OFFICE OF THE PRESIDENT

EXECUTIVE ORDER NO. 98-2

SUBJECT: Reorganization of the Administration of the University of the Philippines Los Baños in 1997

WHEREAS, Presidential Decree No. 58 promulgated on November 20, 1972 constituted the University of the Philippines at Los Baños as an autonomous member of the University System, granting it full and complete autonomy:

WHEREAS, UPLB faces the pressures of present realities: increasing demands for UPLB’s services, advances in science and technology, need to make the university more efficient, need for integration of disciplines, little increase in university budget, and the substantial increase in UPLB’s personnel;

WHEREAS, the mandate of UPLB has not changed since it was declared the first autonomous campus of the University System and having been assigned agriculture and rural development via a vis other campuses (health, fisheries), UPLB has endeavored to expand its reach in order for it to become a comprehensive university:

WHEREAS, there is a need to make the University more efficient through a reorganization of the University administrative structure and redefinition of the functions;

WHEREAS, the reorganization of the administration of the University of the Philippines Los Baños was approved by the Board of Regents at its 1112th meeting on September 26, 1997 and additional features of said reorganization were likewise approved by the Board at its 1120th meeting on May 27, 1998 and 1122nd meeting on July 30, 1998.

Now, Therefore, I, EMIL Q. JAVIER, 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 Los Baños.
SECTION 1. Scope of the UP Los Banos. UPLB shall comprise the:

1. College of Agriculture (CA)
2. College of Arts and Sciences (CAS)
3. College of Development Communication (CDC)
4. College of Economics and Management (CEM)
5. College of Engineering and Agro-Industrial Technology (CEAT)
6. College of Forestry and Natural Resources (CFNR)
7. College of Human Ecology (CHE)
8. College of Public Affairs (CPAf)
9. College of Veterinary Medicine (CVM)
10. School of Environmental Science and Management (SESAM)
11. Graduate School (GS)

and such other degree granting units as may hereafter be created by the Board of Regents and included therein or transferred thereto.

The list of the Institutes/Centers/Departments and Programs attached to the academic degree-granting units and the Office of the Chancellor are attached herewith as Annex "A".

The UPLB administrative structure shall be as shown in Annex "B".

SEC. 2. Objectives and Functions of UPLB. The long-term goal of UPLB is to become a truly comprehensive university with an institutional identity derived from two mainstreams. As U.P.'s first autonomous unit, it draws historical strength from agriculture, forestry, and related sciences; as part of the U.P. System, it upholds the University’s commitment to excellence and shares its mandate to relate its functions to the needs and aspirations of the Filipino people.

In pursuit of this goal, UPLB continues to develop its teaching, research, and public service functions in line with the following objectives:

a. To provide leadership in resident instruction, research, and professional training in agriculture, forestry, and related fields, as well as in the liberal arts, the basic and the applied sciences;

b. To enhance its critical influence on national development policies in the economic, political, social, and cultural aspects of Philippine life; and

c. To continue striving to be the premier Asian educational institution in agriculture, forestry, rural development, and in the liberal arts and the basic sciences.
To fulfill the aforementioned objectives, UPLB will continue to:

(1) Design and offer innovative and high-quality degree programs and professional training at the tertiary level;

(2) Maintain relevant and responsive programs in research and extension to strengthen internal capabilities for instruction, as well as external linkages;

(3) Advance and accelerate the dissemination of research findings and relevant/appropriate technologies to their ultimate users;

(4) Establish and maintain institutional linkages for the mutually beneficial exchange of knowledge, experiences, and ideas at the national, regional, and international levels; and

(5) Maintain an operational structural arrangement for effective and efficient administration in the University.

SEC. 3. University Council of UPLB. The University Council of UPLB shall be composed of faculty members with the rank of Assistant Professor or higher. The Chancellor shall be the chairman of the Council and the University Registrar shall serve as Secretary. The functions of the University Council of UPLB shall be as defined in the University Charter, the University Code, and pertinent resolutions of the Board of Regents.

SEC. 4. University Council Secretariat. There shall be a University Council Secretariat which 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 committees. It shall be under the supervision of the University Registrar.

SEC. 5. University Research and Extension Council (UREC). There shall be a University Research and Extension Council which shall be composed of ex officio and elected members. The ex officio members shall be the Chancellor, Vice-Chancellors, all Deans, all heads of research and extension units, and Department Chairmen. Each research/extension unit or groupings of research/extension units shall have at least five (5) representatives or five (5) representatives for every fifty (50) full-time research and extension personnel.

The Vice-Chancellor for Research and Extension shall serve as the Chairman of the University Research and Extension Council.
The University Research and Extension Council shall perform the following functions:

a. To formulate or recommend, whenever appropriate, policies, standards and rules relating to the planning, implementation and evaluation of university research and extension programs;

b. To review university research and extension thrusts/directions;

c. To review and recommend policies concerning research and extension personnel;

d. To serve as channel of communication among the different units of the university about major developments in research and extension;

e. To serve as forum for discussion of issues and advise the university administration on matters requiring decision or action; and

f. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 6. University Research and Extension Council Secretariat. The Office of the Vice-Chancellor for Research and Extension shall serve as the secretariat of the University Research and Extension Council. The UREC Secretariat shall assist the Chairman and the Secretary of the University Research and Extension Council (UREC) in the management of the affairs of the Council and in coordinating and monitoring the work of the various committees.

