



UNIVERSITY OF THE PHILIPPINES

Diliman Los Baños Manila Visayas Open University Mindanao Baguio Cebu Tacloban


OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

07 July 2025

OVPAAs Memorandum 2025-107

For: **THE CHANCELLORS**

Through: **THE VICE-CHANCELLORS FOR RESEARCH AND DEVELOPMENT/EXTENSION,
THE VICE-CHANCELLORS FOR ACADEMIC AFFAIRS**

From: 
LEO DP CUBILLAN
Officer-In-Charge Vice President For Academic Affairs
Executive Vice President

Subject: **CALL FOR NEW APPLICATIONS TO THE UP SOCIAL SCIENCES AND PHILOSOPHY
PRODUCTIVITY SYSTEM (SSPPS) BATCH 2023-2025 AND BATCH 2024-2026**

During the 1376th BOR meeting on 25 November 2022, the BOR approved the UP Social Sciences and Philosophy Productivity System (SSPPS). The UP SSPPS, developed by the Social Sciences and Law Cluster of the University of the Philippines Diliman, composed of the Asian Center, the Colleges of Education, Law, Social Sciences and Philosophy, Social Work and Community Development, the Institute for Islamic Studies, and the Center for International Studies, was approved to address the imbalance in the recognition of scholarly achievements in the social sciences and philosophy. Implementation of the SSPPS is forthcoming, with the System Committee having reviewed the guidelines, finalized the point system, and operationalized the documentary requirements for BOR approval. During the 1397th BOR meeting on 27 February 2025, the BOR approved the revised UP SSPPS guidelines.

In line with this, we are pleased to announce the call for new applications to the UP SSPPS for both Batch 2023-2025 and Batch 2024-2026. Kindly refer to the attached instructions, checklists, and BOR-approved guidelines of the system. All applications for both **SSPPS Batch 2023-2025** and **SSPPS Batch 2024-2026** must be submitted by the Constituent Universities to the OVPAAs on or before **5 September 2025**. The guidelines and application form may be accessed through this link:

<https://bit.ly/SSPPSapp>

For dissemination to the academic units and colleges in your respective constituent universities for their information, the CU may set its own timeline so as to meet the OVPAAs submission deadline.

For any concerns related to the UP SSPPS please send us an email at sspps.ovpaa@up.edu.ph

Thank you.

Annex A. Guidelines of Applications

Period of Evaluation

New Applications.

1. **New Applications Batch 2023-2025.** For new applicants of Batch 2023-2025, the period of evaluation of accomplishments is for the last five (5) years, from January 2018 - December 2022.
2. **New Applications Batch 2024-2026.** For new applicants of Batch 2024-2026, the period of evaluation of accomplishments is for the last five (5) years, from January 2019 - December 2023.

Entitlements

Deserving scientists will be conferred the title “UP Social Scientist or UP Scholar” and will receive a monetary award corresponding to the rank:

UP Social Scientist I or UP Scholar I	Php 150,000.00 per annum
UP Social Scientist II or UP Scholar II	Php 200,000.00 per annum
UP Social Scientist III or UP Scholar III	Php 250,000.00 per annum

The award is conferred for a three-year period, renewable for another three-year period, subject to submission of application and updated accomplishments and supporting documents. Renewal does not necessarily mean retention of one's previous rank.

Eligibility Criteria

The Board of Regents (BOR)-approved revisions to the eligibility requirements of the UP SSPPS in its 1397th BOR meeting on 27 February 2025 as follows:

1. Regular, full-time faculty, and research faculty, and researchers (REPS) in active service who meet the qualifications may be considered for the title UP Social Scientist or UP Scholar. “Active service” in this case means actual direct service to the University, which shall also include special detail. Nominees must have at the minimum a PhD degree or a Juris Doctor with MS/MA degree or its equivalent in their academic field for which the applicant is being conferred the Social Scientist/Scholar Rank. Exemptions may be granted to REPS and faculty in meritorious cases.
2. UP Faculty, research faculty, and REPS who are seconded to other agencies or institutions at the time of application shall **not** be eligible to apply for admission or renewal to the SSPPS.
3. Scientists appointed under the UP Scientific Productivity System (SPS) and DOST Scientific Career System (SCS) shall **not** be eligible to apply for admission or renewal to the SSPPS. Likewise, appointed Social Scientists/Scholars are **not** allowed to apply for admission to the SPS or SCS.

Admission to the System

1. The following shall be the criteria for evaluation:
 - a. Research and Publications
 - b. Leadership in Public Service
 - c. Professional Leadership
2. The reckoning period for admission is the last 5 years prior to the year of application.

