



UNIVERSITY OF THE PHILIPPINES
Quezon City



OFFICE OF THE PRESIDENT

16 June 2017

ADMINISTRATIVE ORDER NO. PDLC 17-28

TO : **ALL UNITS**

SUBJECT : Filling Up of Plantilla Items

WHEREAS, the delivery of efficient, effective and relevant services to UP's constituency is one of the priorities of the Administration;

WHEREAS, during its 1287th meeting held last 12 April 2013, the University's Board of Regents approved the authority of the President to pool unfilled positions from different Constituent Universities (CUs) at the System Level;

WHEREAS, to support the delivery of UP's mandates under the University of the Philippines Charter of 2008 (RA 9500), it is necessary to rationalize the management and distribution of plantilla items in the University;

NOW, THEREFORE, I, DANILO L. CONCEPCION, President of the University, by virtue of the powers vested in me by the UP Charter and by law, do hereby order:

SECTION 1. All CUs are directed to comply with the guidelines and procedures regarding the filling of administrative and REPS plantilla items provided in this Order.

SECTION 2. The guidelines and procedures for filling of plantilla items shall be as follows:

1. All CUs shall submit their requests for *Authority to Fill* their vacant plantilla items as may be needed in their respective colleges or units through the UIS/HRIS. Filling of residual vacancies may be included in the request, provided there will be no additional headcount in the unit.
2. All requests for *Authority to Fill* shall be encoded in the UIS/HRIS on or before 31 July 2017.
3. The selection process to fill up the plantilla items should be completed by 31 January 2018.
4. All plantilla items which are unfilled after 31 January 2018 will be reverted and pooled at the System Level pursuant to the authority granted to the President of the University.

5. The unfilled plantilla items will be distributed through the Office of the Vice President for Academic Affairs (REPS) and the Office of Vice President for Administration (administrative) according to the needs of the different CUs and upon sufficient justification of their request.

SECTION 3. All prior directives that are inconsistent with the provisions of this Order are hereby superseded.

SECTION 4. This Order shall take effect immediately.


DANILO L. CONCEPCION
President

 