

Office of the Chancellor

02 April 2024

MEMORANDUM NO. 055

Series of 2024

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

SUBJECT : Updated Documentary Requirements for the Processing of Faculty Appointments

Please be guided by the updated checklists of requirements when endorsing recommendations for the following faculty appointments:

A. Original Appointment and Transfer

1. Accomplished Basic Paper
2. Justification Letter for Hiring endorsed by the Dean
3. Application Letter received by the HRDO
4. Updated Curriculum Vitae/Resume (if provided upon application)
5. CSC Form 12 (PDS Rev. 2017)
6. Transcript of Records
7. Certified True Copy of Diploma signed by the APC Chair
8. Medical Certificate - CS Form No. 211 (Rev. 2017)
9. Matrix done by the unit APC in the selection process
10. Position Description Form - DBM-CSC Form No. 1 (Rev. 2017)
11. Authority to fill the item/position
12. PRC-authenticated copy of the license and PRC ID (if applicable) / RA 1080
13. Approved Core Staffing Pattern of the unit
14. Local posting of the item
15. Transmittal letter (list of applicants)



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16. Certificate of Nepotism
17. PSA/NSO-authenticated birth certificate
18. PSA/NSO-authenticated marriage certificate (for married only)
19. NBI Clearance
20. CTTE Certificate and Notarized Contract
21. Waiver (if from permanent status to temporary)

Additional requirements if transfer from another government agency which will be submitted upon approval of recommendation by the Chancellor:

22. Clearance
23. Approved Letter to Transfer (must be signed by the Head of Agency)
24. Certification (regarding the last payment received)
25. Certificate of Leave Credits (if any balance as of the date of transfer)
26. Service Record (must have an end date from the previous government agency)

B. Reemployment

1. Accomplished Basic Paper
2. Justification Letter for Hiring endorsed by the Dean
3. Application Letter received by the HRDO
4. Updated Curriculum Vitae/Resume (if provided upon application)
5. CSC Form 12 (PDS Rev. 2017)
6. Transcript of Records
7. Certified True Copy of Diploma signed by the APC Chair
8. Medical Certificate - CS Form No. 211 (Rev. 2017)
9. Matrix done by the unit APC in the selection process
10. Position Description Form - DBM-CSC Form No. 1 (Rev. 2017)
11. Authority to fill the item/position
12. PRC-authenticated copy of the license and PRC ID (if applicable) / RA 1080
13. Approved Core Staffing Pattern of the unit
14. Local posting of the item
15. Transmittal letter (list of applicants)
16. Certificate of Nepotism
17. PSA/NSO-authenticated birth certificate
18. PSA/NSO-authenticated marriage certificate (for married only)



19. NBI Clearance
20. CTTE Certificate and Notarized Contract
21. Clearance from the previous government agency
22. Service Record (must have an end date from the previous government agency)

C. Faculty Reclassification (from REPS/Administrative Staff to Faculty)

1. Accomplished Basic Paper
2. Justification Letter for Hiring endorsed by the Dean
3. Application Letter received by the HRDO
4. Updated Curriculum Vitae/Resume (if provided upon application)
5. CSC Form 12 (PDS Rev. 2017)
6. Transcript of Records
7. Certified True Copy of Diploma signed by the APC Chair
8. Medical Certificate - CS Form No. 211 (Rev. 2017)
9. Matrix done by the unit APC in the selection process
10. Position Description Form - DBM-CSC Form No. 1 (Rev. 2017)
11. Authority to fill the item/position
12. PRC-authenticated copy of the license and PRC ID (if applicable) / RA 1080
13. Approved Core Staffing Pattern of the unit
14. Local posting of the item
15. Transmittal letter (list of applicants)
16. NBI Clearance
17. CTTE Certificate and Notarized Contract
18. Waiver (if from permanent status to temporary)

Additional requirements if transfer from another unit/college within the university which will be submitted upon approval of recommendation by the Chancellor.

19. University Clearance
20. Approved Letter to Transfer (must be signed by the Head of Office)



D. Faculty Promotion

D.1 Instructor Promotion

1. Accomplished Basic Paper
2. Justification Letter for Promotion endorsed by the Dean
3. Matrix done by the unit APC in the selection process
4. CSC Form 12 (PDS Rev. 2017)
5. Student Evaluation of Teaching (from the date of last promotion)
6. Summary of Peer Evaluation (from the date of last promotion)
7. Position Description Form - DBM-CSC Form No. 1 (Rev. 2017)

D.2 Corrective Promotion Upon Obtaining Master's Degree

1. Accomplished Basic Paper
2. Justification Letter for Promotion endorsed by the Dean
3. Transcript of Records (not a UP graduate) / True Copy of Grades is acceptable if UP graduate
4. Certified True Copy of Diploma (not a UP graduate) / Certificate of Graduation from the Office of the University/College Registrar, if UP graduate
5. Approved Core Staffing Pattern of the unit
6. CSC Form 12 (PDS Rev. 2017)
7. Position Description Form - DBM-CSC Form No. 1 (Rev. 2017)
8. Matrix done by the unit APC in the selection process
9. Student Evaluation of Teaching (from the date of last promotion)
10. Summary of Peer Evaluation (from the date of last promotion)

D.3 Automatic Promotion Upon Obtaining PhD Degree (within Assistant Professor)

