**University of the Philippines Los Baños**

**College, Laguna**

SCHEDULE OF ACTIVITIES

FOR THE SEARCH FOR A NEW DEAN OF THE

GRADUATE SCHOOL

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| ACTIVITIES | **DATE/TIME** | **VENUE**  **/PLATFORM** |
| 1. Organizational meeting of the Search Committee (SC) to discuss process and arrange schedule | **06 February 2024** (Tuesday)  10:00 a.m. | VIRTUAL |
| 2. Notification of GS constituents regarding the search process, schedule, and qualifications of nominees (through GS Dean) | 1. **February 2024** |  |
| 1. Meeting with constituents (faculty, REPS, administrative staff and students) and presentation of current dean on the College’ thrusts, priorities and achievements (through GS Dean) | **13 February 2024** (Tuesday)  9:30 a.m. | REDREC Auditorium |
| 4. Period for SC to accept nominations  Deadline: **16 February 2024, 5:00 PM (Friday)** | **06- 16 February 2024** 5:00 p.m. | OVCA or thru email |
| 5. Review of nomination documents and notification of nominees | **19 February 2024**  (Monday) |  |
| 6. Presentation of nominees/candidates plans and programs for GS | **21 February 2024** (Wednesday)  **9:30 a.m** | GS (TBA) |
| 7. Interview/consultations with GS constituents  (faculty, REPS, administrative staff and students) | **21 February 2024,** 1:30- 4:00 p.m.  **22 -23 February2024**  8:30 a.m.-4:00 p.m. | GS (TBA) |
| 8. Interview with candidates | **26 February 2024**  (Monday)  9:30 a.m. |  |
| 9. Meeting of SC to review/consolidate results of search process **(Inputs of SC members on Open Forum and Interviews (Candidates and Constituents) to be submitted thru email to OVCA** ([ovca.uplb@up.edu.ph](mailto:ovca.uplb@up.edu.ph)) **for consolidation** | **28 February 2024**  (Wednesday)  9:00 a.m. | OVCA |
| 10. Preparation and finalization/signing of report by SC members | **29 February-04 March 2024** |  |
| 11. Submission of SC report to the UPLB  Chancellor | **05 March 2024**  (Tuesday) |  |

**SEARCH COMMITTEE MEMBERS**

Assoc. Prof. Rolando T. Bello, (Chair) OVCA

Ms. Iryn Y. Balmores (Pres. A. Jimenez’s Representative), Vice President for Planning and Finance, UP System

Asst. Prof. Jea Agnes T. Buera, CAS

Dr. Elenita L. Racelis, CFNR

Ms. Reeden B. Bicomong, OVCSA

Mx. Danielle Alyza O. Uy (SC), CFNR

Ms. Leni N. Garcia (Secretary/Support Staff), OVCA

Search committee for the next dean of the graduate school