




UNIVERSITY OF THE PHILIPPINES MANILA  
*The Health Sciences Center*  
8<sup>TH</sup> Floor, PGH Compound, Taft Avenue Manila

OFFICE OF THE CHANCELLOR

12 November 2013

MEMORANDUM NO. CMBA - 2013 - 133

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

FROM :   
MANUEL B. AGULTO, MD  
Chancellor  

SUBJECT : NO COMPLETE DOCUMENTS, NO PROCESSING

Relative to the attached list of requirements from Accounting Office, please submit the complete documents on or before the 1<sup>st</sup> week of the every month. Documents submitted after the required schedule will be included in the next preparation of payroll.

Thank you.


UNIVERSITY OF THE PHILIPPINES  
ACCOUNTING OFFICE

REQUIREMENTS FOR FIRST SALARY

1. Approved Appointment
2. Oath of Office
3. Report for Duty (RFD)
4. Statement of Assets, Liabilities and Net Worth (SALN)
5. PNB and DBP Accounts
6. Certificate of Service (COS) / Daily Time Record (DTR)
7. Birth Certificate of Employee (NSO)
8. Birth Certificate of Dependents (NSO)
9. Marriage Contract (if applicable) (NSO)
10. BIR # 1902 ( new application)
11. BIR # 2305 (update of information)
12. Waiver of Husband, if wife claims dependents
13. Approved leave if any
14. If transferee from other government agency:
  - a. Clearance
  - b. Certificate of last salary / allowance and other benefits received

REQUIREMENTS FOR RENEWAL

1. Approved Appointment
2. Report for Duty (RFD)
3. Certificate of Service (COS) / Daily Time Record (DTR)
4. Approved leave if any

  
ANGELA F. PINLAC  
Chief  
Accounting Office