To: ALL FACULTY AND STAFF AFFILIATED WITH NHRC (ICE, DChE, and DGE)

From: Nomination Committee for National Hydraulics Research Center (NHRC) Director

Committee Members:
Henry Adorna, CS Department
Franz De Leon, EEEI
Milli Ann Tamayao, IE/OR Department

Subject: Nomination Process for Directorship of NHRC

Date: 21 January 2015

Office Order 2015-003 dated 5 January 2015 from the Office of the Dean, College of Engineering, UP Diliman, directed the aforementioned individuals to constitute a Committee for the nomination of new Director of NHRC. Office Order 2015-003 further instructed the committee to set the following activities listed below in relation to the nomination process:

Who may be nominated?
• Any full-time, regular faculty member affiliated with NHRC
• No administrative, civil, or criminal conviction

Who my nominate?
• Any full-time, regular faculty member affiliated with NHRC

What should be submitted?
• A duly signed nomination letter indicating the name(s) of the nominee(s)
• Curriculum vitae of the nominee, with a summary no longer than two pages
• A letter signed by the nominee accepting the nomination
• Statement of “Plans, Dreams and Goals” of the nominee for NHRC

When can you nominate?
Nomination will be received at the Office of the Dean until Wednesday, 28 January 2015 at 12:00 noon. The Committee will collect the list of nominees together with all the requirements stated above at 2:00pm of Wednesday, 28 January 2015 from the Office of the Dean.

Further dates and related activities are stipulated at the accompanying announcements of “Important Dates.”
Nomination Process of Directorship of National Hydraulics Research Center

Important Dates:

- **7 January 2015**  
  Posting of Nomination Announcement

- **28 January 2015**  
  Deadline of Nomination  
  to be submitted on or before  
  8:00 AM to 12:00 noon  
  at the Office of the Dean  
  The Committee will collect the list of nominees at 2:00pm of 28 January 2015  
  from the Office of the Dean

- **28 January 2015**  
  Posting/Announcement of Nominees  
  with their “Plans, Dreams and Goals”  
  for NHRC

- **3 February 2015**  
  Presentation of End-of-Office Report at  
  Beta Epsilon AVR, Melchor Hall  
  9:00AM to 10:00AM  
  Prof. Dr. Guillermo Q. Tabios III  
  Director NHRC  
  Presentation of “Plans, Dreams, and Goals”  
  Beta Epsilon AVR, Melchor Hall  
  10:00AM to 12:00Noon

- **3-5 February 2015**  
  Interview/Consultation with stake holders of NHRC  
  (by the Committee)  
  Concerned Faculty Members/Staff and Clients  
  Venue: TBA

- **6 February 2015**  
  Interview of Nominees ONLY (by the Committee)  
  Venue: TBA

- **16 February 2015**  
  Recommendation to be submitted to the Dean  
  by the Committee