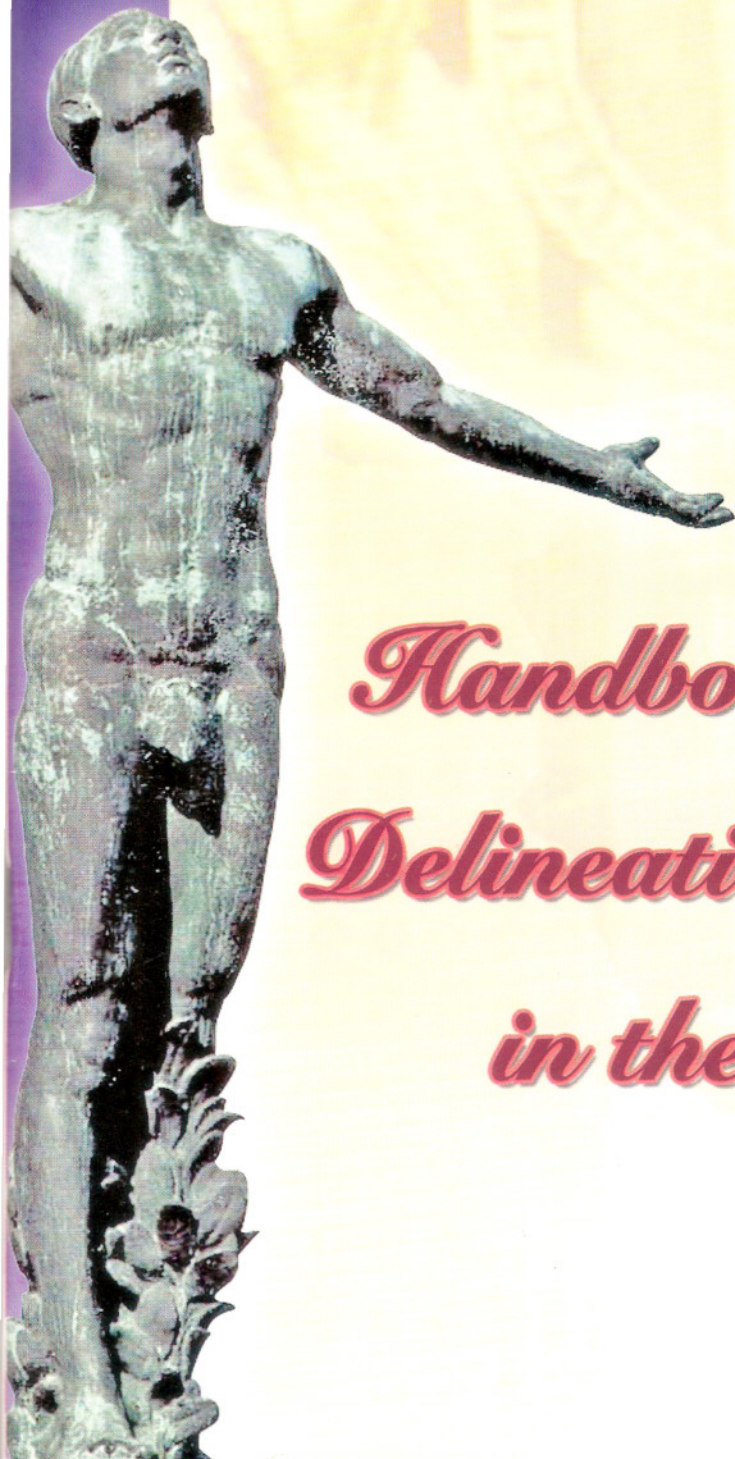


University of the Philippines System  
Office of the Secretary of the University  
Diliman Quezon City



*Handbook on Existing  
Delineation of Authority  
in the University*

2008

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## FOREWORD TO THE SECOND EDITION

The administration of the University and the exercise of its corporate powers are vested primarily in the Board of Regents. The Board exercises control over the affairs of the University through the policies and other rules of governance that it formulates.

The President, as top executive officer, sees to it that the Board's mandates are properly communicated and, more importantly, executed and observed at all levels down the organizational hierarchy.

What is delegation of authority? A down-to-earth definition says it is "allowing someone to act on your behalf to perform tasks or to consume resources that are available to you." It is a natural consequence of the division of work inherent in organization.

The system of authority delegation in the University is described in convenient form in this handbook to provide University officials and employees—those who govern and those who are governed—a handy working guide on who can take what action or who can make what decision in the context of the overall policies crafted by the Board of Regents.

Just as policy-making is a dynamic process, so authority definitions will also be evolutionary. This second edition of this handbook won't be the last, for sure.

*Lourdes E. Abadingo*  
LOURDES E. ABADINGO  
Secretary of the University and  
of the Board of Regents

June 2008

## FOREWORD TO THE FIRST EDITION

The University has grown so large and its governance so complex that it would be difficult if all policy matters are referred to the Board of Regents. Operating on the principle that it should really be the President who should run the University System and the Chancellors, the constituent universities, the Board of Regents has delegated some of its functions to these officials.

The handbook consolidates pertinent decisions of the Board of Regents on delineation of authority. This is prepared with the end-goal of assisting university constituents particularly the administrators systemwide. Hopefully, the knowledge on delineation of authority would enable smooth and efficient operation in the different units of the University.



**MARTIN V. GREGORIO**  
Secretary of the University and of  
the Board of Regents

January 2005



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**EO No. FN- 99-01 issued 11October 1999 and FN-99-01-B issued 15 November 1999**

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## **Powers and Functions of the Board of Regents**

### **A. General Governance**

1. establishment of constituent universities
2. creation or abolition of academic units or administrative offices
3. schedules of salaries, honoraria, per diems and allowances
4. tenure of the officers of administration, academic and administrative personnel, deans, directors, chairs of departments and college secretaries

### **B. Academic Matters**

1. general policies on admission
2. general policies on curricula
3. general policies governing undergraduate and graduate programs, research and extension activities
4. general policies on scholarships and fellowships
5. general policies on the establishment of professorial chairs
6. establishment of professorial chairs
7. conferment of honorary degrees
8. institution, merger or abolition of degree programs
9. graduation of students
10. confirmation of the approval by the President of the establishment of, and the rules for scholarships, fellowships and assistantships funded through the University budget

### **C. Administrative and Fiscal Matters**

1. general policies on appointment and promotion

2. general policies on leaves of absence of faculty, employees and students
3. general policies on the discipline of faculty, employees and students
4. general policies on the operation of the land grants and business enterprises
5. extension of service of officers of administration and faculty members beyond the age of compulsory retirement up to the age seventy (70) years
6. schedules of tuition and other student fees and all special fees (and revision of the same in special cases)
7. appointments
  - 7.1 confirmation of ad-interim appointments
  - 7.2 original appointment, renewal of appointment and reappointment of Vice Presidents, Secretary of the University System and other officers of administration
  - 7.3 original appointment, renewal of appointment and reappointment of Chancellors and other officers of administration of constituent universities
  - 7.4 original appointment, renewal of appointment and reappointment of deans, directors, or heads of colleges, schools, institutes and other principal units, academic or non-academic
  - 7.5 original appointment, renewal of appointment, reappointment, transfer with change in rank or salary, promotion, except automatic promotion, salary increase, permanency and reclassification of position of: faculty with rank of professor or higher, other officers and employees, academic and non-academic whose starting salaries (i.e., step I in the salary range) are equal to or higher than that of professor
  - 7.6 all appointments of the faculty to permanent status (regardless of rank) or to ranks of recognition or honor (e.g.



- professor emeritus, professorial chair, artist-in-residence, etc.) with or without compensation
- 7.7 waiver of the up-or-out and tenure rules
- 7.8 extension of temporary appointment of faculty beyond the maximum number of years of temporary appointment for instructor, assistant professor, associate professor and professor
- 8. budget
  - 8.1 internal operating budget
  - 8.2 transfer of funds in the budget
  - 8.3 reprogramming of funds
  - 8.4 other changes in the internal operating budget
  - 8.5 creation/abolition of position items
- 9. building construction
  - 9.1 construction of buildings of other agencies/institutions on University property
- 10. conduct and discipline of faculty and other personnel
  - 10.1 appealed decisions of the President involving dismissal or removal of personnel
- 11. conduct and discipline of students as regards to penalties pursuant to the Rules and Regulations on Student Conduct and Discipline
  - 11.1 appealed decisions of the President or Chancellors involving expulsion, suspension for more than 1 academic year, or any other penalty of equivalent severity
- 12. conduct and discipline of students as regards penalties pursuant to the Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations

12.1. Rule V – Decision and Appeal

Sec. 4. Decisions imposing the penalty of expulsion may be appealed to the Board of Regents within ten (10) days from receipt of the decision by the respondent, which appeal shall be decided upon during the next regular meeting of the Board following the President's decision

13. contracts/agreements

13.1 confirmation of agreements with other institutions, local or foreign, for joint academic, research and/or training programs approved and signed by the President or any Chancellor

13.2 contracts with bidding for construction and repair, including variation orders thereon and construction management services, involving amounts exceeding P30 million per project

13.3 negotiated contracts for construction and repair, including variation orders thereon, involving amounts exceeding P10 million per project

13.4 contracts with bidding for the purchase of equipment, materials, supplies and services, including architectural and engineering design services, involving amounts exceeding P30 million per transaction

13.5 negotiated contracts for services and direct purchase of supplies, materials and equipment, including architectural and engineering design services, involving amounts exceeding P10 million per transaction

13.6 contracts of lease, with the University as lessor, of equipment or any other personal property where the rent exceeds the ceiling set for the President or where the period of lease exceeds 3 years

13.7 contracts of lease, with the University as lessee, of equipment or any other personal property where the period of lease exceeds 2 years



