



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Chancellor

24 March 2023

MEMORANDUM NO. 043
Series of 2023

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

SUBJECT : **Reiteration on Delegation of Authority of the Vice
Chancellor for Research and Extension**

Pursuant to *Executive Order No. 1, s. 2006* dated 04 January 2006 as amended by *Executive Order No. 1, s. 2015* dated 08 December 2015, heads of offices are reminded that the Vice Chancellor for Research and Extension is given authority to sign the following on behalf of the Chancellor for externally funded research and extension projects:

- 1) Request for extension, realignment, and other related requests (provided that the MOA has provision that the approval of such changes is with the implementing agency, otherwise request will be made to the funding agency),
- 2) Request for change in project leadership/personnel, change in implementation period, and other related requests (provided that MOA has provision that the approval of such changes is with the implementing agency, otherwise request will be made to the funding agency),
- 3) List of Personnel Involved,
- 4) Quarterly/Semi-Annual/Annual Progress Reports, and
- 5) Termination/Completion Report.

For your information and guidance.

ROLANDO T. BELLO
Vice Chancellor for Administration
and Officer-in-Charge

cc: OVCRE
RMO



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines 4031

OFFICE OF THE CHANCELLOR

January 4, 2006

Executive Order No. 01
Series of 2006

TO : Vice-Chancellors and Deans

SUBJECT : Delegation of Authority

The following are the authorities of the Chancellor which are hereby delegated to the Vice-Chancellors and Deans effective January 5, 2006:

I. Vice-Chancellor for Administration

A. Personnel Administration – matters concerning administrative personnel

1. Appointments
 - a. Approval of renewal of appointment
 - b. Approval of transfer from one unit to another
2. Approval and signing of appointments of members of Administrative Personnel Committees
3. Signing of notice of salary increase, including across the board salary increase
4. Approval of administrative fellowship
5. Approval of local study leave without pay
6. Approval of leave of absence without pay not exceeding a continuous period of six months, inclusive of the original leave and renewal/extension thereof
7. Approval of resignation and signing of letter of acceptance
8. Approval of privilege to study at reduced fee

B. Fiscal Administration

1. Cash advance (approval of pertinent documents and signing of vouchers and checks) for:
 - a) Payment of salaries/wages of personnel, regardless of the amount
 - b) Travel and supplies
2. Approval of payrolls (regular or special) and signing of vouchers and checks, regardless of the amount involved per payroll
3. Approval and signing of vouchers and checks, regardless of the amount, involving remittances of the following:
 - a) GSIS life and retirement premiums
 - b) Medicare contributions to Medicare
 - c) Pag-Ibig Fund
 - d) Other remittances to other government agencies

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4. Approval and signing of vouchers and checks for:
 - a) Payment of retirement gratuity (as distinguished from annuity), regardless of the amount; provided, that the retirement papers have been approved by the Government Service Insurance System
 - b) Payment of terminal leave, regardless of the amount
 - c) Payment of University obligations not exceeding P500,000 per transaction
5. Signing of checks covering payments of University obligations exceeding P500,000 per transaction, the corresponding vouchers for which have been approved by the Chancellor
6. Approval of the results of bidding as per BAC recommendation not exceeding P500,000
7. Approval of the use of alternative mode of procurement not exceeding P500,000

II. Vice-Chancellor for Instruction

A. Personnel Administration - matters concerning faculty members

1. Approval of appointment related to transfer from
 - a) One unit to another
 - b) Substitute to non-substitute status
2. Signing of notice of salary increase (general salary increase/adjustment regardless of ranks of faculty members)
3. Approval and signing of appointments of members of Academic Personnel Committees (Teaching)
4. Approval of privilege to study at reduced fee
5. Approval of local faculty fellowship
6. Approval of local study leave without pay
7. Endorsement for extension/renewal of fellowships abroad to the NEDA Special Committee on Scholarships
8. Accreditation, for purposes of faculty work load, of non-teaching activities
9. Approval of teacher's leave
10. Approval of leave of absence without pay not exceeding a continuous period of six months, inclusive of the original leave and renewals/extensions
11. Approval of resignation and signing of letter of acceptance
12. Approval of request to assume overload teaching

