



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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24 February 2022

MEMORANDUM NO. 13

Series of 2022

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

SUBJECT: Submission of Administrative Representative for the Unit's Human Merit Selection and Promotion Board (HRMPSB) Composition

This serves as a reminder for the submission of the Unit's Human Resource Merit Selection and Promotion Board (HRMPSB) Administrative Representative composition for First and Second level representatives in compliance with the *Memorandum No. NGY 19-53 released on the 17th of May 2019 (Revised Composition of the Human Resource Merit Selection and Promotion Board (HRMPSB) for Administrative Staff: Appointment of Additional Member Representing the Administration)*. Please be reminded that the Union representatives may no longer be appointed as Unit HRMPSB Administrative representatives.

You may submit the composition of your Unit's HRMPSB to OVCA for approval **on or before the end of February 2022**. The effective date is 01 January 2022 until 31 December 2022. Those who have already submitted need not resubmit.

Please take note that the Unit Head will become the member of the HRMPSB during the University HRMPSB deliberations of the recommendee from the Unit. In any case that the Unit Head is not available, they may send a representative with authorization sent at least a day before the scheduled meeting.

If you have any questions, please email hrdo.uplb@up.edu.ph.

For compliance.

ROLANDO T. BELLO
Vice Chancellor