- 13.8 confirmation of contracts of lease, with the University as lessor, of real property, approved by the President or any Chancellor
- 13.9 approval of contracts of lease, with the University as lessee, of real property, in cases where the lease is outside the delegated authority of the President and the Chancellors to approve
- 13.10 approval of contract of lease with the University as lessor of real property, in cases where the lease is outside the delegated authority of the President and the Chancellors to approve
- 13.11 approval of contracts for the sale of usable equipment or any other personal property of the University where the amount involved in any one transaction exceeds the ceiling set for the President
- 13.12 approval of contracts for the sale of condemned or disposable equipment or any other personal property of the university where the amount involved in any one transaction exceeds the ceiling set for the President
- 14. donations
  - 14.1 approval of acceptance of donation of service upon recommendation by the President
  - 14.2 approval of donations entailing onerous conditions stipulated by the donor, e.g. donations which stipulate that a particular building/institution be named after a particular individual
  - 14.3 confirmation of acceptance of donations of equipment, the installation, operation or maintenance of which require financial outlay in addition to the approved budget of the constituent university
- 15. land use
  - 15.1 land use plan

- 15.2 lease of land property owned by the University (regardless of area)
- 16. position classification
  - 16.1 creation/merger/or abolition of position titles or classes of positions allocated to salary ranges equal to or higher than that of Associate Professor
  - 16.2 reallocation to another salary range of position allocated to salary ranges equal to or higher than that of Associate Professor
  - 16.3 reclassification of positions allocated to salary ranges equal to or higher than that of Associate Professor
- 17. approval of modification of items as mandated by DBM Circular Letter No. 2004-7, dated 25 March 2004 providing "Budget and Management Flexibilities for State Universities and Colleges"

## **II**

### **Existing Delegation of Authority to the President**

#### **A. Policy Matters**

1. formulation and recommendation of integrated system-wide policies and programs for consideration and approval by the Board (E.O. No. 1, 3/13/84)
2. implementation of policies adopted by the Board (E.O. No. 1, 3/14/84)

#### **B. Academic Matters**

1. all curricular proposals recommended by the University Council other than institution, merger or abolition of degree programs shall be subject to approval by the President (e.g. renaming of degree program; institution, revision, renaming, abolition of areas of concentration and courses; admissions requirements, prerequisites; revision of course titles, descriptions, numbering, revision of total number of courses or units required, change in number of units of individuals courses, etc. (1097<sup>th</sup> BOR Mtg., 5/30/96)
2. institution, merger, revision or abolition of non-degree courses or training programs and the fixing or revision of the corresponding fees therefor (1097<sup>th</sup> BOR Mtg., 5/30/96)
3. graduation
  - 3.1 preside on graduation ceremonies and confer such degrees and honors as are granted by the BOR (Art 40, Univ. Code)
  - 3.2 graduation of students in cases where (a) their grades are submitted beyond the deadline fixed by the University Council, and (b) the students concerned are cleared and certified by the faculty of the unit concerned, the Office of the Registrar, and the Committee on Graduation of the University Council as having satisfied all the requirements for graduation; provided, however, that the list of students so approved for graduation under this delegation of authority is submitted at the next meeting of the Board for information (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)



4. approval of assignment of teaching load to Professors Emeriti over seventy (70) years of age (E.O. No. 3, 6/7/93)
5. approval of academic calendar of constituent universities (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
6. approval of admission requirements (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
7. waiver of non-citizenship fee (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
8. waiver of the TOEFL requirement (1168<sup>th</sup> BOR Mtg., 2/27/03)

**C. Administrative and Fiscal Matters**

1. appointments
  - 1.1. designation of a ranking officer of administration who may be anyone of the Vice-Presidents, the Assistant Vice-Presidents, or Deans to act as officer-in-charge of the Office of the President, who shall carry out the management of University System affairs, subject to the President's instructions and the policies of the Board (E.O. No. 1, 3/15/85)
  - 1.2. designation of an officer-in-charge of a constituent university for a period not exceeding five (5) months (1160<sup>th</sup> BOR Mtg., 5/23/02)
  - 1.3. appointment of the director of National Institutes (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/13/84)
  - 1.4. appointment of deans, director and other heads of principal units in an acting capacity, or of officers-in-charge for these positions, for a period of less than one (1) year (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 1.5. appointment (e.g. original appointment, renewal, promotion, transfer, reappointment, etc.) of personnel who are in or directly under the Office of the President or in other offices or units, academic or non-academic, that are not part of any constituent university, but excluding those whose appointment requires approval by the Board (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84 and 828<sup>th</sup> BOR Mtg., 12/21/72)

- 1.6 original appointment of U.P. Mindanao Foundation Fellows (1146<sup>th</sup> BOR Mtg., 10/29/2000)
  - 1.7 ad interim appointment, subject to confirmation by the Board (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 1.8 appointment to professorial chairs (1179<sup>th</sup> BOR Mtg., 2/26/04)
  - 1.9 appointment of the University General Counsel, Deputy General Counsel, Chief Legal Officers of constituent universities, Legal Counsels/Assistants of the System Office of Legal Services (1148<sup>th</sup> BOR Mtg., 2/22/01)
  - 1.10 appointment of members of the University System Personnel Board, the Fellowship and Scholarship System Committee and other committees which the President may create (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
2. budget
- 2.1. conduct of annual financial review and evaluation of University performance and operations in order to identify problems and prospects both systemwide and by individual autonomous units (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 2.2. assessment of expected income, receipts and government subsidy for each ensuing budget year (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 2.3. formulation of targets, thrusts and priorities for each budget year (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 2.4. formulation of the systemwide budget, and accounting for the operating results thereof systemwide (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 2.5. approval of special budgets regardless of the amount involved, for joint academic and training programs and other collaborative undertakings between the University and external agencies or institutions; provided that special budgets involving the use of allotments in the approved regular budget of the University for any purposes other than

that for which they have been appropriated shall be subject to approval by the Board (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

3. conduct and discipline of faculty and other personnel
  - 3.1 final decision on the suspension of personnel for a period exceeding thirty (30) days, or fine exceeding their compensation for thirty (30) days; provided, that decisions involving dismissal or removal may be appealed to the Board (704<sup>th</sup> BOR Mtg., 1/11/63)
4. conduct and discipline of students as regards penalties pursuant to the Rules and Regulations on Student Conduct and Discipline
  - 4.1 Sec. 25. The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion warranted, he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee, for final decision (1051<sup>st</sup> BOR Mtg., 6/25/92)
  - 4.2 Sec. 18. Any decision of the Tribunal or a Dean, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration (1051<sup>st</sup> BOR Mtg., 6/25/92)
  - 4.3 Sec. 19. In all cases in which final decision is not conferred on a Dean or the Tribunal, the respondent may file an appeal with the President or the Chancellor within the (10) days exclusive of Sundays and official holidays from receipt of the decision (1041<sup>st</sup> BOR Mtg., 7/4/91)



- 4.4 Sec.20. Action of the President or Chancellor on recommendation coming from the Dean on appeal from the decision of a Dean or the Tribunal shall be rendered within ten (10) days, exclusive of Sundays and official holidays, after receipt of the appeal

The Executive Committee shall automatically review and decide all student disciplinary cases in which the penalty of suspension for one (1) year or more, expulsion, and withdrawal of registration privileges is imposed

The authority given to the Executive Committee under this rule is understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the cases under review

The decision of the Executive Committee shall be final and executory after fifteen (15) days from receipt of the decision by the respondent unless, in the meantime, an appeal is made to, and given due course, by the Board of Regents

**(1041<sup>st</sup> BOR Mtg., 7/14/91)**

5. conduct and discipline of students as regards penalties pursuant to the Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations:

Rule V – Decision and Appeal

- 5.1 Sec. 1. The SDT shall render decision within fifteen (15) days from the time the cases are deemed submitted for resolution **(1091<sup>st</sup> BOR Mtg., 10/24/95)**
- 5.2 Sec.2. Decisions of the SDT imposing the penalty of suspension for a period not exceeding one (1) year shall be final and executory, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President through the Chancellor of the autonomous university

concerned within ten (10) days from receipt by the respondent or counsel of the SDT decision  
(1091<sup>st</sup> BOR Mtg., 10/24/95)

- 5.3 Sec. 3. The Chancellor, shall within five (5) days from receipt of the appeal, endorse said appeal which shall include his recommendations, to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion (1091<sup>st</sup> BOR Mtg., 10/24/95)

6. collaborative agreements

- 6.1 approval and signing of agreements with other institutions, local or foreign, for joint academic, research and / or training programs requiring a corresponding special budget therefore, subject to confirmation by the Board not later than ninety (90) days from the signing thereof (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 6.2 approval of research agreements or contracts entered into by the University with one or more members of its own staff (1022<sup>nd</sup> BOR Mtg., 6/29/89)

7. construction and repair

- 7.1 approval and signing of contracts, after public bidding, for construction and repair, including construction management services, involving amounts not more than Thirty Million Pesos (P30,000,000.00) per project; provided, that the aforementioned ceiling shall apply to both the original contract and the variation orders, if any taken together, subject to pertinent laws and regulations, and information to the Board of Regents (1093<sup>rd</sup> BOR Mtg., 12/15/95)
- 7.2 approval and signing of negotiated contracts for construction and repair, including variation orders thereon, involving amounts not exceeding Ten Million Pesos (P10,000,000.00) per project; provided that the aforementioned ceiling shall apply to both the original contract and the variation orders, if any, taken together, subject to pertinent laws and regulations (1160<sup>th</sup> BOR Mtg., 5/23/02)

8. purchase of supplies, materials and services

- 8.1 approval and signing of contracts for the purchase, after public bidding, of supplies, materials, equipment and services, including architectural and engineering design services, involving amounts not exceeding Thirty Million Pesos (P30,000,000.00) per single transaction, subject to pertinent laws and regulations, and information to the Board of Regents (1093<sup>rd</sup> BOR Mtg., 11/29/95)
- 8.2 approval and signing of negotiated contracts for the purchase of supplies materials, equipment, and services, including architectural and engineering design services, involving amount not exceeding Ten Million Pesos (P10,000,000.00) per single transaction, as a result of negotiation with exclusive distributor or manufacturers or after a canvass of at least three responsible suppliers, subject to pertinent laws and regulations (1160<sup>th</sup> BOR Mtg., 5/23/02)

