

University of the Philippines

Constituent University

APPLICATION FOR SERVICE RECOGNITION

Name: _____ SG/Step: _____ Unit: _____
 Position: _____ Latest Salary/mo: _____

PURPOSE (Please check one only)

For Service Recognition Pay
 Copulsory Retirement Optional Retirement due to severe illness Others

(please specify severe illness)

For Service Recognition Credit
 Period Applied for (Inclusive Dates) _____ No. of days _____
 Please specify the prolonged sickness _____

_____ Date _____ Signature of applicant _____

CERTIFICATION FROM UNIVERSITY HEALTH SERVICE*

This is to certify that the illness as defined by PHILHEALTH is:
 Severe Prolonged Sickness Not Severe

_____ Date _____ Signature of Physician _____

**in the absence of a University Health Service, a certification from a government physician will suffice.*

SERVICE RECOGNITION COMPUTATION

(to be filled out by HRDO)

a) Date of Original Appointment/Reappt. _____
 b) Date of Separation/Application (for SRCredit) _____
c) TOTAL NUMBER OF SERVICE CREDIT (yrs)/(365) _____
d) LESS: Vacation Leave WITHOUT PAY (yrs)/(365) _____
 Period of leave w/o pay: _____
e) NET NUMBER OF SERVICE/YRS CREDIT (c-d) _____
 f) x 10 days per year of service _____ 10.000
g) LESS: Service Recognition Credit taken(days) _____
h) Available number of service recognition credit (days) ((e) x (f) - (g)) _____

for service recognition credit
 i) approved number of days _____
 j) balance after this application (h-i) _____

for service recognition pay
 i) x constant factor _____ 0.0478087
 j) x latest monthly salary _____
k) SERVICE RECOGNITION PAY (h) x (i) x (j) _____

Computed by: _____ _____	Certified Correct: _____ _____
HRDO _____ Date _____	Chief, HRDO _____ Date _____
Recommending Approval/Disapproval _____	Approved/Disapproved _____
Vice Chancellor for Administration _____ Date _____	Chancellor _____ Date _____