

UNIVERSITY OF THE PHILIPPINES DILIMAN
Diliman, Quezon City

BASIC PAPER FOR ADMINISTRATIVE PERSONNEL

Original Reappointment Renewal Reclassification Permanency
 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.:

3. Previous/Present Desig. SG Unit Code PSI No. Salary/Rate/Hon. Status
 P.T. Cont. Temp.
 Subst. Perm.

4. Proposed Desig. SG Unit Code PSI No. Salary/Rate/Hon. Status
 P.T. Cont. Temp.
 F.T. Subst. Perm.

5. To Replace 6. Condition/s of appointment 7. Effectivity Date: From: _____
 To: _____

8. Pertinent Information about the Recommendee: 9. Performance Rating: ___ as of _____

	Annual Salary		Date
	From	To	
a. Original Appointment: _____	_____	_____	_____
b. Last Promotion: _____	_____	_____	_____
c. Last Salary Increase: _____	_____	_____	_____
d. Education (Degree-Year-School): _____	_____	_____	_____

e. Civil Service Eligibilities: _____
 f. Is service with UP continuous? Yes No. If service is broken, specify the reason why the recommendee left the service.

10. Justification: (Use separate sheet if necessary)

11. Action Taken by:

Department Personnel Committee
 Approved Disapproved

Reason/s

College/Office Personnel Committee
 Approved Disapproved Reason/s

Chairman
 Div. Dept.

Date:

Chairman

College/Office

Date

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

13. Endorsed by the APFC on _____ at its _____ meeting.
 Designation: _____
 Salary/Rate: _____
 Hon./Allowance: _____
 Effectivity Date : _____

PSI No. _____

15. Budget Clearance

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

Chief, HRRD Date

Director, HRDO Date

Budget Director Date

16. Approval/Recommending Approval

17. Approval/Recommending Approval

Vice Chancellor for Administration Date

Chancellor Date

MATTERS FOR PRESIDENTS AND BOARD OF REGENTS' APPROVAL

18. Endorsed by: 19. Approval/Recommending Approval

20. Action of the Board of Regents
 _____ at its _____ meeting

Vice-Pres. for Finance
 and Administration

Date

President Date

Secretary of the Univ.

Date