Minimum Qualifications for Appointment

Kindly be mindful of the existing guidelines on the minimum points required for a UP Social Scientist or UP Scholar appointment. Based on the guidelines approved by the BOR, there are minimum and maximum points considered for each Social Scientist Rank. The rating system is as follows:

Initial Appointment (New/Admission)

Criteria	Social Scientist I or Scholar I	Social Scientist II or Scholar II	Social Scientist III or Scholar III
Total Points for Social Scientific Productivity (IA. Research and Publications and IB Leadership in Public Service)	min 35 pts	min 40 pts Max 50 pts	min 45 pts Max 55 pts
Total Points for Professional Leadership	min 20 pts	min 25 pts	min 40 pts
Total Points Required	55	75	95

Evaluation Procedure

1. Recommendations for appointment shall begin at the unit level (department/institute/center and/or college). The department/institute/center APC shall evaluate the application for endorsement to the Dean/Director. The unit must ensure that the application documents are complete and properly documented.
2. The Dean/Director shall form a Social Sciences and Philosophy Productivity Committee (SSPPC) consisting of at least three (3) members from within or outside the unit, with doctorate degrees in fields covered by the SSPPS, preferably Professor 12 in rank, and with a track record in research and publications, and public service. The Dean/Director shall endorse the committee's recommendations to the Chancellor through the Office of the Vice Chancellor for Research and Development (OVCRD). The SSPPC can decide to recommend one higher rank than that based on the point system. It shall provide a corresponding justification for its action.
3. A counterpart SSPPC at the Constituent University (CU) level shall be constituted by the Chancellor with the Vice Chancellor for Research and Development (VCRD) as Chair. This committee shall review the units' (colleges/institutes/centers) recommendations and ensure compliance with requirements and strict implementation of the criteria and the Merit Rating System. The VCRD shall endorse the CU's SSPPC recommendations to the Chancellor for consideration and endorsement to the President through the Office of the Vice President for Academic Affairs (OVPAAP).
4. A counterpart SSPPC at the UP System Level shall be constituted by the President with the Vice President for Academic Affairs (VPAA) as Chair. The VPAA shall endorse the SSPPC recommendations to the President for consideration and endorsement to the Board of Regents (BOR). The final approval of conferment of the title UP Social Scientists or UP Scholar shall come from the BOR.

Reapplication Procedure

All eligible applicants who are unable to gain admission into the System upon evaluation may apply again the following year.

Payment and Non-Payment Conditions

To address the issues of our applicants for admission or renewing social scientists/scholars who are scheduled to retire within the period of appointment, the SSPPS will also apply the following conditions approved by the BOR in its 1397th BOR meeting on 27 February 2025:

1. Retired, resigned, and deceased faculty or researchers will cease to receive their monetary award as an appointed UP Social Scientist/Scholar upon their retirement, resignation or death, and will receive the prorated (per month) amount of the award in their last year of active service.
2. Retiring faculty who have been extended beyond compulsory retirement will continue to receive their monetary award as long as the extended active service period is within the appointment period as Social Scientist/Scholar.

Submission Procedures

1. **Application Form.** Applicants for this year must only use **OVPAAM-SSPPS-Form-1 Rev07July2025** which is available in this Google drive folder link: <https://bit.ly/SSPPSapp>
2. **Supporting Documents.** Applications with all the documentary proof must be submitted by the CU in hard copies to the OVPAAM to aid the System Committee on SPS in their evaluation. The CU VCRD/VCRE/VCR/VCAAs are also required to ensure that the application form is correct and properly accomplished with all documentary proofs complete and correctly labeled. The forms and attachments must be **chronologically ordered, and spring-bound (not in clear books)**. Kindly see the checklist (**Annex B**) and list of attachments for the manner of filing the supporting documents (**Annex C**). Please furnish the OVPAAM with **three (3) copies of each application**. Kindly note that application documents will not be returned after the evaluation period.
3. Electronic copies of each application form and attachments must also be submitted **in pdf**. The CU shall share (full access) a secured google drive folder with the OVPAAM at sspps.ovpaa@up.edu.ph.

Deadline of Submission

All applications for SPS Batch 2023-2025 must be submitted by the CUs to the OVPAAM on or before **5 September 2025**. The CU may define its own timeline so as to meet the OVPAAM submission deadline.

