



**UNIVERSITY OF THE PHILIPPINES
OPEN UNIVERSITY**

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DATE : 04 February 2022

FOR : All Members of the UP Community

FROM : Assoc. Prof. *freed* Maria Rowena D.R. Raymundo
Chair, Search Committee for the Dean of the Faculty of Information and
Communication Studies (FICS)

**SUBJECT: Call for Nominations and Schedule of Activities in Line with the Search for
the Next Dean of the Faculty of Information and Communication Studies**

The Search Committee hereby announces the call for nominations for the next Dean of the
Faculty of Information and Communication Studies (FICS):

WHO MAY BE NOMINATED?^{1,2}

Nominees must have the following minimum qualifications:

- ❖ Filipino citizen²
- ❖ Distinction or outstanding academic credentials in the nominee's chosen field of expertise which should be along the lines of the college's disciplines or fields^{1,2}
- ❖ Five years of satisfactory service to the University, or equivalent experience¹
- ❖ Commitment to the University and to the unit¹
- ❖ Commitment to academic freedom and the values and ideals of the University²
- ❖ Unquestionable moral integrity¹
- ❖ Leadership qualities, and administrative or managerial capability^{1,2}
- ❖ Professional maturity¹
- ❖ Must be willing to serve²
- ❖ Must consider resource generation an important function of the position²

The nominee need not be a faculty member at the time of his/her nomination. Should s/he be appointed, s/he must have a faculty appointment.²

WHO MAY NOMINATE?^{1,2}

The following may submit nominations for the deanship individually, by group, or by sector:

- ❖ All personnel (faculty and non-faculty) of the academic unit^{1,2}
- ❖ Students of the academic unit^{1,2}
- ❖ Alumni of the academic unit^{1,2}
- ❖ Others from outside the unit²
- ❖ An interested candidate²
- ❖ The Search Committee (SC) may actively search for nominees¹

¹Office of the UP-President Memorandum No.93-23 on Revised Guidelines and procedures for the Selection of Nominees for Deans and Directors of Academic Units issued 06 April 1993

²Excerpt from the Minutes of the 1198th Meeting of the BOR held on 28 July 2005

WHAT TO SUBMIT TO THE SEARCH COMMITTEE:^{1,2}

- ❖ Nomination letter indicating the name/s of the nominee/s and the justification of the nomination, duly signed by the nominator/s^{1,2}; the letter must contain the nominee's conforme;
- ❖ Nominee's curriculum vitae, with a two to three-page summary thereof;^{1,2}
- ❖ Nominee's plans for the unit including his/her flagship programs.²

HOW TO SUBMIT

- ❖ Please email PDF copies of the signed documents to: mariarowena.raymundo@upou.edu.ph and address as follows:

Search Committee for the FICS Dean
c/o Assoc. Prof. Maria Rowena Raymundo, Chair
(Subject Line: FICS Dean Nomination)

SCHEDULE OF ACTIVITIES (Phil. Standard Time)

Activity		Date and time	Venue/Platform
Organizational meeting of Search Committee (SC)		04 Feb. 2022 (Fri.)	Virtual
Call for nominations		04-18 Feb. 2022	Email/ Virtual
Public forum for presentation the incumbent dean's accomplishment report		15 Feb. 2022 (Tue) 10 AM	Virtual
Deadline for receipt of nominations by SC		18 Feb. 2022 (Fri.) 5:00 PM	Email
Public forum for presentation the nominee/s' plans and programs for FICS		21 Feb. 2021 (Mon) 9 AM	Virtual
Multi-sectoral consultations and interviews by the SC	Faculty	22 Feb. (Tue) 8 AM-10 PM	Virtual
	REPS & Admin Staff	22 Feb. (Tue) 10 PM - 12 PM	
	Students	22 Feb. (Tue) 1 PM - 3 PM	
	Alumni; RA/TA; Other sectoral representatives	22 Feb. (Tue) 3 PM- 5 PM	
SC Interview with nominees		24 Feb. (Thu.) 9 AM	Virtual
Preparation of the SC report		28 Feb. to 03 Mar. 2022	Virtual
SC report submission to the UPOU Chancellor		04 Mar. 2022 (Fri.)	Email

Search Committee for the Next Dean of FICS

Assoc. Prof. Maria Rowena D.R. Raymundo, OIC, OVCAA – Chair
Assoc. Prof. Joselito G. Florendo, Representative of the UP President
Asst. Prof. Myra C. Almodiel, Faculty Member, FICS
Ms. Margaret J. Suarez, University Researcher, FICS
Ms. Lorelee R. Mones, Administrative Officer, FEd
Mr. John Ponsaran, Student, Doctor of Communication, FICS