



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM ORDER NO. 039, s. 2020

TO: CAMPUS DIRECTORS/DEANS  
This University

FROM: ERNIE C. GERADO, PhD  
Vice President / Chair, FRSPPB

SUBJECT: REPORT ON FACULTY INITIATIVES AND INVOLVEMENT, AY 2018-2019  
AND AY 2019-2020

DATE: June 18, 2020

1. This has reference to the recently approved criteria on Faculty Merit Promotion which include the initiatives and involvement of faculty members as defined in the policy.
2. As such, you are directed to gather documents from the qualified faculty and prepare a Summary of Initiatives and Involvement following the template as indicated below:

A. AY 2018-2019

FACULTY	INITIATIVES & INVOLVEMENT				TOTAL
	1	2	3	4	
1.					
2.					
3.					

B. AY 2019-2020

FACULTY	INITIATIVES & INVOLVEMENT				TOTAL
	1	2	3	4	
1.					
2.					
3.					

3. It is expected that the required summary of assessment duly certified by your office including the supporting documents shall be forwarded this Office not later than July 10, 2020.
4. Attached is the timeline duly approved by the President for the implementation of Merit Promotion among qualified faculty members.
5. For strict compliance.

attn:kate TN / attn:kpositivo

(SKOU-ISULAN  
RECEIVED  
Date: 06/23/2020)

To expedite the evaluation and finalization of summary of Faculty Assessment re merit promotion, the following timeline is approved by the President.

Activity	Target Date	Responsible Persons
Dissemination of the Merit Promotion policy	June 16-19, 2020	VPAA, CD/Ds
Activation/creation of Campus NBC 461 Committee	June 22-24, 2020	CD/Ds
Submission of documents to the NBC 461 Committee/Initiatives and Involvement to the Campus Directors or Deans	June 25-30, 2020	Faculty applicants
Evaluation of documents by the NBC 461 Committee/Initiatives & Involvement documents by the Campus Directors or Deans	July 1-7, 2020	Campus NBC 461 Committee, CD/Ds
Submission of the Summary of Evaluation & documents to the University NBC 461 Committee/ Submission of the Summary of Evaluation & documents to FRSPPB by the CD/Ds	July 8-10, 2020	Campus NBC 461 Committee, CD/Ds
Submission of Faculty Performance Ratings and attendance in major activities by the HRMO to the FRSPPB, attendance in major campus activities by the CD/Ds to the FRSPPB, Summary of attendance in ADAC Meeting by the Board Secretary (last 2 AY)	July 8-10, 2020	HRMO, CD/Ds, Board Secretary
Review of summary of evaluation and documents by the University NBC 461 Committee	July 13-15, 2020	University NBC 461 Committee
Review of reports and ratings re initiatives & involvement, attendance in major activities and meetings from CD/Ds, HRMO and Board Secretary	July 13-15, 2020	FRSPPB
Consolidation of Reports and Ratings from the University NBC 461, HRMO, CD/Ds and Board Secretary by the FRSPPB	July 16-17, 2020	FRSPPB
Preparation of the Summary of Faculty Assessment for Submission to the Office of the President	July 20-24, 2020	FRSPPB Secretariat