University of the Philippines
Constituent University

Application For Service Recognition Pay

EmpNo: _____

Name: _____   Unit: _____   SG/Step: _____

Position: _____   Latest Monthly Salary: _____

Purpose

For Service Recognition Pay

[ ] **COMPULSORY RETIREMENT**

[ ] Optional Retirement

_____

[ ] *For Service Recognition Credit*

Period Applied for (Inclusive Dates): _____

No.of Days: _____

Please specify the prolonged sickness: _____

_____	_____
Date	**Signature of applicant**

Certication From University Health Service*

This is to certify that the illness as defined by Philhealth is:

[ ] Severe   [ ] Prolonged Sickness   [ ] Not Severe

_____	_____
Date	Signature of Physician

* in the absence of a University Health Service, a certification from a government physician will suffice.

Service Recognition Computation

(to be filled out by HRDO)

a) Date of Permanent Appointment _____

b) Date of Separation/Application (for SR Credit) _____

c) TOTAL NUMBER OF SERVICE CREDIT (days/365) _____

d) LESS: Leave WITHOUT PAY (days/365)
Period of leave w/o pay : _____

e) NET NUMBER OF SERVICE/YRS CREDIT (c-d) _____

f)   x 10 days per year of service
g) LESS: Service Recognition Credit taken (days) _____

h) Available number of service recognition credit (days) ((e)x(f)-(g))

for service recognition credit
  i) approved number of days
  j) balance after this application (h-i) _____
for service recognition pay
  i)   x constant factor **(CF 0.0481927 effective 1/22/2016)**

  j)   x latest monthly salary **(NOSA NBC 562 effective 1/1/2016)** _____

  k) SERVICE RECOGNITION PAY (h) x (i) x (j)   **P**   _____

Computed by: **Certified Correct:**

_____	_____	_____	_____
Personnel Analyst	Date	DIRECTOR	Date

Approved:

_____	_____
Vice Chancellor for Administration	Chancellor

BUDGET CLEARANCE: