



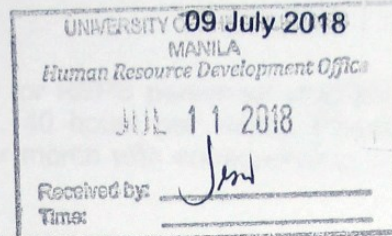
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION  
 UNIVERSITY OF THE PHILIPPINES

Quezon Hall, UP Diliman, Quezon City, 1101 Philippines  
 (02)925-0984; (02)981-8500 loc. 2525-2527 Telefax: (02)925-6721 ovpa@up.edu.ph

**MEMORANDUM NO. NGY 18 – 121**

**FOR : Chancellors  
 Director, UP PGH**

**SUBJECT : Clarification on the Implementation of Official Union Time  
 Privilege for Union Officials under the Collective Negotiation  
 Agreement (CNA) with the All UP Academic Employees Union**



The Union-Management Monitoring Committee (UMMC), in its 20 June 2018 meeting, discussed the implementation of official union time privilege for union officials in the academic sector, particularly for faculty members and REPS personnel. The All UP Academic Employees Union (AUPAEU) reported in the said meeting that officials from the Constituent Universities (CUs) would like to be clarified on the equivalence of work time percentage for the said sectors for proper implementation.

In view of the above, the UMMC developed the following matrices of equivalence to properly guide the CUs:

**Faculty**

The official union time privilege for faculty members shall be based on the number of academic units per semester. Please observe the following percentages of work time per month with corresponding number of units per semester allotted for union time:

| Union Officials                       | Percentage of Work Time per Month<br>(Allotted for Union Meetings, Activities, and others) | Number of Units per Semester<br>(Allotted for Union Meetings, Activities, and others) |
|---------------------------------------|--|---|
| National President                    | 75%  | 9   |
| National Vice President               | 60%  | 7   |
| National Officers                     | 60%  | 7   |
| Local Chapter Presidents              | 67%  | 8   |
| Members of the National Committees    | 50%  | 6   |
| Local Officers and Committee Officers | 25%  | 3   |

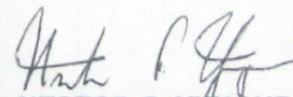
|  |   |   |
|--|---|---|
| AUPAEU Representative<br>Committee Members/Heads | 25% (for each<br>committee member per<br>month) | 3 |
|--|---|---|

**REPS**

The official union time privilege for REPS personnel shall be based on the number of work hours per week (i.e. 40 hours per week). Please observe the following percentages of work time per month with corresponding number of work hours per week allotted for union time:

| <b>Union Officials</b>                           | <b>Percentage of Work<br/>Time per Month</b><br><i>(Allotted for Union Meetings,<br/>Activities, and others)</i> | <b>Number of Work<br/>Hours per Week</b><br><i>(Allotted for Union Meetings,<br/>Activities, and others)</i> |
|--|--|--|
| National President                               | 75%  | 30   |
| National Vice President                          | 60%  | 24   |
| National Officers                                | 60%  | 24   |
| Local Chapter Presidents                         | 67%  | 27   |
| Members of the National<br>Committees            | 50%  | 20   |
| Local Officers and Committee<br>Officers         | 25%  | 10   |
| AUPAEU Representative<br>Committee Members/Heads | 25% (for each<br>committee member per<br>month)  | 10   |

For your guidance and compliance.



**NESTOR G. YUNQUE**  
Vice President for Administration

cc: Mr. President  
Vice Presidents  
Secretary of the University  
All UP Academic Employees Union