

**UNIVERSITY OF THE PHILIPPINES
Diliman**

FOR : The President

THRU : The Vice-Chancellor for Academic Affairs/Administration
The Director, Budget Office
The Chancellor
The Vice President for Academic Affairs/Administration

Requesting of authority to fill up the following in the (_____) as an exemption from Administrative Order No. 4 s. 1989.

Position Title	SG	Item No. (Unique No.)	Reason for Vacancy

Justification:

Requesting Officer:

_____ Surname _____ First Name _____ MI _____ Signature _____ Title/Position

RECOMMENDATIONS	YES	NO	DATE	REMARKS
VCAA/VCA	_____	_____	_____	_____
Budget Director	_____	_____	_____	_____
Chancellor	_____	_____	_____	_____
VPAA/VPA	_____	_____	_____	_____

PRESIDENT'S ACTION (Please encircle)

APPROVAL/DISAPPROVAL SIGNATURE DATE