9. lease of equipment and other personal property

- 9.1 approval and signing of contracts of lease with the university as lessor, of equipment or any other personal property where the monthly rental involved in any one transaction exceeds the ceiling set for Chancellors but in no case exceeding Two Hundred Thousand Pesos (P200,000.00); provided, that no lease shall last for more than three (3) years (1160<sup>th</sup> BOR Mtg., 5/23/02)
- 9.2 approval and signing of contracts of lease, with the University as lessee, of equipment or any other personal property where the monthly rental involved in any transaction exceeds the ceiling set for Chancellors; provided that no lease shall last for more than two (2) years (1160<sup>th</sup> BOR Mtg., 5/23/02)

10. lease of real property

- 10.1 approval and signing of contracts of lease, with the University as lessor, of real property with an area of more



than one (1) hectare but not exceeding three (3) years, subject to confirmation by the Board of Regents within thirty (30) days from the signing thereof (987<sup>th</sup> BOR Mtg., 4/28/86)

- 10.2 approval and signing of contracts of lease, with the University as lessee, of real property where the monthly rental exceeds Twenty Five Thousand Pesos (P25,000.00) but not more than Fifty Thousand Pesos (P50,000.00), and the lease is for a period of more than two (2) years but not more than three (3) years, subject to confirmation by the Board within thirty (30) days from the signing thereof (987<sup>th</sup> BOR Mtg., 4/24/86)

11. sale of disposable and usable equipment

- 11.1. approval and signing of contracts for the sale of condemned or disposable equipment or any other personal property of the University where the amount involved in any one transaction exceeds the ceiling set for Chancellors but in no case exceeding Five Hundred Thousand Pesos (P500,000.00) (1160<sup>th</sup> BOR Mtg., 5/23/02)

12. lease of buildings

- 12.1. approval and signing of contracts of lease with the University as lessor, of buildings rooms and similar facilities, other than University housing or residential units, for a period exceeding three (3) years (987<sup>th</sup> BOR Mtg., 4/24/86)
- 12.2. approval and signing of contracts of lease, with the University as lessee, of buildings, rooms and similar facilities, for a period exceeding one (1) year or where the monthly rental exceeds the ceiling set for Chancellors (1160<sup>th</sup> BOR Mtg., 5/23/02)

13. donations

- 13.1. approval of donation to Philippine Government agencies of University property other than real estate, with value exceeding the ceiling set for Chancellors, P100,000.00 per donee per year (1160<sup>th</sup> BOR Mtg., 5/23/02)

- 13.2 notation, on behalf of the Board of Regents, of donation not requiring approval or confirmation by the Board (1160<sup>th</sup> BOR Mtg., 5/23/02)

14. fees

- 14.1. fixing, revision and approval, regardless of the rate of increase, of the appropriate rules and other guidelines for the fees or charges enumerated below and all other fees but excluding tuition and laboratory fees for academic program, subject to these conditions – (a) new fees or fines and revisions of existing fees of fines shall not be imposed retroactively; (b) in the case of student fees and fines, the increase shall not be made more than once within an academic year:

- rental fees/rate of charges for use of University equipment, facilities, buildings, premises and other properties or supplies (e.g., drugs, medicine, anesthetics, office supplies, etc.) including ID fees, book/toga rentals, library fines, library and related fees charged from non-UP students and non-UP personnel or individuals availing of University library facilities
- all types of dormitory or residence hall fees (e.g. board fee, lodging fee, fees for miscellaneous services) including charges for personal electrical appliances/gadgets brought in and used by residents
- rental/lease fees and related fees/charges for University housing
- meal/food/snacks prices
- selling prices of materials or commodities produced or reproduced or fabricated by the University or any unit thereof
- rates of charges for water and electricity consumption collectible by or payable to the University or any unit thereof
- all other University services rendered or provided by the University or any official or employee thereof

- fees for non-degree programs or courses
- all student fees and fines, (but excluding tuition and laboratory fees), e.g. -
  - application fee
  - athletic fee
  - AWOL fine
  - certification fee
  - change of matriculation fee
  - comprehensive examination fee
  - cultural fee
  - deposit fee
  - entrance examination fee
  - graduation fee
  - late application for graduation fee
  - late registration fee or fine
  - leave of absence fee
  - library fee and fine
  - medical fee
  - publication fee
  - registration fee
  - removal fee
  - transcript of record fee



- validation fee

(1022<sup>nd</sup> BOR Mtg., 6/29/89 and 1142<sup>nd</sup> BOR Mtg., 5/26/00)

15. position classification

- 15.1. creation, merger or abolition of class titles in the basic classification plans for REPS and administrative personnel that are allocated to, or are to be allocated to, any salary range the starting salary for which is lower than that of Associate Professor, as well as the amendment of the class specifications therefor (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 15.2. reallocation, within any salary range below that of Associate Professor, of any existing class title in the basic classification plans for REPS and administrative personnel below the salary range of Associate Professor (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 15.3. reclassification of REPS or administrative personnel positions below the salary range of Associate Professor (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 15.4. creation of staff positions under the Office of the President (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 15.5. determination of the class titles and rates of compensation or honoraria for temporary positions that are not covered (or are designed not to be covered) by the basic classification and salary plans for the faculty, REPS, and administrative personnel (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 15.6. determination of the class titles and rates compensation for additional assignment positions below the level of head of principal unit (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 15.7. determination of or revision of the rates of honoraria or allowances for personnel appointed on an additional assignment basis to basic positions (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

16. miscellaneous administrative matters
  - 16.1. approval of all proposals which require action or intervention by different government offices or agencies (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 16.2. approval of constitution and by-laws of organizations or associations of faculty members and other personnel (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 16.3. determination of subscription rates for University publications (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 16.4. determination or revision of fees and other charges for training programs and other non-degree programs or courses (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 16.5. approval of student organizations' charters, constitutions, guidelines on student organizations and activities, and rules governing student publications (1019<sup>th</sup> BOR Mtg., 3/3/89)
  - 16.6. approval of rules for the safekeeping and proper disbursement of funds or property of student organizations officially approved or recognized, designating the persons to whom he may authorize to examine and audit the accounts pertaining to such funds or property (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 16.7. deciding on matters affecting the UP Investment Portfolio, subject to reporting to the Board (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 16.8. signing of all contracts and other documents requiring approval by the Board (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 16.9. promulgation of rules to govern the use of buildings and premises by individuals or organizations (Art. 278, UP Code)
17. miscellaneous personnel matters
  - 17.1. determination or revision of the rates of honoraria for research projects and other activities (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

- 17.2. determination or revision of rates of honoraria for the Chairman, members and resource persons of the President's Personnel Committee and the University Committee on Textbook Writing and the Secretariat staff serving on an additional assignment basis to said committees
- 17.3. any rate of honoraria for training programs that are higher than the standard rates approved by the Board shall require prior approval by the President upon recommendation of the Chancellor (982<sup>nd</sup> BOR Mtg., 11/28/85)
- 17.4. grant of additional privileges to retired faculty (Art. 205 of the Revised University Code)
- 17.5. resignations (828<sup>th</sup> BOR Mtg., 12/21/72)
- 17.6. sabbatical Board (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 17.7. transfer of personnel from one department or unit to another (Art. 44, UP Code)
- 17.8. trips abroad of personnel (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 17.9. redeployment of position items from one constituent university to another (1160<sup>th</sup> BOR Mtg., 5/23/02)
- 17.10. waiver of the University rules on maternity leaves in individual cases (The University rules on maternity leave referred to are the provisions of Art. 235 of the Revised University code insofar only as married women faculty members are concerned. The provisions of the maternity leave law and the Civil Service Rules governing maternity leave cannot be waived) (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 17.11. subject to the policies and guidelines prescribed by the Board of Regents, approval of the following matters applied for or requested by System Officials and Chancellors
  - a. permission to engage in limited practice of profession;



- b. details;
- c. leaves (e.g. vacation, sick, mandatory, maternity, etc); and
- d. any other matter affecting/pertaining to the foregoing officials

**(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)**

18. matters pertaining to organizational structures

18.1. as regards the National Institutes of Biotechnology

The structure, organization and linkages of the network and the individual institutes will be as determined by the President upon recommendation of the respective Chancellors (1080<sup>th</sup> BOR Mtg., 9/29/94 and Malacanang Proclamation No. 526 1/30/95)

18.2. as regards the University Center for Integrative and Development Studies

- members of the Advisory Board shall be appointed by the President. They shall serve for a term of two years, provided, however, that in order to provide continuity in the Board's membership, five members of the first Board shall serve for two years and the other four, for one year
- Program Director shall be appointed by the President for a term of three years
- creation of additional UPCIDS programs as the need arises to enable the Center to respond more promptly to present and future research needs

**(E.O. No. 9, 9/24/85 and 1065<sup>th</sup> BOR Mtg., 5/26/93)**

18.3. as regards the CAS Institute of Computer Science (UPLB)

- appointment of the director

- determination of the organizational structure

**(1083<sup>rd</sup> BOR Mtg., 1/26/95)**

18.4. as regards the Technology Management Center (UPD)

- the Director of the Center shall be appointed for a term of three (3) years by the President upon the recommendation of the Chancellor
- the organizational structure and staffing pattern of the Center shall be approved by the President upon recommendation of the Chancellor
- there shall be an Advisory Board to the Center to be composed of the following:
  - Chancellor of UP Diliman
  - Undersecretary for Technology Development of DOST
  - Director of the Center, and such other members as may be recommended by the UP Diliman Chancellor and appointed by the President

**(1086<sup>th</sup> BOR Mtg., 5/25/95 or E.O. No. 3, 6/6/95)**

19. authority to sue for and in behalf of the University

- authority to sue for and in behalf of the University; to appear in pre-trial conferences in courts of law or administrative bodies where cases for or against the University are pending
- authority to sign the "verification" and "certification of non-forum shopping" or initiatory pleadings and to appoint, in his stead, representative of his choice without need of Board action, who shall represent the University during the pre-trial of cases in courts of law and administrative bodies, with power to enter into compromise agreements, stipulate on facts or agree on alternative factual dispute resolution with party litigants in such cases, subject to confirmation by the BOR

