

**Consolidated List of Approved
Management Review Committee (MRC) Recommendations**

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I. Presidential Committees

A. *Creation of the Presidential Committee on Reorganization (PCOR)*

The Presidential Committee on Reorganization (PCOR) shall perform the following functions: (1) formulate the implementing details and draft requisite documents pertaining to the approved recommendations; (2) provide technical assistance in the installation of the changes; (3) monitor and evaluate the implementation of approved recommendations; and (4) perform such other functions as may be delegated to it by the President.

Action Taken: Executive Order No. 5 issued on 5 July 1982 creating the Presidential Committee to monitor the implementation of the MRC recommendations. It is composed of Dr. Raul P. de Guzman, Chairman, and Prof. Santiago S. Simpas, Prof. Honesto G. Nuqui, Prof. Teresa F. Bernabe, Deputy Administrator Placido M. Manalo, Jr., Dr. Ledivina V. Cariño and Prof. Melito S. Salazar, Jr., as members.

B. *Creation of a Committee to Review, Revise, and Propose a Code of the University of the Philippines System.*

The Committee shall be composed of:

- (a) Dr. Irene Cortes, Chairperson
- (b) Dr. Manuel F. Bonifacio, Member
- (c) Prof. Leven Puno, Member
- (d) Prof. Haydee Yorac, Member
- (e) One student member

The Committee shall:

- (a) Collate existing laws, Board of Regents' Resolutions, executive and administrative orders of the President of the University, and such other rules and regulations pertaining to the University of the Philippines System;
- (b) Update, harmonize, review, revise, and simplify the University Code with the end in view of bringing about simplicity, clarity, and order; and
- (c) Propose a New Code, responsive to the needs and conditions of the University of the Philippines System, to serve as a reliable and practical guide for administration, faculty, students, and employees of the University as well as the general public.

The Committee proposal is expected on or before 31 July 1983.

Board action: *Notation.*

II. Organizational Structure of the University of the Philippines (UPS)

A. *Creation of the University Assembly for the System and University Council for Autonomous Units*

The University Assembly shall consist of elected representatives of disciplinary clusters within the University Councils, student councils, administrative and academic personnel organizations, chief executive officials of the system and the campuses. It shall be chaired by the President with the Vice-President for Academic Affairs as Vice-Chairman.

The University Assembly shall advise and assist the Central Administration in reviewing and formulating system-wide plans and policies on the development of academic and administrative program in the different autonomous units as well as plans and policies on community affairs and national issues.

The University Council of each autonomous unit shall be composed of the chancellor, professors, associate professors and assistant professors of all degree granting units. The chancellor shall serve as chairman.

At each autonomous unit, the University Assembly may organize a Committee to tackle community issues. Academic issues are within the jurisdiction of the University Council.

Note: This proposal was endorsed in the joint meeting the University Councils of UP Diliman, Health Sciences Center and UP Los Banos on November 13, 1982.

B. *Creation of the University Council Secretariat*

The University Council Secretariat shall perform the following powers and functions; (a) assist the Chairman in the management of the Council's affairs; (b) coordinate and monitor the work of various standing committees and the academic units; (c) provide technical and administrative assistance to the University Council and its Committees; (d) serve as the Secretariat of the University General Assembly; and (e) perform such other functions as may be delegated to it by the President.

The University Council Secretariat shall be placed under the Office of the Registrar.

Board Action: *Approval*, with the clarification that although it will be the Secretariat of the University Council of UP Diliman, it shall also serve as Secretariat of the University General Assembly, a system-wide organization. Likewise, the autonomous universities are authorized to establish the secretariats of their respective University Councils.

C. *Regular Meetings of the President's Advisory Council (PAC)*

The President's Advisory Council should conduct regular meetings to ensure regular exchanges of views and plans among the President, Executive Vice-President, Vice-Presidents, University Secretary, Chancellors, Vice-Chancellors and such other members as may be designated by the President. The agenda could be determined beforehand so there would be some structure for the meeting. System-wide issues may be discussed.

Board Action: *Approval*.

D. *Central Administration of the University of the Philippines System (UPS)*

1. *Office of the President*

The following existing offices/units shall be retained under the Office of the President;

- (a) Office of the University Secretary
- (b) Office of the University Legal Counsel (shall also concurrently serve as legal counsel for UP Diliman)

The Presidential Staff on Regional Matters shall be abolished and its functions performed by the Office of the Vice-Chancellor for Administration in an autonomous unit.

