UNIVERSITY OF THE PHILIPPINES

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BASIC PAPER FOR APPOINTMENT OF FACULTY TO ADMINISTRATIVE POSITION IN ADDITIONAL ASSIGNMENT BASIS**

FOR : The President

THROUGH : Channels

NAME OF APPOINTEE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

 Family First MI

PROSPOSED DESIGNATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ] Original

 [ ] Renewal

FACULTY STATUS [ ] Permanent [ ] Temporary [ ] Full time [ ] Part Time

FACULTY RANK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEGREES(conferred only) INSTITUTION YEAR GRADUATED

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TO TAKE THE PLACE OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EFFECTIVITY DATE: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ENTITLEMENTS

 Honorarium P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month

 RA P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month

 TA P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month (only if no vehicle is assigned to the office)

 Academic Load Credit(ALC) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_units

 Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JUSTIFICATION: (if this space is not sufficient, please attach additional sheet)

NOTE: ATTACH A SUMMARY (NOT MORE THAN 2 PAGES) OF CURRICULUM VITAE OF APPOINTEE.

RECOMMENDED BY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name Signature Designation Date

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 Endorsed Not Endorsed Approved Disapproved Endorsed to BOR

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VPAA/VPA Date President Date

\*Indicate unit concerned: Diliman, Los Baños, Manila, Visayas, Mindanao, Open University, Baguio