



13 November 2019

MEMORANDUM NO. 402
Series of 2019

T O: All Faculty Reclassified under NBC 461 7th Cycle
R E: Preparation and Submission of Required Documents to Support Promotion/Reclassification under NBC 461 7th Cycle

All the requirements and some details as required by CHED and DBM needed for the issuance of the NOSCA to effect the promotion/reclassification of the concerned faculty have already been submitted/complied with. We expect to receive the NOSCA as soon as printed and signed by the DBM Regional Director.

In anticipation of the receipt of the NOSCA, those faculty concerned are advised to prepare and submit the following supporting documents to ODAHRD as soon as possible (on or before November 19, 2019) as the documents will be submitted to the CSC RO8 on the 20th.

1. PDS
2. IPCR July – December 2018 & January – June 2019
3. PDF
4. Oath of Office
5. Assumption to Duty
6. Medical Certificate (for promotion only)
7. NBI Clearance (may be submitted upon receipt of the clearance, a copy of the official receipt instead is acceptable)
8. Transcript of Records (highest degree) – Only for those whose MS or PhD degrees are credited within the cycle
9. Diploma (highest degree) – Only for those whose MS or PhD degrees are credited within the cycle
10. PRC License (for Teachers in programs requiring license) – If PRC license was not yet submitted in previous appointment

The cooperation of all concerned is earnestly requested so that the effectivity of the promotional appointment of the faculty can be made earlier, if allowable, following CSC rules and regulations taking into consideration the time for the preparation and processing of the appointment papers until its submission to the Civil Service Commission for its final validation.

Please be guided accordingly.


EDGARDO E. TULIN
President

Vision: A globally competitive university for science, technology, and environmental conservation.
Mission: Development of a highly competitive human resource, cutting-edge scientific knowledge and innovative technologies for sustainable communities and environment.