

**UNIVERSITY OF THE PHILIPPINES
DILIMAN** **QUEZON CITY**

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OFFICE OF THE CHANCELLOR

13 September 2018

MEMORANDUM NO. MLT-18-196

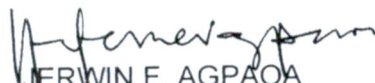
TO : All Deans, Directors, Heads of Units with Research, Extension,
and Professional Staff (REPS)

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 ovcrd@upd.edu.ph.


JERWIN F. AGPAOA
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

TABLE 4. CONSOLIDATED REPS OUTPUT PER CU FOR THE LAST 3 YEARS

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.

	DESCRIPTION	YEARS		
		2015	2016	2017
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)			
EXTENSION/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)			
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	Trademark			
	<i>OTHERS (please specify 1 per row — e.g. creative work, multimedia output)</i>			

TABLE 3. MINIMUM QUALIFICATION STANDARDS (MQS) FOR APPOINTMENT, PROMOTION & TENURE

DESIGNATION	RANK	SG	MINIMUM QUALIFICATIONS FOR APPOINTMENT/PROMOTION	MINIMUM REQUIREMENTS FOR TENURE/PERMANENCY
RESEARCH				
Museum Researcher	I	10		
Museum Researcher	II	14		
University Research Associate	I	12		
University Research Associate	II	14		
University Researcher	I	16		
University Researcher	II	18		
University Researcher	III	20		
University Researcher	IV	22		
University Researcher	V	24		
Scientist	I	26		
Scientist	II	27		
EXTENSION				
Law Education Specialist	V	24		
Science Education Associate	II	14		
Science Education Specialist	I	16		
Science Education Specialist	II	18		
Science Education Specialist	III	20		
Science Education Specialist	IV	22		
Science Education Specialist	V	24		
University Extension Associate	I	12		
University Extension Associate	II	14		
University Extension Specialist	I	16		
University Extension Specialist	II	18		
University Extension Specialist	III	20		
University Extension Specialist	IV	22		
University Extension Specialist	V	24		
PROFESSIONAL STAFF				
Law Reform Specialist	III	20		
Law Reform Specialist	V	24		
Librarian	I	11		
College Librarian	I	13		
College Librarian	II	15		
College Librarian	III	18		
College Librarian	IV	22		
College Librarian	V	24		

Development Management Officer	II	15	
Development Management Officer	III	18	
Guidance Service Specialist	II	18	
Guidance Service Specialist	III	20	
Guidance Service Specialist	IV	22	
<i>OTHERS (please add 1 row per rank and salary grade)</i>			

TABLE 5. REPS ISSUES AND RECOMMENDATIONS

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?		