Board Action: *Approval*.

2. *Office of the Executive Vice-President*

The Executive Vice-President shall be appointed by the Board of Regents upon the recommendation of the incumbent President.

The Executive Vice-President shall assist the President in the management of the University. He shall perform such

other functions as may be delegated to him by the President.

Board Action: *Approval.*

3. *Office of the Vice-Presidents*

a. *Retention of the Office of the Vice-President for Academic Affairs (OVPA)*

The Office of the Vice-President for Academic Affairs shall be retained. It shall be oriented towards providing substantive program inputs into planning, setting of policies and standards, and facilitating inter-campus coordination of academic, research, extension and library programs and required support services of the University System.

Board Action: *Approval.*

b. *Appointment of the Vice-President for Planning and Finance (VPPF)*

The Vice-President for Planning and Finance shall exercise the powers and functions of the Vice-President for Development and Public Affairs as provided for in Article 57 of the Revised Code of the UPS. He shall be directly responsible to the President for the planning of, and generating funds for development programs/projects and expansion of the University System; *and for promoting close relations with the government, the alumni, the foundations, the private sector, and the general public.**

He shall perform the following powers and functions: (a) prepare and maintain a master plan for the development of the University System and its campuses; (b) advise, assist, and coordinate campus development planning efforts; (c) formulate and maintain design, construction, and maintenance standards for campus development, infrastructure, building, housing, open, space, and other physical facilities; (d) develop policies for acquisition, use and disposition of campus lands; (e) conduct planning inventories and studies to assess the physical, manpower, and financial resources available or required for implementing development plans

*The responsibility for promoting close relations with the government, the alumni, the foundations, the private sector and the general public, was transferred to the Vice-President for Public Affairs.

and projects of the system; (f) formulate and maintain financial and fiscal policies, plans, and programs for generating funds for University programs and projects; (g) provide leadership and assist campuses in securing regular appropriations, endowments, grants and other forms of income to support University programs; (h) formulate and maintain policies and regulations for business enterprises engaged in by the University and its units or permitted to operate on University premises; and (i) maintain a list of projects which are considered important but which have been hitherto unfunded. This list shall be readily available for possible donors and other sources of funds.

Board Action: *Approval.*

c. *Creation of the Office of the Vice-President for Public Affairs*

The Vice-President for Public Affairs shall be appointed by the Board of Regents upon the recommendation of the President. He shall be directly responsible to the President for promoting close relations with the government, the alumni, the private sector, and the general public.

Board Action: *Approval.*

4. *Assistant Vice-Presidents*

Creation of the position of Assistant Vice-Presidents whenever the need arises.

Assistant Vice-President positions shall be created to provide for a systematic mechanism for preparing people to assume positions of responsibility in the University as may be delegated to them by the Vice-Presidents.

Board Action: *Approval.*

5. *University Secretary*

- (a) The Secretary of the University shall be responsible for the management of records and communications primarily for the Board of Regents and the Office of the President.
- (b) The telephone switchboard service shall be transferred from the University Secretary to the proposed Campus Planning, Maintenance and Operations Office.
- (c) The Office of General Services shall be phased out and its functions transferred to the offices concerned (e.g., person-

nel records to the Human Resources Development Office).

Board Action: *Approval.*

E. *Autonomous Units*

1. *UP Diliman*

- (a) UP Diliman shall be composed of all existing units in Diliman (except the College of Nursing and the College of Pharmacy which belong to HSC and will be relocated at the end of the year to the former NEDA Building).
- (b) The College of Public Administration, the Philippine Executive Academy and the Population Institute shall belong to UP Diliman. Thus, the physical transfer of these units is recommended.
- (c) UP College Baguio, UP College Clark Air Base, and UP Extension Program in San Fernando shall continue to be placed under the supervision of UP Diliman.

Board Action: *Approval.*

2. *Transformation of Health Sciences Center (HSC) into UP Manila*

- (a) It is recommended that HSC be retained as an autonomous unit. It is also recommended that HSC be renamed UP Manila since the other autonomous units are identified by geographical location and that it be developed into a general campus rather than a purely functionally-oriented University.

Note: A poll was conducted at HSC on this matter and majority are in favor of making HSC as a general campus unit.

- (b) It is recommended that UPCM be placed under the proposed UP Manila jurisdiction and renamed College of Arts Sciences (Manila). UPCAS Manila could gear its programs to the requirements of and opportunities provided by UP Manila.