SEC. 7. The Chancellor. The Chancellor shall be appointed by the Board of Regents upon the recommendation of the President and shall serve in accordance with pertinent policies, rules, and procedures of the University of the Philippines. The Chancellor shall be the executive officer of U.P. Los Baños responsible to the President of the University of the Philippines. He shall be the ex officio head of the faculty of U.P. Los Baños.

The Office of the Chancellor shall have the primary function of overall management, supervision, and administration of UPLB. The Chancellor’s Assistants and the office support staff shall assist him by attending to the bulk of communications; documents, and other papers submitted to the Office of the Chancellor for his resolution, appropriate action and/or information.
SEC. 8. **Offices/Units Under the Supervision of the Office of the Chancellor.** The following units shall be under the supervision of the Office of the Chancellor:

a. Ugnayan ng Pahinungod/Oblation Corps
b. Office of Public and Alumni Affairs
c. Legal Office

SEC. 9. **Ugnayan ng Pahinungod/Oblation Corps (UP/QC).** There is hereby created an Ugnayan ng Pahinungod/Oblation Corps under the **Office of the Chancellor** which shall be headed by a Director who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The **Ugnayan ng Pahinungod/Oblation Corps** shall perform the following functions:

a. To promote voluntarism of selfless service among UPLB constituency: students, faculty, staff, alumni, and retirees;

b. To monitor ongoing volunteer activities of UPLB constituents;

c. To facilitate volunteer service to underserved sectors of Philippine society;

d. To promote effective partnership between university constituents and other institutions both public and private;

e. To promote the positive image of the university, hence nurturing its institutional health; and

f. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 10. **Office of Public and Alumni Affairs (OPAA).** The Public Affairs Office is hereby renamed **Office of Public and Alumni Affairs** and shall be headed by a Director who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The **Office of Public and Alumni Affairs** shall perform the following functions:

a. To serve as the general information service and resource office for inquiries emanating from within and outside the campus;
b. To perform media liaison and to serve as clearing house for university press releases;

c. To organize special projects/events/audiovisual support communication;

d. To take charge of the visitors assistance program;

e. To maintain a listing of all alumni and update information about them;

f. To link with and support the activities of the UPLB Alumni Association (UPLBAA) and the UPAA;

g. To exercise supervision over the cultural affairs and social affairs committees; and

h. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 11. Legal Office. The Legal Office shall be headed by a Chief Legal Officer who shall be appointed in accordance with pertinent policies, rules, and procedures of the University of the Philippines. The Legal Office shall perform the following functions:

a. To provide and render legal opinion, advice and assistance to the Chancellor and to other officials of U.P. Los Baños;

b. To appear before the courts or administrative agencies in appropriate cases;

c. To prepare, draft and/or review contracts, documents, agreements or undertakings wherein any college/school/unit of the U.P. Los Baños is a party;

d. To attend to and/or assist in the investigation, resolution, and disposition of disciplinary matters involving personnel and students or grievances of personnel of the University, upon direction of the Chancellor; and

e. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 12. Assistants to the Chancellor. The Chancellor may be assisted by such Assistants as may be necessary who shall be appointed, on an additional assignment basis, by the Chancellor, from among the faculty and other staff of the University.
SEC. 13. The Vice-Chancellors. U.P. Los Baños shall have the following Vice-Chancellors:

a. Vice-Chancellor for Instruction
b. Vice-Chancellor for Research and Extension
c. Vice-Chancellor for Planning and Development
d. Vice-Chancellor for Administration
e. 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.

SEC. 14. Office of the Vice-Chancellor for Instruction (OVCI). The Office of the Vice-Chancellor for Academic Affairs is hereby renamed Office of the Vice-Chancellor for Instruction and the Office of the Director of Instruction is hereby abolished. Accordingly, the functions of the Office of the Director of Instruction are hereby transferred to the Office of the Vice-Chancellor for Instruction.

The Office of the Vice-Chancellor for Instruction shall perform the following functions:

a. To assist the Chancellor in coordinating and reviewing the instruction and student programs of the University;
b. To assist in the formulation and implementation of University academic policies, rules, standards, and basic procedures;
c. To assist in the establishment of linkages with government and other outside agencies; and
d. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 15. Offices/Units under the Supervision of the Office of the Vice-Chancellor for Instruction. The following units shall be under the supervision of the Office of the Vice-Chancellor for Instruction:

a. Department of Military Science and Tactics
b. Learning Resource Center
c. Office of Institutional Linkages
d. Office of Student Affairs
e. Office of the University Registrar
f. Sentro ng Wikang Filipino
g. University Library
h. University Publications Office

