## UNIVERSITY OF THE PHILIPPINES DILIMAN QUEZON CITY

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### **OFFICE OF THE CHANCELLOR**

### 13 September 2018

MEMORANDUM NO. MLT-18-196

TO

All Deans, Directors, Heads of Units with Research, Extension, and Professional Staff (REPS)

SUBJECT : UP Diliman General Assembly (GA) of REPS, 25 September 2018

The UP System-wide AdHoc REPS Committee, chaired by Faculty Regent Patricia B. Arinto, will convene a general assembly of REPS from UP Diliman and UP System offices located in UP Diliman on 25 September 2018, 8:00 a.m. - 4:30 p.m. at NISMED Auditorium. The purpose of the GA is to discuss the concerns of REPS in UP Diliman, take stock of the contributions of REPS to the university's research and public service programs, and draw up possible measures to address REPS concerns. The discussions during the general assembly will be incorporated into concrete resolutions and policy recommendations, which shall be developed during the System-wide REPS conference on 18-19 October 2018.

All UP Diliman REPS are enjoined to attend the GA. Their attendance shall be on official time.

An AdHoc Committee has been constituted to prepare for the GA. To give this committee adequate time and information to collate and summarize UP Diliman/System REPS concerns prior to the GA, all UP Diliman offices with REPS positions are requested to fill out the enclosed work sheet and to submit a soft copy of the same on or before 19 September 2018 (Wednesday) to <u>ovcrd@upd.edu.ph</u>.

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Officer-in-Charge U.P. Diliman

# INSTRUCTIONS

This form is a consolidation of several worksheets:

- 1) REPS personnel profiles at the unit-level;
- 2) REPS contribution to research and public service; and
- 3) REPS issues and recommendations.

The consolidation is a result of grouping these worksheets into required responses that will either be figures or texts.

For worksheet 1, please print one (1) table per page. For worksheet 2, enter as many text as needed.

It is suggested to the unit that REPS be grouped by sector (R,E,PS). For each topic, each group will discuss issues and concerns and formulate recommendations to address these. Thank you.

Finally, please fill up the directory below.

## DIRECTORY

Name

Designation

Rank SG

Email address

#### NUMBER OF ACTIVE REPS PER DESIGNATION AND APPOINTMENT STATUS

AND ALL PROPERTY AND ADDRESS

#### as of June 2018

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as of June 2018 NOTE: For each position/designation, indicate the number of REPS personnel per college or office.

NOTE. For each position/designation, indicate the number of REPS personnel by highest degree earned and by appointment status

DESIGNATION	RANK	SG	UNIT NAME SUB-	SUB-TOTAL	DESIGNATION	RANK	SG	HIGHEST	IGHEST DEGREE EARNED		SUB- TOTAL	STATUS				SUB- TOTAL
								BS/BA	MS/MA	PhD	10171L	NON-UP	UP-CON	TEMP	PERM	
RESEARCH					RESEARCH											
Auseum Researcher	1 1	10			Museum Researcher		10				0					0
Museum Researcher	11	14			Museum Researcher	11	14				0					0
University Research Associate		12			University Research Associate	1	12	1			0					0
University Research Associate	11	14			University Research Associate	1	14				0					0
University Researcher		16			University Researcher	I	16				0					0
University Researcher	1	18			University Researcher	11	18		1		0					0
University Researcher	11	20			University Researcher	HI.	20				0					0
University Researcher	IV	22			University Researcher	IV	22				0					0
University Researcher	V	24			University Researcher	V	24				0					0
Scientist	1	26			Scientist	1	26				0					0
Scientist		27			Scientist	II	27				0					0
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Science Education Associate	- V	14			Science Education Associate	11	14		1		0					0
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Science Education Specialist	1	16			Science Education Specialist	11	18		+		0					0
Science Education Specialist	11	18						+			0					0
Science Education Specialist	111	20			Science Education Specialist	111	20	+	+				+		+	0
Science Education Specialist	IV	22			Science Education Specialist	IV	22				0		+			0
Science Education Specialist	$\vee$	24			Science Education Specialist	V	24				0					1 0
University Extension Associate	1	12			University Extension Associate	1	12				0				+	
University Extension Associate	li	14			University Extension Associate	11	14				0					
University Extension Specialist	1	16			University Extension Specialist	1	16				0					+ (
University Extension Specialist	11	18			University Extension Specialist	11	18				0				+	- (
University Extension Specialist	111	20			University Extension Specialist	11	20				0		+			
University Extension Specialist	IV	22			University Extension Specialist	IV	22				0			+	+	+
University Extension Specialist	V	24			University Extension Specialist	V	24			+	-		0	0	0	
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Law Reform Specialist	H	20			Law Reform Specialist	11	20				-				+	
Law Reform Specialist	V	24			Law Reform Specialist	V	24				0					
Librarian	ł	11			Librarian	1	11				0					-
College Librarian	1	13			College Librarian	1	13	_			0	_				+
College Librarian	11	15			College Librarian	11	15				0					
College Librarian	111	18			College Librarian	181	18				0					
College Librarian	ŧ٧	22			College Librarian	IV	22			+	0					
College Librarian	V	24			College Librarian	V	24				0					
Development Management Officer	11	15			Development Management Officer	11	15				0					
Development Management Officer	111	18			Development Management Officer	H	18						-			
Guidance Service Specialist	11	18			Guidance Service Specialist	11	18				0					
Guidance Service Specialist	H	20			Guidance Service Specialist	111	20									
Guidance Service Specialist	١V	22			Guidance Service Specialist	IV	22			+	0					
OTHERS (please add 1 row per rank and salary grade)		L			OTHERS (please add 1 row per ran		(grade)		-	-	0	0	0	0	0	
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NOTE: Please indicate in this worksheet the total or aggregate of the outputs/contributions of REPS personnel in your CU to the research, public service, and publications output of your CU, based on an inventory of the outputs/contributions of each REPS personnel.