Board Action: *Approval.*

3. *UP Los Banos*

It is recommended that UPLB assume greater responsibility in servicing the educational needs of the Southern Tagalog and the Bicol regions.

Board Action: *Approval.*

4. *Place UP College Tacloban and UP College Cebu under the supervision of UPV*

There is a need for the University to decide the status of regional colleges and place those that would be retained under the supervision of the autonomous universities in their vicinity. "Supervision" here means primarily the association of regional colleges with autonomous universities in the planning of substantive programs by the campus executives and University Councils concerned. Supervision of regional colleges by autonomous universities is proposed at least as a temporary measure to improve coordination at the regional level and reduce administrative load of the Central Administration.

Thus, it is recommended that UPCT and UPCC be placed under the supervision of UPV. However, the implementation of this recommendation will not take effect until after a transition period of two (2) years.

Note: The deans of these units strongly oppose this recommendation. The regional units prefer to be under the President rather than the Chancellor to allow faster growth and development.

Board Action: *Approval.*

5. *Establishment of UP in Mindanao*

It is recommended that UP establish its presence in Mindanao to promote national unity and integration and in response to the requests made by various sectors in the area particularly the UP Alumni.

It is recommended that in consultation with the Ministry of Education and Culture, an existing State University serve as the nucleus of a UP in Mindanao.

Note: The joint University Council Meeting held on Nov. 13, 1982 have agreed to strengthen the existing autonomous units before establishing UP in Mindanao.

Board Action: *Approval.*

III. Internal Organization and Management of Offices in Central Administration of the University of the Philippines System

A. *Office of the Vice-President for Academic Affairs*

1. *Creation of the Instruction Coordination Staff under the Vice-President for Academic Affairs*

The Instruction Coordination Staff shall formulate system-wide academic standards and monitor the academic programs of the autonomous units.

Board Action: *Approval.*

2. *Creation of the Research Coordination Staff under the Vice-President for Academic Affairs*

The Research Coordination Staff shall formulate system-wide research policies, and coordinate and monitor the research activities of the autonomous units.

Board Action: *Approval.*

3. *Creation of the Extension Coordination Staff under the Office of the Vice-President for Academic Affairs*

The Extension Coordination Staff shall perform the following powers and functions: (a) Monitor, review, and coordinate the extension activities of operating units; (b) Formulate and enforce policies and standards for extension services; and (c) Serve as the secretariat and technical staff for a new University Council Committee for Extension Coordination.

This Office could also serve as the consultancy unit for the UPS. It could initiate or formulate consultancy project proposals for funding by external agencies.

Board Action: *Approval.*

4. *Creation of the Library Services Coordination Staff under the Vice-President for Academic Affairs*

The Library Services Coordination Staff shall assist the Vice-President for Academic Affairs in the coordination of library services. The Librarian of UP Diliman shall serve as the Secretariat of the University System Library Committee.

Board Action: *Approval.*

5. *Grant of as much fiscal flexibility as possible to the UP Press, which means it could operate under the umbrella of UP Foundation.*

The University and the UP Foundation can come to a suitable agreement such that existing resources may be taken over by the Foundation as a trustee with adequate safeguards. The UP Press can then be managed and operated as a profit center.

The UP Press should be developed into a publishing house.

Board Action: *Approval.*

B. *Office of the Vice-President for Planning and Finance*

1. *UP Management Education Council (UPMEC)*

The UPMEC shall serve as the advisory body to the Office of the Vice-President for Planning and Finance and the Vice-President for Planning and Finance shall serve as the Chairman of the UPMEC.

Board Action: *Approval.*

2. *Program Development Staff (PDS)*

The PDS shall be placed under the Office of the Vice-President for Planning and Finance.

Board Action: *Approval.*

3. *Management Information System (MIS)*

The MIS shall be placed under the Office of the Vice-President for Planning and Finance. The Office of Institutional Studies shall be merged with the MIS.

Board Action: *Approval.*

4. *University Computer Center*

The University Computer Center shall be placed under the supervision of the Vice-President for Planning and Finance.

Board Action: *Approval.*

5. *Creation of a Resource Generation Staff under the Office of the Vice-President for Planning and Finance.*

The Resource Generation Staff shall perform the following powers and functions: (a) design and administer programs and projects for securing donations, grants, endowments, and operating revenues; (b) perform investment and other income generating functions, including leases of University properties and business concessions to private entities; (b) provide technical assistance to operating units; and (d) coordinate its effort with University-based foundations and alumni associations.