SEC. 16. Department of Military Science and Tactics (DMST). There is hereby created a Department of Military Science and Tactics under the Office of the Vice-Chancellor for Instruction which shall provide military training and instruction as may be required by law, subject to the provisions of Articles 139, 140, and 141 of the Revised University Code, which are restated hereunder:

a. The senior military officer detailed by the Armed Forces of the Philippines to the University of the Philippines Los Baños shall be known, for military purposes, as Commandant of Cadets and, for academic purposes, as Head of the Department of Military Science and Tactics. His appointment shall be approved by the Board of Regents upon the recommendation of the Chancellor of the University of the Philippines Los Baños and the nomination of the President of the University. (Art. 139)

b. As department head, he shall be responsible directly to the Chancellor, through the Vice-Chancellor for Instruction, in carrying out the academic policies of the institution insofar as they affect the ROTC and PMT cadets of the institution. When requested by the Chancellor, he shall render assistance compatible with the nature of the work of his department. (Art. 140)

c. As Commandant of Cadets, he is directly responsible to the Superintendent, RCTC and PMT units, in carrying out operations and training policies as well as rules and regulations governing such units. (Art. 141)

SEC. 17. Learning Resource Center (LRC). There is hereby created a Learning Resource Center, under the Office of the Vice-Chancellor for Instruction, out of the existing program, staff, and facilities of the College of Arts and Sciences currently assigned for this purpose. It shall be headed by a Director who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The Learning Resource Center shall perform the following functions:

a. To conduct the Summer Bridge program;

b. To coordinate with other units for the conduct and preparation of tutorials, as well as learning assistance modules for basic Communication, Mathematics, Chemistry,
Biology, Physics, and other Psychosocial modules;

c. To conduct studies intended to formulate policies or strategies for providing learning assistance to students with poor academic standing; and

d. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 18. Office of Institutional Linkages (OIL). There is hereby created an Office of Institutional Linkages under the Office of the Vice-Chancellor for Instruction which shall be headed by a Director who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The Office of Institutional Linkages shall perform the following functions:

a. To be responsible for broadening and strengthening linkages with institutions of higher learning and other agencies, public or private, local and foreign, in the fields of instruction, research, and other areas of cooperation;

b. To actively promote such academic exchanges as will enable the University achieve optimum use of its resources through exchange of faculty and students, cooperative research, and other projects; and

c. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 19. Office of Student Affairs (OSA). The Office of Student Affairs shall be headed by a Dean who shall be appointed on an additional assignment basis from among the faculty of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The Office of Student Affairs (OSA) shall perform the following functions:

a. To assist the Vice-Chancellor for instruction in promoting the welfare of and maintaining discipline among students;

b. To supervise and coordinate the operations of offices/units in charge of student services and welfare; and

c. To perform such other functions as the Chancellor or other University authorities may assign.
SEC. 20. Office of the University Registrar (OUR). The Office of the University Registrar shall be headed by a University Registrar who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The University Registrar shall perform the following functions:

a. To have charge of admissions, registration, assessment of fees, schedules of classes and examinations, scholastic records, commencements, and such [autonomous] university publications as catalogues, directories and announcements;

b. To publish the general catalogue as often as changing academic and other programs of the University require a more permanent publicity; and

c. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 21. Sentro ng Wikang Filipino (SNWF). There is hereby created a Sentro ng Wikang Filipino under the Office of the Vice-Chancellor for Instruction which shall be headed by a Director who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

a. To supervise and implement the use of Filipino as medium of instruction in UPLB;

b. To coordinate with the Sentro ng Wikang Filipino and the UP System on matters pertaining to the use of Filipino in teaching and research;

c. To serve as clearing house for books, manuals and other teaching materials for the promotion of the Filipino language;

d. To conduct regular consultations with all UPLB sectors on the University’s language policies;

e. To assist the various units and disciplines in the preparation of glossaries in Filipino;

f. To conduct research on the use of the Filipino language;

g. Promote the use of Filipino in official communications, research, and publications; and
h. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 22. University Library (UL). The University Library shall be headed by a University Librarian who shall be appointed on an additional assignment basis from among the professional librarians of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines. The University Librarian shall serve as the Chief Executive Officer of the University Library.

The University Librarian shall perform the following functions:

a. To supervise the University Library;

b. To serve as ex officio University Archivist;

c. To formulate a library and archives development program;

d. To coordinate technical services in all unit libraries of the autonomous university;

e. To recommend or endorse to the Chancellor all personnel actions in consultation with the Dean and the library personnel committee;

f. To ensure cooperation and complementation of library services network;

g. To enforce library rules and regulations in the University Library and impose the appropriate penalty after due process;

h. To transmit to the Chancellor all communications with comments or recommendations affecting library linkages, donations or gifts, and similar matters received by the University Library;

i. To issue implementing guidelines as may be necessary for the proper functioning of the library; and

j. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 23. University Publications Office (UPO). The University Publication Office is hereby renamed University Publications Office and shall be headed by a Director who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.
The University Publications Office shall perform the following functions:

a. To promote a coordinated book writing and publishing program for the university;

b. To recommend policy guidelines and priorities that shall govern book writing and printing of university publications including textbooks, laboratory manuals, references, research monographs and extension publications;

c. To receive and evaluate manuscripts for publication;

d. To conduct regular reviews of the publications program and determine future directions in consultation with academic units;

e. To recommend financial allotments for publications projects; and

f. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 24. Office of the Vice-Chancellor for Research and Extension (OVCRE). An Office of the Vice-Chancellor for Research and Extension is hereby created while the Office of the Director of Research and the Office of the Director of Extension are hereby abolished. Accordingly, the functions of the abolished offices are hereby transferred to the new Office of the Vice-Chancellor for Research and Extension, excluding those pertaining to linkages, which shall be absorbed by the new Office of Institutional Linkages.

