



# UNIVERSITY OF THE PHILIPPINES MANILA

*The Health Sciences Center*

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines

## SUCCESSION PLAN

(in compliance with the requirement of Expanded Service Recognition Pay)

Name of Retiree : \_\_\_\_\_ Unit/Office : \_\_\_\_\_  
 Date of Optional Retirement : \_\_\_\_\_  
 Length of Service in the University : \_\_\_\_\_  
 Position to be vacated : \_\_\_\_\_

UNDERSTUDY for the Position:

Name	Position	Status (Perm/Temp)	Qualified for the Position? (Yes/No)	If not qualified, please state lacking qualification/s

Unit/Office staff development plan:  
(for those lacking in qualification/s)

Name	Development Plan	Date/Year of Completion

Submitted by:

\_\_\_\_\_  
Unit/Office Head

\_\_\_\_\_  
Date