

<CU>

Office/ Unit:

UP Center for International Studies

List of Personnel based on the Organizational, Personnel, and Functional Charts
as of 16 February 2024

Seq. No.	Name [LN, FN, MI] Category [Faculty Administrator, Faculty, or REPS] LN, FN, MI	Position Title/ Designation, SG Status of Appointment [Permanent, UP Contractual, COS/JO]	Division & Section	Functions	Remarks [e.g. on Additional Assignment; filling up of item on-going; effectivity of appointment or contract]
1	GUILLERMO, RAMON, G. Faculty Administrator	Director Permanent		-Heads the Center	On additional assignment effective 03/01/2022 until 02/28/2025; Main appointment: Faculty Rank <u>PROF. 12</u>
2	MACAPAGAL, RAYMOND A. Faculty Administrator	ASST. PROF. 7, Permanent		-Coordinator of European Studies; Assists the Director in the implementation of the Center's programs	
3	RAYMUNDO, SARAH JANE S. Faculty Administrator	ASST. PROF. 6, Permanent		-Coordinator of the Studies of the Americas; Assists the Director in the implementation of the Center's programs	<i>On study leave with pay</i>
4	UMALI, AMPARO ADELINA III, C Faculty Administrator	PROF. 7, Permanent		-Coordinator of East and Southeast Asian Studies; Assists the Director in the implementation of the Center's programs	
5	DE LA CRUZ, VIANCA J REPS	URA I, Permanent		-Oversees research, extension and administrative functions of the Center's staff. -URA's primary focus is on research; Tenured staff member	
6	MABINI, MELVIN Y. Admin	Admin Aide 4, Permanent		-Main office clerk, messenger, and physical records management in the office	
7	CAASI, KAMILLE NADEEN G. Admin	Junior Office Assistant Contract of Service		-Provide administrative assistance to office by maintaining the office calendar, classroom management, and coordination between faculty and students; performs other administrative tasks as needed	
8	DE CELIS, JIANNA M. Admin	Junior Office Assistant Contract of Service		-Provide administrative assistance to office by coordinating the faculty-affiliation process and additional assignment processes concerning UPD faculty and resources persons; manages the administrative online records including accounts, appointments, office procurement, and coordination with CU concerned units	
9	MONANA, Hannah Faith C.	Junior Research Assistant Contract of Service		-Coordinates with the faculty in the implementation and monitoring of the Extension Agenda, drafts inter and intra office communication and project proposals (lectures, round-table discussions, productions, publications, etc.); assists CIS in organizing projects and activities, assists in research and extension material organization and development, and compiles materials and keeps a record of updates on the preparation of CIS projects and activities	

UP CENTER FOR INTERNATIONAL STUDIES

ORGANIZATIONAL CHART

(present personnel complement)

