

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

Office of the Chancellor

18 February 2021

MEMORANDUM NO. CCDP – 2021 - 052

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

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

SUBJECT : **Monitoring of appointment processed**

This is to inform you that the Human Resource Development Office (HRDO) developed a process thru Google form (UPM Accession) to help monitor the process flow of all recommendations.

In this regard, may we request that the Google form (UPM Accession), be filled up prior to submitting the recommendation to HRDO for processing.

Further, may we remind the following:

1. All recommendations must be UPON APPROVAL if not, please attach justification for retro effectivity date (to remind that the payment of salaries is the accountability of the head of college/office for such occurrence)
2. NO Complete Documents, NO processing (to avoid delay)

Please, kindly see link below:

[http://bit.ly/UPM-Accession-\(CAD/CAMP/CAS/CD/CM/CN/CP/CPH/NIH/NTTC-HP/SHS/UL\)](http://bit.ly/UPM-Accession-(CAD/CAMP/CAS/CD/CM/CN/CP/CPH/NIH/NTTC-HP/SHS/UL))

For information, guidance and strict compliance.