**(1147<sup>th</sup> BOR Mtg., 12/21/00 and amended 1151<sup>st</sup> BOR Mtg., 6/28/01)**

### III

#### **Existing Delegation of Authority to Chancellors**

##### **A. Policy Matters**

1. formulation and recommendation of policies and programs relating to the constituent university for consideration of the President and approval by the Board
2. implementation of policies adopted by the Board of Regents relating to the Constituent University  
(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

##### **B. Academic Matters**

1. agenda of the University Council (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
2. appeals for readmission, including cases where the dean's decision conflicts with the recommendation of the University Guidance Counselor (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
3. waiver of the rules on admission of transfer students  
(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
4. request for permission to handle overload teaching  
(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
5. payment of claims for honoraria for overload teaching and summer term teaching (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
6. request for permission to advance or postpone registration for a particular course or degree program or college (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
7. extension of late registration without fine  
(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
8. allocation of research grants from University funds  
(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)



9. endorsement of research proposals to other agencies or institutions (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
10. action on request for permission to undertake research under the auspices of an outside organization (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
11. assignment of teaching load to Professors Emeriti below or over 70 years of age (E.O. No. 3, 6/7/93)
12. request for authority to teach in another college within the constituent university or in another constituent university (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
13. assignment of teaching load credit to graduate courses (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
14. assignment of teaching load credits to non-teaching activities (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
15. waiver of the rules on teaching load (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
16. authority to include load for research and administrative work in computing overload teaching (1160<sup>th</sup> BOR Mtg., 5/23/02)
17. approval of library rules, as well as rates of fines, subject to reporting to the President; provided, that proposed fees or fines, as well as revisions thereof, shall be coursed through the UP System Fiscal Policies and Operations Committee prior to approval by the Chancellor (1075<sup>th</sup> BOR Mtg., 3/24/94)
18. approval of exceptions to the rules on class size (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
19. approval of cross enrollment in another educational institution (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
20. approval of waiver of students' maximum residence rule (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
21. approval of late application for graduation (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

22. signing of diplomas or certificates awarded to participants of training or special courses and the like (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
23. designation of students as official delegates, observers or participants to local, regional and international conferences, seminars, etc. and authorization of their official expenses chargeable to appropriate allocation in the University budget (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
24. action on appeal of the dean's decision on applications for substitution of courses (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
25. suspension of classes for University convocations or other legitimate purposes and dismissal or suspension of classes in any college (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
26. request for extension of period to submit grades (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
27. limitation of enrollment in any college (1160<sup>th</sup> BOR Mtg., 5/23/02)

**C. Administrative and Fiscal Matters**

1. approval of the establishment of, and the rules for, scholarships, fellowships and assistantships funded out of donations from private individuals, persons or grants by government agencies or institutions other than the University of the Philippines, in any case, subject to reporting to the President (1075<sup>th</sup> BOR Mtg., 3/24/94)
2. approval and signing of scholarship, fellowship and assistantship contracts in accordance with rules established for the purpose (987<sup>th</sup> BOR Mtg., 4/24/86)
3. award of fellowships, scholarships and assistantships to students, faculty and other personnel (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
4. request for permission to accept training grants, fellowships, scholarships, assistantships, or invitations to conferences sponsored by outside agencies or organizations (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

5. promulgation of rules to govern the administration of the administrative fellowships program (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
6. designation of the members of the Administrative Fellowship Committee (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
7. appointment of administrative fellows (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
8. permission of administrative fellows to enroll in another institution (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
9. promulgation of rules to govern the administration of the administrative research fellowships program (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
10. appointments
  - 10.1 appointment of research fellows (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 10.2 appointment of an officer-in-charge of the constituent university without any allowance or any form of additional compensation and for a period not exceeding one (1) month; provided that each appointment issued shall be reported to the President immediately (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 10.3 appointment of officers-in-charge of colleges, schools and other principal units and officers-in-charge of national institutes, in any case for a period not exceeding four (4) months (1075<sup>th</sup> BOR Mtg., 3/24/94)
  - 10.4 appointment of the following:
    - 10.4.1 affiliate faculty (1148<sup>th</sup> BOR Mtg., 2/22/01)
    - 10.4.2 associate or assistant deans (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
    - 10.4.3 directors or heads and assistant directors or assistant heads of sub-units, except head of national institutes



and those occupying basic positions the starting salaries for which are equal to or higher than that of professor (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

- 10.4.4 program or project directors or coordinators (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 10.4.5 college secretaries and department chairmen (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 10.4.6 legal counsels/assistants (1148<sup>th</sup> BOR Mtg., 2/22/01)
- 10.4.7 special assistants to the Chancellor (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 10.4.8 members of the University Personnel Board; Fellowship and Scholarship Committee (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 10.4.9 other additional assignment positions below the level of head of principal unit (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 10.4.10 other additional assignment positions the class titles and honoraria for which are fixed by the President (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 10.5. renewal of appointment of UP Mindanao Foundation Fellows (for the UP Mindanao Chancellor) (1146<sup>th</sup> BOR Mtg., 10/20/00)
- 10.6. original appointment or reappointment of visiting or exchange faculty regardless of rank, in either case, subject to reporting to the President; provided that funds are available in the approved budget of the constituent university where expenditures of university funds are involved (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 10.7 appointment of faculty members to ranks below that of professor (except permanency of faculty, regardless of rank, which is subject to approval by the Board of Regents); the UP Mindanao Chancellor has authority to appoint faculty to rank below that of Associate Professor (1114<sup>th</sup> BOR Mtg., 11/27/97)

- 10.8. appointment of REPS and administrative personnel to positions the starting salaries for which are lower than that of professor (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 10.9. appointment of lecturers, senior lecturers, professorial lecturers, special lecturers and consultants (1114<sup>th</sup> BOR Mtg., 11/27/97)

**NOTE:** The term "appointment" as used in the enumeration above (10.7 to 10.9) includes: original appointment, renewal, reappointment, transfer to permanency [except transfer to permanency of faculty members], promotion, salary increase, salary adjustment and reclassification of position. (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

- 10.10 automatic promotion of faculty on the basis of earned PhD or equivalent degree (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 10.10.1 faculty members with the rank of professor or higher (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 10.10.2 visiting or exchange faculty (regardless of rank) (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 10.10.3 REPS and administrative personnel who are occupying positions the starting salaries for which are equal to or higher than that of professor (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 10.11 appointment of personnel whose positions are not specifically covered by existing basic classification and salary plans for the faculty, REPS and administrative personnel approved by the Board of Regents, subject to the nomenclature or system of class titles and rates of compensation or salary scales determined and fixed by the President (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 10.12 appointment of personnel, regardless of rank or salary range, incidental to employment in research projects, study and training programs and other programs or projects, in collaboration with, or with the support of, public or private

institutions or persons (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

11. determination of the term of office of an associate dean or deputy director upon the recommendation of the incumbent Dean or Director; provided that an appointment to said positions shall not extend beyond the expiration date of the incumbent dean or director or his resignation/separation from the deanship or directorship (970<sup>th</sup> BOR Mtg., 8/30/84)
12. budget
  - 12.1. conduct of annual financial review of the constituent university's performance and operations in order to identify problems and prospects (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 12.2. assessment of expected income, receipts and government subsidy for each ensuing budget year (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 12.3. formulation of targets, thrusts and priorities for each budget year (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 12.4. formulation of the constituent university budget and accounting for the operating result thereof (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 12.5. special budgets, regardless of the amount involved, for joint academic and training programs and other collaborative undertakings between the University and external agencies or institutions, funded out of donations or grants or other sources other than the approved budget of the University (1075<sup>th</sup> BOR Mtg., 3/24/94)
13. conduct and discipline of faculty and other personnel
  - 13.1 final decision on the suspension of personnel for a period exceeding fifteen (15) days but not more than thirty (30) days, or fine exceeding their compensation for fifteen (15) days but not more than thirty (30) days; provided, that decisions involving higher penalties except dismissal or removal may be appealed to the President (704<sup>th</sup> BOR Mtg., 1/11/63)



14. conduct and discipline of students, as regards penalties pursuant to the rules and regulations on student conduct and discipline

14.1. Sec. 25: The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion warranted, he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee, for final decision (1051<sup>st</sup> BOR Mtg., 6/25/92)

14.2. Sec. 18: Any decision of the Tribunal or a Dean, other than expulsion, permanent disqualification from enrollment, or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration (1051<sup>st</sup> BOR Mtg., 6/25/92)

14.3. Sec. 19: In all cases in which final decision is not conferred on a Dean or the Tribunal, the respondent may file or appeal with the President or the Chancellor within 10 days exclusive of Sunday and official holidays from receipt of the decision (1041<sup>st</sup> BOR Mtg., 7/4/91)

14.4. Sec 20: Action of the President or Chancellor on recommendation coming from the Dean on appeal from the decision of a Dean or the Tribunal shall be rendered within ten (10) days, exclusive of Sundays and official holidays, after receipt of the appeal (1041<sup>st</sup> BOR Mtg., 7/4/91)

The Executive Committee shall automatically review and decide all student disciplinary cases in which the penalty of suspension for one (1) year or more, expulsion, and withdrawal of registration privileges is imposed

The authority given to the Executive Committee under this rule is understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the cases under review

The decision of the Executive Committee shall be final and executory after fifteen (15) days from receipt of the decision by the respondent, unless, in the meantime, an appeal, is made to, and given due course by the BOR

15. conduct and discipline of students, as regards penalties pursuant to the revised rules and regulations governing fraternities, sororities and other student organizations

#### Rule V – Decision and Appeal

- 15.1. Sec.1. The SDT shall render decisions within fifteen (15) days from the time the cases are deemed submitted for resolution

