



## **GUIDELINES FOR THE UP DILIMAN REPS CHAIR AND REPS AWARDS 2024**

The UP Diliman REPS Chair and REPS Awards aim to recognize the achievement of the Research, Extension, and Professional Staff (REPS) in research and creative work, extension work, and professional public service. The REPS Chair Awards are given to the highest performing REPS personnel with SG 18 and above while the REPS Awards are given to the highest performing REPS personnel below SG 18. These awards are also to encourage the REPS to advance knowledge and learning in their various fields and disciplines, establish scientific and thought laboratories, and develop and implement new programs encouraging collaboration to achieve the University of the Philippines' mandate as a research university.

### **A. TERMS AND CONDITIONS**

#### ***Eligibility***

At the time of application, personnel must be a full-time, permanent, or UP Contractual, for at least one year and have rendered direct service to the university in the last three calendar years (excluding those on study leave but including years of individual contract of service). The minimum PES rating of the personnel should be "Very Satisfactory" in the last year of evaluation. Applicant must not have been found guilty of any administrative or criminal offense involving moral turpitude.

#### ***Entitlements***

1. REPS Chair Awards - Php50,000
2. REPS Awards - Php30,000

#### **Period Definitions**

Evaluated Period	1 January 2019 to 31 December 2023
Application Period (to Unit RPFC)	20 May 2024 to 20 July 2024
Evaluation Period (Unit)	21 July 2024 to 31 August 2024

**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](mailto:ovcrd@up.edu.ph); Website: <http://www.ovcrd.upd.edu.ph>

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Verification Period (HRDO & DLO)	1 September 2024 to 1 October 2024
Evaluation Period (Awards Adhoc Committee)	2 October 2024 to 31 October 2024
Approval of the Chancellor	4 November 2024 to 8 November 2024
Announcement of Awardees	Upon Approval of the Chancellor
REPS Annual Colloquium	1st Week of December 2024
Award Period	From 1 January 2025 to 31 December 2027

**Support Team**

The support team may be contacted at [ovcrd@up.edu.ph](mailto:ovcrd@up.edu.ph)

**Application and Evaluation Procedures*****Schedule***

1. The deadline for submission of applications to the Unit RPFC is on 1 July 2024.
2. Since this is the first call for application, the evaluated period for the 2024 UPD REPS Chair and REPS Awards will include the pre-pandemic year from 1 January 2019 to 31 December 2023.
3. Awards shall be announced upon approval of the Chancellor.
4. The award period is from 1 January 2025 to 31 December 2027. Monetary entitlements shall be given one time only.
5. Subject to the availability of funds, a call shall be made annually.

***Selection Process and the UPD REPS Chair and REPS Awards Timeline***

1. The Vice Chancellor for Research and Development shall announce the call and instrument for the UPD REPS Chair and REPS Awards every Mid-Year of the calendar year.



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2. The REPS applicants shall email during the application period their accomplished **application form, complete attachments** (IPCR/PES Evaluation, Proof of Accomplishments and Service, Other supporting Documents\*), and **signed consent form** (for processing of verification by HRDO and clearance by DLO) to their **respective Unit RPFC\*\* email address** and **copy the OVCRD email address: [ovcrd@up.edu.ph](mailto:ovcrd@up.edu.ph)**. Only submissions sent to both Unit RPFC and OVCRD email addresses within the prescribed period will be considered.

The email subject shall be in this format:

**2024 REPS Awards Application\_[Surname, Name M.I.]\_[Abbreviation of Unit]**

e.g. 2024 REPS Awards Application\_Dela Cruz, Juan A.\_CAL

*\*If the REPS applicant is under a Contract of Service (COS) or classified as a Non-UP during the period of reckoning, they shall include their individual contract of service in their application documents.*

*\*\*The REPS applicants may verify with the OVCRD through email on which unit RPFC they belong to and shall submit their applications especially if they belong to a small unit.*

3. The Unit RPFC shall review the submitted applications during the evaluation period and then forward them to the OVCRD email address with the cover letter list of endorsed applicants. Only applications evaluated and endorsed by the Unit RPFC shall be accepted for verification of HRDO and DLO.

