

UNIVERSITY OF THE PHILIPPINES
Quezon City

Office of the President

March 23, 1983

EXECUTIVE ORDER NO. 4

SUBJECT: On the Reorganization of the University of the Philippines

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 University of the Philippines is now composed of UP Diliman, UP Los Banos, UP Manila (formerly the Health Sciences Center), and the UP Visayas;

WHEREAS, the Board of Regents, at its 943rd meeting on July 31, 1981 directed the President of the University of the Philippines to undertake an overall review of the operations of the University of the Philippines;

WHEREAS, the President issued Administrative Order No. 58, dated August 18, 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 multi campus University;

WHEREAS, the Management Review Committee submitted recommendations to the President defining the scope of the University of the Philippines and on the reorganization of the Administration of the System;

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 on the reorganization of the University of the Philippines;

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 specific functions and responsibilities of each office, and the interrelationships 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 the University of the Philippines.

ARTICLE I

SECTION 1. *Declaration of Policy.* The University of the Philippines shall continue to promote and maintain its institutional unity and integrity while establishing a decentralized System whereby the autonomous units shall be given more powers and responsibilities. The System Administration shall undertake, coordinate and integrate System-wide functions and activities and decentralize among the autonomous units campus-oriented academic, administrative and service functions.

ARTICLE II*Organizational Structure of the University of the Philippines*

SECTION 2. *Scope of the University of the Philippines.* The University of the Philippines is administratively organized as a System comprising the autonomous units of UP Diliman, UP Los Banos, UP Manila and UP Visayas and others that may be established in the future.

The System Administration shall be composed of the Office of the President, the Office of the Executive Vice-President, the Office of the Vice-President for Academic Affairs, the Office of the Vice-President for Planning and Finance, the Office of the Vice-President for Public Affairs, and the Office of the Secretary of the University.

SECTION 3. *UP Diliman.* The UP Diliman shall be composed of all existing units in the Diliman campus, except the College of Nursing, the College of Pharmacy, the College of Fisheries, and the College of Veterinary Medicine. The College of Public Administration, the Philippine Executive Academy and the Population Institute shall form part of UP Diliman.

The UP College Baguio, the UP College Clark Air Base and the UP Extension Program in San Fernando, Pampanga shall be under the supervision of UP Diliman.

SECTION 4. *UP Los Banos.* The UP Los Banos shall be composed of all existing units therein including the College of Veterinary Medicine.

SECTION 5. *UP Manila.* The UP Manila shall be composed of all existing units of the former Health Sciences Center. The UP College of Arts and Sciences Manila (formerly UP College Manila) shall form part of the UP Manila.

SECTION 6. *UP Visayas.* The UP Visayas shall be composed of all existing units of the UP Visayas including the College of Fisheries.

In addition, the UP College Cebu and UP College Tacloban shall be part of UP Visayas two (2) years from the issuance of this Executive Order. In

the meantime, these two (2) units shall be under the supervision of the Office of the Chancellor, UP Diliman, during the two-year transition period.

SECTION 7. *University Council for Each Autonomous Campus.* Each autonomous unit shall have its own University Council composed of the Chancellor, professors, associate professors, and assistant professors of the autonomous campus. The Chancellor shall serve as Chairman and the University Registrar as Secretary.

SECTION 8. *Functions of the University Council.* The functions of the University Council shall be as defined in the University Charter, the University Code and pertinent resolutions of the Board Regents.

SECTION 9. *University Council Secretariat.* Each autonomous unit may establish a University Council Secretariat, which shall be created upon recommendation by the Chancellor with the concurrence of the President, subject to approval by the Board of Regents.

The University Council Secretariat shall assist the Chairman and the Secretary of the University Council in the management of the affairs of the Council and in coordinating and monitoring the work of the various standing committees.

The University Council Secretariat shall be placed under the Office of the University Registrar.

SECTION 10. *The President.* Leadership in the University of the Philippines is vested in the President who shall be the Chief Executive Officer of the University. He shall be *ex officio* head of the University of the Philippines faculty. He shall also be *ex officio* member of the University Council of each autonomous unit and shall preside over its meetings whenever present.

SECTION 11. *The Chancellor.* Each autonomous unit shall be headed by a Chancellor, to be appointed by the Board of Regents upon the recommendation of the President for a term of five (5) years. The Chancellor shall be directly responsible to the President in the administration of the autonomous unit. He shall also perform such other functions as the Board of Regents or the President may delegate to him.

SECTION 12. *Office of the President.* The following shall be directly under the Office of the President:

- a. President's Advisory Council;
- b. President's Committee on Alumni Affairs;
- c. President's Committee on Culture and the Arts; and

d. Office of the University Legal Services.