The Office of the Vice-Chancellor for Research and Extension shall perform the following functions:

a. To assist the Chancellor in coordinating research and extension programs of the university;

b. To oversee the development and implementation of research and extension programs of the university;

c. To serve as Secretary of the University Research and Extension Council;

d. To initiate innovative techniques for efficient planning, implementation, performance evaluation, and reporting of research and extension in the university;

e. To effect increased output of technical and popular publications and implement an extensive and efficient distribution system;

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f. To coordinate staff development of personnel in the research, extension, and professional categories;

g. To assist in resource generation and in the establishment of interinstitutional linkages in research and extension;

h. To undertake related activities that the Chancellor may assign; and

i. To perform such other functions as the Chancellor or other University authorities may assign.

The Office of the Vice-Chancellor for Research and Extension shall serve as the secretariat of the University Research and Extension Council.

SEC. 25. Offices/Units under the Supervision of the Office of the Vice-Chancellor for Research and Extension. The following units shall be under the supervision of the Office of the Vice-Chancellor for Research and Extension:

a. Continuing Education Center
b. Intellectual Property Office

c. Museum of Natural History

d. National Institutes of Molecular Biology and Biotechnology U.P. Los Baños (BIOTECH U.P. LOS BANOS)

SEC. 26. Continuing Education Center (CEC). There is hereby created a Continuing Education Center under the Office of the Vice-Chancellor for Research and Extension which shall be headed by a Director who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The Continuing Education Center shall perform the following functions:

a. To assist in the design and implementation of continuing education programs for both local and international clientele;

b. To serve as venue for local and international training programs, conferences, seminars, and meetings;

c. To serve as a service facility as well as an income generating unit in UFLB; and

d. To perform such other functions as the Chancellor or other University authorities may assign.
SEC. 27. **Intellectual Property Office (IPO).** There is hereby created an Intellectual Property Office under the **Office of the Vice-Chancellor for Research and Extension** which shall be headed by a Chief who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The **Intellectual Property Office** shall perform the following functions:

a. To assist in the evaluation, application, processing, and protection of intellectual properties created under the auspices of the University as well as the constituents thereof;

b. To coordinate with other offices having to do with the foregoing function; and

c. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 28. **Museum of Natural History (MNH).** The **Museum of Natural History** shall be headed by a Director who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The **Museum of Natural History** shall perform the following functions:

a. To serve as the center of documentation as well as repository of biological specimens for scientific reference;

b. To serve as the center of research and information on the basic aspects of biology, and a facility for training future naturalists;

c. To serve as the center for education on the preservation of natural heritage as its activities are directly related to man's quest for knowledge and understanding of his relationship with the environment;

d. To provide means of facilitating identification services that may be needed by UPLB, other institutions, and the general public; and

e. To perform such other functions as the Chancellor or other University authorities may assign.
SEC. 29. National Institutes of Molecular Biology and Biotechnology U.P. Los Baños (BIOTECH U.P. LOS BAÑOS). The National Institutes of Molecular Biology and Biotechnology U.P. Los Baños shall be headed by a Director who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines. It shall serve as an integrating mechanism to mobilize various departments and disciplines in engineering, chemistry and applied microbiology in the conduct of research, training, and extension in biotechnology and applied microbiology.

SEC 30. Office of the Vice-Chancellor for Planning and Development (OVCPD). The Vice-Chancellor for Planning and Development shall be directly responsible to the Chancellor for the planning of, and generating of funds for, development programs and projects of UPLB.

The Office of the Vice-Chancellor for Planning and Development shall perform the following functions:

a. To prepare and maintain a development plan for UPLB;

b. To conduct studies to assess the physical, manpower, financial and organization/management requirements for implementing development plans and projects;

c. To assist the Chancellor in the formulation of financial and fiscal policies, plans and programs for generating funds and expenditures of funds for University programs and projects; and

d. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 31. Office/Units under the Supervision of the Office of the Vice-Chancellor for Planning and Development. The following units shall be under the supervision of the Office of the Vice-Chancellor for Planning and Development:

a. Budget Management Office
b. Campus Planning and Development Office
c. Land Grant Management Office
d. Management Information System
e. Resource Generation and Development Office
f. Science and Technology Park (s&tp)

SEC. 32. Budget Management Office (BMO). The Budget Office is hereby renamed Budget Management Office and shall be headed by a Chief who shall be appointed in accordance with pertinent policies, rules, and procedures of the University of the Philippines.
The Budget Management Office shall perform the following functions:

a. To assist in the development and issuance of budgetary standards and guidelines to colleges, institutes, units, and offices in the preparation of their budget proposals;

b. To review, analyze, and consolidate UPLB units budget proposals for approval of the Chancellor and submit the campus budget proposal to UPS for review and consolidation;

c. To prepare the internal operating budget for submission to UPS and approval of the Board of Regents;

d. To prepare allotment releases to UPLB organizational units as basis in incurring obligations;

e. To maintain records reflecting appropriations, reserve, later release and allotments, income and other records summarizing and reflecting the past and current financial resources of UPLB;

f. To assist in the implementation of budgetary policies of the national government and the University of the Philippines System;

g. To assist in the preparation of special and/or supplementary budgets of the campus;

h. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 33. Splitting of the Campus Planning, Development, and Maintenance Office. The Campus Planning, Development, and Maintenance Office is hereby split into the following:

a. a CAMPUS PLANNING AND DEVELOPMENT OFFICE to be placed under the supervision of the Vice-Chancellor for Planning and Development, and

b. a PHYSICAL PLANT MAINTENANCE AND SERVICES OFFICE to be placed under the supervision of the Vice-Chancellor for Community Affairs.

