



**UNIVERSITY OF THE PHILIPPINES DILIMAN**  
Office of the Vice-Chancellor for Academic Affairs  
National Service Training Program (NSTP) Diliman Office

19 May 2020

MEMORANDUM NO. JSL 20-04

TO: NSTP College Coordinators

FROM: (SGD) **ASSOC. PROF. JONALOU S. LABOR, PhD**  
OIC Director, NSTP Diliman Office

RE: **PROCESSING OF APPOINTMENT OF NSTP COORDINATORS,  
INSTRUCTORS, AND SUPPORT STAFF**

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May I respectfully request the NSTP Coordinators to inform their respective colleges of the following steps that are in place for the processing of appointments for NSTP Coordinators, Instructors, and Support Staff.

1. The College/Unit recommends the individual for the position of Coordinator, Instructor, or Support Staff.
2. The College processes the appointee's basic papers. Justifications and recommending approvals, as well as a Curriculum Vitae (CV), must be included as attachments.
3. The documents should be forwarded to the NSTP Diliman Office via its email [nstp.upd@up.edu.ph](mailto:nstp.upd@up.edu.ph).
4. The NSTP Diliman Office checks the correctness and completeness of the documents.
5. The NSTP Director endorses the appointment to the Human Resource Development Office (HRDO).
6. The HRDO recommends the approval of the appointment to the Chancellor.
7. The Chancellor issues the appointment of the Coordinator, Instructor, and Support Staff.

I do hope that the current college coordinators inform or remind their unit's appointing authorities to follow these steps so that appointments could be processed as early as possible.

Thank you so much.

cc: OVCAA  
Deans  
College Secretaries