The heads/representatives of unit RPFCS shall be invited to an OVCRD-organized orientation for the evaluation process of the unit RPFC. This shall be announced in a separate memo from OVCRD.

4. Upon receipt of the applications, OVCRD shall record and then forward them to the HRDO (employee verification) and DLO (clearance) during the verification period.
5. The final list of awardees shall be reviewed and determined by the REPS Chair and REPS Awards Adhoc Committee and shall be endorsed to the Office of the Chancellor (OC).



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6. The OC shall approve and announce the final list of awardees by November.
7. Awardees hold the UPD REPS Chair and REPS Awards for three calendar years.

***Obligations***

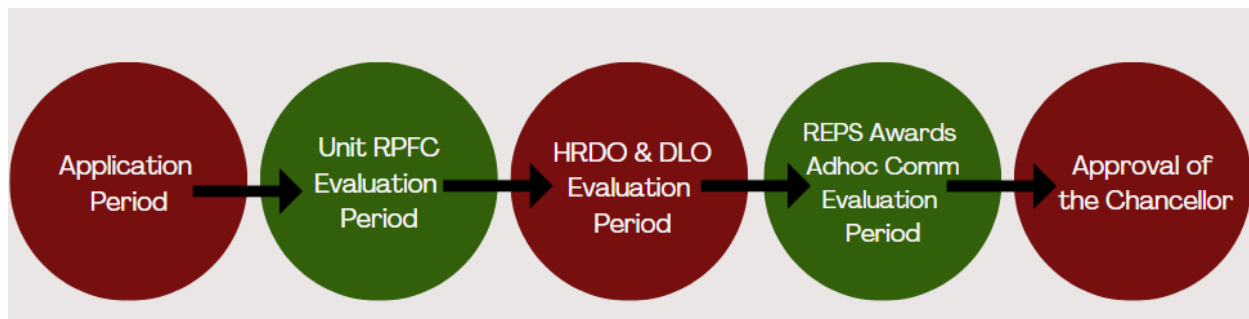
1. Sign the award conforme.
2. Carry the REPS Chair or REPS Award title for three years in UP email signatures as follows:

Juan Dela Cruz  
University Researcher  
UPD REPS Chair 2024-2026

Juana Dela Cruz  
College Librarian  
UPD REPS Awardee 2024-2026

3. REPS Chair Awardees shall be required to present their accomplishments during the Annual REPS Colloquium to be scheduled in December 2024. Final details are to be announced by the OVCRD.

**WORKFLOW**





## **B. Application Documents**

The applicants must submit the following documents to the Unit RPFC at the time of application:

1. Accomplished application form
2. Complete attachments:
  - a. IPCR/PES Evaluation
  - b. Proof of Scholarly Output and Service
  - c. Other supporting documents
3. Signed consent form for processing of verification and clearance

## **C. Evaluation Criteria**

Evaluation of applications for the UPD REPS Chair and REPS Awards shall be based on the following criteria:

- To qualify, the minimum PES rating should be at least “Very Satisfactory” in the last year of evaluation
- Accomplishments: **70%**
- Service (University, Local, National, International): **20%**
- Professional Growth: **10%**

<b>Criteria</b>	<b>Percentage</b>
Accomplishments	70%
Service	20%
Professional Growth	10%



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## SCORING RULES

Each applicant shall be evaluated by their actual accomplishments (70%), service (20%), and professional growth (10%). Evaluation will be done separately for the Research Cluster, Extension Cluster, and the Professional Service Cluster. The Adhoc Committee has prepared a scoring matrix that will quantitatively evaluate the accomplishments based on the evidence presented.