

UNIVERSITY OF THE PHILIPPINES
Quezon City

Office of the President

March 23, 1983

EXECUTIVE ORDER NO. 5

SUBJECT: *On the Reorganization of the Administration of the University of the Philippines Diliman*

WHEREAS, Presidential Decree No. 58 promulgated on November 20, 1972 authorized the Board of Regents of the University of the Philippines to establish a System of autonomous units;

WHEREAS, the Board of Regents at its 956th meeting held on December 17, 1982 designated the University of the Philippines Diliman (UP Diliman) as one of the autonomous units of the University of the Philippines;

WHEREAS, there is a need to operationalize UP Diliman as an autonomous unit to enable it to effectively perform campus-oriented academic, administrative and service functions;

WHEREAS, the President issued Administrative Order No. 58, dated August 13, 1981, creating the Management Review Committee to conduct an appraisal and audit of the organization and management functions of the University of the Philippines for the purpose of bringing about progressive, effective, economical, coordinated and simplified organization and management operations appropriate to a multicampus university;

WHEREAS, the Management Review Committee submitted recommendations to the President on the reorganization of the Central Administration of UP Diliman;

WHEREAS, the Board of Regents, at its 953rd meeting on July 29, 1982, 954th meeting on October 22, 1982 and 956th meeting on December 17, 1982, approved the recommendations submitted by the President;

WHEREAS, the organizational changes approved by the Board of Regents shall come into force upon the issuance of an Executive Order by the President of the University of the Philippines, defining, among others, the specific functions and responsibilities of each office, and the inter-relationship between offices;

NOW, THEREFORE, I, Edgardo J. Angara, President of the University of the Philippines, by virtue of the powers vested in me by the Board of Regents, do hereby issue this Executive Order implementing the reorganization of UP Diliman.

SECTION 1. *The Chancellor in UP Diliman.* The Chancellor of UP Diliman shall be appointed by the Board of Regents upon the recommendations of the President, and shall serve for a term of five (5) years. The Chancellor shall be the executive officer of UP Diliman responsible to the President of the University of the Philippines. He shall be the *ex officio* head of the faculty of UP Diliman.

The Budget Office shall be under the supervision of the Chancellor of UP Diliman. The University General Counsel shall also serve as the legal counsel of UP Diliman.

SECTION 2. *The Vice-Chancellors.* UP Diliman shall have the following Vice-Chancellors:

- a. Vice-Chancellor for Academic Affairs;
- b. Vice-Chancellor for Administration;
- c. Vice-Chancellor for Student Affairs; and
- d. Vice-Chancellor for Community Affairs.

The Vice-Chancellors shall be appointed by the Board of Regents upon nomination by the Chancellor and the recommendation of the President and shall serve at the pleasure of the Chancellor.

SECTION 3. *Functions of the Vice-Chancellor for Academic Affairs.* The Vice-Chancellor for Academic Affairs shall assist the Chancellor in coordinating curricular, instructional, research, extension, library and other academic programs in UP Diliman.

SECTION 4. *Offices/Units Under the Supervision of the Office of the Vice-Chancellor for Academic Affairs.* The following shall be under the supervision of the Vice-Chancellor for Academic Affairs:

- a. Office of the University Registrar;
- b. Graduate School;
- c. Office of Undergraduate Studies;
- d. Office of Research Coordination;
- e. Office of Extension Coordination; and
- f. University Library.

SECTION 5. *Functions of the Graduate School.* The Graduate School shall serve as the coordinating office for graduate programs in UP Diliman. It shall assist in the formulation of graduate programs, monitor and enforce compliance with standards, and foster cooperation among units with

graduate programs. The Graduate School shall be headed by a Dean of Graduate Studies who shall serve for a term of three (3) years.

SECTION 6. *Functions of the Undergraduate Studies.* The Office of Undergraduate Studies shall assist in the formulation of undergraduate programs, monitor and enforce compliance with standards, and foster cooperation among units with undergraduate studies. The Office of Undergraduate Studies shall be headed by a Dean of Undergraduate Studies who shall serve for a term of three (3) years.

SECTION 7. *Functions of the Office of Research Coordination.* The Office of Research Coordination shall implement research policies, and coordinate and monitor the research activities of UP Diliman.

SECTION 8. *Functions of Extension Coordination.* The Office of Extension Coordination shall perform the following functions: (a) monitor, review and coordinate the extension activities of operating units; (b) generate data and other information needed for planning purposes or policy/rules and formulation; and, (c) enforce policies, rules, standards and basic procedures on extension services. It shall also assist in establishing linkages with government agencies.

SECTION 9. *Pool of Experts.* Until such time as separate offices/units provided in the Board of Regents resolution shall be required, there shall be a pool of experts drawn from the faculty and other personnel of the University to assist the Office of the Vice-Chancellor for Academic Affairs. Such experts shall be appointed on an additional assignment basis, by the Chancellor upon the recommendation of the Vice-Chancellor for Academic Affairs.