SECTION 13. *Office of the University Legal Services.* The authority and responsibility for the exercise of the powers and the discharge of the functions of the Office of the University Legal Services shall be vested in the University General Counsel, who shall be appointed by the Board of Regents upon the recommendation of the President of the University and shall serve at his pleasure.

The Office of the University Legal Services shall have general supervision over all offices throughout the University of the Philippines rendering legal services to any college, school and/or institute or center. The Office of the University Legal Services and the University General Counsel shall continue to exercise the powers and functions contained in Executive Order No. 1, dated August 15, 1981.

The University General Counsel shall exercise supervision over the Administrative Disciplinary Tribunal. The Administrative Disciplinary Tribunal shall have jurisdiction over all administrative cases filed with the Office of the President.

SECTION 14. *The Secretary of the University.* The Secretary of the University shall be appointed by the Board of Regents upon the recommendation of the President. He shall be the Secretary of the Board of Regents and also of the University and shall keep such records of the University as may be designated by the Board. He shall perform such other duties as the Board of Regents and the President may assign.

SECTION 15. *The Assistants to the President.* The Assistants to the President shall be appointed by the Board of Regents upon the recommendation of the President and shall serve at his pleasure. They shall advise and assist the President or handle for him special areas and problems of System-wide concern.

SECTION 16. *The Vice-Presidents.* The University of the Philippines shall have the following Vice-Presidents:

- a. Executive Vice-President;
- b. Vice-President for Academic Affairs;
- c. Vice-President for Planning and Finance; and
- d. Vice-President for Public Affairs.

SECTION 17. *Assistant Vice-Presidents.* Assistant Vice-Presidents shall be appointed by the Board of Regents upon the recommendation of the President and nomination by the appropriate Vice-Presidents. They shall assist the Vice-Presidents in the discharge of their respective functions.

ARTICLE III

*Internal Organization and Management of Offices in the System
Administration of the University of the Philippines*

SECTION 18. *The Executive Vice-President.* The Executive Vice-President shall be appointed by the Board of Regents upon the recommendation of the President and shall serve at his pleasure. He shall assist the President in the management of the University, and perform such other functions as the President may delegate. In the absence of the President, the Executive Vice-President shall act for and in behalf of the former.

SECTION 19. *The Vice-President for Academic Affairs.* The Vice-President for Academic Affairs shall be appointed by the Board of Regents upon the recommendation of the President and shall serve at his pleasure. The Vice-President for Academic Affairs shall be directly responsible to the President for providing substantive program inputs to System-wide planning, formulation of policies and standards, monitoring and review, and coordination of curricular, instructional, research, library and extension program of the University of the Philippines.

The Vice-President for Academic Affairs shall be an *ex officio* member of each University Council.

SECTION 20. *Offices/Units Under the Supervision of the Vice-President for Academic Affairs.* The following shall be under the supervision of the Vice-President for Academic Affairs:

- a. Coordination Staff(s) for —
 1. Instruction
 2. Research
 3. Extension
 4. Library
- b. UP Press

SECTION 21. *Pool of Experts.* Until such time as separate Coordinating Staffs provided in the Board of Regents resolutions 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-President for Academic Affairs. Such experts shall be appointed, on an additional assignment basis, by the President upon the recommendation of the Vice-President for Academic Affairs.

SECTION 22. *Functions of Instruction Coordination.* Instruction Coordination shall consist of the following functions:

- a. To formulate System-wide academic standards; and
- b. To coordinate, monitor and provide for a system of continuing evaluation of the academic programs of the University.

SECTION 23. *Functions of Research Coordination.* Research Coordination shall perform the following functions:

- a. To formulate System-wide research policies; and
- b. To coordinate and monitor the research programs of the University.

SECTION 24. *Functions of Extension Coordination.* Extension Coordination shall embrace the following functions:

- a. To formulate and enforce System-wide policies and standards for extension services; and
- b. To monitor, review and coordinate the extension activities of the University.

SECTION 25. *Library Services Coordination.* The Office of the Vice-President for Academic Affairs shall be tasked with the coordination of the library services of the University.

SECTION 26. *The Vice-President for Planning and Finance.* The Vice-President for Planning and Finance shall be appointed by the Board of Regents upon the recommendation of the President and shall serve at his pleasure. He shall be directly responsible to the President for the planning of, and generating of funds for, development programs and projects of the University. He shall act as Liaison Officer between the University, the Office of Budget and Management, the Commission on Audit, the Bureau of the Treasury and the Ministry of Public Works and Highways. The Office of the Vice-President for Planning and Finance shall perform the following functions:

- a. To prepare and maintain a development plan for the University of the Philippines and its campuses;
- b. To conduct studies to assess the physical, manpower, financial and organization/management requirements for implementing plans and projects of the System; and
- c. To assist the President in the formulation of financial and fiscal policies, plans and programs for generating funds and expenditure of funds for University programs and projects.