- 15.2. Sec.2. Decisions of the SDT imposing the penalty of suspension for a period not exceeding one (1) year shall be final and executory, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President through the Chancellor of the constituent university concerned within ten (10) days from receipt by the respondent or counsel of the SDT decision

- 15.3 Sec. 3. The Chancellor shall, within five (5) days from receipt of the appeal, endorse said appeal, which shall include his recommendations, to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion

16. contracts/agreements

- 16.1. approval and signing of agreements with other institutions, local or foreign, for joint academic, research and / or training

programs; provided, that such agreements do not involve any additional and/or special budgetary outlay on the part of the autonomous university; provided, further, that all such agreements shall be reported to the President and submitted to the Board for confirmation not later than thirty (30) days from the signing thereof (987<sup>th</sup> BOR Mtg., 4/24/86)

- 16.2. research contracts between the University and individual faculty members/group of faculty members and other personnel of the University (EO FN 04-01, 3/16/04)

17. construction and repair

- 17.1. approval and signing of contracts, after public bidding for construction and repair, including construction management services, involving amounts not exceeding Ten Million Pesos (P10,000,000.00) per project; provided, that the aforementioned ceiling shall apply to both the original contract and the variation orders if any, taken together, subject to pertinent laws, regulations, and information to the President and the Board of Regents (1093<sup>rd</sup> BOR Mtg., 12/15/95)
- 17.2. approval and signing of negotiated contracts for construction and repair, including variation orders thereon, involving amounts not exceeding Six Million Pesos (P6,000,000.00) per project; provided, that the aforementioned ceiling shall apply to both the original contract and the variation orders, if any, taken together, subject to pertinent laws and regulations (1160<sup>th</sup> BOR Mtg., 5/23/02)

18. purchase of supplies, materials and services

- 18.1. approval and signing of contracts for the purchase, after public bidding of supplies, materials and equipment and services, including architectural and engineering design services, involving amounts not exceeding Ten Million Pesos (P10,000,000.00) per single transaction, subject to pertinent laws and regulations, and information to the President and the Board of Regents (1093<sup>rd</sup> BOR Mtg., 12/15/95)



- 18.2. approval and signing of negotiated contracts for the purchase of supplies, materials, equipment, and services, including architectural and engineering design services, involving amounts not exceeding Six Million pesos (P6,000,000.00) per single transaction, as a result of direct negotiation with exclusive distributors or manufacturers or after a canvass of at least three responsible suppliers, subject to pertinent laws and regulations (1160<sup>th</sup> BOR Mtg., 5/23/02)
- 18.3. approval and signing of contracts, after public bidding, for janitorial, security and laundry services, regardless of the contract price involved in each single transaction, subject to pertinent laws and regulations, and information to the President and the Board of Regents (828<sup>th</sup> BOR Mtg., 12/21/72)
- 18.4 approval and signing of contracts for the acquisition of services (e.g. janitorial services) supplemental to the following:
  - 18.4.1. existing contract previously approved by the President; and
  - 18.4.2. existing contract previously approved or confirmed by the Board of Regents (828<sup>th</sup> BOR Mtg., 12/21/72)
19. payment of obligations pursuant to contracts approved by the President or approved/confirmed by the Board of Regents
  - 19.1. approval of vouchers and signing of corresponding checks, regardless of the amount involved, covering payments of obligations of the University as regards constructions and purchases of supplies, materials, equipment and services, the contracts for which had been previously approved by the President or approved/confirmed by the Board of Regents (E.O. No. 5, 9/25/89)
20. lease of equipment and other personal property
  - 20.1. approval and signing of contracts of lease, with the University as lessor, of equipment or any other personal

property where the monthly rental does not exceed One Hundred Thousand Pesos (P100,000.00); provided, that no lease shall last for more than two (2) years; provided, further, that any such lease shall be reported to the President (1160<sup>th</sup> BOR Mtg., 5/23/02)

- 20.2. approval and signing of contracts of lease, with the University as lessee, of equipment or any other personal property where the monthly rental does not exceed One Hundred Thousand Pesos (P100,000.00); provided, that no lease shall last for more than two (2) years; provided, further, that any such lease shall be reported to the President (1160<sup>th</sup> BOR Mtg., 5/23/02)

21. lease of real property

- 21.1. approval and signing of contracts of lease, with the University as lessee, of real property where the monthly rental does not exceed Twenty Five Thousand Pesos (P25,000.00) and the lease is for a period of not more than two (2) years, subject to reporting to the President and confirmation by the Board within thirty (30) days from the signing thereof (987<sup>th</sup> BOR Mtg., 4/24/86)

- 21.2. approval and signing of contracts of lease, with the University as lessor, of real property with an area not exceeding one (1) hectare; provided, that no such lease shall last for more than three years; provided, further, that any such contract entered into shall be reported to the President and submitted to the Board of Regents for confirmation within thirty (30) days from the signing thereof (987<sup>th</sup> BOR Mtg., 4/24/86)

- 21.3. approval and signing of contracts involving the grant of a discontinuous easement of right of way over University property, subject to reporting to the President within thirty (30) days from the signing thereof (987<sup>th</sup> BOR Mtg., 4/24/86)

22. sale of disposable and usable equipment

- 22.1. approval and signing of contracts for the sale of condemned or disposable equipment or any other personal property of the University regardless of the amount involved (1212<sup>th</sup> BOR Mtg., 8/25/06)



23. lease of buildings

23.1. approval and signing of contracts of lease, with the University as lessor, of buildings, rooms and similar facilities, other than University housing or residential units, for a period not exceeding three (3) years, subject to reporting to the President (987<sup>th</sup> BOR Mtg., 4/24/86)

23.2. approval and signing of contracts of lease, with the University as lessee, of buildings, rooms and similar facilities, for a period not exceeding one (1) year and the monthly rental does not exceed Fifty Thousand Pesos (P50,000.00) (1160<sup>th</sup> BOR Mtg., 5/23/02)

24. reproduction, publication, distribution of literary property and other intellectual property

24.1. approval and signing of contracts for the reproduction, publication, or distribution, of literary and other intellectual property of the University or other persons, subject to reporting to the President within thirty (30) days from the signing thereof (987<sup>th</sup> BOR Mtg., 4/24/86)

25. renewal contracts

25.1. approval and signing of renewals of contracts originally approved and signed by the President subject to these conditions: (1) the terms and conditions of the renewal contract do not deviate substantially from those in the original contract; (2) the original contract contains a renewal clause; (3) the period covered by the renewal contract shall be effective for a period not exceeding the regular term of the Chancellor concerned; (4) the Chancellor shall submit to the President reports on contracts renewed within thirty (30) days from the signing thereof; provided, that the authority of the Chancellors applies only to the first contract; provided, further, that the authority to approve and sign renewal contracts shall be without prejudice to the authority of Chancellors to finally approve and sign contracts directly delegated to them by the Board (987<sup>th</sup> BOR Mtg., 4/24/86)



26. implementing contracts

- 26.1. approval and signing of contracts implementing the provisions of principal contracts already signed by the President and confirmed by the Board; provided, that such contracts shall be reported to the President and submitted to the Board within thirty (30) days from the signing thereof (987<sup>th</sup> BOR Mtg., 4/24/86)

27. donations

- 27.1. approval of donation to the Philippine Government agencies of University property other than real estate, with value not exceeding One Hundred Thousand (P100,000.00) per donee per year (1160<sup>th</sup> BOR Mtg., 5/23/02)
- 27.2 to negotiate, obtain, or receive grants, gifts and donations and to administer the same for the benefit of the constituent university, subject to reporting to the President; provided, that the acceptance of donations of equipment the installation, operation or maintenance of which require financial outlay in addition to the approved budget of the constituent University shall be confirmed by the Board upon recommendation of the President; provided further, that all service donations shall be subject to the approval of the Board upon recommendation of the President; furthermore, donations that entail onerous conditions shall be subject to approval by the Board of Regents (987<sup>th</sup> BOR Mtg., 4/24/86)

28. fees

- 28.1. fixing and revision of rentals, fees and other charges for the use of University facilities (E.O. No. 4, 3/31/81)
- 28.2. fixing and revision of, and approval of the appropriate rules for, all types of dormitory or residence hall fees (e.g., board fee, lodging fee, fees for miscellaneous services) and charges for electrical appliances/gadgets (e.g., microcomputers) brought in and used by residents, subject to the following conditions:
- a. an increase shall not be made more than once within an academic year and shall not exceed 100%; where

the increase is P100.00 or less, the increase may exceed 100%

- b. new fees or fines and revision of existing fees or fines shall not be imposed retroactively
- c. any new fee or fine prescribed or revision of existing fees or fines, as well as the corresponding rules therefor, shall be reported to the Board of Regents within sixty (60) calendar days after the date of approval thereof by the Chancellor
- d. adjustment of electrical and water charges (and related charges, e.g. telephone) according to prevailing rates of electric, water, etc., companies serving their respective campuses

(1075<sup>th</sup> BOR Mtg., 3/24/94)

- 28.3. determination or revision of subscription rates for constituent university publications (1160<sup>th</sup> BOR Mtg., 5/23/02)
- 28.4. determination or revision of fees and other charges for training programs and other non-degree programs or courses (1160<sup>th</sup> BOR Mtg., 5/23/02)
- 28.5. determination or revision of the rates of honoraria for research projects and other activities (1160<sup>th</sup> BOR Mtg., 5/23/02)
- 29. housing
  - 29.1. rules on University housing (1075<sup>th</sup> BOR Mtg., 3/24/94)
  - 29.2. award of housing units (987<sup>th</sup> BOR Mtg., 4/24/86)
  - 29.3. signing of housing contracts (987<sup>th</sup> BOR Mtg., 4/24/86)
- 30. miscellaneous administrative matters
  - 30.1. signing of application for bonding of accountable officers (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 30.2. condemnation of unserviceable University property (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

