



**UNIVERSITY OF THE PHILIPPINES**  
**Quezon City**

**OFFICE OF THE PRESIDENT**

3 August 2020

**MEMORANDUM NO. PDLC 20-12**

**TO :** All Chancellors, PGH Director  
All Deans, Directors and Heads of Units (CUs, UPS)  
Executive Vice President, Vice Presidents, and  
Secretary of the University and of the BOR  
All HRD Officers, All Budget Officers

**SUBJECT :** **2019 REPS Merit Promotions**

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It has been five years since the last promotions of the University's REPS and administrative staff. We are pleased to inform you that the Department of Budget and Management (DBM) has confirmed the availability of funds for their promotions in 2019, covering their performance in the five-year period from 2014 to 2018.

Attached are the guidelines specifically for the 2019 REPS Merit Promotions. Separate guidelines are issued for the administrative staff.

The schedule of activities is as follows:

<b>Schedule</b>	<b>Activities</b>
3 August 2020	<ul style="list-style-type: none"><li>The Office of the President (OP) issues the call for promotions and guidelines.</li></ul>
14 August 2020	<ul style="list-style-type: none"><li>Submission of requirements of merit promotion applicants to units/departments/colleges for review of the merit promotions committee and/or personnel committee.</li></ul>
28 August 2020	<ul style="list-style-type: none"><li>Units/departments/colleges submit their recommendations to the Constituent University's (CU) REPS Personnel and Fellowship Committee (RPFC) for final review (or a review committee under the OVPAA in the case of System REPS).</li></ul>
10 September 2020	<ul style="list-style-type: none"><li>CU RPFC submits recommendations to the Chancellor.</li></ul>
14 September 2020	<ul style="list-style-type: none"><li>Chancellors submit recommendations to the OVPAA.</li></ul>
21 September 2020	<ul style="list-style-type: none"><li>OVPAA submits recommendations to the President.</li></ul>
22 September 2020	<ul style="list-style-type: none"><li>The President submits recommendations requiring Board approval to the Board of Regents.</li></ul>
30 September 2020 (approx.)	<ul style="list-style-type: none"><li>The President submits the REPS merit promotions payroll to the Department of Budget and Management.</li></ul>

We hope that that the 2019 Merit Promotions will motivate us to continuously strive to attain academic excellence in support of our mission as the National University.

  
**DANILO U. CONCEPCION**  
President

## **GUIDELINES ON THE 2019 MERIT PROMOTION FOR THE RESEARCH, EXTENSION AND PROFESSIONAL STAFF (REPS)**

### **I. SCHEDULE**

<b>Date</b>	<b>Activities</b>
3 August 2020	<ul style="list-style-type: none"> <li>• The Office of the President (OP) issues the call for promotions and guidelines</li> </ul>
14 August 2020	<ul style="list-style-type: none"> <li>• Submission of requirements of merit promotion applicants to units/departments/colleges for review of merit promotion committee and/or personnel committee</li> </ul>
28 August 2020	<ul style="list-style-type: none"> <li>• Units/departments/colleges submit recommendations to constituent university (CU) REPS Personnel and Fellowship Committee (RPFC) for final review (or a review committee under the OVPAA in case of System REPS)</li> </ul>
10 September 2020	<ul style="list-style-type: none"> <li>• CU RPFC submits recommendations to the Chancellor.</li> </ul>
14 September 2020	<ul style="list-style-type: none"> <li>• Chancellors submit recommendations to the OVPAA.</li> </ul>
21 September 2020	<ul style="list-style-type: none"> <li>• OVPAA submits recommendations to the President.</li> </ul>
22 September 2020	<ul style="list-style-type: none"> <li>• The President submits recommendations requiring Board approval to the Board of Regents.</li> </ul>
30 September 2020 (approx..)	<ul style="list-style-type: none"> <li>• The President submits the REPS merit promotions payroll to the Department of Budget and Management.</li> </ul>

### **II. GUIDELINES**

#### ***General Guidelines***

1. The merit promotion/step increase(s) of REPS occupying regular items (with permanent or temporary appointment) shall be based on the need and/or the rationalized staffing pattern of a unit and shall be granted to those who qualify, subject to applicable rules and regulations as set by the Civil Service Commission (CSC), Republic Act 9500 (the University of the Philippines Charter), and the merit selection requirements of the University.
  
