





OFFICE OF THE VICE-CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. FRN 18-005

**TO : DEANS, DIRECTORS, HEADS OF UNITS
RESEARCH, EXTENSION and PROFESSIONAL STAFF**

**FROM : 
FIDEL R. NEMENZO, D.Sc. 
Vice Chancellor for Research and Development**

SUBJECT: Call for Nominations to the 2018 Gawad Tsanselor sa Natatanging REPS

DATE : 14 February 2018

We are pleased to inform you that the call for nominations to the *2018 Gawad Tsanselor sa Natatanging REPS* is now open.

Enclosed are the Nomination Guidelines and Nomination Form. Please be advised of the following:

- I. Minimum Criteria:
 - Must be a full-time, regular REPS rendering direct service (e.g. not on study leave) to the University for at least the three (3) recent calendar years (2015-2017)
 - Must have a Performance Rating of O or VS during each rating period from January 2015 to December 2017

- II. Other Requirements:
 - Recipients of the Gawad Tsanselor sa Natatanging REPS in the last three (3) years are not qualified for nomination.
 - Nominee must not have been found guilty of any administrative or criminal offense involving moral turpitude; in case the nominee has a pending administrative or criminal case, there should be no adverse judgment/ruling on said case at the time of nomination.

- III. All nominations must be addressed and submitted to the Office of the Vice Chancellor for Research and Development on or before **5:00pm, 15 March 2018.**

Nominations must be submitted in one (1) hard copy with original signatures and complete soft copy including attachments. Submission of nomination form without complete attachments will not be considered.

The Nomination Guidelines and Nomination Form may be downloaded from our website at www.ovcrd.upd.edu.ph. For inquiries, you may get in touch with Ms. Dulce Amor B. Verdolaga at telephone numbers 927-2567/ 981-8500 local 4046 or through email at ovcrd@upd.edu.ph.

Thank you very much.

cc: Office of the Chancellor
OVCA
OVCAA
OVCCA
OVCSA