



UNIVERSITY of the PHILIPPINES

OFFICE OF THE PRESIDENT

5 January 2018

ADMINISTRATIVE ORDER NO. PDLC 18-02

FOR : All Constituents of UP Baguio

SUBJECT : **Instituting a Search Process for the Next Chancellor of UP Baguio and Constituting a Search Committee Therefor**

I. Background/Purpose

The term of office of the Chancellor of UP Baguio will end on 13 April 2018.

This Administrative Order is hereby issued to commence a search process for the next Chancellor of UP Baguio, pursuant to Section 18 of RA 9500, which provides that:

“The Chancellor of the constituent university shall be elected by the Board upon nomination of the President of the University, following a process of consultation with the constituents of the constituent university based on standards and guidelines set by the Board.”

II. Timetable for the Search Process

ACTIVITY	DATE
Nominations to the Search Committee	Friday, 5 January 2018 to Thursday, 11 January 2018
Constitution of the Search Committee	Friday, 12 January 2018 to Wednesday, 17 January 2018
Last Day to submit Nominations for Chancellor	Friday, 2 February 2018
Submission of Report of the Search Committee to the President	Friday, 9 March 2018
Meeting of the Board of Regents to choose the next Chancellor	Thursday, 22 March 2018

III. Search Committee

Crucial to the process is the creation of a Search Committee whose members shall consist of men and women of unquestionable, unassailable, integrity who enjoy the respect of their constituents and maintain the highest regard for the interests of the University.

Accordingly, a Search Committee shall be constituted subject to the following guidelines:

- A. The Search Committee shall oversee and manage the process for finding the nominees for the Chancellorship. The Search Committee shall strive to find enough qualified nominees to the position by actively seeking out qualified candidates.

- B. The Search Committee is not a COMELEC whose job is to count votes. It is a fact-finding body whose job is to gather all relevant information for the President and the Board of Regents.
- C. The Search Committee shall consist of two (2) senior faculty members (Associate Professor/Full Professor/University Professor/Emeritus Professor); and one (1) junior faculty member (Assistant Professor/Instructor); one (1) REPS ; one (1) administrative staff; one (1) student; and a representative of the President.
- D. Nominations for membership in the Search Committee may be made by any individual, group or groups in each constituent university (faculty, students, REPS, administrative personnel, and alumni).
- E. Nominations to the Search Committee shall be sent through fax, e-mail, mail or messenger to the Office of the Secretary of the University, First Floor, Quezon Hall no later than **5:00 pm, THURSDAY, 11 JANUARY 2018**. **Each nomination shall be accomplished using the attached nomination form.**
- F. The President shall appoint the members of the Search Committee on or before **WEDNESDAY, 17 JANUARY 2018**.

IV. Nomination Process for the Chancellorship

A. Who may be nominated to the Chancellorship

To be nominated, a nominee MUST possess the following qualifications:

1. Commitment to academic freedom and the values and ideals of the University;
2. Distinction in the nominee's chosen field of expertise coupled with a generalist view and an appreciation of other disciplines;
3. Filipino citizen with a strong nationalist commitment;
4. Demonstrated observance of the principles of collegiality and the democratic process;
5. Unquestionable moral integrity;
6. Academic leadership and administrative skill; and,
7. Willingness to serve as Chancellor on a full-time basis and for the full term of three years.

B. Who May Nominate

Any person or a group in the University is encouraged to submit their nomination.

C. Nomination Papers to be Submitted

1. Complete set of nomination papers shall include the following:
 - a. A nomination letter specifying the reasons or justifications for the nomination (indicating how the nominee measures up to the qualifications specified in IV-A), and bearing the printed name(s) and signature(s) of the nominator(s); and
 - b. Two (2) clear copies of the nominee's curriculum vitae and one-or two-page summary thereof.
2. **THE NOMINATION PAPERS MUST BE SUBMITTED TO THE OFFICE OF THE SECRETARY OF THE UNIVERSITY, FIRST FLOOR, QUEZON HALL, OR TO ANY MEMBER OF THE SEARCH COMMITTEE NOT LATER THAN FRIDAY, 2 FEBRUARY 2018.**


D. Conduct of Nomination

1. The Search Committee shall draw up its own schedule of activities and set deadlines as needed.
2. The Search Committee shall ask the nominees about their willingness to serve as full-time Chancellor for three years. Those who indicate their willingness to serve must submit a vision paper of no more than five (5) pages; and a summary of his/her most significant qualifications and achievements in no more than two (2) pages.
3. The Search Committee must interview as many constituents of the constituent university as possible as well as outsiders who, in the judgment of its members, may have pertinent information to provide about the qualifications and competence of the nominees. The Committee should ask the interviewees to concretize important but ambiguous assertions and follow up every significant clue.
4. The Search Committee must also interview the nominees, giving them ample chance to explain their vision and refute any derogatory information.
5. The Search Committee is not authorized to conduct a straw poll because this might create the wrong impression that the search process is a popularity contest whereby the nominee who get the highest numbers of votes will be appointed.
6. **ON OR BEFORE FRIDAY, 9 MARCH 2018, THE SEARCH COMMITTEE SHALL SUBMIT TO THE PRESIDENT A FULL REPORT OF THE SEARCH PROCESS INCLUDING THE FINAL LIST OF NOMINEES, ASSESSING THEIR STRENGTHS AND WEAKNESSES.**

E. Appointment

The President submits the Search Committee Report with his endorsement to the Board of Regents at the latter's meeting on **THURSDAY, 22 MARCH 2018.**

FOR WIDEST DISSEMINATION.


DANILO L. CONCEPCIÓN
President

**NOMINATION FOR MEMBERSHIP IN THE
SEARCH COMMITTEE FOR CHANCELLOR**

(Indicate constituent university)

DATE _____

I hereby nominate:

NAME _____

Present Designation _____

Office _____

BRIEF JUSTIFICATION IN SUPPORT OF THE NOMINATION

Nominated by:

Name _____

Present Designation _____

Office _____

Signature _____

CONFORME:

PRINTED NAME & SIGNATURE OF NOMINEE