

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE
LEYTE STATE UNIVERSITY
Visca, Baybay, Leyte

April 28, 2004

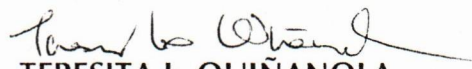
Dr. Paciencia P. Milan
University President
LSU, Visca, Baybay, Leyte

Madam:

Quoted hereunder is an excerpt from the Minutes of the University Academic Personnel Board (UAPB) Meeting held last April 15, 2004, on the grant of the honorary position of Professor Emeritus to Dr. Rodolfo G. Escalada.

"The University Academic Personnel Board (UAPB) is strongly **Recommending** to the Board of Regents the appointment of Dr. Rodolfo G. Escalada to the honorary position of *Professor Emeritus* after having qualified for said position based on the guidelines set forth in BOR Resolution No. 103, 2003."

Very truly yours,


TERESITA L. QUIÑANOLA
HRMO IV

Noted:


MANUEL K. PALOMAR
Chairman, UAPB

Quinanola 13
Canale 9

Cc: Records
ODC/MD
OVPAA
HRMDO
Dr. Rodolfo G. Escalada



LEYTE STATE UNIVERSITY

6521-A Visca, Baybay, Leyte, Philippines

**Office of the Secretary of the University
and of the Board of Regents**

**EXCERPT FROM THE APPROVED MINUTES OF THE
14th LSU Board of Regents Meeting
2 December 2003 * CHED Central Office, Pasig City**

**Guidelines in the Selection and Benefits of
Professor Emeritus in the Leyte State University**

BOR RESOLUTION NO. 103, s. 2003

**Approving the Guidelines in the Selection and Benefits
of Professor Emeritus in the Leyte State University, as
presented.**

I. Qualifications

1. The award shall be given to one who has done outstanding research or teaching.
2. He/She must have a doctoral degree in his/her field of specialization. Master's degree holders may be considered provided they have done exceptional work in their field of specialization.
3. He/She must have the position of at least full Professor.

II. Criteria

The recommendee must excel in the following categories:

1. Instruction:
 - a. Instructional materials/monographs/books/syllabi/study guides made for use in the improvement of teaching
 - b. Publications related to teaching in refereed journals
 - c. Awards of recognition in teaching
2. Research
 - a. Completed researches
 - b. Publication in refereed journals, books, monographs, etc.
 - c. Awards of recognition in research

Note: Each item in every category is worth 30 points. In case the recommendee would be considered in both categories, each item is worth 15 points. The recommendee must obtain at least 80 points to be considered for the award. Specific guidelines for point allocated shall be made by the APB.



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III . Selection Procedure

1. The APB shall obtain a list of qualified candidates from the Personnel Office based on P ASUC evaluation who are 63 years old and up. Those who will opt for early retirement may also request to be included in that list.
2. Qualified candidates will be required to submit three (3) copies of their curriculum vitae in the category they wish to be evaluated. The APB may request the submission of pertinent documents as the need arises. The candidate must signify his/her intention to be considered for the Professor Emeritus award.
3. At least one year before the retirement of the candidate, the APB shall endorse to the BOR the names of the professors to be given the title of Professor Emeritus. The awardee has to render services in research or instruction in his/her department or center or in any unit deemed appropriate by the administration.

IV. Benefits of an Emeritus Professor

1. Free use of university facilities such as the library, office space, etc.; housing is excluded in this privilege.
2. Free use of supplies needed for teaching and making of proposals.
3. Gasoline allowance of not more than P2,000.00 per semester.
4. Attendance in conferences, workshops, meetings, related to instruction may be supported based on budget and justification.

BOARD ACTION: APPROVED

Date : 2 December 2003

ATTACHMENT: EE

Certified True and Correct:

DANIEL M. TUdTUD JR.
Board Secretary

cc: OP
OVPAA
HRMO