TRADES & CONSOLIDATED REPS OUTPUT PER CU FOR THE LAST 3 YEARS

Silver Marker and States

	DECRIPTION	YEARS						
		2015	2016	2017				
RESEAR	RESEARCH							
1	Total amount of CU externally sourced research funds							
2	Total amount of #1 generated by REPS							
3	Total number of externally funded projects completed by REPS							
4	Total number of externally funded on-going projects by REPS							
5	Total number of projects led (as project leader or co-project leader)							
EXTENSI	ON/PUBLIC SERVICE							
6	Total number of extension/professional services conducted/delivered							
7	Total number of people of served through the extension/professional services							
8	Total amount of funds generated by the CU from extension projects/professional services							
9	Total amount of #3 generated by REPS (as project/program/event leader/coordinator)							
SCHOLA	SCHOLARLY OUTPUTS OF REPS as a sector							
11	Book chapter							
12	Book							
13	Oral paper presentation (International)							
14	Poster presentations (International)							
15	Oral paper presentation (National)							
16	Poster presentation (National)							
17	Patent							
18	Industrial design							
19	9 Trademark							
	OTHERS (please specify 1 per row — e.g. creative work, multimedia output)							

TAX CONTRACTOR OF MAN			LIPICATION STANDARDS (MGS) FOR APPOINTMENT, PROMOTION	& TENURE			
DESIGNATION	RANK	SG	MINIMUM QUALIFICATIONS FOR APPOINTMENT/PROMOTION	MINIMUM REQUIREMENTS FOR TENURE/PERMANENCY			
RESEARCH							
Museum Researcher	1	10					
Museum Researcher	11	14					
University Research Associate	1	12					
University Research Associate	1	14					
University Researcher	1	16					
University Researcher	1	18					
University Researcher	111	20					
University Researcher	IV	22					
University Researcher	V	24					
Scientist		26					
Scientist		27					
EXTENSION							
Law Education Specialist	V	24					
Science Education Associate	1	14					
Science Education Specialist	1	16					
Science Education Specialist	11	18					
Science Education Specialist	111	20					
Science Education Specialist	IV	22					
Science Education Specialist	V	24					
University Extension Associate		12					
University Extension Associate		14					
University Extension Specialist		16					
University Extension Specialist	1	18					
University Extension Specialist	111	20					
University Extension Specialist	IV	22					
University Extension Specialist	V	24					
PROFESSIONAL STAFF							
Law Reform Specialist	111	20					
Law Reform Specialist	V	24					
Librarian	1	11					
College Librarian		13					
College Librarian		15					
College Librarian	11	18					
College Librarian	IV	22					
College Librarian	V	24					

Development Management Officer	11	15	
Development Management Officer	Notes and the second se	18	
Guidance Service Specialist	11	18	
Guidance Service Specialist	111	20	
Guidance Service Specialist	IV	22	
OTHERS (please add 1 row per rank and salary grade)			

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TOPICS	ISSUES & CONCERNS	RECOMMENDATIONS
Recognition of REPS as academic staff		
1 Contribution of REPS to knowledge generation and public		
service		
How do the REPS contribute to the research output of the CU?		
What is the nature of their contributions?		
How do the REPS contribute to the public service engagement		
of the CU? What is the nature of their contributions?		
Career Path of REPS		
2 Duties and responsibilities		
What should be expected of each rank within sectors in terms		
of qualifications? What about in terms of productivity (output		
etc.)?		
3 Appointment (entry), promotion and tenure		
What are your concerns with regard to the hiring of REPS? With		
regard to tenure? With regard to promotions? How do you think		
can these concerns be addressed?		
4 Performance evaluation		
5 Incentives and rewards		
6 Benefits and privileges		
Participation in University Governance		
7 Participation in University Governance		
Others (please specify)		
What are other concerns of REPS in your CU? How do you		
think should these be addressed?		