SEC. 34. Campus Planning and Development Office (CPDO). The Campus Planning and Development Office shall be headed by a Superintendent who shall be appointed in accordance with pertinent policies, rules, and procedures of the University of the Philippines.
The **Campus Planning and Development Office** shall perform the following functions:

a. To prepare plans, technical specifications, and estimates of new construction and rehabilitation, renovation, and improvements of physical facilities in the campus;

b. To supervise and monitor construction and physical development;

c. To implement policies, rules, and regulations promulgated by higher authorities on the physical facilities of the University; and

d. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 35. **Land Grant Management Office (LGMO).** There is hereby created a **Land Grant Management Office** under the **Office of the Vice-Chancellor for Planning and Development** which shall be headed by a Manager who shall be appointed on an additional assignment basis from among the faculty and other staff in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The **Land Grant Management Office** shall perform the following functions:

a. To support the operations and goals of UPLB;

b. To train upland farmers on sustainable production technologies;

c. To demonstrate environmental and ecological stability;

d. To satisfy the concerns of environmentalists and ecotourists for the natural landscape; and

e. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 36. **Management Information System (MIS).** 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 in UPLB.

SEC. 37. **Resource Generation and Development Office (RGDO).** The **Program Development Staff** is hereby renamed **Resource Generation and Development Office** and shall be headed by a **Chief** who shall be appointed on an additional assignment basis from
among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The Resource Generation and Development Office shall assist in the preparation and updating of the development plan for UPLB and in institutionalizing a participative planning process in the University.

SEC. 38. UPLB Science and Technology Park (UPLB-STP). The UPLB Science and Technology Park shall be headed by a Project Manager who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The UPLB Science and Technology Park shall perform the following functions:

a. To plan, design, and organize the initial management structure of the University of the Philippines Los Baños Science and Technology Park;

b. To undertake technology promotion and marketing activities for the UPLB;

c. To construct appropriate buildings and roads and install the utilities for a few units of the technology incubator;

d. To raise funds for the conduct of a feasibility study for the Science and Technology Park; and

e. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 39. Project Management Committee. The Project Manager of the UPLB Science and Technology Park shall be assisted by a Project Management Committee, the members of which shall be appointed by the Chancellor of U.P. Los Baños. The membership of the Committee shall be composed of representatives from the following units:

a. National Institutes of Molecular Biology and Biotechnology
b. Institute of Plant Breeding
c. Institute of Computer Science
d. College of Engineering and Agro-Industrial Technology
e. College of Economics and Management
f. UPLB Foundation, Inc.
g. and such other units deemed appropriate by the Chancellor
SEC. 40. Office of the Vice-Chancellor for Administration. The Vice-Chancellor for Administration shall assist the Chancellor in the administrative management of UPLB. He shall supervise the operations of offices/units in charge of administrative services.

SEC. 41. Offices/Units under the Supervision of the Office of the Vice-Chancellor for Administration. The following units shall be under the supervision of the Office of the Vice-Chancellor for Administration:

a. Accounting Office
b. Business Affairs Office
c. Cashier's Office
d. Human Resources Development Office
e. Internal Control Office
f. Records Management Office
g. Supply and Property Management Office

SEC. 42. Accounting Office (AO). The Accounting Office shall perform the following functions:

a. To ensure the compliance of UPLB units with accounting and auditing regulations in the collection and disbursement of public funds;

b. To control allotments and expenditures;

c. To certify to the availability of funds;

d. To prepare all financial reports to the UFS Finance Committee, the Department of Budget and Management, and the Commission on Audit;

e. To maintain the books of accounts of UPLB in accordance with national accounting and auditing rules and regulations;

f. To assist in the preparation of supporting documents for special/supplementary budgets;

g. To prepare all financial reports needed by the UFS management at various levels; and

h. To perform such other functions as the Chancellor or other University authorities may assign.
SEC. 43. Business Affairs Office (BAO). The Business Affairs Office shall be headed by a Director who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The Business Affairs Office shall perform the following functions:

a. To provide leadership and direction in the management of business enterprises;

b. To oversee the management of all existing income generating enterprises and projects;

c. To initiate and manage new income generating projects;

d. To recommend policies, guidelines, systems, and procedures for the improvement of the operational and financial performance of income generating projects; and

e. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 44. Cashier's Office (CO). The Cashier's Office shall perform the following functions:

a. To receive any and all forms of cash coming into the University, regardless of source, or for what purpose it is to be used;

b. To open checking accounts at designated banks;

c. To deposit all collections to the depository bank;

d. To draw cash advances for payment of approved vouchers and payrolls;

e. To pay approved vouchers and payrolls in the form of check;

