

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.

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 _____

5. Previous/Present Desig. SG Unit Code PSI No. Salary/Rate/Hon. Status
Credit _____ units P.T Cont. Temp.
 F.T Subst. Perm.

6. Previous/Present Desig. SG Unit Code PSI No. Salary/Rate/Hon. Status
Credit _____ units P.T Cont. Temp.
 F.T Subst. Perm.

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

10. Justification: (Use separate sheet if necessary)

11. Action taken by:
Department Personnel Committee College/office Personnel Committee
Approved Disapproved Reason/s Approved Disapproved Reason/s

Chairman Chairman
Div./Dept. Date 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 on nepotism have been duly observed.

Dean/Director/Head of Unit/Office

13. Endorsed by the AFPC on _____ 14. Personnel Clearance 15. Budget clearance:
At its _____ Meeting.

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

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-Chan. For Academic Affairs Date Chancellor Date

MATTERS FOR PRESIDENTS AND BOARD OF REGENTS APPROVAL

18. Endorsed by: 19. Approved/Recommending by 20. Action of the Board of Regents
_____ At its _____ meeting.

Vice-Pres. for President Date Secretary of the Univ. Date
Academic Affairs Date