

University of the Philippines Manila
8/F Central Block Bldg, PGH Compd.

LETTER REQUEST
(OPS LB-1)

Please check appropriate box:

- travel/special detail study leave with pay/without pay
 sabbatical secondment

Requested by: _____ Unit _____ Date _____
Employee Position

Effectivity/Duration _____ Place of Travel/Destination _____

Justification/Reason(s): _____

Donor/Sponsor: _____ Special Entitlements _____

1st Endorsement: _____ Date _____
Dept. Chair

Note: Above endorsement ensures that the actual services of the Unit/Office will not be disrupted and that appropriate consideration has been provided to ensure equal opportunity to all concerned.

2nd Endorsement: _____ Date _____
Dean/Head of Unit/Office

Personnel Clearance: _____

HRMO V

Date

Recommending Approval:

Vice Chancellor for Academic Affairs/Administration

Date

APPROVED: _____
Chancellor

Date

*Please see reverse side of this form for instruction/guidelines

INSTRUCTION/GUIDELINES

1. This form shall be accomplished for request of special detail, travel authority, fellowship training, study leave with and without pay, secondment and sabbatical.
2. This should be accomplished in 2 copies and must be submitted to the Personnel Office not less than one month before effectivity date with attached copy of invitation/acceptance/confirmation/MOA. (Note: In case of late submission of request, a very strong justification should be attached).
3. In case of extension of study leave with and without pay, and of the special detail with and without pay, the following requirements must be submitted;
 - progress report
 - copy of grades at the end of semester
 - certification for the renewal of appointment to cover the duration of study leave/special detail and of the return service obligation (Note: for employees under temporary)
4. Letter request for sabbatical should be accompanied by the following forms (2 copies each);
 - HRDO Form C-5
 - HRDO Form C-12
5. Letter request for secondment must be accompanied by the following:
 - Letter from requesting agency/MOA
 - University clearance (for one month and above duration)
6. Requirements to be submitted together with OPS Form LB-1;
For one (1) month and above special detail/study leave:
 - () University clearance
 - () Return Service Contract
 - () Suretyship Agreement
 - () Certification for the renewal of appointment to cover the duration of special detail/fellowship/study leave and of the return service obligation (Note: if status of appointment of the grantee is temporary)