

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 President

THRU : The Vice Chancellor for Academic Affairs/
 The Vice Chancellor for Administration and Finance
 The Chancellor
 The Vice President for Academic Affairs/Administration

Requesting authority to fill the vacant position in the University of the Philippines Manila as an exemption from the University's Administrative Order No. 4 s. 1989:

Position Title	SG	PSI	Date & Reason for Vacancy
1.			

Requesting Officer : _____
Dean/ Director / Head Signature Date

RECOMMENDATIONS:	YES	NO	DATE	REMARKS
Budget Officer V / <i>Chief, Budget Office</i>	_____	_____	_____	_____
VCAA/ VCAF	_____	_____	_____	_____
Chancellor	_____	_____	_____	_____
VPAA/ VPA	_____	_____	_____	_____

PRESIDENT'S ACTION (Please encircle)

APPROVAL / DISAPPROVAL SIGNATURE DATE

2. 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. _____

c. _____

4. Coping 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. _____

6. Organizational/personnel chart (to be attached)

7. Functional Chart (to be attached)

8. 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