B. Fiscal Administration

1. Approval and signing of vouchers and supporting documents covering payments for overload teaching honoraria and other obligations of the office and other offices under OVCI not exceeding P500,000 per transaction.
2. Approval of cash advances amounting to P1,999 and below for travel and supplies for offices under OVCI

C. Other Matters

1. Approval of non-credit courses and non-degree oriented training programs
2. Approval of retention of class section if the number of required students is not met
3. Approval of course offerings (summer orientation programs)
4. Approval of additional assignment (as coordinator/head)
5. Notation of report for duty
6. Approval of change of class schedule
7. Approval of Memorandum of Understanding for graduate work in absentia

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III. VICE-CHANCELLOR FOR PLANNING AND DEVELOPMENT

Fiscal Administration

1. Constructions and repairs
 - a. Approval/signing of contracts not exceeding Three Million Pesos (P3,000,000) per project, provided that the aforementioned ceiling shall apply to both the original contract and variation orders, if any
 - b. Approval/signing of negotiated contracts not exceeding Five Hundred Thousand Pesos (P500,000) per project, provided that the aforementioned ceiling shall apply to both the original contract and variation orders, if any
2. Approval and signing of vouchers and other documents covering payments for constructions and repairs, and other obligations of the office and other offices under OVCPD not exceeding P500,000 per transaction
3. Approval of cash advances amounting to P1,999 and below for travel and supplies for offices under OVCPD

IV. VICE-CHANCELLOR FOR RESEARCH AND EXTENSION

A. Personnel Administration - matters concerning academic non-teaching personnel or research, extension and professional staff (REPS)

1. Appointment
 - a. Approval of Project-Based Appointments
 - i) Renewal of appointment
 - ii) Reemployment
 - b. Transfer from one unit to another
2. Signing of notice of salary increase
3. Approval of privilege to study at reduced fee
4. Approval of local study leave without pay
5. Endorsement for extension/renewal of fellowships abroad to the NEDA Special Committee on Scholarships
6. Approval of leave of absence without pay not exceeding a continuous period of six months, inclusive of the original leave and renewals/extensions
7. Approval of resignation and signing of letter of acceptance
8. Signing of study leave agreement
9. Signing of appointments of members of Academic Personnel Committees (Non-Teaching)
10. Approval of change of project leadership/period of implementation (provided that the MOA has provision that the approval of such changes is with the implementing agency, otherwise request will be made to the funding agency)

B. Fiscal Administration

1. Approval and signing of vouchers and other documents covering payments for constructions and repairs and other obligations of the office and other offices under OVCRE not exceeding P500,000 per transaction
2. Approval of realignment of project funds (provided that the MOA has provision that the approval of such realignment is with the implementing agency, otherwise request will be made to the funding agency)
3. Approval of cash advances amounting to P1,999 and below for travel and supplies for offices under OVCRE

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V. VICE-CHANCELLOR FOR COMMUNITY AFFAIRS

Fiscal Administration

1. Approval/signing of housing lease agreements
2. Approval of use of University facilities (e.g., for location shooting, etc.)
3. Approval and signing of vouchers covering payments obligations of the office and other offices under OVCCA not exceeding P500,000 per transaction
4. Approval of cash advances amounting to P1,999 and below for travel and supplies for offices under OVCCA

VI. DEANS

Fiscal Administration

1. Approval and signing of requisitions/vouchers/SIVs and other instruments necessary for the purchase of supplies and/or materials/equipment involving amounts not exceeding P100,000 per transaction
2. Approval and signing of contracts and any other document related thereto for repairs/remodeling/installation/ construction of buildings/facilities/equipment involving amounts not exceeding P100,000; provided, that the entire project (i.e., from start to completion), shall be considered as covered by only one contract; provided further, that additional work/rework/change orders requiring additional amounts that would increase the total peso value of the contract beyond the foregoing ceiling shall be subject to approval by higher University authorities
3. Approval of cash advances amounting to P1,999 and below for travel and supplies for offices under the deans and heads of principal units
4. Approval of payrolls covering payments of salaries, wages and allowances regardless of amount provided that the rates of salaries, wages and allowances are in accordance with the SSL salary scale

VII. Option to Delegate Functions

The Vice-Chancellors shall have the option to delegate to their respective assistants and heads of offices under their supervision, some of the foregoing functions subject to the approval of the Chancellor. The option to delegate the approval and signing of financial documents shall be limited to P100,000 per transaction for the assistants and P50,000 per transaction for the heads of offices.