Annex B. Checklist for UP Social Sciences and Philosophy System (SSPPS)

UP SOCIAL SCIENCES AND PHILOSOPHY PRODUCTIVITY SYSTEM			
Requirement		Attachments	Instructions
()	Copy of Endorsement Letter from the Chancellor		The name of the applicant must appear (highlighted) on the list of applicants in the endorsement letter signed by the Chancellor.
()	Application Form	1. UP SSPPS Form 1 2. Refer to Annex C for the list of attachments	Form 1 must be duly accomplished and properly signed by the Chair/Director, Dean, and Vice Chancellor, and the Chancellor. Attachments must all be properly labeled .

Note: *The forms and attachments must be **chronologically placed and spring bound (not in clearbooks)**. Kindly see the list of attachments for the manner in which the supporting documents must be filed (Annex B). Please furnish the OVPAAM **three (3) copies** of each application.*

Annex C. List of Attachments

Label	Description
	Copies of Diploma (For Admission Only)
Att I.A.1.a.1, ...	Copies of the Book Published in a Refereed Publishers and supporting documents
Att I.A.1.b.1, ...	Copies of the Book Chapter Published in a Refereed Publishers and supporting documents
Att I.A.1.c.1, ...	Copies of Papers Published in Peer-reviewed International Journals and National Journals and supporting documents
Att I.A.1.d.1, ...	Copies of Published monographs with proof of review and other supporting documents such as publisher information, records of past issues, editorial board members, etc.
Att I.A.2.a.I.1.1, ...	Membership in TWG or similar activity Copies of the appointment with the period of appointment and proof of invitation
Att I.A.2.a.I.2.1, ...	Proof of Leadership in policy advocacy for legislation concerns/public engagements (e.g., congressional committee hearing and/or a local Sanggunian hearing) and supporting documents
Att I.A.2.a.I.3.1, ...	Copies of position papers, Policy Papers, Policy Notes, Policy Briefs, Case Studies, and similar written inputs and other supporting documents
Att I.A.2.a.II.1.1, ...	Status of the Policy or Bill Submitted or Pleadings Filed: Plenary Stage Proof of contribution and impact of the policy submitted or pleadings filed
Att I.A.2.a.II.2.1, ...	Status of the Policy or Bill Submitted or Pleadings Filed: Enacted into Law Proof of contribution and impact of the policy submitted or pleadings filed
Att I.A.2.b.I.1., ...	Copies of published translation of scholarly work of other academics/ primary sources and supporting documents
Att I.A.2.b.II.1., ...	Copies of published translation of own work translated by another academic, and supporting documents
Att I.A.2.b.III.1., ...	Copies of published translation of own scholarly work and supporting documents
Att I.B.1.1, ...	Proof of Leadership in UP-organized Volunteer Work and Public Service in the profession and supporting documents
Att I.B.2.1, ...	Proof of Service to the Community (e.g., leadership in people's organizations and civil society organizations, knowledge products validated and directly used by communities and stakeholders, etc.)
Att I.B.3.1, ...	Proof of Service to the Global Community (e.g., leadership/advisory position in UN committees, peace panels, etc.)

Att I.B.4.1, ...	Proof of Leadership in research programs/ projects/ consultancy team (copies of certifications, etc.)
Att I.B.5.1, ...	Proof of consultancy with major stakeholders, including documents such as MOAs, MOUs, or other relevant supporting materials (local, national, or international).
Att II.1.1, ...	Proof of invitation as keynote or plenary speaker in conferences/social scientific meetings/symposia
Att II.2.1, ...	Proof as editor of journals/books (includes guest editor) and other supporting documents
Att II.3.1, ...	Proof of editorial board membership in an academic or scholarly publication, and other supporting documents
Att II.4.1, ...	Proof as peer reviewer for articles/books prior to publication/ judge in national book awards and supporting documents
Att II.5.1, ...	Proof of election as Academician/ University Professor/ Conferment of Honorary Degree and other supporting documents
Att II.6.1, ...	Proof of professional qualifications specific to the discipline (e.g., arbitrator, amicus curiae; election in government technical panel like CHED, PRC; Examiners in Bar Exams, Foreign Service Officers' Exams, and other licensure exams) and other supporting documents
Att II.7.1, ...	Proof of leadership in the professional or disciplinal organization and other supporting documents
Att II.8.1, ...	Proof of Fellowships (postdoctoral, research, and/or writers fellowships) and other supporting documents
Att II.9.a.1, ...	Proof of Awards in Teaching (University level or international/national) and other supporting documents
Att II.9.b.1, ...	Proof of Awards in Public Service and Extension (University level or international/national) and other supporting documents
Att II.9.c.1, ...	Proof of Awards in Research and Publication (University level or international/national) and other supporting documents