Board Action: *Approval.*

6. *Creation of a Controllership and Budget Staff under the Office of the Vice-President for Planning and Finance*

The Controllership and Budget Staff shall perform the following functions with the assistance of faculty and/or consultants:

- a. Assist in all planning activities of the University System;
- b. Conceptualize and translate into physical and monetary terms approved plans for the University.
- c. Consolidate, summarize and assist in the administration of the University System budget; and
- d. Develop and operationalize an internal control unit, which shall perform an independent appraisal of the accounting, financial and operational activities of the University to promote operational efficiency and effectiveness and encourage adherence to prescribe management policies.

Board Action: *Approval.*

7. *Internal Auditor*

The Internal Auditor shall be under the Vice-President for Planning and Finance.

Board Action: *Approval.*

8. *Land Grants Office*

The Land Grants Office shall be placed under the supervision of the Office of the Vice-President for Planning and Finance.

Considering the recommendation to lease or sell the land grants, the Land Grants Office shall continue to operate until the arrangement for the lease or sale of the land grants is effected.

In the event of lease, it may still continue to exist to perform the obligations under the lease arrangement.

Board Action: *Approval.*

C. *Office of the Vice-President for Public Affairs*

1. *Information Office*

Place the Information Office under the Office of the Vice-President for Public Affairs.

The Information Office shall be placed under the Office of the Vice-President for Public Affairs.

Board Action: *Approval.*

2. *Office of Alumni Relations*

Place the Office of the Alumni Relations under the Office of the Vice-President for Public Affairs.

The Office of the Alumni Relations shall be placed under the Office of the Vice-President for Public Affairs.

Board Action: *Approval.*

3. *Creation of the Liaison Staff under the Office of the Vice-President for Public Affairs.*

The Liaison Staff shall assist the Vice-President for Public Affairs in promoting close relations between the University and external agencies.

Board Action: *Approval.*

4. *Grant of as much fiscal flexibility as possible to the University Book Center, which means it could operate under the UP budget and/or under the umbrella of UP Foundation.*

Board Action: *Approval.*

IV. Internal Organization and Management of the UP Diliman

A. *Office of the Chancellor*

UP Diliman as an autonomous University will have its own Chancellor. There shall be four (4) Vice-Chancellors: (1) Vice-Chancellor for Academic Affairs; (2) Vice-Chancellor for Student Affairs; (3) Vice-Chancellor for Community Affairs; and (4) Vice-Chancellor for Administration.

Board Action: *Approval.*

1. *Budget Office*

The Budget Office shall perform the following functions with the assistance of faculty and/or consultants:

- (a) Assist in all planning activities of the UP Diliman;
- (b) Conceptualize and translate into physical and monetary terms approved plans for the UP Diliman in coordination with the Controllershship and Budget Staff of the University;
- (c) Consolidate, summarize and assist in the administration of the approved UP Diliman budget;
- (d) Develop an internal control unit, which shall perform an independent appraisal of the accounting, financial and operational activities of the UP Diliman to promote operational efficiency and effectiveness and encourage adherence to prescribed management policies.

Board Action: *Approval.*

B. *Office of the Vice-Chancellors*

1. *Office of the Vice-Chancellor for Academic Affairs*

There shall be created an Office of the Vice-Chancellor for Academic Affairs with the following offices under its supervision:

(a) *Graduate School*

The Graduate School shall be strengthened as a coordinating structure for graduate programs in UP Diliman.

In view of the growing number of units and graduate programs, there is a need to strengthen the Graduate School. It shall be tasked to: (a) assist in the formulation of graduate programs (b) monitor and enforce compliance with standards; and (c) foster cooperation among the units concerned.

The Graduate School shall be headed by a Dean of Graduate Studies.

(b) *Undergraduate Studies*

There shall be created an Office of Undergraduate Studies to be headed by a Dean.

The Office of Undergraduate Studies shall be tasked to: (a) assist in the formulation of undergraduate programs; (b) monitor and enforce compliance with standards; and (c) foster cooperation among the units concerned.

(c) *Research Coordination*

1. *Strengthen the Office of Research Coordination*

The Office of Research Coordination should be strengthened to enable it to effectively coordinate, facilitate and monitor all researches in UP Diliman. It should be headed by a faculty member who has had sufficient research experience.