SECTION 10. *Functions of the Vice-Chancellor for Administration.* The Vice-Chancellor for Administration shall assist the Chancellor in the administrative management of U.P. Diliman. He shall supervise the operations of offices/units in charge of administrative services.

SECTION 11. *Offices/Units Under the Supervision of the Office of the Vice-Chancellor for Administration.* The following shall be under the supervision of the Vice-Chancellor for Administration:

- a. Human Resource Development Office;
- b. Accounting Office;
- c. Cash Office; and,
- d. Supply and Property Management Office.

SECTION 12. *Organization and Functions of the Human Resource Development Office.* The organization and functions of the Human Resource Development Office shall be as defined in Executive Order No. 10 dated September 3, 1982 consolidating the Academic and Administrative Personnel Boards into a University Personnel Board and the Office of the

Academic Services and the Office of Administrative Personnel Services into the Human Resource Development Office.

SECTION 13. *Supply and Property Management Office.* The Property Division is hereby reorganized and renamed as the Supply and Property Management Office. It shall consist of the following:

- a. Procurement Section;
- b. Property Utilization Section; and,
- c. Disposal Section.

SECTION 14. *Functions of the Supply and Property Management Office.* The Supply and Property Management Office shall administer and provide supply and property management services to the Central Administration of the University of the Philippines and UP Diliman, including the other units forming parts thereof. It shall coordinate, perform or assign to other competent units, the performance of the supply activities relating to purchasing, storage standardization of specifications, property utilization, disposition and accountability insofar as these will be consistent with effectiveness, efficiency, economy and service. It shall also initiate studies, design plans and formulate standards for improving policies and procedures applicable to the University operations, including the modification of existing guidelines in cooperation and consultation with other authorities of the University and the national government agencies.

SECTION 15. *Functions of the Procurement Section.* The Procurement Section shall procure and issue supplies, materials and equipment and shall conduct continuing studies to develop policies and procedures relative thereto. It shall also provide technical advice and assistance in the preparation and conduct of procurement programs of operating units in UP Diliman and others which may solicit its services.

SECTION 16. *Functions of the Property Utilization Section.* The Property Utilization Section shall develop and formulate plans for coordinating and the execution of programs related to the utilization supplies, materials, and equipment. It shall maintain the central inventory records of properties and conduct studies on property utilization practices. It shall also devise methods for the systematic and coordinated transfer of supplies, equipment and materials from one unit to another, including the preparation and processing of documents required for such transaction.

SECTION 17. *Functions of the Disposal Section.* The Disposal Section shall sell, or dispose of, supplies, materials and equipment which are obsolete, condemned or surplus, or recommend assignment of these functions to whichever unit is in a more advantageous position to discharge the function. It shall conduct biddings for the disposition of disposable property and develop standards and criteria for determining their utility.

SECTION 18. *Functions of the Vice-Chancellor for Student Affairs.* The Vice-Chancellor for Student Affairs shall assist the Chancellor in promoting the welfare of and maintaining discipline among students. It shall supervise and coordinate the operations of offices/units in charge of student services and welfare. In the performance of such functions, the Vice-Chancellor shall encourage in all appropriate cases, the hiring of student assistants in all offices under his charge to promote meaningful student involvement and student welfare, and provide on-the-job experience and training to students.

SECTION 19. *Offices/Units Under the Supervision of the Vice-Chancellor for Student Affairs.* The following shall be under the supervision of the Vice-Chancellor for Student Affairs:

- a. Office of Student Services;
- b. Office of Counselling and Guidance;
- c. University Health Service;
- d. Office of Student Housing;
- e. University Food Service; and,
- f. Student Disciplinary Tribunal.

SECTION 20. *Office of Student Services.* The Office of Student Services shall consist of the following:

- a. Student Activities Center;
- b. Scholarship and Financial Assistance Section; and,
- c. International Student Program.

SECTION 21. *Functions of the Office of Student Housing.* The Office of Student Auxiliary Services shall be merged with the Office of Student Housing. The Office of Student Housing shall implement policies and guidelines approved by the Board of Regents on student housing. It shall be responsible for the management and regulation of residence halls/dormitories and boarding houses in UP Diliman. .

SECTION 22. *Functions of the Vice-Chancellor for Community Affairs.* The Vice-Chancellor for Community Affairs shall assist the Chancellor in promoting close relations between the University and the residents in the Diliman community, and appropriate local governments; and ensuring to the maximum extent possible a safe, clean, orderly and peaceful environment for the community. In the performance of this responsibility, the Vice-Chancellor for Community Affairs may call on any unit/office for assistance and support and such unit/office shall provide the assistance and support so requested.

SECTION 23. *Offices/Units Under the Vice-Chancellor for Community Affairs.* The following shall be under the supervision of the Vice-Chancellor for Community Affairs:

- a. Office of Community Relations;

- b. Campus Planning, Development and Maintenance Office;
- c. University Police Force;
- d. Staff Housing Office; and,
- e. Business Regulations Office.

