



OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS  
**UNIVERSITY OF THE PHILIPPINES DILIMAN**

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MEMORANDUM NO. OVCAA-MTTP 20-035

TO : FACULTY MEMBERS, REPS, ADMIN STAFF, STUDENTS, ALUMNI.  
and OTHER INTERESTED STAKEHOLDERS

FROM : MA. THERESA T. PAYONGAYONG, PhD  
Vice-Chancellor for Academic Affairs  
and Chair, Selection Committee for the Next University Librarian

SUBJECT : Call for Nomination for the Next University Librarian

DATE : 6 August 2020

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Administrative Order No. FRN-20-107 issued by the Office of the Chancellor on 3 August 2020 constituted the Search Committee for the Next University Librarian. (Please see enclosure.)

The Committee is now accepting nominations for the position of University Librarian. The nomination documents should include the following:

1. Nomination letter indicating reasons for nominating (signed by Nominator);  
Self-nominations will be accepted.
2. Letter indicating willingness to serve (signed by Nominee)
3. CV including a one-page summary and a passport-sized photo (signed by Nominee)
4. Vision paper (2-4 pages, signed by Nominee)

Pursuant to the University Library Organic Act of 1991, the University Librarian in each constituent university "shall be appointed from among the professional librarians of the constituent universities for a term of three years without prejudice to reappointment, by the Board of Regents upon recommendation of the Chancellor and nomination by the President."  
(p.4)

The nomination letter should be addressed to the Chair of the Search Committee for the Next University Librarian. Send one set of nomination documents to the Office of the Vice-Chancellor for Academic Affairs and e-mail the electronic versions to [ulsearchcom2020@gmail.com](mailto:ulsearchcom2020@gmail.com).

The vision paper and summary of CV of the nominees will be posted at the OVCAA website and disseminated through the UP Diliman website, UP System website, DZUP, Philippine Collegian, and the University Student Council. Stakeholders may schedule themselves for an interview following the given timetable. Please refer to the enclosed Schedule of Activities and excerpts from the University Library Organic Act.

The deadline for nominations is on Tuesday, 18 August 2020, 5:00 PM.

Thank you for your attention.



**UNIVERSITY OF THE PHILIPPINES  
DILIMAN QUEZON CITY**

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DIRECT LINE: (632) 929-5401, (632) 927-1835  
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E-MAIL: chancellor.updiliman@up.edu.ph

**OFFICE OF THE CHANCELLOR**

03 August 2020

ADMINISTRATIVE ORDER NO. FRN-20-107

TO : Vice Chancellor Ma. Theresa T. Payongayong, OVCAA, Chair  
Assoc. Prof. Jose Antonio R. Clemente, OAT, Member  
Prof. Mark Albert H. Zarco, COE, Member  
Prof. Maria Midea M. Kabamalan, CSSP, Member  
Prof. Melisa Serrano, SOLAIR, Member  
Assoc. Prof. Jonalou S. Labor, CMC, Member

SUBJECT : **Constitution of the Search Committee for the Next  
University Librarian**


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Please constitute yourselves into the Search Committee for the Next University Librarian with Vice Chancellor Ma. Theresa T. Payongayong as Chair. The selection process will be based on the attached University Library Organic Act and University Library Rules and Regulations (as approved in the 1039th meeting of the Board of Regents held on 14 March 1991).

It will be an Ad Hoc Committee (Grade 2 level) with the chair, members, secretariat/ support staff entitled to existing University honoraria rates.

The deadline for submission of Committee report to the Chancellor is on or before 07 September 2020. Please refer to the attached schedule of activities.

Thank you for your invaluable assistance to this important University concern.

  
FIDEL R. NEMENZO, DSc  
Chancellor

Enc.: as stated

**SEARCH FOR THE NEXT UNIVERSITY LIBRARIAN**  
**Schedule of Activities**

<b>Activities</b>	<b>Schedule</b>
Committee Meeting Call for Nominations for Next University Librarian	6 August 2020 <i>Thursday, 2:00 PM</i>
Deadline for Nominations	18 August 2020 <i>Tuesday, 5:00 PM</i>
Committee Meeting	19 August 2020 <i>Wednesday, 9:00 AM</i>
Public Forum	24 August 2020 <i>Monday, 9:00 AM</i>
Interviews with Stakeholders*	24 August 2020 <i>Monday, 1:00 PM</i>
Interviews with Stakeholders*	25 August 2020 <i>Tuesday, 9:00 AM</i>
Interviews with Nominees and Meeting	27 August 2020 <i>Thursday, 9:00 AM</i>
Committee Meeting	28 August 2020 <i>Friday, 9:00 AM</i>
Submission of Report	7 September 2020 <i>Monday, 9:00 AM</i>

