



Summary of HRDO Checklist of Requirements

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- F. Hiring of Contract of Service (Original)
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- O. Requirements for Next-of-Kin
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- S. Requirements for Faculty Cumulative Leave Benefit claim of retired/separated employees
- T. Requirements for Terminal Leave Benefit claim of Next-of-kin



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- U. Requirements for Enhanced Service Recognition Pay Benefit claim of Next-of-kin
- V. Requirements for FCLB claim of Next-of-kin
- W. Requirements for Application for Vacation Leave
- X. Requirements for Application for Sick Leave
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- AA. Requirements for Application for Special Privilege Leave
- BB. Requirements for Application for Solo Parent Leave
- CC. Requirements for Application for VAWC Leave
- DD. Requirements for Application for Rehabilitation Leave
- EE. Requirements for Application for Calamity Leave
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- GG. Requirements for Daily Time Record
- HH. Attachments for Consolidated Record of Attendance (CRA)
- II. Attachments for Consolidated Record of Attendance for Faculty (CRAF)
- JJ. Requirements for Overtime Request (OT)
- KK. Requirements for Change of Official Time (COT)
- LL. Requirements for Compensatory Time-Off (CTO)
- MM. Requirements for Compensatory Overtime Credit (COC)



HIRING

A. Authority to Fill - Regular Administrative and REPS via UIS

	List of Requirements	In-Charge
	Request For Authority To Fill Vacant Item Form: A.Promotion & Transfer Within UP: Up to Chancellor's Approval B.Retirement/Resignation/Transfer to Other Govt Agency: Up to President's Approval	Unit AO*/Designated Person per Office
	List of Duties and Responsibilities of the vacant position	Unit AO/Designated Person per Office
	Signs and degree of work backlog due to vacancy of the position/item	Unit AO/Designated Person per Office
	Coping mechanism/s relative to the vacant/vacated position/item	Unit AO/Designated Person per Office
	Other Justifications	Unit AO/Designated Person per Office
	Organizational/personnel chart	Unit AO/Designated Person per Office
	Functional Chart	Unit AO/Designated Person per Office
	Statement on the mission and goals of the unit over the next five (5) years	Unit AO/Designated Person per Office
	Contribution of the proposed recruitment on the stated mission and goals	Unit AO/Designated Person per Office

*Downloadable form at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

Certified that all documents are submitted:

Signature over printed name
 Designation
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B. Authority to Hire - UP Contractual Administrative and REPS via UIS

	List of Requirements	In-Charge
	Letter Request <i>(with justification on the reason for hiring, position title, and functions/duties and responsibilities)</i>	Unit AO/Designated Person per Office
	Approved/Signed Organizational/personnel chart (indicating the position requested)	Unit AO/Designated Person per Office

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C. Authority to Hire - Contract of Service Administrative and REPS (Original) via UIS

	List of Requirements	In-Charge
	Letter Request (<i>with justification on the reason for hiring, position title, and functions/duties and responsibilities</i>)	Unit AO/Designated Person per Office
	Approved/Signed Organizational/personnel chart (indicating the position requested)	Unit AO/Designated Person per Office

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D. Authority to Hire - Contract of Service Administrative and REPS (Replacement) via UIS

	List of Requirements	In-Charge
	Letter Request for Replacement <i>(with justifications including functions/responsibilities)</i>	Unit AO/Designated Person per Office
	Approved/Signed Current and Proposed Organizational/personnel chart (indicating the position to be replaced)	Unit AO/Designated Person per Office

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E. Authority to Hire - Contract of Service Administrative and REPS (Renewal) via UIS

	List of Requirements	In-Charge
	Basic Paper <i>(for current renewal period, ex: January-June 2024)</i>	Unit AO/Designated Person per Office
	Contract of Service <i>(for current renewal period, ex: January-June 2024)</i>	Unit AO/Designated Person per Office
	Job Order Evaluation Tool <i>(for the last renewal period, ex: July-December 2023)</i>	Unit AO/Designated Person per Office

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F. Hiring of Contract of Service (Original)

