



Office of the Chancellor

16 February 2024

MEMORANDUM NO. 030
Series of 2024

TO : All Deans, Directors, Department Chairs, and Unit Heads
Unit REPS Personnel Committee

SUBJECT : Documentary Requirement Updates for REPS Primary
Appointments

To streamline the recruitment process of *Original Appointments, Transfer, Reemployment, Reclassification, and Promotion* of REPS, the attachments for the selection report for the agenda to the REPS Personnel Fellowship Committee have been reduced. The requirements are as follows:

For Original, Transfer, Reemployment, Reclassification and Promotion

- 1) Justification Letter for hiring/promotion signed by the Unit Head/RPC Chair
- 2) CSC Form 12 (PDS Rev. 2017) with Work Experience Sheet
- 3) Transcript of Records
- 4) Certified True Copy of Diploma signed by the Unit Head/RPC Chair
- 5) Position Description Form
- 6) Authority to fill the item/position
- 7) PRC ID (if applicable)
- 8) Local posting of item
- 9) Transmittal Letter (List of Applicants)
- 10) Matrix done by the unit RPC in the selection process
- 11) Publications Published (for Promotion only if necessary)

Once the appointing authority has selected the appointee, the unit shall process the basic paper, medical certificate, NBI, PSA, and first salary documents.



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The requirements for REPS tenure are also updated based on the *2015 Interim Guidelines for the Tenure of REPS*:

- 1) Basic Paper
- 2) Justification Letter for tenure signed by the Unit Head/RPC Chair
- 3) CSC Form 12 (PDS Rev. 2017) with Work Experience Sheet
- 4) Transcript of Records
- 5) Certified True Copy of Diploma signed by the Unit Head/RPC Chair
- 6) Position Description Form
- 7) Publications/Equivalencies
- 8) PRC (Librarians and Guidance Counselors)

For your information and compliance.

A handwritten signature in black ink, appearing to read "Jose V. Camacho, Jr.", with a long horizontal stroke extending to the right.

JOSE V. CAMACHO, JR.

Chancellor 

cc: HRDO
OVCRE