f. To collect matriculation fees, rentals, and all other fees; and

g. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 45. Human Resources Development Office (HRDO). The Human Resources Development Office shall perform the following functions:

a. To develop and implement in coordination with college/
unit heads uniform standards for the recruitment, selection, and compensation of faculty, research, extension, and professional staff, and administrative personnel;

b. To develop and monitor, in coordination with college/unit heads, plans for staff and career development of faculty, research, extension, and professional staff and administrative personnel;

c. To study and make recommendations designed to rationalize fringe benefits for faculty, research, extension, and professional staff and administrative personnel to ensure fairness and equity in the distribution of material and non-material research, taking into account budgetary and personnel policies of the national government;

d. To maintain personnel records;

e. To serve as the Secretariat of the Personnel Board; and

f. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 46. Internal Control Office (ICO). The Internal Control Office shall perform the following functions:

a. To ensure compliance by the University and its organizational units with applicable laws, rules, and regulations and with management policies, plans, and procedures;

b. To conduct financial audit and submit financial audit reports to the management;

c. To determine the adequacy and effectiveness of Internal Control System;

d. To recommend revision/updating/improvement of Internal Control System on the basis of findings disclosed in the evaluation;

e. To inform the offices concerned on findings discovered and make recommendations;

f. To prepare regulations or standard policies required to assure compliance with executive/administrative orders or government regulations;

g. To perform office management and administrative functions for the efficient functioning and coordination of the divisions/sections; and
h. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 47. Records Management Office (RMO). The Records Management Office shall perform the following functions:

a. To formulate, implement, and continually analyze policies to effect better records control;

b. To identify and analyze problem areas in the creation, maintenance, retention, and disposition of the records of UPLB;

c. To establish a uniform classification and filing system for all the records of UPLB, regardless of their present location;

d. To adopt standard operating procedures for classification, filing, and servicing of records;

e. To plan for and establish schedules for retention and disposal of records;

f. To initiate training courses for records personnel in the various aspects of records management; and

g. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 48. Supply and Property Management Office (SPMO). The Supply and Property Management Office shall perform the following functions:

a. To procure and issue supplies, materials and equipment, subject to University and government policies, rules, and procedures on the bidding and acquisition of supplies, materials, and equipment;

b. To maintain the control inventory records of properties;

c. To effect systematic and coordinated transfer of supplies, equipment, and materials from one person/unit to another, including preparation and processing of documents required for such transaction;

d. To sell or dispose of supplies, materials and equipment which are obsolete, condemned or surplus, subject to approval by appropriate University authorities;

e. To conduct biddings for the disposition of disposable property and develop standards and criteria for determining their utility;
f. To administer and provide supply and property management services to all units of UPLB;

g. To coordinate, perform or assign to other competent units, the purchasing, storage, standardization of specifications, property, utilization, disposition and accountability insofar as these will be consistent with effectiveness, efficiency, economy, and service; and

h. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 49. Office of the Vice-Chancellor for Community Affairs (OVCCA). There is hereby created an Office of the Vice-Chancellor for Community Affairs.

The Office of the Vice-Chancellor for Community Affairs shall perform the following functions:

a. To assist the Chancellor in the management and coordination of the community affairs programs of the University;

b. To administer the security and traffic programs of the University;

c. To administer approved campus land use plans;

d. To oversee the management of the Makiling Forest Reserve;

e. To supervise campus maintenance, including grounds, buildings, and utilities; and

f. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 50. Offices/Units under the Supervision of the Office of the Vice-Chancellor for Community Affairs. The following units shall be under the supervision of the Office of the Vice-Chancellor for Community Affairs:

a. Makiling Management Office
b. Physical Plant Maintenance and Services Office
c. Staff Housing Office
d. University Food Service
e. University Health Service
f. University Police Force

SEC. 51. Makiling Management Office (MMAO). There is hereby created a Makiling Management Office under the Office of the Vice-Chancellor for Community Affairs which shall be headed by a
Manager who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The Makiling Management Office shall perform the following functions:

a. To address critical issues involving the conservation of Mt. Makiling;

b. To mobilize resources as well as concerned and interested parties in the resolution of these critical issues;

c. To involve different sectors inside and outside the UPLB in the resolution of these issues;

d. To generate resources, formulate plans and strategies, subject to approval by the Chancellor, monitor and coordinate the implementation of projects and activities for the conservation and development of the Makiling Forest Reserve (MFR); and

e. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 52. Physical Plant Maintenance and Services Office (PPMSSO). The Physical Plant Maintenance and Services Office shall be headed by a Superintendent who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The Physical Plant Maintenance and Services Office shall perform the following functions:

a. To render various engineering services (Civil, Electrical, Mechanical, and Sanitary);

b. To repair and maintain the University's facilities, such as buildings, housing units, student dormitories, electric and water facilities, roads, grounds, and other facilities; and

c. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 53. Staff Housing Office (SHO). There is hereby created a Staff Housing Office, under the Vice-Chancellor for Community Affairs, out of the existing Staff Housing Committee. It shall be headed by a Chief who shall be appointed on an additional assignment basis from among the faculty and other
staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The Staff Housing Office shall perform the following functions:

a. To assist the Chancellor in formulating and enforcing policies, rules, and regulations on matters concerning University-owned staff housing units; and

b. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 54. University Food Service (UFS). The University Food Service shall be headed by a Manager who shall be appointed on an additional assignment basis from among the faculty and other staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The University Food Service shall perform the following functions:

a. To provide quality food service to students, faculty, and employees of the Los Baños units at prices they can afford;

b. To cater to other clientele, such as trainees and especially guests, of the University;

c. To plan meals and prepare food that are balanced and sanitary; and

d. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 55. University Health Service (UHS). The University Health Service shall be headed by a Director who shall be appointed on an additional assignment basis from among the medical staff of the University in accordance with pertinent policies, rules, and procedures of the University of the Philippines.