- 30.3. approval of constitution and by-laws of University and college student councils, including corresponding fees therefor, provided increases shall not be more than once within an academic year and shall not exceed one hundred percent (100%) and that new fees or revision of existing fees shall not be imposed retroactively (1022<sup>nd</sup> BOR Mtg., 6/29/89)
- 30.4. approval of rules governing university and college student publications and corresponding fees therefor, provided increases shall not be more than once within an academic year and shall not exceed one hundred percent (100%) and that new fees or revision of existing fees shall not be imposed retroactively (1022<sup>nd</sup> BOR Mtg., 6/29/89)
- 30.5. naming of buildings, structures, streets and other places, subject to existing laws, rules and regulations (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 30.6. request for permission to hold seminars or workshops (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
- 30.7. request for permission to install streamers, placards and similar materials used to announce, advertise, or publicize events, products, or the like (UP Code Art. 292 [Chapter 30])
- 30.8. request for permission to solicit funds; to canvass for the sale of merchandise, subscriptions for securities, insurance, publications; to sell tickets and the like pursuant to Article 284 of the University Code (UP Code Art. 291 [Chapter 30])
- 31. matter formerly requiring approval by the President
- 32. miscellaneous personnel matters
  - 32.1. transfer to another government agency (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 32.2. grant of allowances and honoraria in accordance with schedules and rules approved by the Board of Regents or the President as authorized by the Board (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
  - 32.3. clearances (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)



32.4. leaves:

- study leave
- leave of absence
- maternity leave
- military service leave
- sick leave (cumulative)
- vacation leave (cumulative)
- teachers' sick or vacation leave
- transfer from teachers' leave to cumulative leave
- terminal leave (cumulative leave)

(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

33. official trips

33.1. endorsement to Malacañang of official trips abroad of personnel

33.2. approval of official trips within the country

(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

34. outside activities

34.1. approval of request for permission to engage in outside activities

34.2. approval of request for permission for private practice of profession

34.3. approval of request for permission to teach in another institution with which the University has a Memorandum of Agreement

34.4. waiver of the rules on outside activities and community service

(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

35. approval of resignations (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

36. approval of overtime (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
37. approval of application of retirement (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
38. approval of request for change of service schedule (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
39. approval of special detail
  - 39.1. detail to another unit of the University
  - 39.2. special detail abroad
  - 39.3. secondment to other agencies

(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
40. study privileges of faculty and other personnel
  - 41.1. approval of application for privilege to study at reduced fees
  - 41.2. approval of request for permission to study in the University without reduced fee privilege
  - 41.3. approval of request for permission to study outside the University

(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
42. confirmation of personnel matters approved by deans of regional units pursuant to E.O. # 1, 28 January 1981 (E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)
43. approval of proposed grant of honoraria for training programs within the ranges of the standard rates approved by the Board (at its 982nd meeting on November 28, 1985) shall be approved by the Chancellor upon the recommendation of the Dean/Director or head of unit/office (982<sup>nd</sup> BOR Mtg., 11/28/85)
44. waiver of the University rules on maternity leaves in individual cases. (The University rules on maternity leave referred to above are the provisions of Article 235 of the Revised University Code insofar only as married women faculty members are concerned.)

The provisions of the maternity leave law and the Civil Service Rules governing maternity leave cannot be waived)  
(E.O. No. 1, 3/13/84 and E.O. No. 2, 3/14/84)

45. authority to sue for and in behalf of the component university on matters within their area of jurisdiction; to appear in pre-trial conferences in courts of law or administrative bodies where cases for or against the component university are pending; and to appoint in their stead, a representative of their choice, who shall represent the component university during the pre-trial of cases in courts of law and administrative bodies, with power to enter into compromise agreements, stipulate on facts or agree on alternative factual dispute resolution with party litigants in such cases, subject to confirmation by the Board of Regents or the President whenever necessary (1151<sup>st</sup> BOR Mtg., 6/28/01)
46. authority to negotiate with private hospitals to provide the annual physical/medical examinations for faculty, staff and students (for Chancellors of UP Visayas, UP Mindanao, and UP Baguio)  
(1159<sup>th</sup> BOR Mtg., 3/21/02)
47. authority to approve the Application for Statement of Designation of Next-of-Kin ( E.O. No. 94-02, 6/10/94)



#### **IV**

### **Delegated Functions and Authorities to the Vice-President for Academic Affairs\***

- I. Through Executive Order No. FN-99-01 issued on 11 October 1999, the following functions and authorities have been delegated to the Vice-President for Academic Affairs:

#### **A. Personnel Matters**

1. appointments of research, extension and professional staff (REPS) to positions whose starting salaries (i.e., step 1 in the salary grade) are lower than that of Associate Professor 1.

#### **TYPES OF APPOINTMENT/PERSONNEL ACTION COVERED:**

Appointment as used in A, 1, above includes the following:

- 1.1 original appointment
- 1.2 renewal of appointment
- 1.3 reappointment
- 1.4 transfer
- 1.5 permanency
- 1.6 promotion
- 1.7 salary increase
- 1.8 salary adjustment
- 1.9 reclassification
- 1.10 contractual appointment

provided, that the corresponding modification of items or position, if any is required, shall be subject to approval by the President of the University.

2. appointment of graduate/student assistants

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\* Please see Appendix 1 for clarification

3. local special detail, study leave (with or without pay), application for privilege to study at reduced fees, vacation/sick/maternity leave, leave of absence without pay, secondment, resignation and terminal leave of REPS occupying positions whose starting salaries (i.e., step 1 in the salary grade) are lower than that of Associate Professor.
4. request for permission to teach after office hours on part-time basis within the University or in other institutions or to undertake limited practice of profession and clearances of REPS, regardless of rank
5. requests for change of service schedule of academic personnel, regardless of rank
6. requests for transfer to other government agencies of academic personnel, regardless of rank

**B. Research Matters**

1. research grants from University funds
2. endorsement of research proposals to NSDB and other agencies or institutions

**C. Other Matters**

1. scholarship contracts covering scholarships offered by System units/offices (e.g. University Center for Women Studies) of faculty and REPS, regardless of rank, subject to following conditions:
  - 1.1 a recommendation from the Chancellor of the autonomous unit concerned shall be obtained before a scholarship contract may be approved and signed by the Vice-President for Academic Affairs
  - 1.2 all other scholarship contracts which do not require the President's approval are not included in this delegation of authority

2. endorsements of travel papers to the Office of the President of the Philippines and other government agencies as follows:

"For the President:

(NAME)

"Vice-President for Academic Affairs"

- II. In order to further relieve the President of administrative details, the following additional functions have been delegated to the Vice-President for Academic Affairs, through Executive Order No. FN-99-01-B:

**A. Academic Matters**

1. extension of coverage of private-sponsored scholarships
2. request to move/advance registration period
3. request for change of date of commencement exercises
4. request for waiver of the deadline for the submission of UPCAT application
5. research contracts between the University of the Philippines and individual faculty members or groups of faculty members and other personnel of the University

**B. Personnel Matters**

1. additional assignments of academic personnel except as heads of principal units or sub-units and as Program Development Associates

**C. Others**

1. other academic matters not included in the enumeration here in above or in Executive Order No. FN-99-01 which the Vice-



President for Academic Affairs believes can be attended to at his/her level; provided, that he/she shall consult the President beforehand; provided, further, that his authority shall not apply beyond the ceilings or limitations specified in Executive Order No. FN-99-01

**D. Guidelines**

1. an officer-in-charge of the office of the Vice-President for Academic Affairs may exercise the authority delegated to the Vice-President for Academic Affairs, subject to the instructions of or such limitations or restrictions as the Vice-President for Academic Affairs, may prescribe and provided, that the officer-in-charge holds an appointment or designation issued by the Vice-President for Academic Affairs
2. all other matters that require action by the President that are not included in Executive Order No. FN-99-01 shall continue to be submitted for action by the President
3. nothing in the Executive Order shall be construed as limiting or in any way modifying the authority of Chancellors delegated them by the Board of Regents or the President of the University; thus, matters delegated them to finally act upon shall continue to be acted upon by them

## **V**

### **Delegated Functions and Authorities to the Vice-President for Administration**

- I. Executive Order No. FN-99-01 issued on 11 October 1999 has delegated the following functions and authorities of the President to the Vice-President for Administration:

#### **A. Personnel Matters**

1. appointments of administrative personnel to positions whose starting salaries (i.e., step 1 in the salary grade) are lower than that of Associate Professor 1.

#### **TYPES OF APPOINTMENT/PERSONNEL ACTION COVERED:**

Appointment as used in A1 above includes the following:

- 1.1 original appointment
- 1.2 renewal of appointment
- 1.3 reappointment
- 1.4 transfer
- 1.5 permanency
- 1.6 promotion
- 1.7 salary increase
- 1.8 salary adjustment
- 1.9 reclassification
- 1.10 contractual appointment

provided, that the corresponding modification of item or position, if any is required, shall be subject to approval by the President of the University.

2. local special detail, study leave (with or without pay), application for privilege to study at reduced fees, vacation/sick/maternity leave, leave of absence without pay, secondment, resignation, and terminal leave of administrative personnel occupying positions whose starting salaries (i.e., step 1 in the salary grade) are lower than that of Associate Professor 1.

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\*Please see Appendix 1 for clarification

3. request for permission to teach after office hours on part-time basis with the University or in other institutions or to undertake limited practice of profession, and clearances of administrative personnel , regardless of rank
4. requests for change of service schedule of administrative personnel, regardless of rank
5. requests for transfer to other government agencies of administrative personnel, regardless of rank

**B. Financial Matters**

1. contracts awarded through bidding
  - 1.1 construction and repair – contracts, after bidding, for construction and repair, including construction management services, involving amounts not exceeding Three Million Pesos (P3,000,000.00) per project, subject to pertinent laws and regulations and reporting to the President and the Board of Regents; provided, that the aforementioned ceiling shall apply to both the original contract and the variation orders, if any.
  - 1.2 purchase of supplies, materials, equipment and services – contracts, after bidding, for the purchase of supplies, materials, equipment and services, including architectural and engineering design services, involving amounts not exceeding Three Million Pesos (P3,000,000.00) per single transaction, subject to pertinent laws and regulations and reporting to the President and the Board of Regents
2. negotiated contracts
  - 2.1 construction and repair – negotiated contracts for construction and repair, including construction management services, involving amounts not exceeding Five Hundred Thousand Pesos (P500,000.00) per contract (a) as a result of direct negotiation with contractors or (b) after a canvass of



three reliable contractors, subject to pertinent laws and regulations and reporting to the President and the Board of Regents; provided, that the aforementioned ceiling shall apply to both the original contract and the variation orders, if any.

