



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

VOIP TRUNKLINE: 981-8500 LOCAL: 2558, 2556  
DIRECT LINE: (632) 929-5401, (632) 927-1835  
FAX: (632) 928-2863  
E-MAIL: chancellor.updiliman@up.edu.ph

**OFFICE OF THE CHANCELLOR**

24 August 2020

MEMORANDUM NO. FRN-20-028

TO : Deans, Directors, Heads of Units

SUBJECT : Submission of Names of Unit Representatives to the ASH  
Hearing Pool

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The UP Diliman Office of Anti-Sexual Harassment (UPD-OASH) is updating the list of the ASH Hearing Pool, whose main task is to potentially serve as chairperson or members of Hearing Committees that would investigate formal charges of sexual harassment.

The 2017 ASH Code specifically states in Section 10 the need for such formation:

**Section 10. Anti-Sexual Harassment Hearing Pool.** – *The OASH shall constitute and maintain a pool of students, and teaching and non-teaching personnel with regular appointments from which shall be drawn the members of a Hearing Committee for every case where formal procedure is preferred or is deemed necessary.*

*The members of the pool shall undergo orientation on the nature of sexual harassment, and gender sensitivity.*

Therefore, unit/college/department heads are required to submit a **summary list** of at least two (2) names from each sector of students, teaching and non-teaching personnel, whichever are applicable, to the OASH email address at **oash.upd@up.edu.ph** on or before **10 September 2020**. Additional information about the representatives must also be submitted by accomplishing the Google Forms available through this link **<https://bit.ly/31me3He>**.

In identifying your representatives to the ASH Hearing Pool, unit/college/department heads must consider that the prospective representatives must have:

1. No pending administrative complaint/case filed against them; and
2. No allegation of sexual harassment against them from any member of the UP community, including unofficial reports or rumors.

Members of the ASH Hearing Pool shall be required, if applicable, to attend a gender sensitivity training, including an ASH orientation.

We thank you in advance for your service to the UP community.

FIDEL R. NEMENZO, D.Sc.  
Chancellor