2. *Creation of Sectoral Research Councils in UP Diliman*

Sectoral Research Councils (SRC) for (autonomous university level) natural sciences, humanities/social sciences and biological sciences shall be organized.

The SRCs shall perform the following functions: (a) formulate short-term and long-term programs for research based on proposals submitted by the colleges and units within their respective sectors; (2) approve/disapprove research proposals presented by the college and units within their respective sector; (3) coordinate, facilitate and monitor research projects within their respective sector; (4) formulate policies on research; (5) recommend to the Chancellor for priorities and allocation of research funds.

The SRC shall be composed of the Vice-Chancellor for Academic Affairs and representatives of colleges/institutes and centers within each sector.

The Office of Research Coordination shall serve as Secretariat to the Sectoral Research Councils.

Action Needed: *For Policy Decision.*

(d) *Office of Extension Coordination*

There shall be created an Office of Extension Coordination under the Vice-Chancellor for Academic Affairs.

The Office of Extension Coordination shall perform the following functions: (a) monitor, review and coordinate the extension and/or consultancy activities of operating units; (b) generate data and other information needed for planning purposes or policy/rules formulation; (c) enforce policies, rules, standards and basic procedures on extension services and consultancy activities.

It may initiate or formulate consultancy project proposals for funding by external agencies.

(e) *Office of the University Registrar*

The Office of the University Registrar shall be placed under the supervision of the Vice-Chancellor for Academic Affairs.

Board Action: *Approval.*

(f) *Library Services*

Reorganization of the Library System in Accordance with the Following Basic Guidelines:

1. Each autonomous campus shall have a central library to be officially known as "University Library," and to be headed by a University Librarian. The University Librarian shall be appointed on an additional assignment basis by the Board of Regents from among the

professional librarians of the autonomous campus, upon recommendation by the Chancellor with the concurrence of the President. The University Librarian shall serve for a term of five (5) years without prejudice to re-appointment or renewal, and shall be entitled to the same allowances as are granted to deans.

The University Librarian shall directly supervise and control all the technical aspects of library services/administration (e.g., acquisition, cataloguing, accessioning, indexing, cross-referencing, etc.) in all the various branch libraries of the autonomous campus, until such time that the branch libraries can adequately undertake such technical services.

In other words, discontinuance of technical control and supervision by the University Librarian in any branch library shall be effected on a case-to-case basis, depending on the capability of the branch library concerned; such discontinuance shall be formally effected upon the joint recommendation of the Dean/head of unit concerned and the University Librarian, subject to approval by the Chancellor.

2. Branch libraries may be established in the various units of the autonomous campus upon the recommendation by the Deans/Directors concerned with the concurrence of the University Library Board and the Chancellor, subject to approval by the Board of Regents.

Each branch library shall be headed by a "College Librarian", who shall be appointed, on an additional assignment basis, by the Chancellor upon recommendation by the Dean/Director concerned. A college librarian shall serve for a term of three years, without prejudice to reappointment or renewal, and shall be chosen from among the professional librarians of the autonomous university. College librarians shall be entitled to the same allowances as are granted to College Secretaries.

Recommendations for the appointment, promotion, salary increase, and all other personnel action pertaining to/affecting the professional librarians, non-professional staff, and administrative personnel of any branch library shall be the responsibility of the Dean/Director of the unit where the branch is located. Such personnel shall be considered part of the staff of the College/unit concerned, not of the University Library. All non-technical aspects of library administration shall be under the control and supervision of the Dean/Director concerned.

3. The President shall issue the necessary implementing guidelines herefor, which shall cover, among others, the following areas: (1) delineation of the functions of and relationships among the Dean/Director, the College Librarian, and the University Librarian with regard to the administration of branch libraries; and (2) upon recommendation by the Chancellor concerned, transfer from the University Library to the various branch libraries of the autonomous university, of such position items (*i.e.*, professional librarians as well as non-professional library staff and administrative personnel), and other budgetary allotments are necessary for the efficient administration of branch libraries, provided that the budgets of branch libraries shall henceforth become part of the budgets of the colleges/units where the branch libraries are located.
4. No new appointment to the positions of University Librarian and College Librarian shall be made until the implementing guidelines called for shall have been issued by the President.
5. The President shall formulate, subject to approval by the Board of Regents, appropriate proposals for the organization, composition, and functions of a University Library Board for each autonomous university, and of a University System Library Board or its equivalent.

