



UNIVERSITY OF THE PHILIPPINES

Lower Ground Floor, PHIVOLCS Bldg.
C.P. Garcia Ave., Diliman, Quezon City 1101
Tel.: 8927-2567, 8981-8500 loc. 4046; Tel. Fax: 8927-2568
E-mail: ovcrd@up.edu.ph; Website: <http://www.ovcrd.upd.edu.ph>

OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND DEVELOPMENT

MEMORANDUM NO. GAC 20-005

TO : Deans/Directors and Heads of Units

FROM : 
GONZALO A. CAMPOAMOR II, PhD
Vice Chancellor for Research and Development

SUBJECT : 2019 REPS Merit Promotion

DATE : 7 August 2020

We are pleased to inform you that the UP System has released the guidelines for the merit promotion of our Research, Extension and Professional Staff (REPS). Attached are the schedule of activities and guidelines for your reference.

REPS occupying regular items (with permanent and temporary appointment) are eligible for this round of merit promotion. The performance ratings for the period 1 January 2014 until 31 December 2018 will be considered. The top 5% performers per rating year will be selected for step promotion (horizontal promotion) of up to 2 steps and each REPS can only be promoted once within the inclusive years covered in this call. The merit step increases shall take effect on 1 January 2019.

Since the performance ratings will be the basis for this round of merit promotion, the Human Resource Development Office (HRDO) will prepare a matrix for each unit indicating the names of REPS and their performance ratings for the period covered. Please expect to receive the said matrix by **14 August 2020**, sent to your email address.

Once the matrix is received, please verify the correctness of the information and send the file **in excel format** (with corrections, if any) to ovcrd@up.edu.ph by **28 August 2020** with the following email subject:

2019 REPS Merit Promotion: (Name of College/Unit)
example: 2019 REPS Merit Promotion: College of Social Sciences and Philosophy

Only the submissions with the endorsement from the Dean/Head of Unit will be processed.

The REPS Personnel and Fellowships Committee (RPFC) will review all the submissions from the units and will send its recommendation to the Office of the Chancellor by 10 September 2020.

For any inquiries/clarifications, you may send these to: ovcrd@up.edu.ph

Thank you very much and let us support our REPS in this development in their career.

cc: Office of the Chancellor
HRDO