

UNIVERSITY OF THE PHILIPINES MANILA
The Health Sciences Center
8TH Floor, PGH Compound, Taft Avenue, Manila



Office of the Chancellor

18 January 2017

MEMORANDUM NO. CCDP – 2017 - 009

TO : Deans/Directors/Head of Offices
Attention: Administrative Officers/Designated Staff

FROM : *ad ms. l*
CARMENCITA D. PADILLA, MD, MAHPS
Professor and Chancellor *N* *8*

SUBJECT : **Immediate Submission of Report/Information of Resignation, Non-renewal of appointment and/or Leave Without Pay of Employees**

This is to remind and direct you to inform the Human Resource Development Office (HRDO) and Accounting Office immediately (at least thirty (30) days in advance) about employees in your college/office who will resign, will not be renewed or going on leave for more than 30 days so that appropriate action may be taken on employee records and compensation.

Delayed reporting may result to undue payment of salaries and allowances to concerned employees. The head of college/office shall be accountable for such occurrence.

For information, guidance and strict compliance.