UNIVERSITY OF THE PHILIPPINES MANILA

The Health Sciences Center 8/F Central Block Building, Philippine General Hospital Taft Avenue, Manila

REQUEST FOR AUTHORITY TO FILL VACANT ITEM

FOR : The Chancellor

THRU : The Vi	ce Cha	ncellor for Academ	ic Affairs/Admi	nistration
Requesting authority to the Philippines Manila as No. 4 s. 1989:	_		_	
Position Title 1.	SG	PSI	Date & Reason for Vacancy	
Requesting Officer : De	ean/ Dir	rector / Head	Signature	Date
RECOMMENDATIONS:	YE	s no	DATE	REMARKS
Budget Officer V / Chief, Budget Office				
VCAA/ VCA				
CHANCELLOR'S ACTION (Please e	encircle)		
APPROVAL / DISAPPROVA	L	SIGNATURE	DAT	E

	List of duties and responsibilities attached to the position/item with corresponding percentages: (Pls. use additional sheet if necessary)
	a
	b
	c
3.	Signs and degree of work backlog due to vacancy of the position/item (Pls. use additional sheet if necessary)
	a
	b
4.	cCoping mechanism/s relative to the vacant/vacated position/item (Please use additional sheet if necessary)
	a
	b
	C
5.	Other Justifications:
	a
	b
	c
	d
5.	Organizational/personnel chart (to be attached)
7.	Functional Chart (to be attached)
3.	Statement on the mission and goals of the unit over the next five (5) years
9.	Contribution of the proposed recruitment on the stated mission and goals