- 2.2 purchase of supplies, materials, equipment and services – negotiated contracts for the purchase of supplies, materials, equipment and services, including architectural and engineering design services, involving amounts not exceeding Five Hundred Thousand Pesos (P500,000.00) per single transaction (a) as a result of direct negotiation with exclusive distributors or manufacturers or (b) after a canvass of three reliable suppliers, subject to pertinent laws and regulations and reporting to the President and the Board of Regents.
3. contracts, after public bidding, for janitorial, security, and laundry services, regardless of the contract price involved in each single transaction, subject to reporting to the President and the Board of Regents
4. contracts for the acquisition of services (e.g., janitorial services) supplemental to the following:
  - 4.1 existing contract previously approved by the President; and
  - 4.2 existing contract previously approved or confirmed by the Board of Regents
5. contracts for the reproduction, publication or distribution of literary property of the University or other persons

Note: The delegated authority of the Vice President for Administration specified in B1-5 above shall apply to all requisitions, purchases orders, vouchers, deeds, contracts and other instruments necessary for the purchase of supplies, materials, equipment and services or the construction/repair of buildings.

6. signing of warrants and checks
7. payment of university obligations of System offices/units, regardless of the amount involved, pursuant to contracts approved by the President or approved/confirmed by the Board of Regents
8. vouchers other than those pertaining to contracts for construction/repairs or purchases of supplies, materials, equipment and services
9. grant of allowances and honoraria to academic and administrative personnel, regardless of rank, in accordance with schedules and rules approved by the Board of Regents or the President as authorized by the Board
10. contracts of lease, with the University as lessor of usable equipment or any other personal property where the monthly rental involved in any one transaction does not exceed Twenty-Five Thousand Pesos (P25,000.00) and for a period not exceeding three (3) years.
11. contracts of lease, with the University as lessee of equipment or any other personal property where the monthly rental involved in any one transaction does not exceed Twenty-Five Thousand Pesos (P25,000.00) and for a period not exceeding two (2) years.
12. condemnation of unserviceable University property
13. sale of condemned property or disposable equipment or any other personal property of the University where the amount involved in any one transaction does not exceed One Hundred Thousand Pesos (P100,000.00).

**C. Miscellaneous Administrative Matters**

1. issuance of authority to undertake local travel to System officials and other personnel
2. endorsement of request for bonding of accountable officers

- II. On 15 November 1999, Executive Order No. FN-99-1-B was issued to further delegate the following functions to the Vice President for Administration:

**A. Personnel Matters**

1. additional assignments of administrative personnel except as head of principal units or subunits and as Program Development Associates
2. permission to attend meetings, elections and other official activities of ONAPUP, Credit Union, All UP Workers Union, etc.
3. request of staff to attend short-term conferences, training programs, etc.
4. request of units to hold seminar-workshops
5. suspension of work/classes

**B. Financial Matters**

1. request for financial assistance chargeable against the IOB of the Office of the President not exceeding P10,000.00

**C. Miscellaneous Administrative Matters**

1. maintenance agreements
2. request that the OP host dinner, lunch etc. not exceeding P20,000.00
3. request for the use of the Office of the President facilities (e.g., Executive House, Conference Room, etc.)

**D. Guidelines**

1. an officer-in-charge of the Office of the Vice-President for Administration may exercise the authority delegated to the Vice-President for Administration, subject to the instructions



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of or such limitations or restrictions as the Vice-President for Administration may prescribe and provided, that the officer-in-charge holds an appointment or designation issued by the Vice President for Administration

2. all other matters that require action by the President that are not included in Executive Order No. FN-99-01, shall continue to be submitted for action by the President
3. nothing in the Executive Order shall be construed as limiting or in any way modifying the authority of Chancellors delegated them by the Board of Regents or the President of the University; thus matters delegated them to finally act upon shall continue to be acted upon by them

## **VI**

### **Delegation of Authority to the Vice-President for Planning and Finance**

Executive Order No. FN-99-01-B, issued on 15 November 1999 has delegated the following authority to the Vice-President for Planning and Finance:

1. Letters to the Department of Budget and Management (DBM) requesting for issuance of notice of cash allocation; requesting for release of funds/allotment; requesting for cash release covering accounts payable by the CUs.

## **VII**

### **Delegation of Authority to the Assistant Secretary of the University**

The following functions and authorities have been delegated to the Assistant Secretary of the University through Executive Order No. FN-99-01-B:

#### **A. BOR Matters**

1. signing of excerpts of minutes of meetings of the Board of Regents when serving as officer-in-charge

#### **B. Personnel Matters**

1. approval and signing of all papers pertaining to overtime of OSU staff
2. approval of leaves of OSU staff
3. signing of daily time records of OSU staff
4. signing of notice of approval of appointments approved by the President or approved/confirmed by the Board of Regents when serving as officer-in-charge
5. approval and signing of performance targets/ratings of OSU/OP staff

#### **C. Notices of Approval**

1. signing of notices on matters approved by the President other than appointments

#### **D. Requisitions and other Financial Matters**

1. approval and signing of all papers pertaining to requisitions of supplies and equipment of OSU (e.g., requisitions, purchase orders, vouchers for payment of obligations, etc.)
2. approval and signing of all papers pertaining to payment of telephone bills
3. approval of trip tickets of OSU vehicles



## VIII

### **Delegation of Authority to the Director of the Philippine General Hospital**

At its 1154<sup>th</sup> meeting held on 27 September 2001, the Board of Regents amended the existing delegation of authority to the PGH Director. Moreover, the Board approved further delegation of authority to the Director. This is in recognition of the need to further expedite administrative action in the various aspects of the operations of the Hospital, considering its size, not only in terms of its budget but also in terms of its personnel and the volume of services it is expected to provide.

**A. The following are existing powers of the PGH Director, approved by the Board of Regents at its 1114<sup>th</sup> meeting on 27 November 1977 which were amended at the 1154<sup>th</sup> meeting held on 27 September 2001:**

**1. Contracts Awarded through Bidding**

**1.1. construction and repair**

- subject to pertinent laws and regulations and reporting to the Chancellor and the President, approval and signing of contracts, after bidding, for construction and repair, including construction management services, involving amount not exceeding 75% of the ceiling set for the Chancellors per project; provided that the aforementioned ceiling shall apply to both the original contract and the variation orders, if any.

**1.2. purchase of supplies, materials, equipment and services**

- subject to pertinent laws and regulations and reporting to the Chancellor and the President, approval and signing of contracts, after bidding, for the purchase of supplies, materials, equipment, and services involving amount not exceeding 75% of the ceiling set for the Chancellors per single transaction.

**2. Negotiated Contracts**

**2.1. construction and repair**

- subject to pertinent laws and regulations and reporting to the Chancellor and the President, approval and signing of negotiated contracts for construction and repair, including construction management services, involving amounts not exceeding 75% of the ceiling set for the Chancellors per project (a) as a result of direct negotiation with contractors or (b) after canvass of three reliable suppliers; provided that the aforementioned ceiling shall apply to both the original contract and the variation orders, if any.

**2.2. purchase of supplies, materials, equipment and services**

- subject to pertinent laws and regulations and reporting to the Chancellor and the President, approval and signing of negotiated contracts for the purchase of supplies, materials, equipment and services involving amounts not exceeding 75% of the ceiling set for the Chancellors per single transaction (a) as a result of direct negotiation with exclusive distributors or manufacturers or (b) after a canvass of three reliable suppliers

**B. The following are additional powers approved by the Board of Regents for the PGH Director, at its 1154<sup>th</sup> meeting held on 27 September 2001**

**1. Appointment**

- appointment of the personnel/staff of the hospital, except those with concurrent appointments in the UP College of Medicine and other colleges and institutes of UP Manila and those whose starting salaries are equivalent to that of Professor.

**2. Budget**

- conduct of annual financial review of the hospital performance and operations in order to identify problems and prospects
- assessment of expected income receipts and government subsidy for each ensuing budget year
- formulation of targets, thrusts and priorities for each budget year
- final approval in the disbursements of funds, in conformity with the approved budget of the PGH and subject to pertinent accounting, auditing, budgeting laws, rules and regulations

**3. Other Contracts and Agreements**

- approval and signing of agreements between PGH and other institutions, local or foreign, for joint research/or training programs; provided, that such agreements do not involve any additional and/or a special budgetary outlay on the part of the Hospital; provided further that all such agreements shall be reported to the Chancellor who will in turn submit the same to the President for his endorsement to the Board for confirmation not later than 90 days from the signing thereof.
- approval and signing of contracts for laundry services regardless of the contract price involved in each single transaction, subject to pertinent laws and regulations, and information to the Chancellor.

**4. Payment of Obligations**

- payment of obligations pursuant to contracts approved by the Chancellor/President or approved/confirmed by the Board of Regents.

**5. Lease of Equipment and other Personal Property**

- approval and signing of contracts of lease with the Hospital as lessor, of usable equipment or any other personal property where the monthly rental involved in any one transaction does not exceed 75% of the ceiling set for the Chancellors; provided that no such lease shall be for a period longer than two (2) years; provided that any such lease shall be reported to the Chancellor.



- approval and signing of contracts of lease with the Hospital as lessee, of usable equipment or any other personal property where the monthly rental involved does not exceed 75% of the ceiling set for the Chancellors; and for a period not exceeding one (1) year; provided that any such lease shall be reported to the Chancellor.

