



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

06 February 2023

MEMORANDUM NO. 015

Series of 2023

TO : **All Vice Chancellors, Deans, Directors, Department Chairs, and Unit Heads**

SUBJECT : **Establishment of Unit REPS Personnel Committee and College REPS Personnel Committee**

The Unit REPS Personnel Committee and the College REPS Personnel Committee are separate personnel committees for REPS that are distinct from the faculty (Academic Personnel Committee) and the administrative staff (Human Resource Merit Promotion and Selection Board). This is to ensure that REPS are directly involved in matters concerning their employment and welfare.

In this regard, all concerned heads of offices are instructed to facilitate the creation of their respective Unit (institute or department level) and College (mother unit) REPS Personnel Committees.

Please see the attached guidelines for facilitating the creation of the above REPS personnel committees.

For your guidance and compliance.

Thank you.

JOSE V. CAMACHO, JR.
Chancellor

Attachment: a/s

cc: OVCRE
RMO



Unit¹ REPS Personnel Committee

Functions

The Unit REPS Personnel Committee (Unit RPC) shall have the following functions:

- Assist in the dissemination and implementation of approved policies, standards, or general guidelines formulated by the UPLB REPS Welfare Council (RWC).
- Review, evaluate, and endorse to the College RPC recommendations pertaining to the recruitment, selection, performance evaluation, reappointment, tenure, staff development, and promotion of REPS.
- Document issues discussed, motions proposed or voted on to provide an accurate record of what transpired during the meeting.

Composition

The Unit RPC shall be composed of the following and shall be elected at large by the Unit REPS holding plantilla positions:

For units with sixteen (16) or more REPS, the voting members of the APC shall consist of:

1. At least six (6) REPS – three (3) junior REPS and three (3) senior REPS ranked either by salary grade or by REPS composition in that unit.
2. The Unit Head (e.g. Institute Director or Department Chair) as Unit RPC Chair
3. One (1) unit or college REPS representative of the All UP Academic Employees Union – UPLB Chapter as provided for in the Collective Negotiation Agreement (CNA)

For units with at least ten (10) but not more than fifteen (15) REPS, the voting members of the APC shall consist of:

1. At least four (4) REPS – two (2) junior REPS and two (2) senior REPS ranked either by salary grade or by REPS composition in that unit.
2. The Unit Head (e.g. Institute Director or Department Chair) as Unit RPC Chair
3. One (1) unit or college REPS representative of the All UP Academic Employees Union – UPLB Chapter as provided for in the Collective Negotiation Agreement (CNA)

For units with at least five (5) but not more than nine (9) REPS, the voting members of the APC shall consist of:

1. At least two (2) REPS – one (1) junior REPS and one (1) senior REPS ranked either by salary grade or by REPS composition in that unit
2. The Unit Head (e.g. Institute Director or Department Chair) as Unit RPC Chair
3. One (1) unit or college REPS representative of the All UP Academic Employees Union – UPLB Chapter as provided for in the Collective Negotiation Agreement (CNA)

Units with fewer than five (5) REPS shall be merged by the Dean with one or more units within their college/mother unit for purposes of creating a Unit RPC. These merged RPCs

¹ Unit = institute or department level

shall follow the above composition depending on the total number of REPS in these merged units.

The members of the Unit RPC shall have a term of two (2) years; *Provided, however,* that for the first set of elected representatives, one-half (½) of the membership shall have a term of two (2) years and the other half a term of one (1) year based on the number of votes received that is, those with more votes shall serve for two (2) years. This is to ensure continuity of activities/actions undertaken by the unit RPC.

No member shall serve for more than two (2) consecutive terms.

For units with mixed subsectors, each subsector should be well represented. A secretariat for HR matters may be appointed by the Chair as a non-voting member (e.g. Administrative Officer/Staff).

Additional members may be appointed, as necessary (e.g. during merit promotion period) subject to the same election guidelines.





College/Mother Unit REPS Personnel Committee

Functions

The College REPS Personnel Committee shall be tasked to:

1. review the recommendations and endorse to the UPLB RPFC matters pertaining to the recruitment, selection, performance evaluation, tenure, staff development, and promotion of the academic personnel of the college; and
2. provide an accurate record of what transpired during the meeting relating to issues discussed and motions proposed or voted on.

Composition

For colleges with ten (10) or more REPS, each unit RPC shall select among themselves their representative to the College RPC with the Dean as Chair.

For colleges with less than ten (10) REPS, the Dean shall select two (2) REPS representatives to the College Academic Personnel Committee (APC) to sit during meetings when REPS matters are on the agenda.

For Executive Offices, the supervised units shall form their own Unit RPCs following the provisions stipulated in the Unit RPC Composition and shall forward their recommendations to the concerned VC for endorsement to the RPFC.