



UNIVERSITY OF THE PHILIPPINES  
Quezon City

OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAEP No. 16-65

DATE: 16 December 2016

TO: All Chancellors

Attention: All Accounting and Budget Offices  
All Deans  
All Department/ Center/ Institute Heads

CC: Vice President Gisela Concepcion, OVPAA  
Vice President Joselito Florendo, OVPPF

FROM: Alfredo E. Pascual, President

SUBJECT: **Disbursements for One UP Professorial Chair and Faculty Grant Awards (2016-2018)**

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The funds for the One UP Professorial Chair (PC) and Faculty Grant (FG) Awards have already been released to the Constituent Universities (CUs). I enjoin everyone concerned to help facilitate the payment to the awardees of their 2016 (Jan to Dec) awards before the Christmas break. Please make sure that the units and the faculty awardees comply with the following instructions:

1. Completed Approval Forms

The scanned completed approval forms with the faculty specialization must have been sent to [ovpaa.adcp@up.edu.ph](mailto:ovpaa.adcp@up.edu.ph). The online link to the list of awardees and scanned approval forms with the confirmed award titles will be forwarded to the Accounting and Budget Offices by The One UP PC & FG Awards Support Team. We trust that the department/ institute/ center will keep their e-copies intact in case the faculty applicant will need certified copies in the future.

2. Certification of No Conflict (Attached)

Those who have undergone paid/unpaid study or sabbatical leaves will also need to specify which months they were on leave. Payment for these months will be deducted from the total award amount. Official special detail, confirmed

by the Unit Head, Dean, and Chancellor, will *not* deduct monthly payments for the award. Secondment on the other hand will be treated like leaves.

In compliance with the award guidelines, those holding a professorial chair or faculty grant with private funding and which are paying below P10,000.00 a month, will need to finish the private chair or grant before moving to the One UP PC or FG award unless they decide to forgo the benefit from the privately-funded award.

If the awardee has other UP System or CU-funded professorial chairs or grants, please confirm with OVPAA if the grant will be in conflict with the One UP PC & FG Award. In essence, the grants must have a *different criteria and requirement* such that they can both be enjoyed at the same time. If the criteria are similar, or the other PC/FG has exclusivity provisions, the faculty must choose which award will be enjoyed for the period.

If the documentary requirements have been completed, the Accounting and Budget Offices may disburse the award to the faculty through the payroll accounts. The initial release will be for the full year of 2016. The 2017 and 2018 awards will be released at the beginning of each year, with the faculty submitting the same Certificate of No Conflict prior to disbursement.

## The One UP Professorial Chair and Faculty Grant Awards (2016-2018)

### Statement of No Conflict

Please download this form from <https://goo.gl/w5Aici>. Complete and send a scanned copy to [ovpaa.adcp@up.edu.ph](mailto:ovpaa.adcp@up.edu.ph) through the department.

The latter should send the original to the CU Budget/ Accounting Offices.

Serial Number of Approval: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

<b>NAME</b> (First, Middle, Surname, Name Suffix)	
Position/ Rank	
Academic Unit (Department/Institute/Center)	
College	CU
Department/Institute/Center Head	

This is to certify that I, an awardee of \_\_\_\_\_  
(complete award title) comply with the requirements that during the duration of application:

#### ACTIVE DUTY DURING APPLICATION PERIOD

I was on active service and was not on any sabbatical or study leaves.

#### ACTIVE DUTY DURING AWARD PERIOD

Please list all sabbatical/study leaves both paid and unpaid, executed and pending from January 2016 to December 2018. Also, please list down any special detail or secondment.

Type	Purpose and Details	Period (dd/mmmm/yyyy)

#### PROFESSORIAL CHAIRS AND FACULTY GRANTS HELD

Please list all the Professorial Chairs and Faculty Grant Awards held from January 2016 to December 2018.

Award	Provider	Period (dd/mmmm/yyyy)

I attest that all the above statements are true and understand that violations will be cause for termination or refund of the award.

Signed:

Confirmed by:

\_\_\_\_\_  
Name and Signature of Awardee

\_\_\_\_\_  
Name and Signature  
Department/Institute/Center

#### BUDGET CLEARANCE

The awardee is eligible for (underline) Php 10,000 or Php 8,000 for the period of \_\_\_\_\_.

<b>Approved by</b>	
<b>Signature</b>	