



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

Office of the Chancellor

23 June 2023

MEMORANDUM NO. 085
Series of 2023

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

SUBJECT : Policy on Program/Project Appointment for the UP System- and Externally-funded Research and Extension Programs and Projects

The University recognizes the significant contribution of its employees in pursuing programs and projects towards our collective vision of becoming a future-proof research university. However, it is essential to acknowledge that each member of our personnel possesses unique appointments and responsibilities, which may result in varying degrees of official involvement and appointment in research and extension programs and projects.

Attached herewith is the policy for the program/project appointment for UP System- and externally funded programs and projects of active and retired UPLB employees. Please note that UPLBFI-implemented and core-funded projects and studies under UPLB Basic Research Program are not covered by these guidelines.

This policy not only clarifies the involvement of active and retired UPLB employees but will also ensure the proper management, liquidation, and closing of UP System- and externally funded programs and projects.

This memorandum supersedes OC Memorandum No. 066, series 2019 issued on 18 June 2019 and shall take effect on 24 July 2023.

For inquiries or clarifications, kindly coordinate with Mr. John Paulo S. Quitariano (OVCRE) for externally funded projects (externallyfunded.ovcre.uplb@up.edu.ph) or with Ms. Ruth M. Almario (OVCRE) for UP System-funded programs and projects (upsystemfunded.ovcre.uplb@up.edu.ph).

For your information and guidance.

Thank you.


FERNANDO O. PARAS, JR.
Vice Chancellor for Planning and Development
and Officer-in-Charge

Attachment: a/s

cc: OVCRE
RMO

Policy on Program/Project Appointment for the UP System- and Externally-funded Research and Extension Programs and Projects

I. COVERAGE

This policy only applies to all UPLB employees who are involved or will be involved in any **UP System-funded** and **externally-funded programs, projects or studies**.

UP System-funded programs and projects include, *but are not limited to*, Emerging Inter-Disciplinary Research (EIDR) grants, Enhanced Creative Work and Research Grants (ECWRG), the Balik-PhD Start-Up Grant, and the Emerging Science and Technology Research Grant (ESTRG).

Externally-funded projects are those that are funded by various government agencies, local government units, international institutions, and other non-UP organizations that are being monitored by UPLB through the OVCRE.

UPLBFI-implemented, core-funded projects and studies under UPLB Basic Research Program are **NOT** covered by this policy.

II. GENERAL POLICIES

A. Regular Employee

For the purposes of this policy, a **regular employee** is defined as an employee who has an **employee-employer relationship with the University**. This includes, *but is not limited to*,

- substitute, non-tenure, temporary/probationary and tenured faculty; *and*
- casual, temporary, and permanent REPS and administrative staff.

B. Non-regular Employee

For the purposes of this policy, a **non-regular employee** is defined as an employee who has **no employee-employer relationship with the University**. This includes, *but is not limited to*,

- lecturers, adjunct faculty members and visiting faculty members;
- contractual REPS and administrative staff; *and*
- employees hired under Job Order or Pakyaw Labor positions.

Non-regular employees are **not allowed** to be appointed as **program/project leader, study leader, and project staff**. However, they can be hired on contractual basis as consultants.

III. PROGRAM AND PROJECT INVOLVEMENT BEYOND RETIREMENT

A. Mandatory/Compulsory Retirement

All government personnel shall retire upon reaching the mandatory/compulsory retirement age of **sixty-five (65) years**.

Upon retirement, they cannot be given appointments as provided in **Section 129, Rule XII (Prohibitions)** of the **2017 Omnibus Rules on Appointments and other Human Resource Actions (Revised July 2018)** issued by the Civil Service Commission, which is partially quoted hereunder:

"Sec. 129. No person who has reached a compulsory retirement age of 65 years can be appointed to any position in the government, except to a primarily confidential position."

The same prohibition is reiterated in **Section 13 (Retirement Benefits)** of **Republic Act No. 8291 (GSIS Act of 1997)** stating that,

"(b) Unless the service is extended by appropriate authorities, retirement shall be compulsory for an employee of sixty-five (65) years of age with at least fifteen (15) years of service."

Hence, retired personnel are prohibited from assuming program or project leadership and being appointed as project staff. However, they may be hired on a contractual basis as **project consultants**.

B. Optional Retirement

All government personnel **aged sixty (60) years** and have **rendered at least 15 years of government service** may avail of optional retirement.

Similar to the above-stated guidelines *in Section II-A*, **personnel who avail of optional retirement are prohibited from assuming program or project leadership and being appointed as project staff.** However, they may be hired on a contractual basis as a project consultant when allowed by the funding agency.

C. Extension of Service

a. Research, extension and professional staff (REPS) and administrative staff

For REPS and administrative staff, if service is **extended beyond the mandatory retirement age of 65 years**, such personnel are considered in active service:

Provided, That the personnel's request for extension is in line with the university's protocol, the Civil Service Commission's policies, and relevant laws;

Provided further, That the request for extension is endorsed through channels in UPLB by the personnel's home unit;

Provided finally, That the extension is approved by the Civil Service Commission.

