



University of the Philippines  
 OFFICE OF THE PRESIDENT

04 January 2023

ADMINISTRATIVE ORDER NO. PDLC 23-01

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 1 March 2023.

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	20 January 2023 (Friday)
Constitution of the Search Committee	27 January 2023 (Friday)
Last Day to submit nominations for Chancellor	10 February 2023 (Friday)
Submission of Report of the Search Committee	13 March 2023 (Monday)
Meeting of the Board of Regents to choose the next Chancellor	30 March 2023 (Thursday)

**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 for the interests 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 for 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); and 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 email to the Office of the Secretary of the University at [osu@up.edu.ph](mailto:osu@up.edu.ph) **no later than 5 PM of 20 January 2023**. Each nomination shall be accomplished using the attached nomination form.
- F. The President shall appoint the members of the Search Committee **on or before 27 January 2023**.

#### **IV. Nomination Process for the Chancellorship**

##### *A. Who may be nominated to the Chancellorship*

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 or outside 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 name(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 EMAILED TO THE OFFICE OF THE SECRETARY OF THE UNIVERSITY AT *osu@up.edu.ph* OR TO ANY MEMBER OF THE SEARCH COMMITTEE **NOT LATER THAN 10 FEBRUARY 2023**.

*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 qualified 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 a straw poll because this might create the wrong impression that the search process is a popularity contest whereby the nominee who get the highest numbers of votes will be appointed.
6. **ON OR BEFORE 13 MARCH 2023**, THE SEARCH COMMITTEE SHALL SUBMIT TO THE PRESIDENT A FULL REPORT OF THE SEARCH PROCESS INCLUDING THE FINAL LIST OF NOMINEES, ASSESSING THEIR STRENGTHS AND WEAKNESSES.

*E. Appointment*

The President shall submit the Search Committee Report with his endorsement to the Board of Regents at the latter's meeting on **30 March 2023**.

FOR WIDEST DISSEMINATION.

  
**DANILO E. CONCEPCION**  
President

**NOMINATION FOR MEMBERSHIP IN THE  
SEARCH COMMITTEE FOR CHANCELLOR  
OF UP DILIMAN**

DATE \_\_\_\_\_

I hereby nominate:

NAME \_\_\_\_\_

Present Designation \_\_\_\_\_

Office \_\_\_\_\_

**BRIEF JUSTIFICATION IN SUPPORT OF THE NOMINATION**

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Nominated by:

Name \_\_\_\_\_

Present Designation \_\_\_\_\_

**NOMINATION FOR CHANCELLOR OF UP DILIMAN**

DATE \_\_\_\_\_

I hereby nominate:

NAME \_\_\_\_\_

Present Designation \_\_\_\_\_

Office \_\_\_\_\_

**BRIEF JUSTIFICATION IN SUPPORT OF THE NOMINATION**

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Nominated by:

Name \_\_\_\_\_

Present Designation \_\_\_\_\_

Conforme:

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(Signature over printed name of nominee)

*Please attach the Curriculum Vitae (3-5 pages) and the Vision Paper of the nominee and submit to OSU at [osu@up.edu.ph](mailto:osu@up.edu.ph) or to any member of the Search Committee for the Chancellor of UP Diliman.*