*\*Stakeholders may also submit written comments/ information regarding the nominees at [ulsearchcom2020@gmail.com](mailto:ulsearchcom2020@gmail.com) on or before 26 August 2020.*

THE UNIVERSITY LIBRARY ORGANIC ACT  
AND  
UNIVERSITY LIBRARY RULES AND REGULATIONS

(As Approved in the 1039<sup>th</sup> Meeting  
of the Board of Regents Held on 14 March 1991)

University of the Philippines  
Diliman, Quezon City  
March 1991

### ARTICLE III. THE UNIVERSITY LIBRARY BOARD \*

Sec. 5 *Composition of the University Library Board.* There shall be a University Library Board in each Constituent University which shall consist of the Vice-Chancellor for Academic Affairs as Chairman and nine members to be appointed by the Chancellor from the humanities, the physical and biological sciences, the social sciences, other fields of study, the professional schools, and a Student Representative. The members shall serve for a term of three years except the Student Representative whose term expires upon the election of a new chairman of the Student Council. The University Librarian shall serve as member-secretary.

The Library Board shall promulgate policies regarding the acquisition and services programs of the University Library. It shall meet every three months and at such other times as may be deemed necessary.

### ARTICLE IV. THE UNIVERSITY LIBRARIAN

Sec. 6 *The University Librarian in each Constituent University.* There shall be a University Librarian in each Constituent University shall serve as the Chief Executive Officer of the University Library and shall be appointed from among the professional librarians of the constituent universities for a term of three years without prejudice to reappointment, by the Board of Regents upon recommendation of the Chancellor and nomination by the President.

The University Librarian shall have the following duties and responsibilities:

- \*\*a. supervise the University Library;
- b. serve as ex-officio University Archivist;
- c. formulate a library and archives development program;
- \*\*d. recommend or endorse to the Chancellor all personnel actions in consultation with the Dean and the library personnel committee;
- e. ensure cooperation among and complementation of library services networks;

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\* or its equivalent in UP Visayas.

\*\* To be specified and qualified in the implementation guidelines of the University Library Organic Act.

- f. enforce Library Rules and Regulations in the University Library and after due process, impose the appropriate penalty;
- g. transmit to the Chancellor all communications with comments or recommendations affecting library linkages, donations or gifts, and similar matters received by the University Library; and
- h. issue implementing guidelines as may be necessary for the proper functioning of the library.

## **ARTICLE V. THE COLLEGE LIBRARIAN**

Sec. 7. ***The College Librarian.*** The College Library shall be headed by a College Librarian who shall be nominated by the University Librarian in consultation with the Dean concerned from among the professional librarians of the constituent university. The College Librarian shall be appointed by the Chancellor for a term of three years without prejudice to reappointment. He shall be invited to all college committee meetings and meetings of faculty committees involving library policies, programs and services.

The College Librarian shall have the following duties and responsibilities:

- a. manage the College Library;
- b. perform technical services;
- c. develop and maintain the collection and services pertinent to the college's field of specialization in cooperation with the faculty, staff and students;
- d. ensure that all library resources acquired by college are properly recorded in the college library accessions in accordance with the guidelines approved by the University Library Council;
- e. participate in the programs of the University Library;
- f. enforce library rules and regulations in the College Library and after due process, impose appropriate penalties;
- g. recommend to the University Librarian personnel action pertaining to library staff in the College library;

- h. recommend to the Dean in consultation with the University Librarian building plans and improvement of College Library facilities; and
- i. issue implementing guidelines as may be necessary for the proper functioning of the College Library.

Sec. 8. ***The Dean’s Responsibilities over the College Library.*** The Dean shall have the following responsibilities over the College Library:

- \*a. recommend the promotion and other personnel actions concerning the College Librarian, in consultation with the College Library Committee, and the University Librarian;
- b. assist in the evaluation of performance of the College Librarian; and
- c. provide budgetary allotment for library operation and maintenance, such as binding, supplies and materials, equipment and physical plant, including special funds for collections development.

#### **ARTICLE VI. THE COLLEGE LIBRARY COMMITTEE**

Sec. 9. ***The College Library Committee.*** There shall be a College Library Committee to be constituted by the Dean of the College in consultation with the College Librarian. It shall be composed of at least 3 members who are representatives of the academic departments or divisional programs of the College, one student representative and the College Librarian who shall serve as a member-secretary. The Committee shall meet at least once a semester and as may be necessary. It shall have the following functions:

- a. recommend the acquisition of books, periodicals and other library materials based on the needs of the College to ensure a well-balanced collections development program;
- \*b. adopt policies consistent with university rules and regulations to meet the College’s special needs;

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 \*To be qualified/spelled out in the University Library Organic Act implementation guidelines.