



10 June 2021

MEMORANDUM NO. 477

Series of 2021

T O: All Chancellors, College Deans, Department Heads and Institute Directors

R E: Request for Hiring of Faculty

To ensure that our teachers can start classes on time in the First Semester 2021-2022, please submit all requests for hiring to the APB not later than **June 17, 2021**, since the hiring of new faculty is quite a long process. The following are the processes to undergo for your guidance:

1. Department Personnel Committee (DPC) meets to determine the need to hire based on the subjects offered.
2. DPC writes a letter request to hire, to be endorsed by the College Dean. Attached to the letter is the Projected Workload of all department faculty members for two semesters.
3. Academic Personnel Board (APB) meets to deliberate on the request.
4. APB Secretary prepares the draft of the Minutes of the Meeting and routes it to all members for corrections
5. APB Secretary incorporates all corrections, prints the final copy, and routes it to all members for their signatures.
6. APB Secretary forwards the Minutes to the University President for approval.
7. APB Secretary prints the excerpts of the minutes and forwards them to the concerned departments.
8. If approved, the department prepares an announcement of the vacancy to be signed by the Director of Human Resource Development and Vice President for Academic Affairs.
9. Department publishes the vacancy. The vacancy shall also be published in the HRIS. If there is no applicant, re-publication of the vacancy shall be done.
10. DPC schedules the teaching demonstration and interview and informs Ms. Connel Antipaso of the OVPA for the assignment of APB Representative.
11. DPC, College Dean, and APB Representative conduct the screening (teaching demonstration and interview).
12. DPC summarizes the result of the screening and conducts a Background Investigation of the recommended applicant.
13. DPC submits the recommendation for hiring together with all required supporting documents (Projected Faculty Workload, Summary of Ratings, Application Letter, TOR, Diploma, and Background Investigation Report of the applicant)

14. APB meets to deliberate on the recommendation
15. APB Secretary prepares the draft Minutes of the Meeting, routes it to all members for correction, incorporates all corrections, prepares the final copy for the signatures of all members, then forwards it to the University President for approval.
16. APB Secretary prepares the excerpts of the Minutes and forwards them to the concerned departments. If the University President has questions about the action of the APB, the latter will discuss it again in its next meeting, so the hiring department has to wait again for the final action approved by the President.
17. If the recommendee's entry-level position is Associate Professor I (SG19) or higher, the hiring still has to seek the endorsement of the UADCO and confirmation of the BOR.
18. The recommendee submits all required documents to support the appointment.
19. ODAHRM prepares the appointment and submits it together with supporting documents to the CSC. The deadline of submission to the CSC is on the 15th day of the month immediately following the month of the appointment. For instance, if the faculty's date of appointment is in July, all documents should reach the CSCRO8 on or before August

Kindly take note that newly-hired faculty cannot start working unless the recommendation is endorsed by the Academic Personnel Board and approved by the University President. Based on CSC rules, the effectivity of appointment should not be earlier than the date of the Personnel Board's approval of the recommendation.

Please be reminded also that substitute instructors cannot be automatically recommended for renewal. These positions are to be re-opened/re-published after the end of their last appointment.

For your guidance and compliance


EDGARDO E. TULIN
President