



UNIVERSITY of the PHILIPPINES
OFFICE OF THE PRESIDENT

6306-BW19
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OFFICE OF THE CHANCELLOR
University of the Philippines Diliman

Date: OCT 03 2019 Time: _____
By: [Signature]

02 October 2019

ADMINISTRATIVE ORDER NO. PDLC 19-62

FOR : All Constituents of UP Diliman

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

I. Background/Purpose

The term of office of the Chancellor of UP Diliman will end on February 28, 2020.

This Administrative Order is hereby issued to commence a search process for the next Chancellor of UP Diliman, 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	Monday, 7 October 2019 – Friday, 11 October 2019
Constitution of the Search Committee	Monday, 14 October 2019 – Wednesday, 16 October 2019
Last day to submit nominations for Chancellor	Friday, 15 November 2019
Submission of Report of the Search Committee to the President	Monday, 16 December 2019
Meeting of the Board of Regents to choose the next Chancellor	Thursday, 30 January 2020

NOTED:

[Signature]
MICHAEL L. TAN
Chancellor
U.P. Diliman

10/3/19

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 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 of 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); 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 the constituent university (faculty, students, REPS, administrative personnel, and alumni).
- E. Nominations to the Search Committee shall be sent through fax, email, mail or messenger to the Office of the Secretary of the University, First Floor, Quezon Hall, no later than **5:00PM, Friday, 11 October 2019.** 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, 16 October 2019.**

IV. Nomination Process for the Chancellorship

A. Who may be nominated

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 (3) years.

B. Who may nominate

Any person or 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 names(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 15 NOVEMBER 2019.**

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 (3) 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 straw poll because this might create the wrong impression that the search process is a popularity contest whereby the nominee who gets the highest numbers of votes will be appointed.
6. **ON OR BEFORE MONDAY, 16 DECEMBER 2019, THE SEARCH COMMITTEE SHALL SUBMIT TO THE PRESIDENT 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, 30 January 2020.**

FOR WIDEST DISSEMINATION.


DANILO L. CONCEPCION
President

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

(Indicate constituent university)

DATE _____

I hereby nominate:

NAME _____

Present Position/Rank _____

Office _____

BRIEF JUSTIFICATION IN SUPPORT OF THE NOMINATION

Nominated by:

Name _____
Present Designation _____
Office _____
Signature _____

CONFORME:

PRINTED NAME & SIGNATURE OF NOMINEE