units.

Thank you.

NOTED:


MICHAEL L. TAN
Chancellor
U.P. Diliman

Re-updated Call for Nominations to the Institute of Small Scale Industries (ISSI) Directorship

The Search Committee for the Directorship of the Institute of Small Scale Industries shall receive nominations **from 8:00am of 07 March to 12:00nn of 01 April 2016**. Please submit the following documents (both printed copy with original signatures as appropriate, and soft copy in USB drive) in a sealed envelope:

1. Nominator(s)'s signed nomination letter containing the justification of the nomination (please include current contact details of the (first) nominator);
2. Nominee's summarized curriculum vitae (at most three (3) pages);
3. Nominee's signed letter of acceptance of the nomination, stating willingness to serve for the full three-(3) year term as Director; and
4. Nominee's plans for the Institute in broad terms, including his/her flagship programs and ideas for a smooth transition.

All letters/nominations shall be addressed to:

**The Search Committee for the
Directorship of Institute of Small Scale Industries
c/o Dr. Benito M. Pacheco, Chair
OVCAA
2F, DILC Building, Magsaysay corner Apacible Streets**

Who May Nominate: Personnel of the Institute, students and alumni, others from outside the Institute, interested candidates.

Who May be Nominated: The nominee need not be a faculty member of UP at the time of nomination. The nominee must possess the following minimum qualifications and requirements:


1. Commitment to the values, ideals, and mandates of the University, including honor and excellence, innovation and knowledge generation and dissemination, and public service;
2. Solid background, distinction or outstanding credentials in the field of the Institute, including training, research, consultancy, and extension service;
3. Filipino citizenship;
4. Strong leadership qualities and administrative or managerial capability;
5. Willingness to serve;
6. Consideration of resource generation as an important function of the position;
7. Clean personal records free of administrative, civil, or criminal conviction; and
8. PhD degree or equivalent advanced training and education.

Schedule** of Activities:

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| • Start of Call for Nominations | M, 07 March 2016 | 8am; OVCAA |
| • Public Forum 1: Review of History and Mandate of Institute and Report from Previous Term | W, 16 March 2016 | 10am-12nn; ISSI |
| • <u>Deadline for Submission of Nominations</u> | F, 01 April 2016 | 12nn; OVCAA |
| • Announcement of Nominee/s | W, 06 April 2016 | 12nn; OVCAA |
| • Public Forum 2: Presentation of Vision and Plans of Nominee/s | M, 11 April 2016 | 9am-12nn; ISSI |
| • Interview of Stakeholders by Search Committee | Th, 14 April 2016 | 2-5pm; ISSI |
| • Interview of Nominee/s by Search Committee | M, 18 April 2016 | 9-11am; OVCAA |
| • Submission of Report and Recommendation by Search Committee | M, 25 April 2016 | (TBC) |

** While an election-related ban on appointments or promotions has effectively allowed a longer period for this nomination process, the Search Committee recommends Public Forum 1 to be dedicated to a review of the history and mandate of the Institute, and Public Forum 2 to feature the vision and plans of the Nominee/s. (Re-updated on 23 March 2016)

NOTED:


MICHAEL L. TAN
Chancellor
U.P. Diliman