



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center
8th Floor, PGH Building, Taft Avenue, Manila

HUMAN RESOURCE DEVELOPMENT OFFICE
Central Administration

20 May 2024

HRDO ADVISORY NO.: HR24-007

TO : **The Deans, Directors, and Heads of Units/Offices**

ATTENTION : Supervising Admin. Officers/Administrative Officers

SUBJECT : **Printed Name and Signature in the Basic Paper**

In compliance with ISO 9001:2015 Standards, this is to remind everyone to print the name of the members of the Department/College Personnel Committee (DPC/CPC), Unit Research Personnel Fellowship Committee (RPFC), and/or Unit Human Resource Merit Promotion and Selection Board (HRMPSB) whose signatures appear in item 11 of the Basic Paper for Faculty and REPS (HRDO b-1) or item 12 of the Basic Paper for Administrative Personnel (HRDO B-2). This is for the efficient deliberation of the UP Manila APFC/RPFC/HRMPSB. You may attach a separate sheet if necessary.

This reminder applies for all Basic Papers to be submitted for APFC/RPFC/HRMPSB deliberation effective immediately.

For information and guidance. Thank you.

A handwritten signature in blue ink, appearing to read 'Mf'.

MICHAEL ANTONIO F. MENDOZA, DDM, MA
Director

APPROVED by:

A handwritten signature in pink ink, appearing to read 'JPC'.