

APPLICATION FOR SABBATICAL

Kindly use this form to apply for sabbatical. Submit this form properly accomplished, to the Human Resources Development Office, Scholarship Section.

Name _____ Academic Rank _____

College/Unit _____ Department _____

1. Purpose of Sabbatical:

For Rest and Renewal

To undertake research/ creative work on _____
(Please attached research proposal)

To undertake textbook-writing project (Please indicated textbook title) _____

What do you intend to do with your sabbatical output?

Published, Name of Publication/Journal _____

Deliver lecture, when? (Specify date) _____

2. Duration: From _____ To _____

3. Is this your first time to apply for sabbatical? Yes No

4. If no, when was your last sabbatical? Please specify dates _____

5. Other pertinent information -

Date of Birth _____ Age _____

Length of U.P. Service _____ Associate Professor since _____

Highest Educational Attainment: _____ Year _____

6. Kindly explain in fifty (50) words or less, how your sabbatical fits into the plans of your Department/College.
(Please attach additional sheet if necessary)

I certify to the accuracy and completeness of the foregoing information.

Date

Signature

ENDORSED BY: _____
Department Chairman

Dean

Academic Personnel & Fellowships Committee Action _____ Date _____

Personnel Clearance: _____
HRDO Director

Budget Clearance: _____
UPD Budget Director

RECOMMENDING APPROVAL:

Vice-Chancellor for Academic Affairs

Chancellor

Vice-President for Academic Affairs

APPROVED: _____
President