

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

OFFICE OF THE CHANCELLOR

18 January 2017

MEMORANDUM NO. CCDP - 2017 - 013

FOR : Deans/Directors/Head of Units
Attention: Administrative Officer/Designated Staff

sd padilla

FROM : **CARMENCITA D. PADILLA, MD, MAHPS**
Professor and Chancellor

SUBJECT : **NO COMPLETE DOCUMENTS, NO PROCESSING**

This is to reiterate the submission of the following documents/requirements needed for payroll on or before the 1st week of the every month to Human Resource Development Office (HRDO). Incomplete documents shall be returned and will be included in the next preparation of payroll. Please accomplish all forms properly (n/a on blanks, signatories and dates) and photocopy should be duly certified.

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|---|---|
| A FIRST SALARY: | |
| 1. APPROVED APPOINTMENT | 9. WAIVER OF HUSBAND, IF WIFE CLAIMS DEPENDENTS |
| 2. OATH OF OFFICE (W/ DOC STAMP) | 10. CERTIFICATE OF SERVICE (COS)/DAILY TIME RECORD (DTR) |
| 3. REPORT FOR DUTY (RFD) | 11. APPROVED APPLICATION FOR LEAVE, IF ANY |
| 4. STATEMENT OF ASSETS AND NET WORTH (SALN) | 12. PNB and DBP (NAKPIL) ACCOUNTS (XEROX CARD WITH ACCT#) |
| 5. EMPLOYEE NSO BIRTH CERTIFICATE | 13. PHILHEALTH (PMRF) (WITH/WITHOUT #) with MDR |
| 6. DEPENDENT/S NSO BIRTH CERTIFICATE (IF APPLICABLE) | 14. PAG-IBIG ON-LINE (WITH TRACKING NUMBER) |
| 7. NSO MARRIAGE CONTRACT (IF APPLICABLE) | 15. GSIS MEMBERSHIP INFORMATION SHEET (FOR BP#) |
| 8. BIR 1902 (WITHOUT TIN) / BIR 2305 (WITH TIN - UPDATE ONLY) | 16. PROVIDENT MEMBERSHIP (OPTIONAL) |
| ADDITIONAL: | |
| TRANSFER (OTHER GOVERNMENT AGENCY) | |
| 1. APPROVED TRANSFER | |
| 2. SERVICE RECORD | |
| 3. CERTIFICATE OF LAST SALARY/ALLOWANCE AND OTHER BENEFITS RECEIVED | |
| 4. CLEARANCE | |
| B LATE RENEWAL/DIFFERENTIAL FOR MAGNA CARTA (65YO) | D ORIGINAL ADDITIONAL ASSIGNMENT |
| 1. APPROVED APPOINTMENT | 1. APPROVED APPOINTMENT |
| 2. COS (APPROVED LEAVE, IF ANY) | 2. COS (APPROVED LEAVE, IF ANY) |
| | 3. CERTIFICATE OF RATA (IF APPLICABLE) |
| | 5. REPORT FOR DUTY (RFD) |
| C PROMOTION/ONE STEP INCREASE (MS Degree for ADM/REPS) | |
| 1. APPROVED APPOINTMENT | |
| 2. REPORT FOR DUTY (RFD) | |
| 3. COS (APPROVED LEAVE, IF ANY) | |

Please be guided accordingly.