

## **CALL FOR NOMINATIONS FOR THE NEXT DIRECTOR OF NATIONAL INSTITUTE OF MOLECULAR BIOLOGY AND BIOTECHNOLOGY (BIOTECH)**

Per OC Administrative Order No. 295, series of 2021 regarding the external search for the next Director of the National Institute of Molecular Biology and Biotechnology (BIOTECH), Office of the Vice Chancellor for Research and Extension, we would like to invite nominations for the position following the guidelines below:

### **NOMINATION PROCESS**

#### **A. Who may be nominated?**

The following minimum qualifications must be possessed by those who are nominated:

1. Outstanding academic credentials;
2. Five years of satisfactory service to the University, or equivalent experience;
3. Commitment to the University and to the unit;
4. Unquestionable moral integrity;
5. Leadership qualities, and administrative or managerial capability; and
6. Professional maturity.

#### **B. Who may nominate?**

The following may submit nominations for the Directorship, individually, by group or by sector:

1. Regular personnel of the unit;
2. The Vice Chancellor to which the unit is attached; or
3. The Search Committee itself.

#### **C. What to submit?**

The following nomination papers shall be submitted to the Search Committee

1. A duly signed nomination letter indicating the name/s of the nominee/s and the justification for the nomination. All letters/nominations shall be addressed to:

**Dr. Jomar F. Rabajante**  
**Chair, Search Committee for BIOTECH Director**

2. One copy of the nominee's curriculum vitae; and
3. Two-page summary of qualifications, vision and plans of the nominee.

**D. Where to submit?**

Electronic copies of nomination documents shall be emailed to the *Chair AND Recording Secretary of the Search Committee* with the Subject: **NOMINATION FOR BIOTECH DIRECTOR**

Chair: [dean.gs.uplb@up.edu.ph](mailto:dean.gs.uplb@up.edu.ph)

Recording Secretary: [bcdelacruz2@up.edu.ph](mailto:bcdelacruz2@up.edu.ph) (cc)

**E. When to submit?**

Nominations will be accepted from **19 August 2021 to 27 August 2021**.

Attached is the schedule of the Search Process for your reference and guidance.

Thank you.



**JOMAR F. RABAJANTE**

Chair, Search Committee

**EXTERNAL SEARCH COMMITTEE FOR THE SELECTION OF THE NEXT  
DIRECTOR OF NATIONAL INSTITUTE OF MOLECULAR BIOLOGY AND  
BIOTECHNOLOGY (BIOTECH)**

Schedule of Activities

ACTIVITIES	DATE/TIME/ VENUE/PLATFORMS
Organizational Meeting of the Search Committee to discuss the proposed process and schedule	11 August 2021 (Wed), 2:00 PM Virtual via Zoom
Release of Announcement	12 August 2021 UPLB (ITC, Website, FB Page) OVCRE Platforms (FB Page, Website, Official Email) BIOTECH (Webpage, Official Email)
Presentation of accomplishment, priorities and challenges (Dir. MB Brown)	18 August 2021, 9:00 AM Virtual via Zoom
Acceptance of Nominations	19 - 27 August 2021 <b>Deadline: 27 August 2021, 5:00 PM</b>
Presentation of vision, plans and programs by the Nominees	31 August 2021, 9:00 AM Virtual via Zoom
Interview/Consultation with BIOTECH Constituents	01 September 2021, 8-5 PM Virtual via Zoom
Search Committee Interview of Nominees	02 September 2021, 9-12 NN Virtual via Zoom
Consolidation, preparation and draft of the Report	02 - 05 September 2021
Submission of Committee Report to the Chancellor	06 September 2021

**COMPOSITION OF SEARCH COMMITTEE**

1. Dean Jomar F. Rabajante, Chair
2. Prof. Joselito G. Florendo, UP President Representative
3. Acad. Asuncion K. Raymundo, CAS (Professor Emeritus)
4. Dr. Maria Genaleen Q. Diaz, CMDL
5. Dr. Marian P. De Leon, MNH
6. Dr. Emil John C. Cabrera, TTBD0
7. Ms. Beverly R. Pabro, ILC
8. Ms. Babylyn C. de la Cruz (Recording Secretary), OVCRE