1. Accomplished Basic Paper
2. Justification Letter for Promotion endorsed by the Dean
3. Transcript of Records (not a UP graduate) / True Copy of Grades is acceptable if UP graduate
4. Certified True Copy of Diploma (not a UP graduate) / Certificate of Graduation from the Office of the University/College Registrar, if UP graduate



5. Approved Core Staffing Pattern of the unit
6. CSC Form 12 (PDS Rev. 2017)
7. Position Description Form - DBM-CSC Form No. 1 (Rev. 2017)
8. Matrix done by the unit APC in the selection process
9. Student Evaluation of Teaching (from the date of last promotion)
10. Summary of Peer Evaluation (from the date of last promotion)

E. Faculty Reappointment from Contractual to Temporary

1. Accomplished Basic Paper
2. Justification Letter for Hiring endorsed by the Dean
3. Application Letter received by the HRDO
4. Updated Curriculum Vitae/Resume (if provided upon application)
5. CSC Form 12 (PDS Rev. 2017)
6. Transcript of Records
7. Certified True Copy of Diploma signed by the APC Chair
8. Medical Certificate - CS Form No. 211 (Rev. 2017)
9. Matrix done by the unit APC in the selection process
10. Position Description Form - DBM-CSC Form No. 1 (Rev. 2017)
11. Authority to fill the item/position
12. PRC-authenticated copy of the license and PRC ID (if applicable) / RA 1080
13. Approved Core Staffing Pattern of the unit
14. Local posting of the item
15. Transmittal letter (list of applicants)
16. Certificate of Nepotism
17. PSA/NSO-authenticated birth certificate
18. PSA/NSO-authenticated marriage certificate (for married only)
19. NBI Clearance
20. CTTE Certificate and Notarized Contract
21. Student Evaluation of Teaching
22. Summary of Peer Evaluation



F. Adjunct Faculty

F.1 Adjunct Faculty (ORIGINAL)

1. Accomplished Basic Paper

2. Letter with conforme to serve as adjunct, with approval from the Head of the current institution
3. Justification Letter for Hiring indicating the role/assignment endorsed by the Dean
4. Unit Workload
5. Updated Curriculum Vitae

F.2 Adjunct Faculty (REAPPOINTMENT)

1. Accomplished Basic Paper
2. Letter with conforme to serve as adjunct, with approval from the Head of the current institution
3. Justification Letter for Hiring indicating the role/assignment endorsed by the Dean
4. Unit Workload
5. Updated Curriculum Vitae
6. Accomplishment/Progress Report of Students (in percentage and signed by the Head of Office)

F.3 Adjunct Faculty (beyond 65 years old)

1. Accomplished Basic Paper
2. Letter with conforme to serve as adjunct, with approval from the Head of the current institution
3. Justification Letter for Hiring indicating the role/assignment endorsed by the Dean
4. Unit Workload
5. Updated Curriculum Vitae
6. OVPAA Form 3
7. Accomplishment/Progress Report of Students (in percentage and signed by the Head of Office)



G. Updated Checklist for Lecturer

G.1 Lecturer (ORIGINAL)

1. Accomplished Basic Paper

2. Justification Letter for Hiring indicating the role/assignment endorsed by the Dean
3. Unit Workload
4. Approved Letter Request for a Lecturer by the Chancellor
5. NBI Clearance
6. Notarized CSC Form 12 (PDS Rev. 2017)
7. Updated Curriculum Vitae
8. Transcript of Records of highest degree earned
9. Diploma of highest degree earned

G.2 Lecturer (REAPPOINTMENT)

1. Accomplished Basic Paper
2. Justification Letter for Hiring indicating the role/assignment endorsed by the Dean
3. Student Evaluation of Teaching (at least two latest semesters) *if applicable

G.3 Lecturer (beyond 65 years old)

1. Prof. Lecturer Form Beyond 65
2. Notarized CSC Form 12 (PDS Rev. 2017)
3. Student Evaluation of Teaching (at least two latest semesters) *if applicable

H. Affiliate Faculty

1. Accomplished Basic Paper (Green if within UPLB)
 - a. signed by the Home unit APC of the recommendee
 - b. signed by Home College APC of the recommendee
2. Accomplished Basic Paper (White if from other CUs)
 - a. signed by Home University (proper channels)
3. Letter request of borrowing unit
 - a. conforme by recommendee
 - b. signed by the Division Head of recommendee
 - c. signed by the Unit Head of recommendee
 - d. signed by the Dean of recommendee
 - e. signed by the Unit Head of borrowing Unit
 - f. signed by the Dean of borrowing Unit



4. Updated Curriculum Vitae of the recommendee
5. History of Student Mentoring (if applicable)

I. Visiting Faculty

1. Accomplished Basic Paper
2. Approved Letter Request for a Visiting Faculty by the Chancellor
3. Justification Letter for Hiring indicating the role/assignment endorsed by the Dean
4. Approved request from the current University he/she is connected to; with conforme
5. Updated Curriculum Vitae

These documents should be compiled and organized accordingly when endorsed for inclusion in the agenda of the UPLB Academic Personnel and Fellowship Committee.

For compliance.



JOSE V. CAMACHO, JR.
Chancellor 



cc: OVCA
HRDO
RMO