SECTION 27. *Offices Under the Supervision of the Vice-President for Planning and Finance.* The following shall be under the supervision of the Vice President for Planning and Finance:

- a. Program Development Staff;
- b. Management Information System;
- c. University Computer Center;
- d. Resource Generation Staff;
- e. Controllership and Budget Staff;
- f. Land Grants Office; and
- g. Basilan Land Grant.

The Office of the Institutional Studies shall be merged with the Management Information System.

SECTION 28. *Functions of the Program Development Staff.* The Program Development Staff shall assist in the preparation and updating of the development plan for the University of the Philippines and the autonomous units and in institutionalizing a participative planning process in the University.

SECTION 29. *Functions of the Management Information System.* The Management Information System shall assist the line units in the design, specifications and initial implementation of the various information sub-systems with a view towards having a responsive, coordinated and integrated information system of the University of the Philippines.

SECTION 30. *Functions of the University Computer Center.* The University Computer Center shall provide mainframe computing activities, technical services and software suited for the academic and administrative requirements of the University. It shall also develop and maintain, with the cooperation of other academic and administrative units of the University, a program to promote the expanded and more efficient use of computers within the University.

SECTION 31. *Functions of the Resource Generation Staff.* The Resource Generation Staff shall formulate and recommend policies, guidelines and proposals to generate resources for the University of the Philippines and the autonomous units. It shall also design, monitor and implement with and/or through appropriate University units, programs and projects for securing donations, grants, endowments, operating revenues and other resources.

SECTION 32. *Functions of the Controllership and Budget Staff.* The Controllership and Budget Staff shall conceptualize and translate into monetary terms approved plans for the University; design, review and evaluate fiscal and management control systems and procedures and insure their implementation. It shall also help insure that all resources of the University of the Philippines are used efficiently and effectively.

The Controllership and Budget Staff may be drawn from the Budget Office of UP Diliman. The Director of the Budget Office shall serve also as the Director of the Controllership and Budget Staff.

SECTION 33. *Land Grants Office and the Basilan Land Grant.* The Land Grants Office and the Basilan Land Grant shall continue to operate until arrangements for the lease or the sale of the Basilan Land Grant is effected.

SECTION 34. *The Vice-President for Public Affairs.* The Vice-President for Public Affairs shall be appointed by the Board of Regents upon the recommendation of the President and shall serve at his pleasure. He shall be directly responsible to the President for the preparation of the System-wide annual report and information materials. He shall assist the President in promoting close relations with the government, the media, the alumni, the private sector and the general public. He shall represent the President in public functions in behalf of the University when so assigned by the President.

SECTION 35. *Offices Under the Supervision of the Vice-President for Public Affairs.* The following offices shall be under the supervision of the Office of the Vice-President for Public Affairs:

- a. Information Office,
- b. Office of Alumni Relations;
- c. University Book Center; and
- d. Liaison Staff.

SECTION 36. *Functions of the Information Office.* The Information Office shall disseminate through publications or press releases, information and other matters pertaining to the University. Through the Vice-President for Public Affairs, it shall keep the President of the University of the Philippines duly informed of events and developments that are likely to affect policies and programs or the day-to-day functions of the University.

SECTION 37. *Functions of the Office of Alumni Relations.* Through the Vice-President for Public Affairs, the Office of Alumni Relations shall advise and assist the President of the University of the Philippines regarding long-term and continuing plans and programs for alumni in order to ensure their maximum participation, support and involvement in the University. It shall formulate and develop fund-raising schemes for both alumni and friends of the University and ensure their proper implementation.

SECTION 38. *Functions of the Liaison Staff.* The Liaison Staff shall assist the President in promoting close relations with the Office of the President, the Office of the Prime Minister, the Batasang Pambansa and other government agencies as well as with the foundations and international agencies and other private institutions. It shall also conduct briefings of foreign and local visitors about the University.

SECTION 39. *Conversion of the Office of the Vice-President for Administration into an Office of the Vice-Chancellor for Administration.* The Office of the Vice-President for Administration shall be converted into an Office of the Vice-Chancellor for Administration and all units under it shall be placed under the Office of the Vice-Chancellor for Administration in UP Diliman.

SECTION 40. *Transfer of Functions and Resources.* Unless otherwise specifically provided in this Executive Order, the transfer of functions arising from 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 41. *Staffing Pattern.* The Executive Vice-President, the Vice-President for Academic Affairs, the Vice-President for Planning and Finance, and the Vice-President for Public Affairs shall prepare and submit to the President for approval the staffing pattern of their respective offices within fifteen (15) days after the issuance of this Executive Order.