Board Action: *Approval.*

2. *Office of the Vice-Chancellor for Student Affairs*

The Office of the Vice-Chancellor for Student Affairs shall be directly responsible to the Chancellor for promoting the welfare of and instituting discipline among students. It shall supervise and coordinate the operations of offices/units in charge of student services and welfare. In the performance of such functions, the Vice-Chancellor shall encourage in all appropriate cases, the hiring of student assistants in all offices under his charge to promote meaningful student involvement and student welfare, and provide on-the-job experience and training to students.

Among the units under this new office are:

(a) *Office of Student Services*

The Office of Student Affairs shall be transferred from the Office of the President to the Office of the Vice-Chancellor for Student and Community Affairs.

(b) *Office of Counselling and Guidance*

The Division of Counselling and Guidance shall be transferred from the Office of the Vice-President for Academic Affairs to the Office of the Vice-Chancellor for Student Affairs.

(c) *University Health Service*

The University Health Service shall be under the supervision of the Vice-Chancellor for Student Affairs.

A Committee shall be created to determine the nature and extent of linkage between the University Health Service and the Philippine General Hospital.

Considering that the University Health Service has only primary health care facility, it is recommended that it formalize and strengthen its tie-up with the Philippine General Hospital, in order that it may avail itself of the professional services/facilities of the PGH, especially for secondary and tertiary cases.

(d) *Office of Student Housing*

The Office of Student Auxiliary Services shall be merged with the Office of Student Housing. The Office of Student Housing shall implement policies and guide-

lines approved by the Board of Regents on student housing. It shall be responsible for the management and regulation of residence halls/dormitories and boarding houses in UP Diliman.

(e) *University Food Service*

The University Food Service shall be placed under the Vice-Chancellor for Student Affairs.

Selective Leasing of Food Service Units

The University Food Service is recognized as a service unit, and though it need not generate profit, it is expected to meet at least its operating costs. It can continue to maintain the Vinzon's Dining Hall and the dormitory dining halls. However, the food stands in various colleges and other buildings should be leased to private concessionaires, preferably to cooperatives among UP employees.

Board Action: *Approval.*

(f) *Student Disciplinary Tribunal*

3. *Vice-Chancellor for Community Affairs*

The Office of the Vice-Chancellor for Community Affairs shall be directly responsible to the Chancellor in promoting close relations between the University and the residents in the Diliman community, and appropriate local governments; and ensuring to the maximum extent possible a safe, clean, orderly and peaceful environment for the community. In the performance of this responsibility, the Vice-Chancellor for Community Affairs may call on any unit/office for assistance and support and such unit/office shall provide the assistance and support so requested.

(a) *Office of Community Relations*

An Office of Community Relations shall be created to serve as linkage between the University and residents in UP Diliman.

(b) *Consolidation of the Physical Plant Office and the Campus Landscaping Office and Arboretum into a Campus Planning, Development and Maintenance Office, to be headed by a Director and to consist of a Planning and Control Division and a Development and Maintenance*

Division. The new office shall be under the control and supervision of the Vice-Chancellor for Administration.

The President shall issue the appropriate Executive Order and other issuances to implement the consolidation of the aforesaid two offices. It shall be understood, however, that in the process of implementation, officials and other personnel affected shall be accorded the rights and protection due them under existing laws as well as pertinent rules and regulations of the University.

Board Action: *Approval.*

(c) *University Police Force*

1. The University Police Force shall be placed under the Vice-Chancellor for Community Affairs.

Board Action: *Approval.*

2. *Appointment of a Police Commissioner*

The University Police Force should be a Police Commissioner who is a faculty member.

Action Taken: Prof. Martin V. Gregorio,
University Secretary, has been
appointed Police Commissioner.

3. *Creation of a Committee on Police Force or Draft a Legislation for the University Police Force (UPF).*

A Committee shall be created to, or the University Legal Counsel shall, formulate a draft legislation for the University Police Force or such other actions to give the UPF powers and authority similar to the Integrated National Police.

Action Needed: *For President's Decision.*

4. *Appointment of a Faculty to Supervise UPF in Rizal Hall.*

In case of UP College Manila, a faculty should be deputized/designated to supervise the University Police Force in Rizal Hall.

Action Needed: *For President's Decision.*

5. *Conduct of a Training Program for the UPF.*

There shall be a training program for the University Police Force to enhance their capability.

Action Needed: *For President's Decision.*

(d) *Staff Housing Office*

The Staff Housing Office shall implement policies and guidelines approved by the Board of Regents on staff housing in UP Diliman. It shall be responsible for the management and regulation of staff houses.