The Deans shall have the option to delegate to the assistants, directors, department chairpersons, and unit/division heads some of the foregoing functions subject to the approval of the Chancellor. The option to delegate, however, shall be limited to P25,000 per transaction for fiscal matters.

VIII. Reports

To ensure transparency and accountability, the concerned officials are hereby required to submit a duly signed monthly summary report to the Office of the Chancellor on the actions undertaken in accordance with the delegated authorities.

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IX. Repealing Clause

This order supersedes all other UPLB Executive Orders, Administrative Orders, and Memoranda related to delegation of authority whose provisions are inconsistent with this order.

Please be guided accordingly.

A handwritten signature in black ink, appearing to read "L. Velasco".

LUIS REY I. VELASCO

Chancellor *ERD* 11.9.06

cc: ICO
HRDO
Accounting Office
Cashier's Office
Legal Office
RMO



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines 4031

OFFICE OF THE CHANCELLOR

8 December 2015

EXECUTIVE ORDER NO. 1
Series of 2015

TO : Vice Chancellors, Deans, and Biotech Director

SUBJECT : Amendment of Executive Order No.1, Series of 2006,
Delegation of Authority, 4 January 2006 as modified
by Executive Order No. 1-A, dated 23 January 2006

To address the changing value of money and the increasing growth of UPLB, Executive Order No. 01 Series of 2006 as modified by Executive Order No. 1-A, Series of 2006, is hereby amended as follows:

A. Vice Chancellor for Administration

1. Approval and signing of vouchers and checks for payment of University obligation not exceeding PESOS: ONE MILLION ONLY (P1,000,000.00) (*Amending Section I.B.4.c of EO 1, s. 2006*);
2. Signing of checks covering payments of University obligation exceeding PESOS: ONE MILLION ONLY (P1,000,000.00) per transaction, the corresponding vouchers for which have been approved by the Chancellor (*Amending Section I.B.5 of EO 1, s. 2006*);
3. Approval of the results of bidding as per BAC recommendation not exceeding PESOS: ONE MILLION ONLY (P1,000,000.00) (*Amending Section I.B.5 of EO1, s. 2006*);

B. On procurement and payment vouchers

1. All Vice Chancellors shall approve and sign purchase requests and payment vouchers for all procurement of units under their respective offices for transactions not exceeding PESOS: ONE MILLION ONLY (P1,000,000.00);



2. All Deans and the Biotech Director shall approve and sign purchase requests and payment vouchers for all procurement of the units under their offices for transactions not exceeding PESOS: ONE HUNDRED THOUSAND ONLY (P100,000.00).

C. On approval of cash advance

1. All vice chancellors shall approve cash advances amounting to PESOS: NINETEEN THOUSAND NINE HUNDRED NINETY-NINE ONLY (P19,999.00) for travel and supplies for units under their respective offices.
2. All Deans and the Biotech Director shall approve cash advances amounting to PESOS: NINE THOUSAND ONLY (P9,999.00) for travel and supplies for units under their respective offices.
3. All cash advances for travel and supplies exceeding the amount delegated to the vice chancellors and deans shall be approved by the Vice Chancellor for Administration. Cash advances for similar purposes delegated to the Biotech Director exceeding P9,999.00 but below P19,999.00 shall be approved by the Vice Chancellor for Research and Extension.

D. The approval of job order contracts are as follows:

1. The Chancellor shall approve and sign all job order contracts of all units under the Office of the Chancellor;
2. The Vice Chancellors shall approve and sign all job order contracts of all units under their respective offices;
3. The Deans shall approve and sign all job order contracts of all units under their respective offices; and
4. The Director of BIOTECH shall approve and sign all job order contracts of all its offices or units.

E. Repealing Clause

All executive orders, administrative orders, and/or parts thereof contrary to, or inconsistent with the provisions of this Order is hereby repealed, modified or amended accordingly.



For your guidance.


FERNANDO C. SANCHEZ, JR.
Chancellor 

cc: ICO
HRDO
Accounting Office
Cashier's Office
Legal Office
RMO