


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 - 053

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

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

SUBJECT : **Immediate Submission of Report/Information of Resignation, Optional Retirement, Non-renewal of appointment and/or Leave Without Pay of Employees thru Google Form (UPM-Separation))**

This is to inform you that the Human Resource Development Office (HRDO) developed a process link to Accounting Office thru google form (UPM-Separation) to help us monitor about employees in your college/office who will resign, will avail of optional retirement, will not be renewed or going on leave for more than 30 days so that appropriate action may be taken on employee records and compensation.

- a. Faculty - sixty (60) days in advance
- b. Administrative and REPS - thirty (30) days in advance

This is also to reiterate that delay in reporting may result to undue payment of salaries and allowances to concerned employees. The head of college/office shall be accountable for such occurrence. Kindly use the designated **google form (UPM-Separation)** for immediate reporting of the information and kindly see below the flow to be observed

Please, kindly see link below:

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

For information, guidance and strict compliance.