The University Health Service shall perform the following functions:

a. To provide comprehensive health care services to students, faculty, employees, and their dependents;

b. To help prevent the spread of communicable diseases;

c. To help in environmental sanitation and health education for the UPLB campus; and
d. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 56. **University Police Force.** The University Police Force shall be headed by a Chief who shall be appointed in accordance with pertinent policies, rules, and procedures of the University of the Philippines and shall perform the following functions:

a. To preserve peace and order;

b. To protect life and property;

c. To enforce rules and regulations within its area of responsibility; and

d. To perform such other functions as the Chancellor or other University authorities may assign.

SEC. 57. **Transfer of Offices/Units.** Offices and units are hereby transferred as indicated below:

a. The Committee on Cultural Affairs is hereby transferred from the Office of the Chancellor to the Office of Public and Alumni Affairs.

b. The following shall be transferred from the Office of the Chancellor to the Office of the Vice-Chancellor for Research and Extension:

(1) National Institutes of Molecular Biology and Biotechnology U.P. Los Baños

(2) Museum of Natural History (MNHI)

c. The Internal Control Office shall be transferred from the Office of the Chancellor to the Office of the Vice-Chancellor for Administration.

d. The following shall be transferred from the Office of the Vice-Chancellor for Administration to the Office of the Vice-Chancellor for Community Affairs:

(1) University Food Service

(2) University Health Service

(3) University Police Force

SEC. 58. **Headship Positions to be filled on an Additional Assignment Basis.** Appointment to the following positions shall be on an additional assignment basis, from among the faculty and other staff of the University, in accordance with pertinent University policies, rules, and procedures:
Director, Ugnayan ng Pahinungod/Cblation Corps
Director, Office of Public and Alumni Affairs
Director, Learning Resource Center
Director, Office of Institutional Linkages
Director, University Publications Office
University Registrar
Director, Sentro ng Wikang Filipino
Director, National Institutes of Molecular Biology and Biotechnology U.P. Los Baños
Director, Museum of Natural History
Director, Business Affairs Office
Director, Continuing Education Center
Chairman, Committee on Cultural Affairs
Project Manager, UPLB Science and Technology Park
Manager, Land Grant Office
Chief, Makiling Management Office
Chief, Intellectual Property Office
Chief, Staff Housing Office
Chief, Resource Generation and Development Office
Superintendent, Physical Plant Maintenance and Services Office
Manager, University Food Service

SEC. 59. Appointment to Headships - Appointment on an additional assignment basis to the headship of an office or unit occupied by one with a permanent appointment shall not be made until the incumbent retires, resigns or is separated from the service for cause.

SEC. 60. Appointment on an Additional Assignment Basis to Headships Occupied by an Administrative Employee on Permanent Status. When an administrative employee holding a permanent appointment as head of office is temporarily assigned to some other position, the position shall be filled on an additional assignment basis to ensure continuity of operations in the office.

SEC. 61. Appointment of Heads of Principal Units - In conformity with existing delineation of authority to appoint personnel, the appointment of heads of principal units shall be subject to the approval of the Board of Regents, without prejudice to the authority delegated to Chancellors to appoint faculty and other staff in an officer-in-charge or acting capacity to such headships, subject to the limitations and other guidelines governing said delegated authority prescribed by the President of the University or the Board of Regents.
SEC. 62. Additional Functions of Offices/Units. The offices and units of UPLE may be required to perform such other functions as the Chancellor or other University authorities may assign.

SEC. 63. Authority of the Chancellor to Transfer Administrative Supervision of Office/Unit or Subunits. The Chancellor of UPLE is hereby authorized to reassign the administrative supervision of any office/unit or subunit from one Vice Chancellor's office to another; provided, that the appropriate order shall be issued; provided, further, that the Chancellor shall report such transfers to the Board of Regents, through the President, within thirty (30) days from the issuance of the order.

SEC. 64. 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.

SEC. 65. Personnel Affected by the Reorganization. To the maximum extent possible, the positions in the new offices/units shall be filled by existing personnel and the tenure of permanent personnel shall be protected. In the unavoidable event that an office occupied by permanent staff is abolished, the incumbents shall be assigned to comparable positions elsewhere without loss of seniority or other benefits.

SEC. 66. Authority of the Chancellor to Issue Implementing Rules. The Chancellor is hereby authorized to issue such memoranda, orders, and regulations as may be necessary for the proper implementation of this Executive Order.