SECTION 42. *Personnel Affected by the Reorganization.* To the maximum extent possible, the filling up of 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 43. *Authority to Issue Implementing Rules.* The Executive Vice-President, the Vice-President for Academic Affairs, the Vice-President for Planning and Finance and the Vice-President for Public Affairs are hereby authorized to issue such memoranda, orders, and regulations as may be necessary for the proper implementation of this Executive Order.

SECTION 44. *Repealing Clause.* All executive orders, memoranda, and other administrative issuance or provisions thereof, that are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly.

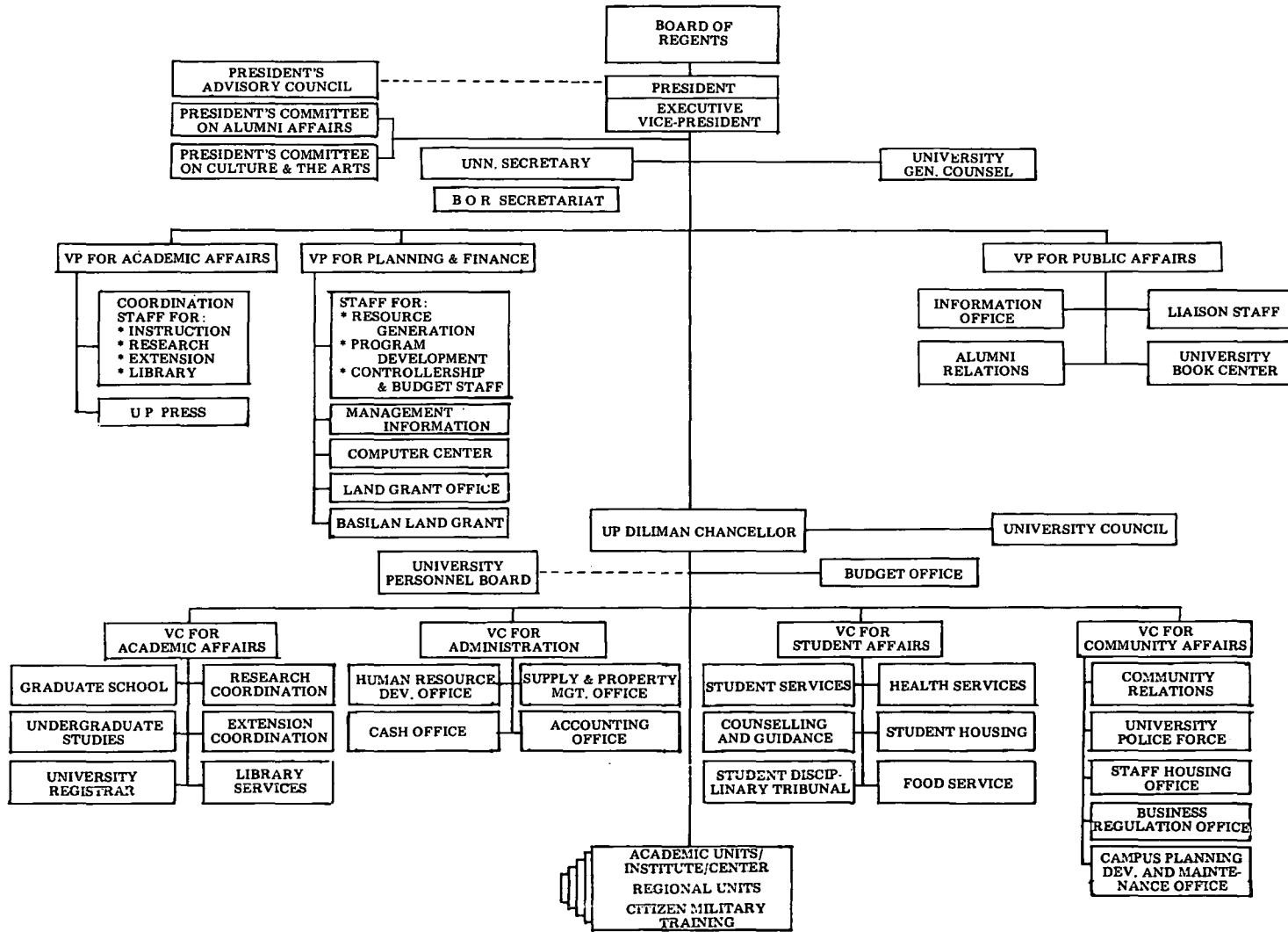
SECTION 45. *Effectivity.* This Executive Order shall take effect immediately.

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

ORGANIZATIONAL CHART OF THE UNIVERSITY OF THE PHILIPPINES SYSTEM AND UP DILIMAN

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