Based on CSC Memorandum Circular No. 21, s.2020: ***Guidelines on the Request for Extension of Service***, CSC Resolution No. 200002 promulgated on 3 January 2020, and Republic Act No. 11312, only those stated below can apply for the extension of service:

- a. An **employee who needs to complete the minimum 15 years of service** to avail of retirement benefits can have their service extended for a period of six (6) months only, unless otherwise stated.
- b. An **employee who is duly conferred as a Career Scientist** can have their service extended for a maximum period of five (5) years based on the Merit System for the Scientific Career System in pursuant of the **Magna Carta for Scientists, Engineers, Researchers and Other Science and Technology Personnel in Government** and its amendment, R.A. No. 11312.

As stated in the first paragraph of this section, extension of service must be duly approved subject to relevant policies and laws.

At the end of the approved extension of service, the personnel is therefore classified as **retired**. Thus, section II-A applies.

b. Faculty Members

The tenure of faculty members may be extended beyond the compulsory retirement age due to exigency of service. The Board of Regents, with the faculty members' consent, upon recommendation of the unit/s, and the endorsement of the President of the University, may approve the extension. No extension of tenure shall be made beyond the age of seventy (70). (*1184th BOR Meeting, 22 July 2004*)

If tenure is **extended beyond the mandatory retirement age of 65 years**, such faculty member is considered in active service:

Provided, That the faculty member's request for extension is in line with the university's protocol and policies;

Provided further, That the request for extension was endorsed through channels in UPLB by the personnel's home unit;

Provided finally, That the extension is approved by the Board of Regents.

As stated in the first paragraph of this section, extension of service must be duly approved subject to relevant policies and laws.

At the end of the approved extension of service, the personnel is therefore classified as **retired**. Thus, section II-A applies.

D. Professor Emeritus

The rank of Professor Emeritus is a title for life given to **retired University Professors and Professors**, and once conferred, there's no need for renewal. *(Article 207 of the Revised University Code, amended at the 1281st BOR meeting, 26 July 2012)*

Despite being classified as 'retired', Professor Emeriti may be engaged in teaching and/or research/creative work approved by the University. In the 1321st BOR Meeting held on 27 October 2016, their involvement in teaching, mentoring, research, creative work and administrative work in the University was reiterated and even expanded.

In this regard, a Professor Emeritus is therefore **allowed to be appointed as a Project Leader** in **UP System-funded grants**, including the Professor Emeritus Research Grant. However, for **externally-funded programs and projects**, they can only be appointed as **Co-Project Leader** or as **consultant**. This is to ensure the proper liquidation of the project, whereby the accountability of overall project management shall be assigned to a regular UPLB personnel.

In appointing the Professor Emeritus as Co-Project Leader, they will be able to mentor the young project leaders not only in conducting research and extension activities but also in efficient and effective project management.

IV. PROGRAM AND PROJECT INVOLVEMENT PRIOR TO RETIREMENT

A. Protocol on Program and Project Involvement prior to Retirement

One (1) year prior to retirement, personnel shall no longer assume leadership in any ongoing UP System-funded and externally-funded programs, projects, or studies.

Similarly, **all personnel except for REPS and research/extension faculty** can no longer be appointed as a study leader and/or project staff. This is to ensure that all programs and projects of a personnel will be fully liquidated and closed prior to their retirement. REPS and research/extension faculty are exempted because their primary responsibility is research and extension work. *(1184th BOR, 22 July 2004)*

For the **ongoing programs/projects/studies**, leadership must be transferred to a qualified and competent personnel, *with their explicit consent or conforme*. The assigned personnel shall assume the relevant responsibilities until the full liquidation and closing of the program/project.

However, if the duration of ongoing programs/projects/studies will end within two (2) months after the personnel reaches exactly one year before their date of retirement, a change in leadership may not be required, provided that there is no extension requested. If the funding agency recommends an extension of the program/project implementation, the project leadership should be transferred to another personnel.

B. Program or Project Involvement Prior to Retirement

In relation to *Section III-A*, **faculty members and administrative staff may be appointed as a technical consultant in any ongoing programs/projects/studies/activities.** Their appointment will end on the date of retirement.

REPS and research/extension faculty may be appointed as a study leader, project staff or technical consultant in any ongoing programs/projects/studies/activities. Their appointment will also end on the date of retirement.

C. Program or Project Involvement Prior to Optional Retirement

For personnel opting for **optional retirement**, the above-enumerated guidelines under *Section III (A & B)* will be applied.

This policy is in line with the ongoing liquidation and compliance review by all funding agencies. This is to clarify who can be appointed as a program/project leader, and ensure that retiring personnel will be able to comply with the responsibilities required by the funding agencies and the University for their UP System-funded and/or externally-funded projects. The one-year period prior to retirement should be devoted to mentoring of qualified personnel, closing of projects, and processing of retirement documents to ensure the smooth transition and timely processing of university clearance, terminal leave, and retirement benefits of the retiree.