	List of Requirements	In-Charge
	Approved Authority To Hire (ATH)	Unit AO/Designated Person per Office
	Approved letter request for hiring such personnel	Unit AO/Designated Person per Office
	Approved/Signed Organizational Chart (indicating the position requested)	Unit AO/Designated Person per Office
	Basic Paper	Unit AO/Designated Person per Office
	Contract of Service (COS)	Unit AO/Designated Person per Office
	Medical Certificate** (<i>with fit-to-work clearance from UPM Health Service</i>)	Applicant*
	Personal Data Sheet (PDS)	Applicant*
	Transcript of Records (TOR) - <i>Certified true copy from the University they graduated</i>	Applicant
	Diploma - <i>Certified true copy from the University they graduated</i>	Applicant
	Certificate of Employment (if applicable)	Applicant
	Certificate of Training/Seminars (if applicable)	Applicant
	Civil Service Eligibility/PRC License ID (if applicable)	Applicant
	Confidentiality and Non-Disclosure Undertaking	Applicant*
	Limited Practice of Profession (if applicant is engaged in other government agency or private practice)	Applicant

*Downloadable forms at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

**Required if approval path of ATH is until UP President/VP For Administration (UP System)

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G. Renewal of Contract of Service Administrative and REPS

	List of Requirements	In-Charge
	Approved Authority to Hire (ATH)	Unit AO/Designated Person per Office
	Basic Paper <i>(for current renewal period, ex: January-June 2024)</i>	Unit AO/Designated Person per Office
	Contract of Service <i>(for current renewal period, ex: January-June 2024)</i>	Unit AO/Designated Person per Office
	Job Order Evaluation Tool <i>(for the last renewal period, ex: July-December 2023)</i>	Unit AO/Designated Person per Office

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H. Application Requirements

	List of Requirements	In-charge
	Letter of Application	Applicant
	Fully Accomplished Personal Data Sheet (PDS) CSC Form No. 212, Revised 2017	Applicant*
	Work Experience Sheet	Applicant*
	Performance Rating/Certificate of Performance (latest rating period)	Applicant
	Photocopy of Certificate of Employment and Training/Seminars/Workshops	Applicant
	Photocopy of Transcript of Records (TOR)	Applicant
	Photocopy of Diploma	Applicant
	Photocopy of Civil Service Eligibility/PRC/Drivers License ID	Applicant

*Downloadable forms at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

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APPOINTMENT

A. Original / Reemployment / Transfer of Appointment (Faculty)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Green) – HRDO B-1	College/Unit
	Recommendation Letter / Justification Letter	College/Unit
	Summary Profile of Recommendee (APFC Matrix)	College/Unit
	Approved Filling up of Item/slot	College/Unit
	Personal Data Sheet	College/Unit
	Diploma (<i>Certified true copy from the University they graduated</i>)	College/Unit
	Transcript of Records (<i>Certified true copy from the University they graduated</i>)	College/Unit
	Valid NBI Clearance*	College/Unit
	Medical Certificate* (<i>with fit-to-work clearance from UPM Health Service</i>)	College/Unit
	Approved Faculty Base Level (For CAP only)	College/Unit
	Publications (if applicable)	College/Unit
	Service Record, Approved Transfer, and Clearance from Previous Government Agency (if applicable)	College/Unit

**Not applicable to Lecturers*

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B. Renewal (Faculty)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Yellow)	College/Unit
	Terms and Conditions*	College/Unit
	Recommendation Letter	College/Unit

**Not applicable to Lecturers*

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C. Waiver for Tenure/Out Rule (Faculty)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Green) – HRDO B-1 - <i>Annex 01</i>	College/Unit
	Summary Profile of Recommendee (APFC Matrix)	College/Unit
	Endorsement letter of the APFC - <i>Annex 02</i>	HRDO
	Recommendation Letter / Justification Letter - <i>Annex 03 & 04</i>	College/Unit
	Application Letter for Waiver addressed to the Dean - <i>Annex 05</i>	College/Unit
	Updated Personal Data Sheet - <i>Annex 06</i>	College/Unit
	Service Record - <i>Annex 07</i>	HRDO
	Diploma - <i>Annex 08 (Certified true copy from the University they graduated)</i>	College/Unit
	Transcript of Records (<i>Certified true copy from the University they graduated</i>)	College/Unit
	Summary of SET Rating (from the time of Tenure-track) - <i>Annex 09</i>	College/Unit
	Certification of acceptance for review or for future publication from the Editor-in-Chief and copy of the manuscript/creative work - <i>Annex 10</i>	College/Unit
	List of mentored students - <i>Annex 11</i>	College/Unit

Note: All documents must have proper labeling in accordance to OVPAA Memo 2022-112.

