

*Office of the Chancellor*

12 December 2023

MEMORANDUM NO. 168  
*Series of 2023*

**TO :** All Vice Chancellors, Deans, Directors, Department Chairs, and Unit Heads

**SUBJECT :** Selection of the 2024 UPLB AGORA Outstanding Researcher and Research Project Awards and 2024 UPLB AGORA Outstanding Extension Personnel and Extension Project Awards

The University will be honoring the achievements of faculty and staff for their substantial contributions in the fields of research, extension, and creative arts through the 2024 UPLB AGORA Outstanding Researcher and Research Project Awards and the 2024 UPLB AGORA Outstanding Extension Personnel and Extension Project Awards. This annual recognition shall be given during the special convocation commemorating the 115<sup>th</sup> Foundation Anniversary of UPLB in March 2024.

A three-stage selection process described in the attached selection guidelines shall be initiated at the department/institution level, followed by further evaluation at the college level. The final selection shall be done by the University committees which shall be constituted by the Chancellor.

In the screening process, the deans, department chairs, and/or directors are requested to follow the schedule below:

No.	Activity	Deadline
1	Submission to OVCRE of one (1) hardcopy and one (1) electronic copy of the following requirements:  a) Nomination Form b) Justification Form c) Accomplishment Summary Form d) Comprehensive Curriculum Vitae e) Portfolio (Proof of Items)  <i>* Please see guidelines for the prescribed format for naming electronic copies of files</i>	22 January 2024



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2	Final selection by the University Committee	05 February 2024
3	Submission of report to the Chancellor	07 February 2024

The selection guidelines, nomination, justification, and accomplishment forms may be downloaded from the OVCRE website at [www.ovcre.uplb.edu.ph](http://www.ovcre.uplb.edu.ph).

All documents must be submitted to the OVCRE Annex Building and electronic copies sent via email at [ovcre.uplb@up.edu.ph](mailto:ovcre.uplb@up.edu.ph).

Please be reminded that for all the OVCRE supervised units, the nomination form should be endorsed by the Unit Director (e.g., MNH, BIOTECH, PGC, UPO). In addition, the IDSCs such as the Bee Program and Natural Products should be endorsed by the Dean of the mother unit of the current IDSC Chair.

For your information, guidance, and immediate action.

  
**JOSE V. CAMACHO, JR.**  
Chancellor 

cc: OVCRE  
RMO