SECTION 24. *Functions of the Office of Community Relations.* The Office of Community Relations shall promote close relations between the University and the residents of the Diliman community and appropriate local governments. In cooperation with other bodies, it shall be responsible for sponsoring health, beautification and sanitation projects, as well as cultural and recreational activities in the campus.

SECTION 25. *Consolidation of the Campus Landscaping Office and Arboretum and the Physical Plant Office into the Campus Planning, Development and Maintenance Office in UP Diliman.* The Campus Landscaping Office and Arboretum and the Physical Plant Office are hereby consolidated into the Campus Planning, Development and Maintenance Office.

SECTION 26. *Campus Planning, Development and Maintenance Office.* The Campus Planning, Development and Maintenance Office shall consist of the Planning and Control Division and the Development and Maintenance Division.

SECTION 27. *Functions of the Campus Planning, Development and Maintenance Office.* The Campus Planning, Development and Maintenance Office shall formulate an integrated plan for the maintenance and repairs of buildings, utilities and grounds, and monitor and oversee all construction activities on the campus.

SECTION 28. *Functions of Planning and Control Division.* The Planning and Control Division shall oversee the implementation of the University Maintenance Program. It shall undertake periodic surveys of physical facilities in the campus and formulate an annual maintenance and repair priority plan.

SECTION 29. *Functions of the Development and Maintenance Division.* The Development and Maintenance Division shall undertake all repairs and maintenance functions on buildings, utilities and grounds. It shall monitor and oversee all construction activities in the campus.

SECTION 30. *Functions of the Staff Housing Office.* The Staff Housing Office shall implement policies and guidelines approved by the Board of Regents on staff housing in UP Diliman. It shall be responsible for the management and regulation of staff houses.

SECTION 31. *Business Regulations Office.* The Business Concession Office is hereby renamed as Business Regulations Office. It shall implement policies related to the operation of business in UP Diliman and such other duties which may be assigned to it by the Vice-Chancellor for Community

Affairs.

SECTION 32. *Division of the Office of Student and Staff Housing into the Office of Student Housing and the Office of Staff Housing.* The Office of Student and Staff Housing are hereby divided into the Office of the Student Housing and the Office of Staff Housing. The Office of the Student Housing shall be under the Office of the Vice-Chancellor for Student Affairs. The Office of Staff Housing shall be under the Office of the Vice-Chancellor for Community Affairs.

SECTION 33. *Abolished Offices/Units.* The following offices/units are hereby abolished:

- a. President's Staff on Regional Matters; and,
- b. Office of General Services.

The regional units are hereby directed to transmit all their communications to the concerned offices/units in the Central Administration of UP Diliman. Some of the personnel of the defunct PSRM shall continue to assist the regional units until such time that this function can be adequately performed by the Office of the Vice-Chancellor for Administration of UP Diliman.

All personnel records in the Office of General Services are hereby transferred to the Human Resource Development Office. The records of the Board of Regents and the Office of the President shall be maintained by the Office of the Secretary of the University.

The Secretarial Section of the Office of General Services which handles the preparation of agenda and minutes and transcription of tapes of meetings of the Board of Regents is hereby transferred to the Office of the Secretary of the University.

The personnel of the Mail/Messenger Services Section shall be transferred to appropriate offices.

The operation and maintenance of the campus telephone system and the radiophone shall be the responsibility of the Development and Maintenance Division of the Campus Planning, Development and Maintenance Office.

SECTION 34. *Transfer of Functions and Resources.* Unless otherwise specifically provided in this Executive Order, the transfer of functions arising out of the abolition, merger, consolidation or conversion of offices and units shall include applicable appropriations, records, equipment, property and such personnel as may be necessary.

SECTION 35. *Personnel Affected by the Reorganization.* To the maximum extent possible, the filling up of staff positions in the new offices/

units shall be from existing personnel and the tenure of permanent staff shall be protected. In the unavoidable event that an office occupied by permanent staff is abolished, the incumbents shall be assigned to comparable positions without loss of seniority or other benefits.

SECTION 36. *Authority to Issue Implementing Rules.* The Chancellor, the Vice-Chancellor for Academic Affairs, the Vice-Chancellor for Administration, the Vice-Chancellor for Student Affairs and the Vice-Chancellor for Community Affairs are hereby authorized to issue such memoranda, orders, and regulations as may be necessary for the proper implementation of this Executive Order.

SECTION 37. *Authority to Adjust Budgetary Allocation.* The Chancellor of UP Diliman is hereby authorized to make the necessary adjustments in the internal operating budget of the UP Diliman in accordance with the provisions of this Executive Order, subject to the approval of the President and the Board of Regents.

SECTION 38. *Repealing Clause.* All Executive Orders, memoranda, and other administrative issuances or provisions thereof that are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

SECTION 39. *Effectivity.* This Executive Order shall take effect immediately.

Done in Quezon City, this 23rd day of March in the year of our Lord Nineteen Hundred and Eighty-Three.

(SGD.) EDGARDO J. ANGARA
President