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D. Waiver for Up/Out Rule

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Green) – HRDO B-1 - <i>Annex 01</i>	College/Unit
	Summary Profile of Recommendee (APFC Matrix)	College/Unit
	Endorsement letter of the APFC - <i>Annex 02</i>	HRDO
	Recommendation Letter / Justification Letter - <i>Annex 03 & 04</i>	College/Unit
	Application Letter for waiver addressed to the Dean - <i>Annex 05</i>	College/Unit
	Updated Personal Data Sheet - <i>Annex 06</i>	College/Unit
	Service Record - <i>Annex 07</i>	HRDO
	Certification of Progress from the thesis adviser - <i>Annex 08</i>	College/Unit
	True Copy of Grades - <i>Annex 09</i>	College/Unit
	Summary of SET Rating - <i>Annex 10</i>	College/Unit

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E. Tenure (Faculty)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Green) – HRDO B-1 - <i>Annex 01</i>	College/Unit
	Summary Profile of Recommendee (APFC Matrix)	College/Unit
	Endorsement letter of the APFC - <i>Annex 02</i>	HRDO
	Recommendation Letter / Justification Letter - <i>Annex 03 & 04</i>	College/Unit
	Application Letter for Tenure addressed to the Dean - <i>Annex 05</i>	College/Unit
	Updated Personal Data Sheet - <i>Annex 06</i>	College/Unit
	Service Record - <i>Annex 07 (Certified true copy from the University they graduated)</i>	HRDO
	Diploma - <i>Annex 08 (Certified true copy from the University they graduated)</i>	College/Unit
	Transcript of Records	College/Unit
	Summary of SET Rating (from the time of Tenure-track) - <i>Annex 09</i>	College/Unit
	Copy of the complete article/Publications/Creative work - <i>Annex 10</i>	College/Unit
	Certification from RGAO (published in a reputable journal)	College/Unit
	Certification of Registration from RGAO	College/Unit
	List of mentored students - <i>Annex 11</i>	College/Unit
	Medical Certificate - <i>Annex 12 (with fit-to-work clearance from UPM Health Service)</i>	College/Unit

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F. Merit Promotion due to MS/MA or PhD (Faculty)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Green) – HRDO B-1 - <i>Annex 01</i>	College/Unit
	Summary Profile of Recommenddee (APFC Matrix)	College/Unit
	Endorsement letter of the APFC - <i>Annex 02</i>	HRDO
	Recommendation Letter / Justification Letter - <i>Annex 03 & 04</i>	College/Unit
	Application Letter for Merit Promotion addressed to the Dean - <i>Annex 05</i>	College/Unit
	Updated Personal Data Sheet - <i>Annex 06</i>	College/Unit
	Service Record - <i>Annex 07</i>	HRDO
	Diploma - <i>Annex 08 (Certified true copy from the University they graduated)</i>	College/Unit
	Transcript of Records (<i>Certified true copy from the University they graduated</i>)	College/Unit
	Summary of SET Rating (Last two academic years) - <i>Annex 09</i>	College/Unit
	Copy of the complete article/Publications/Creative work - <i>Annex 10</i>	College/Unit
	Certification from RGAO (published in a reputable journal)	College/Unit
	Certification of Registration from RGAO	College/Unit
	Summary of Mentoring Activities - <i>Annex 11</i>	College/Unit
	Faculty Merit Promotion Tools	College/Unit

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G. Merit Promotion - Cross-Rank due to Compulsory Retirement (Faculty)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Green) – HRDO B-1	College/Unit
	Summary Profile of Recommendee (APFC Matrix)	College/Unit
	Endorsement letter of the APFC	HRDO
	Recommendation Letter / Justification Letter	College/Unit
	Updated Personal Data Sheet	College/Unit
	Service Record	HRDO
	Summary of SET Rating (Last two academic years)	College/Unit
	Copy of the complete article/Publications/Creative work (if applicable)	College/Unit
	Certification from RGAO (published in a reputable journal)	College/Unit
	Certification of Registration from RGAO	College/Unit
	Faculty Merit Promotion Tools	College/Unit

Note: Employees with extension beyond compulsory retirement are not eligible for this.