(c) *Business Regulations Office*

The Business Regulations Office shall be placed under the Office of the Vice-Chancellor for Community Affairs. It shall implement policies related to the operations of business and such other functions which may be delegated to it by the Vice-Chancellor for Community Affairs.

Board Action: *Approval.*

4. *Office of the Vice-Chancellor for Administration*

There shall be created an Office of the Vice-Chancellor for Administration with the following offices under its supervision:

(a) *Human Resource Development Office (HRDO)*

Personnel services functions for both academic and administrative personnel are integrated under the HRDO in order to encourage total parallel growth and ensure complementarity in ratio, functions, compensation, career opportunities and evaluation of both.

(b) *Cash Office*

The Cash Office shall be transferred from the Office of the Vice-President for Administration to the Office of the Vice-Chancellor for Administration.

(c) *Accounting Office*

The Accounting Office shall be transferred from the Office of the Vice-President for Administration to

the Office of the Vice-Chancellor for Administration.

(d) *Office of Supply and Property Management*

The Office of Supply and Property Management shall consist of the following sections: (a) Procurement Section; (b) Utilization Section; and, (c) Disposal Section. The new office shall perform not only the supportive functions of purchasing and stocking but other modes and procurement and elements of utilization disposal and specifications, and accountability over property holdings.

V. **Fiscal Management and Auxiliary Enterprises in the University**

A. *Tuition and Other Fees*

The Management Review Committee recommend the study of the structure of tuition and other fees.

It was noted that two Committees have been assigned, headed by Dr. Edgardo Pacheco and Dr. Romeo Manlapaz to study the tuition fees. But there is still a need to study the structure of other fees.

Action Needed: *For President's Decision.*

B. *Lease or Sale of Land Grants*

The main purpose for the existence of the land grants is to provide a source of income to the University. Since they are not making profits, and cannot be sustained/supported by the limited UP budget, they should be leased/sold to a government corporation or to a private group for a fixed income or a percentage of gross sales.

Board Action: *Approval of leasing; sale, being alienation is subject to the approval of the President of the Philippines.*

C. *The "Shopping List" File*

The Office of the Vice-President for Planning and Finance will maintain a list of projects which are considered important, but which have been hitherto unfunded. This list will be readily available for possible donors and other sources of funds.

Board Action: *Approval.*

D. *Estimating the Total Resources Available to the University*

The UP government budget is not the only source of resources for the University. In fact, there are various tie-ups between certain colleges and private foundations, between colleges and certain government or international agencies. It is important for university planners to get an idea of the magnitude of all these. It would also prove to the public that the University of the Philippines does not subsist on its government budget alone. Require all unit heads to submit information on various sources of funding, e.g., government foundations, international agencies, etc.

Board Action: *Notation.*

E. *Fiscal Administration*

1. Reduce the number of "cost centers" in the University. The implementation of this concept shall be made by the Control-ership and Budget Office.
2. Retain the Standing Committee on Fiscal Operations for "fire-fighting," but encourage it to move slowly toward more planning and formulating long-term solutions.
3. Within the constraints of Budget Ministry and COA rules, allow as much flexibility to heads of units and Central Administration as well.

Board Action: *Notation.*

F. *Janitorial Services*

Janitorial services shall be gradually phased out and turned over to private agencies.

Board Action: *Approval.*

VI. *Others*

A. *The Cultivation of the "University Spirit"*

There must be efforts to cultivate the "University Spirit," which binds the alumni across generations and across colleges. In the long run, our alumni will be more concerned for their alma mater. For instance, the Arbor Day Hayride should be revived.

Board Action: *Approval.*

B. *Two-Week Breaks for Key Administration Officers*

To give key officers a chance to get away from the office routine and do some creative thinking and long-range planning, they shall have two-week breaks on official time. This will be for such officers as the President, Vice-Presidents, Chancellors.

Board Action: *Notation.*

C. *Redirection of the MIS Program*

The originally ambitious MIS program must be redirected toward more realistic goals. More emphasis will be given to summary information immediately useful to management. Burden of data collection and system updates will be shifted to line units such as the Registrar, the Personnel Offices, etc. The MIS Unit will act as consultant in system design, computerization, and initialization of information systems. It will also act as coordinator of the various information systems.

