

UNIVERSITY OF THE PHILIPPINES
Manila

BASIC PAPER FOR

Prof. Chair Faculty Grant Sabbatical Special Detail Study Leave Fellowship
 Original Renewal Reappointment

1. NAME (Surname, First Name, M.I.)			Birthdate	Dept./Div.	College/Unit
2. Degree	Institution	Year	Tenure: <input type="checkbox"/> Permanent <input type="checkbox"/> Substitute <input type="checkbox"/> Temporary <input type="checkbox"/> Contractual		
3. Basic Designation	Code	Item No.	Salary/Honorarium	Status of Appointment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	
4. Proposed Designation	Code	Item No.	Salary/Honorarium/Entitlements (to be filled by HRDO)		
5. Justification/Purpose					
6. To replace		7. Condition of appointment		Effectivity From: _____ To: _____	
8. Recommended by:		Endorsed by:		9. Endorsed by the UP Diliman Academic Personnel & Fellowship Committee	
Chairman	Date	Dean/Director	Date		
10. Personnel Clearance:			11. Budget Clearance:		
Date		HRDO Director	Date	Budget Director Date	
12. Recommending Approval			13. Recommending Approval/Approved:		
Assistant for Academic Affairs		Date		Chancellor Date	
14. Recommending Approval:			15. APPROVED:		
Vice-President for Academic Affairs		Date		President Date	
16. APPROVED:					

Meeting of the Board of Regents held on _____

Secretary of the University

Date