





UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

09 November 2021

MEMORANDUM NO. CCDP 2021-380

TO: Dir. Richard S. Javier  
Director, Human Resource Development Office

FROM:   
Carmencita D. Padilla, MD, MAHPS  
Chancellor 

SUBJECT: Submission of Documents to the Accounting Office

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Attached is the list of documents required for the payment of salaries and other benefits, for your guidance. You are expected to collect these required documents from the employees concerned to allow the timely release of their salaries and other employee benefits.

Please call or email the Accounting Office ([upm.accounting@up.edu.ph](mailto:upm.accounting@up.edu.ph)) if you need further clarification regarding this matter.

For strict compliance.

Cc: Erwin A. Dando  
Chief, Accounting Office

TRANSACTION	REQUIRED DOCUMENTS	SUBMISSION DATE	PAYMENT DATE	REMARKS
1. Payment of First Salary	<p>A. Newly hired employees</p> <ul style="list-style-type: none"> <li>• Approved Appointment (latest NOSA/Renewal if applicable)</li> <li>• Oath of Office</li> <li>• SALN</li> <li>• COS/DTR and approved leave if any</li> <li>• Actual Report for Duty</li> <li>• DBP Account Nakpil Branch (photocopy of ATM card)</li> <li>• Pag-ibig Mid (UPM as employer)</li> <li>• Philhealth No. (UPM as employer) – MDR</li> <li>• BP#/ARA if no BP#</li> <li>• Verified BIR form 1905 if with TIN or BIR form 1902 if no TIN (with birth certificate and marriage certificate)</li> </ul> <p>B. Transfer from other government agencies</p> <ul style="list-style-type: none"> <li>• Approved Transfer</li> <li>• BP# and ARA</li> <li>• Service Record</li> <li>• Certificate of last salary, allowances, and other benefits received and deductions</li> <li>• Clearance</li> <li>• Certificate of loyalty and service awards received if transfer from PGH or other UP campuses</li> </ul>	Not later than 15 <sup>th</sup> day of the month	Last week of the month	All documents must be complete and certified as true copy if not original

2. Promotion/Step Increment	<ul style="list-style-type: none"> <li>• Copy of approved appointment</li> <li>• Actual Report for Duty</li> <li>• Certificate of Service/DTR</li> <li>• Approved leave if any</li> </ul>	Not later than 15 <sup>th</sup> day of the month	Last week of the month	All documents must be complete and certified as true copy if not original
3. Original additional assignment	<ul style="list-style-type: none"> <li>• Copy of approved appointment</li> <li>• Report for Duty</li> <li>• Certificate of Service/DTR</li> <li>• Approved leave if any</li> <li>• Certification that an official vehicle is not being used (if applicable)</li> </ul>	Not later than 15 <sup>th</sup> day of the month	Last week of the month	All documents must be complete and certified as true copy if not original
4. Renewal of faculty and other personnel with appointments ending on July 31 and December 31	Approved list of pending renewal	<p>For appointments ending July 31, the approved list shall be submitted not later than July 15.</p> <p>For appointments ending December 31, the approved list shall be submitted not later than December 15.</p>	7 <sup>th</sup> day of the month	Once approved, appointment should be immediately sent to Accounting Office
5. Renewal/extension of faculty not included in No. 2	HRDO certification (pending renewal)	At least 30 days prior to the expiration of appointment	7 <sup>th</sup> day of the month	Once approved, appointment should be immediately sent to Accounting Office
6. Payment of other benefits requiring approved list of employees	Approved list	At least 5 working days prior to the scheduled payment date	varies	

to be paid from HRDO				
7. Payment of retirement benefits	<p>Terminal Leave</p> <ul style="list-style-type: none"> <li>• Application for retirement benefit</li> <li>• Service record</li> <li>• Letter of intent to retire</li> <li>• Internal audit recommendation</li> <li>• Approved leave</li> <li>• Summary of leave credits earned/enjoyed</li> <li>• Detailed leave credits</li> <li>• Marriage contract if applicable</li> <li>• GSIS clearance</li> <li>• Latest NOSA</li> <li>• University clearance</li> <li>• Statement of account for overpayment if any</li> <li>• Authorization</li> <li>• SALN</li> </ul> <p>SRP/FCSLB</p> <ul style="list-style-type: none"> <li>• Application for SRP</li> <li>• Internal audit report</li> <li>• GSIS application</li> <li>• Service record</li> <li>• Letter of intent to retire</li> <li>• Marriage certificate if applicable</li> <li>• GSIS clearance</li> <li>• Latest appointment</li> <li>• University clearance</li> <li>• Statement of Account for overpayment if any</li> <li>• Authorization</li> <li>• SALN</li> </ul> <p><i>For deceased retiree:</i></p> <ul style="list-style-type: none"> <li>• Application for SRP</li> <li>• Review of SRP by Internal Audit</li> </ul>	-	-	Documents should be complete

	<ul style="list-style-type: none"><li>• GSIS application</li><li>• Service record</li><li>• GSIS clearance</li><li>• Appointment</li><li>• University clearance</li><li>• SALN</li><li>• Designation of next of kin</li><li>• Affidavit of surviving heirs/surviving spouse</li><li>• Special power of attorney</li><li>• Death certificate</li><li>• Birth certificates and marriage contract</li></ul>			
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