Board Action: *Notation.*

D. *Installation of Water and Electric Meters in Every Academic, Administrative and Residential Unit in UP Diliman*

At present, the provision of water and electricity is centralized, making the University as one of the largest centrally-metered establishments in Metro Manila. The University is also shouldering the expenses related to illegal water and electrical connections. On some housing units in the Campus, which have no meters, the University is charging a flat rate for water and electric consumption. MWSS and MERALCO on the other hand, charge UP its actual consumption. As a result, the University is collecting less than what it is paying to these establishments.

The installation of individual meters by MWSS and MERALCO is expected to reduce consumption and cost. Each unit will be charged its actual consumption.

Action Needed: *For Full Implementation.*

E. *Link Independent or Autonomous Research and Extension Units with Allied Teaching Units.*

Non-degree-offering institutes or centers like the Institute for Small Scale Industries, Science Education Center and Philippine Executive Academy shall be attached to, or associated with their corresponding colleges and departments.

The creation of such distinct units is often resorted to in order to attract external research and training funds, but they tend

to outgrow their parent teaching units and make coordination of allied academic programs difficult. Since some centers may have interdisciplinary scope and otherwise do not have obvious "parent" units, the specific form of linkages should be determined on a case to case basis and looser forms of associations may be permitted in some instances.

Board Action: *Approval.*

VII. Policy on Officials/Personnel Affected by the Reorganization

1. The foregoing organizational changes shall be implemented and will come into force upon the issuance of an Executive Order by the President of the University defining among others, specific functions and responsibilities of each officer, the inter-relationship between offices, etc.
2. It is desirable that there be a transition period during which time, University officials shall concurrently hold appropriate offices in UP Diliman for the sake of smooth change-over and husbanding of resources to the extent possible, e.g., the Vice-President for Academic Affairs may be concurrently the Vice-Chancellor for Academic Affairs for Diliman.
3. To the maximum extent possible, filling up of staff positions in the University level shall be from existing personnel.
4. To the maximum extent possible, the tenure of permanent staff shall be preserved and protected. In the unavoidable event that an office occupied by a permanent staff is abolished, the incumbent must be given a comparable position without loss of seniority or other benefits.

Board Action: *Approval.*

**Amendments on the MRC Recommendations on the Organizational Structure and Management of the University of the Philippines and UP Diliman
Approved at its 956th Meeting on December 17, 1982**

(previously approved by the Board of Regents at its 954th meeting on October 22, 1982)

- a. *Scope of the University of the Philippines.* The University of the Philippines is administratively organized as a system which comprises the Autonomous Campuses of UP Diliman, UP Manila, UP Los Banos, UP Visayas and others that may be established in the future.

The Central Administration of the System shall be composed of the Office of the President, the Office of the Executive Vice-President, Vice-Presidents for Academic Affairs, Planning and Finance, and Public Affairs including the offices/units under the Vice-Presidents, Office of the University Secretary and Office of the General Counsel.

- b. *Creation of the Office of the Vice-Chancellor for Student Affairs and the Office of the Vice-Chancellor for Community Affairs Out of the Office of the Vice-Chancellor for Student and Community Affairs.* There shall be created an Office of the Vice-Chancellor for Student Affairs and an Office of the Vice-Chancellor for Community Affairs out of the Office of the Vice-Chancellor for Student and Community Affairs. The President of the University of the Philippines is hereby authorized to determine the office/units to be placed under the two newly created offices and to determine their respective functions.
- c. *Rename the Office of Extension Coordination as Extension Coordination Staff Under the Office of the Vice-President for Academic Affairs.* The Office of Extension Coordination is hereby renamed as Extension Coordination Staff under the Office of the Vice-President for Academic Affairs.
- d. *Deletion of Second and Last Sentences on Library Services Coordination Staff.* It shall now read as follows:
- The Library Services Coordination Staff shall assist the Vice-President for Academic Affairs in the coordination of library services.
- e. *Place the Office of Research Coordination Under the Office of the Vice-Chancellor for Academic Affairs.* The Office of Research Coordination is hereby placed under the supervision of the Office of the Vice-Chancellor for Academic Affairs.

Board Action: *Approval; a to e.*

Additional proviso in the Guiding Principles of Attachment approved by the Board at its 955th meeting, namely:

- a. The attachment of the units herein prescribed shall be reviewed at the end of three years from date of actual attachment.
- b. The transfer of the degree program of the Population Institute to the College of Arts and Sciences shall be reviewed at the end of three years from date of actual transfer.

Board Action: *Approval, a to b.*