2. The points/performance ratings for the following rating periods will be considered for this round of merit promotions:
  - January 1 2014 to December 31, 2014 (2 ratings)
  - January 1 2015 to December 31, 2015 (2 ratings)
  - January 1 2016 to December 31, 2016 (2 ratings)
  - January 1 2017 to December 31, 2017 (2 ratings)
  - January 1 2018 to December 31, 2018 (2 ratings)
  
3. The top 5% performers per rating year will be selected for step promotion (horizontal promotion) of up to 2 Steps.

4. The maximum number of employees that may be granted step increment/s due to meritorious performance in any given year shall be limited to five percent (5%) (Based on CSC and DBM Joint Memorandum Circular No. 1 Series of 2012 dated 03 September 2012, under Section 5: Grant of Step Increment/s Due to meritorious performance).
5. An applicant can only be promoted once within the inclusive years during this call. For REPS who were promoted after the University's last call for promotion due to availability of higher items or those who were automatically promoted after obtaining a graduate degree, the period to be considered shall start from the date of their last promotion.
6. The grant of incentives for REPS whose basic salary is at the maximum 8<sup>th</sup> step of the salary grade (SG) is still under consideration by the University System.
7. Since the UP System RWC is still in the process of harmonizing the promotion guidelines across CUs, each CU will utilize its own existing promotions procedures (e.g., the same procedures used during the last round of merit promotions, or procedures developed thereafter) in evaluating and ranking the meritorious performance of its REPS.
8. The Average Performance Rating/Total Point Equivalent of employees recommended for meritorious promotion shall be used as basis for the distribution of the step increases.
9. The step increases of those who are on study leave or vacation leave with pay shall take effect once he/she reports for duty.
10. Merit step increases shall take effect on 01 January 2019.

### ***Screeners for Merit Promotion***

Step increase(s) shall be granted to deserving regular REPS if:

- The REPS has been in the active service for at least two continuous years prior to the call for promotion. Newly hired REPS can apply for promotion as long as they satisfy the two-year length of service requirement.
- The REPS must satisfy the 100%/ 12 units of workload credit required for the relevant merit promotion rating period he/she is applying to (2 rating periods per year with 100% or at least 12 units workload per rating).
- The REPS does not have an unsatisfactory performance rating during the rating period/s being considered.
- The REPS has complied with contractual obligations (e.g. submission of progress/annual/terminal reports including core and externally funded projects).
- The REPS has not been found guilty by final judgment of an administrative/criminal case from the date of last promotion.

### **Computation for the Number of Steps Earned**

- The average performance rating of employees recommended for step increases shall be used as a basis for the distribution of the step increases. Step distributions based on average ratings are provided below:

#### **For CUs using the REPS Performance Evaluation System (PES)**

<b>STEPS</b>	<b>REPS Average Performance Ratings</b>
2 steps	3.25/ higher
1 step	3.00 to 3.24

#### **For CUs using Individual Performance Commitment and Review (IPCR)**

<b>STEPS</b>	<b>REPS Average Performance Ratings</b>
2 steps	3.88/ higher
1 step	3.51 to 3.87

#### **For CUs using Total Points Earned (TPEq)**

<b>SALARY GRADE</b>	<b>TOTAL POINT EQUIVALENT</b>	
	<b>1 STEP</b>	<b>2 STEPS</b>
12	10	20
13 & 14	15	30
15 & 16	20	40
18	25	50
20	30	60
22	35	70
24	40	80

- The counting of points shall be done per covered year of the rating period.
- Ranking of REPS performance will be done per relevant merit promotion period.
- The REPS comprising the equivalent of the top 5% of the work force of the University shall be given the step increment/s that they will earn on the given year for which they are rated among the top 5%.

### **Procedure for the Processing and Submission of Recommendations**

<b>Process</b>	<b>CUs</b>	<b>UP System Offices</b>
6.1 Recommendations for step increases based on	Heads of Division or Department Chairs/Directors	Heads of Units of Offices

<b>Process</b>	<b>CUs</b>	<b>UP System Offices</b>
average performance ratings/TPEq	of Institute//Heads of Units or Offices and Deans of Faculty (in the case of UPOU)	
6.2 Screening of recommendations at the unit/department/college level	Division/Department/College REPS Merit Promotion Com/REPS Personnel Com	Office or unit REPS Personnel Com
6.3 Submission to the CU REPS RPFC for final review	CU RPFC	System APFC
6.4 Submission to the CU and consolidation by the HRDO and Budget Offices	Colleges and units submit recommendations for processing by the CU HRDO or equivalent body, for submission to the Chancellors, and consolidation by the HRDOs and Budget Offices	
6.5 Submission to the OVPAA	Chancellors submit the consolidated list to the OVPAA	OVPAA
	To review the recommendations for the REPS: Vice President for Academic Affairs as Chair; with the Vice President for Administration and the Vice President for Planning and Finance as Co-Chairs; and the following as Members: Assistant Vice Presidents for Academic Affairs, Vice Chancellors for Research and Development and the Vice Chancellors for Academic Affairs (in CUs with no VCRDs).	
6.5 Endorsement to the President and BOR approval		

### Procedures for Appeal

A recommendation for promotion may be appealed at the next higher level of decision-making, as follows:

Unit/Department/Division recommendation	Appeal to the Dean/College level or Director/Unit level
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College recommendation	Appeal to the CU RPFC chaired by the VCRE/VCRD/VCAA
CU RPFC recommendation	Appeal to the Chancellor
Chancellor's recommendation	Appeal to OVPAA for review by the UP System RWC
OVPAA's recommendation	Appeal to the President

Please bear in mind that promotion should be selective and based solely on merit and on the same principles as previous merit promotions.