**6. Sale of Disposable and Usable Equipment**

- approval and signing of contracts for the sale of condemned or disposable equipment or any other personal property of the hospital where the amount involved does not exceed 75% of the ceiling set for Chancellors, subject to reporting to the Chancellor.

**7. Lease of Building**

- approval and signing of contracts of lease with the hospital as lessor or lessee, of buildings, rooms and similar facilities subject to existing rules and regulations and reporting to the Chancellor.

**8. Implementing Contracts**

- approval and signing of contracts implementing the provisions of principal contracts already signed by the Chancellor or the President, subject to reporting to the Chancellor within 30 days from the signing thereof.

**9. Donations**

- approval of donations to Philippine government agencies of hospital property other than real estate with value not exceeding 75% of the ceiling set for Chancellors.
- negotiate, obtain or receive grants, gifts and donations and to administer the same for the benefit of the hospital, subject to reporting to the Chancellor and the President; provided that the acceptance of (a) donations of equipment, the installation, operation or maintenance of which require financial outlay in addition to the approved budget of the hospital and (b) donations entailing some onerous conditions stipulated by the donor, shall be subject to approval by the Board; provided further, that all service donations shall be subject to the approval of the Board.

## **10. Fees**

1. fixing and revision of rentals, fees, rates of charges for the use of Hospital equipment/buildings/facilities or for Hospital services
  - 1.1. to fix or set new rentals/fees/rates of charges/prices, etc. where there is/are no existing rates for any given item/service;
  - 1.2. to revise or adjust upward or downward existing rentals/fees/rates of charges/prices, etc.; and
  - 1.3. to prescribe appropriate rules, procedures and other guidelines for the proper implementation of new or revised schedules of rentals, fees, etc.

In the exigency of this delegated authority, the following shall be strictly observed:

- a. each increase shall not exceed fifty percent (50%) of the existing rate per item/service;
  - b. increases shall not be oftener than twice per item/service within a given calendar year as reckoned from January to December 31;
  - c. revisions of existing rates shall not take effect earlier than the date they are approved.
  - d. the fixing of new fees/charges and revisions thereof charged from students shall take effect at the beginning of the semester (first or second) or the summer term, as the case may be, provided, that such fees shall not take effect earlier than the date they are approved.
2. fixing and revision of and approval of the appropriate rules for, all types of dormitory or residence hall fees (e.g., board fees, lodging fee, fees for miscellaneous services) and charges for electrical appliance/gadgets (e.g. computer) brought in and used by residents subjects to the following:

- 2.1 an increase shall not be made more than once within an academic year and shall not exceed 100%; where the increase is P100.00 or less, the increase may exceed 100%.
- 2.2 new fees or fines and revision of existing fees or fines shall not be imposed retroactively.
- 2.3 any new fee or fine prescribed or revision of existing fees or fines, as well as the corresponding rules therefor, shall be reported to the Board of Regents, within thirty days (30) from approval, through the Offices of the Chancellor and the President.
- 2.4 adjustment of electrical and water charges (and related charges, e.g. telephone) according to prevailing rates of electric, water, etc.

**11. Miscellaneous Administrative Matters**

- signing of application for bonding of accountable officers;
- condemnation of unserviceable Hospital property;
- request for permission to hold seminars or workshops;
- request for permission to install streamers, placards and similar materials used to announce, advertise or publicize events, products or the like;
- request for permission to solicit funds; to canvass for the sale of merchandise; subscriptions for securities, insurance, publications; to sell tickets and the like pursuant to Article 284 of the University Code.

**12. Miscellaneous Personnel Matters**

1. approval of the clearances, leaves, and transfer to other government agencies of those whose appointment is vested in him.



2. approval of the grant of honoraria to hospital personnel in accordance with approved schedules and rules.
3. Official Trips
  - approval of official trips of hospital staff within the country.
  - endorsement to the Chancellor official trips abroad.
4. Outside Activities
  - approval of requests for permission to engage in outside activities/limited practice of profession of hospital staff whose appointment is vested in him
5. Resignation
  - approval of resignation of personnel, whose appointment is vested in him.
6. Overtime
  - approval of overtime of hospital personnel, subject to availability of funds, accounting and auditing rules.
7. Retirement
  - approval of the retirement of hospital personnel whose appointment is vested in him/her, subject to existing rules.
8. Change of Service Schedule
  - approval of requests for change of service schedule of hospital staff
9. Special Detail
  - approval of requests of hospital personnel for special detail to other units of U.P. Manila

- endorsement for approval of the Chancellor requests of hospital personnel for special detail abroad, as well as requests for secondment to other agencies or other constituent universities.

10. Study Privileges

- approval of requests of hospital personnel for study privileges.

- C. **The grant of additional delegation to the PGH Director is without prejudice to the authority of the Chancellor earlier delegated him by the Board.**
- D. **All matters that are not within the authority of the PGH Director to act upon as defined herein shall be submitted to the Chancellor of UP Manila for appropriate action (e.g. for approval or endorsement/recommendation to the President or the Board of Regents, as the case may be).**
- E. **It shall be understood that the PGH Director shall be fully accountable and responsible for matters that are within his authority to finally act.**
- F. **Repealing Clause**

The provisions of existing resolutions or decisions of the Board of Regents and issuances of the President of the University or the Chancellor of U.P. Manila that are inconsistent with this further delegation of authority to the Director of the Philippine General Hospital are hereby repealed or amended, as the case may be.

## **IX**

### **Additional Delegation of Authority to Deans, and other Heads or Directors of Principal Units**

In addition to powers already delegated, deans and other heads or director of principal units, through Executive Order No. FN-99-01, are authorized to approve for and in behalf of the President, the following:

1. Employment of emergency personnel for not more than one month. Reemployment will go through normal procedures as for other personnel.
2. Leaves, special detail and similar assignments for not more than 15 calendar days
3. speaking engagements
4. appointments: for a continuous period not exceeding thirty calendar days, of officers-in-charge of departments, divisions, institutes and other subunits of the college or unit; for a continuous period not exceeding fifteen calendar days, of officers-in-charge of the college of unit; provided, that appointments shall not be distributed among two or more appointees just to circumvent the thirty or fifteen days limitation prescribed hereinabove.

The dean, director or head of office shall furnish the Office of the Chancellor and the Office of the President copies of his/her actions on appointments, leaves, special details, speaking engagements and designations.



**X**

**Delegation of Authority to Directors and other Heads of  
Principal Units of the UP System**

To cut down red tape, Directors and other heads of principal units of the UP System, through Executive Order No. FN-99-01-A, have been authorized to approve the vacation, sick, mandatory, and maternity leaves of their respective staff. It is understood, however, that the corresponding applications for leave shall be forwarded first to the Human Resource Development Office of UP Diliman for processing before they are approved. The said Office should be furnished a copy of the approved (or disapproved, if any) leave.

This delegation of authority applies to the following principal units:

- Financial Management Office
- Information Office, UP System
- Intellectual Property Office
- Office of Admissions
- Office of Alumni Relations
- Office of Institutional Linkages
- Office of Legal Services
- Sentro ng Wikang Filipino
- System Learning Resource Center
- Ugnayan ng Pahinungod
- University Center for Integrative and Development Studies
- University Center for Women Studies
- University Computer Center
- University of the Philippines Press

The same authority is also delegated to the Vice Presidents and the Secretary of the University and of the Board or Regents for their respective staff.

The leaves of the personnel of the Research and Extension Services Documentation and Information Center (RESDIC), the Management Education Council, the UP Archipelagic and Ocean Studies Program, the UP Forensic Science Institute, the UP Legislative Studies Program and other units/committee under the Vice-President for

Academic Affairs that are not included in the enumeration of principal units above shall be approved by the Vice-President for Academic Affairs.

The leaves of the personnel of the President's Committee on Culture and the Arts, the President's Committee for the Improvement of English Teaching, the UP Mathematics Education Council, and other units/committees under the Office of the President that are not included in the enumeration of principal units above shall be approved by the Vice-President for Administration.

## APPENDIX 1

Memorandum No. MVG-23 was issued on 15 October 1999 to clarify the delegation of authority to the Vice-President for Academic Affairs, the Vice-President for Administration, and the Deans and other heads or directors of principals units. Hereunder is the text of the memorandum.

### ANNEX 14

UNIVERSITY OF THE PHILIPPINES  
Quezon City

OFFICE OF THE VICE PRESIDENT  
FOR ADMINISTRATION

MEMORANDUM No. MVG-23

For : All Vice Presidents  
Chancellors  
The Dean, U.P. College Baguio  
Deans and other heads/directors of  
principal units

SUBJECT : Clarification of Executive Order No. FN 99-01  
entitled "Delegation of Authority to the Vice  
President for Academic Affairs, the Vice  
President for Administration, and the Deans  
and other heads or directors of principal units"

This memorandum is intended to clarify the executive order specified above in response to queries received by this Office.

A. Effect on the autonomy of autonomous universities

1. The executive order does not in any way limit, diminish or modify the authority of Chancellors



delegated them by the Board of Regents or the President of the University.

2. The personnel actions delegated to the Vice Presidents to act upon pertain to personnel of System units/offices. Their delegated authority also applies to proposed personnel actions pertaining to personnel of autonomous universities that require action by the President or the Board of Regents.
3. It goes without saying, therefore, that the appointments of graduate assistants, student assistants, academic and administrative personnel which are within the delegated authority of Chancellors to finally act upon are not supposed to be submitted to the Office of the President for action.

B. Meaning of repealing clause

Notwithstanding the repealing clause provided for in the executive order, all personnel actions and other matters acted upon by officials other than the Vice President for Academic Affairs and the Vice President for Administration prior to the issuance of the executive order (i.e., 11 October 1999) shall continue to be in force -- they are not considered repealed, modified, or rescinded as of said date.

C. Submission of papers

To facilitate action on papers, matters that are within the delegated authority of the Vice President for Academic Affairs or the Vice President for Administration as defined in the executive order should be addressed to the Vice President for Academic Affairs or the Vice President for Administration, as the case may be.

(Sgd.) MARTIN V. GREGORIO  
Vice President for Administration

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