SEC. 67. Authority of the President to Redefine the Functions of and Objectives of Existing Units (academic or administrative). The President of the University may, when circumstances justify, redefine the functions of any existing unit (academic or administrative) of the University of the Philippines Los Baños; provided, that the appropriate executive order shall be issued, subject to reporting to the Board of Regents; provided, further, that where the redefinition results in any of the following, the same shall be subject to approval of the Board of Regents:

a. abolition of an existing unit;
b. merger of an existing unit with another;
c. creation of any subdivision or subunit of an existing unit;
d. abolition of any subdivision or subunit of an existing unit;
e. creation of a new subdivision or subunit of an existing unit; and
f. merger of some subdivisions or subunits of an existing unit.

SEC. 66. Repealing Clause. Executive Order No. 3, on the reorganization of the Administration of the University of the Philippines Los Baños issued on March 3, 1987 is hereby repealed. The provisions of other executive orders, memoranda, and other administrative issuances that are inconsistent with the provisions of this Executive Order are hereby repealed or modified accordingly, as the case may be.

SEC. 68. Effectivity. This Executive Order is deemed to have taken effect as of September 26, 1997, the date when the reorganization of the administration of U.P. Los Baños was approved by the Board of Regents at its 1112th meeting, as of May 27, 1998 insofar as those that were approved by the Board of Regents at its 1120th meeting on May 27, 1998 are concerned, and as of July 30, 1998 insofar also as those that were approved at the 1122d meeting of the Board of Regents on July 30, 1998 are concerned.

Done in Quezon City, this 12th day of July in the year of our Lord Nineteen Hundred and Ninety Nine.

[Signature]

EMIL Q. JAVIER
PRESIDENT
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna

List of major units with their respective sub-units

As of September 1997
(When the reorganization of UPLB administration was approved by BOR)

Office of the Chancellor

Office of Public and Alumni Affairs
Legal Office
Ugnayan ng Pahinungod/Oblation Corps

Office of the Vice Chancellor for Instruction

Office of the University Registrar
Office of Student Affairs
Learning Resource Center
Office of Institutional Linkages
University Publications Office
Sentro ng Wikang Filipino
University Library
Department of Citizen's Military Training

Office of the Vice Chancellor for Research and Extension

National Institute of Molecular Biology and Biotechnology (BIOTECH)
Center for Policy and Development Studies
Continuing Education Center
Intellectual Property Rights Office
Museum of Natural History

Office of the Vice Chancellor for Planning and Development

Budget Management Office
Campus Planning and Development Office
Land Grant Management Office
Resource Generation and Development Office
Science and Technology Park

Office of the Vice Chancellor for Administration

Accounting Office
Cashier's Office
Human Resource Development Office
Internal Control Office
Records Management Office

As of March 1999

Office of Public and Alumni Affairs
Legal Office
Ugnayan ng Pahinungod/Oblation Corps

Office of the University Registrar
Office of Student Affairs
Learning Resource Center
Office of Institutional Linkages
University Publications Office
Sentro ng Wikang Filipino
University Library
Department of Citizen's Military Training
Office of the Vice Chancellor for Community Affairs

University Food Service
University Health Service
University Police Force
Makaling Management Office
Physical Plant Maintenance and Services Office
Staff Housing Office

College of Agriculture

Department of Agricultural Education and Rural Studies
- U.P. Rural High School
Department of Agronomy
Department of Entomology
Department of Horticulture
Department of Plant Pathology
Department of Soil Science
Dairy Training and Research Institute
Farming Systems and Soil Resources Institute
Institute of Animal Science
Institute of Development Communication
Institute of Food Science and Technology
Institute of Plant Breeding
National Crop Protection Center
Postharvest Horticulture Training and Research Center
Central Experiment Station
La Granja Research and Training Station

College of Arts and Sciences

Department of Humanities
Department of Human Kinetics
Department of Social Sciences
Institute of Biological Sciences
Institute of Chemistry
Institute of Computer Science
Institute of Mathematical Sciences and Physics

Institute of Statistics
College of Development Communication
(*Its elevation from an Institute was approved by BOR at its 112th meeting on December 18, 1998*)

Department of Development Journalism
Department of Development Broadcasting and Telecommunication
Department of Educational Communication
Department of Science Communication

College of Engineering and Agro-Industrial Technology

- Department of Chemical Engineering
- Department of Civil Engineering
- Department of Electrical Engineering
- Department of Engineering Science
- Institute of Agricultural Engineering
- Agricultural Machinery Testing and Evaluation Center

College of Economics and Management

- Department of Agribusiness Management
- Department of Agricultural Economics
- Department of Development Management
- Department of Economics
- Research Management Center
- Agricultural Credit and Cooperatives Institute
- Institute of Agrarian Studies

College of Forestry and Natural Resources
(*Its reorganization and renaming from College of Forestry was approved by BOR at its 112th meeting on June 25, 1998*)

- Department of Forest Biological Sciences
- Department of Wood Science and Technology
- Department of Social Forestry
- Department of Forest Resources Management
- Department of Silviculture and Forest Influences
- Forestry Development Center
- Institute of Forest Conservation
- Department of Forest Biological Sciences
- Department of Forest Products and Paper Science
- Department of Social Forestry and Forest Governance
- Forestry Development Center
- Training Center for Tropical Resources and Ecosystems Sustainability
- Institute of Agroforestry
- Institute of Renewable Natural Resources
- Makiling Center for Mountain Ecosystems