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H. Extension beyond Compulsory Retirement of age 65 (Faculty)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Green) – HRDO B-1 - <i>Annex 01</i>	College/Unit
	Summary Profile of Recommenddee (APFC Matrix)	College/Unit
	OVPAA Form 3.0 - <i>Annex 02</i>	College/Unit
	Recommendation Letter / Justification Letter - <i>Annex 03</i>	College/Unit
	Endorsement letter of the APFC - <i>Annex 04</i>	HRDO
	Service Record - <i>Annex 05</i>	HRDO
	Summary of SET Rating - <i>Annex 06</i>	College/Unit
	Work Plan	College/Unit
	Medical Certificate (<i>with fit-to-work clearance from UPM Health Service</i>)	College/Unit

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I. Professorial Chair / Faculty Grant Award

	List of Requirements	In-Charge
	Nomination Form	College/Unit
	Recommendation Letter	College/Unit
	Proposed Plan	College/Unit
	Profile of Nominee/s	College/Unit
	Certificate of Availability of Fund	College/Unit
	Copy of last Lecture/Research (For Renewal only)	College/Unit

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J. Original / Reemployment / Transfer of Appointment (Admin)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Blue) – HRDO B-1	College/Unit
	Recommendation Letter / Justification Letter	College/Unit
	Approved Authority to Fill / Hire	College/Unit
	Personal Data Sheet (2 original copies)	College/Unit
	Work Experience Sheet (2 original copies)	College/Unit
	Position Description Form* (2 original copies)	College/Unit
	Oath of Office* (2 original copies)	College/Unit
	Certificate of Assumption to Duty* (2 original copies)	College/Unit
	Valid NBI Clearance	College/Unit
	Medical Certificate (<i>with fit-to-work clearance from UPM Health Service</i>)	College/Unit
	Transcript of Records (<i>Certified true copy from the University they graduated</i>)	College/Unit
	Diploma (<i>Certified true copy from the University they graduated</i>)	College/Unit
	CSC Eligibility / PRC License / Driver's License	College/Unit
	Copy of Certifications of Attended Training/Seminars	College/Unit
	Certificate of Employment from previous employers	College/Unit
	Service Record, Approved Transfer, and Clearance from Previous Government Agency (if applicable)	College/Unit

*No dates please

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K. Renewal of Appointment (Admin)

	List of Requirements	In-Charge
	Basic Paper (Yellow)	College/Unit
	Personal Data Sheet (2 original copies)	College/Unit
	Work Experience Sheet (2 original copies)	College/Unit
	Position Description Form* (2 original copies)	College/Unit
	Certificate of Assumption to Duty* (2 original copies)	College/Unit
	PRC License (for Practicing Professions)	College/Unit
	Certificate of No Qualified Applicants (For Temporary Only)	HRDO

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L. Permanency (Admin)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Blue) – HRDO B-1	College/Unit
	Recommendation Letter	College/Unit
	Personal Data Sheet (2 original copies)	College/Unit
	Work Experience Sheet (2 original copies)	College/Unit
	Position Description Form* (2 original copies)	College/Unit
	Certificate of Assumption to Duty* (2 original copies)	College/Unit
	Performance Rating (2 Latest Rating Period from the date of appointment)	College/Unit

