Memo from: Office of the Chancellor

Subject: Revised Schedule of the CHE Deanship Search Process

Please be informed about the change in schedule to be followed for the Call for Nominations to the College of Home Economics Deanship. The revised schedule below supersedes the previous time table released.

**Call for Nominations to the College of Home Economics Deanship**

The College of Home Economics Deanship Nomination Committee shall receive nominations from 9:00am of January 11, 2013 to 12:00nn of January 21, 2013. Please submit the following documents (both printed copies with original signatures as appropriate and soft copies in USB drive) within office hours to Ms. Elaine Alvarez, Office of the Dean, UP College of Education.

1. Nominee’s letter containing the justification for the nomination, the signature and the contact details of the nominator/s;
2. Nominee’s summarized curriculum vitae (keep within three pages please);
3. Nominee’s signed letter of acceptance of nomination, stating his/her willingness to serve as Dean; and,
4. Nominee’s plans for the College in broad terms, including his/her flagship programs.

All letters/nominations shall be addressed to:

**College of Home Economics Deanship Nomination Committee 2013**

c/o Prof. Dina Ocampo
Office of the Dean, UP College of Education

**Who May Nominate:** Personnel, Students and Alumni of the College of Home Economics, persons from outside the College and interested candidates.

**Who May be Nominated:** The nominee must possess the following minimum qualifications:

1. Commitment to academic freedom and the values and ideals of the University;
2. Distinction or outstanding academic credentials in the nominee’s chosen field of expertise which should be along the lines of the College disciplines or fields;
3. Filipino citizen;
4. Leadership qualities and administrative or managerial capability;
5. Must be willing to serve;
6. Must consider resource generation an important function of the position;
7. Must have a PhD degree.

The nominee need not be a faculty member at the time of his/her nomination. Should s/he be appointed, s/he must have a faculty appointment.

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**Schedule of Activities:**

1. Call for Nominations 11-21 January 2013
2. Receipt of Nominations by Nomination Committee 12 noon 21 January 2013
Submit to: Ms. Elaine Alvarez
Dean’s Office, College of Education
3. Call for Participation in Public Forum with the Nominees 22 January 2013
4. Public Forum to Present the Nominees to the College stakeholders and sectors 25 January 2013
2.00 pm Tea Room
5. Meetings with various stakeholders/groups 29-30 January 2013
Kindly set Appointments with Ms. Elaine Alvarez through the following contact numbers: (02) 929-9322 or VOIP 2801
Dean’s Conference Room College of Education
6. Interviews of Nominees 01 February 2013
06 February 2013
Dean’s Conference Room College of Education
7. Submission of the nomination committee report to the Chancellor

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Noted by:

CAESAR A. SALOMA
Chancellor
UP Diliman