HRDO B-1
April 1997

UNIVERSITY OF THE PHILIPPINES DILIMAN
Diliman, Quezon City

BASIC PAPERS FOR FACULTY AND REPS

[ ] Original [ ] Reappointment [ ] Renewal [ ] Reclassification [ ] Tenure
[ ] Promotion/Sal. Inc. [ ] Additional Assignment [ ] Item/Unit Transfer [ ] Extension of Service

1. Name (Surname, First Name, M.I) Birth Date Citizenship 2. Div./Dept. College/Office

Employee No. TIN.

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2. Degree Institution Year _____ (Attach Transcript). General Weighted Average in course completed _____. Weighted average in major course _____ No. of failing marks _____

4. Has been with UP since _____ as _____ salary _____p.a. Except the period _____ _____ because _____ Last prom/inc. from rank of _____ _____ at _____ date _____

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5. Previous/Present Desig. SG Unit Code PSI No. Salary/Rate/Hon. Status

[ ] P.T [ ] Cont. [ ]Temp.
Credit _____units [ ] F.T [ ]Subst. [ ] Perm.

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6. Previous/Present Desig. SG Unit Code PSI No. Salary/Rate/Hon. Status

[ ] P.T [ ] Cont. [ ]Temp.
Credit _____units [ ] F.T [ ]Subst. [ ] Perm.

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7. To replace 8. Condition/s of appointment 9. Effectivity Date: From: _____
To: _____

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10. Justification: (Use separate sheet if necessary)

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11. Action taken by:

Department Personnel Committee

Approved	Disapproved	Reason/s
_____	_____	_____
_____	_____	_____

Chairman
Div./Dept. Date

College/office Personnel Committee

Approved	Disapproved	Reason/s
_____	_____	_____
_____	_____	_____

Chairman
College/Office Date

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12. Endorsed and Certified: [ ] That funds for the position are available. [ ] That the provisions of law on appointments, promotions, and the rule on nepotism have been duly observed.

Dean/Director/Head of Unit/Office

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13. Endorsed by the AFPC on _____
At its _____ Meeting.

Designation
Salary/Rate
Hon./Allowance
Effectivity Date
PSI No.

14. Personnel Clearance

15. Budget clearance:

Code/IOB No.
PSI No.
Designation
Salary/Rate
Hon./Allowance
Effectivity Date

Chief, HRRD Date Director, HRDO Date Budget Director Date

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16. Approval/Recommending Approval

Vice-Chan. For Academic Affairs Date

17. Approval/Recommending Approval

Chancellor Date

MATTERS FOR PRESIDENTS AND BOARD OF REGENTS APPROVAL

18. Endorsed by:

Vice-Pres. for Academic Affairs Date

19. Approved/Recommending by

President Date

20. Action of the Board of Regents
_____ At its_____ meeting.

Secretary of the Univ. Date

(Please read instructions at the back)