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M. Promotion (Admin)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Blue) – HRDO B-1	College/Unit
	Recommendation Letter	College/Unit
	Approved Authority to Fill	College/Unit
	Personal Data Sheet (2 original copies)	College/Unit
	Work Experience Sheet (2 original copies)	College/Unit
	Copy of Certifications of Attended Training/Seminars	College/Unit
	Position Description Form* (2 original copies)	College/Unit
	Oath of Office* (2 original copies)	College/Unit
	Certificate of Assumption to Duty* (2 original copies)	College/Unit
	Latest Copy of Performance Rating	College/Unit
	CSC Eligibility / PRC License / Driver's License	College/Unit

**No dates please*

Certified that all documents are submitted:

Signature over printed name
Designation
College/Unit/Office
Date

Received by:

Signature over printed name
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Date



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N. Application for Step Increment due to Master's Degree (Admin)

	List of Requirements	In-Charge
	Application Form for One Step Increase Due to Completion of a Graduate Degree Course	College/Unit
	Diploma (<i>Certified true copy from the University they graduated</i>)	College/Unit

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O. Extension beyond Compulsory Retirement age of 65 (Admin)

	List of Requirements	In-Charge
	Justification/Recommendation Letter	College/Unit
	Birth Certificate (CTC)	College/Unit
	Medical Certificate (<i>with fit-to-work clearance from UPM Health Service</i>)	College/Unit
	CSC Clearance*	College/Unit
	Ombudsman Clearance*	College/Unit
	CSC Filing Fee for Extension of Service* (Copy of Official Receipt)	College/Unit
	Endorsement Letter signed by the Chancellor	HRDO
	Certificate of No Pending Case	HRDO
	Service Record	HRDO
	Copy of PSIPOP (Complete Plantilla Item)	HRDO

**if not yet available, attach Proof of Payment for Filing*

Note: Kindly submit as early as possible, so we can submit this to CSC Office 6 months before your retirement date.

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P. Original / Reemployment / Transfer of Appointment (REPS)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Green)	College/Unit
	Recommendation Letter / Justification Letter	College/Unit
	Approved Authority to Fill / Hire	College/Unit
	Personal Data Sheet	College/Unit
	Position Description Form	College/Unit
	Valid NBI Clearance	College/Unit
	Medical Certificate (<i>with fit-to-work clearance from UPM Health Service</i>)	College/Unit
	Transcript of Records (Certified True Copy by the School)	College/Unit
	Diploma (Certified True Copy by the School)	College/Unit
	CSC Eligibility / PRC License	College/Unit
	Copy of Certifications of Attended Training/Seminars	College/Unit
	Certificate of Employment from previous employers	College/Unit
	Service Record, Approved Transfer, and Clearance from Previous Government Agency (if applicable)	College/Unit

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 Designation
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 Date

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Q. Renewal of Appointment (REPS)

	List of Requirements	In-Charge
	Basic Paper (Yellow)	College/Unit
	Recommendation Letter	College/Unit

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R. Permanency (REPS)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Green)	College/Unit
	Justification / Recommendation Letter	College/Unit
	Updated Personal Data Sheet	College/Unit
	Position Description Form	College/Unit
	RPFC Matrix	College/Unit
	Latest PES Rating	College/Unit

Certified that all documents are submitted:

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S. Promotion (REPS)

	List of Requirements	In-Charge
	Fully accomplished Basic Paper (Green)	College/Unit
	Justification / Recommendation Letter	College/Unit
	Updated Personal Data Sheet	College/Unit
	Position Description Form	College/Unit
	RPFC Matrix	College/Unit
	Approved Authority to Fill	College/Unit
	Latest PES Rating	College/Unit
	Copy of Publication (if applicable)	College/Unit

Certified that all documents are submitted:

Signature over printed name
Designation
College/Unit/Office
Date

Received by:

Signature over printed name
Designation
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Date



T. Requirements for First Salary

	List of Requirements
	Approved Appointment (latest NOSA / Renewal if applicable)
	Oath of Office
	SALN
	COS / DTR (approved leave and manual entry if any)
	Report for Duty (Faculty&REPS) / Assumption to Duty (Admin)
	DBP Account-Nakpil Branch (Photocopy of ATM Card)
	Pag Ibig MDF (UPM as Employer)
	Philhealth MDR (UPM as Employer)
	GSIS Membership Information Sheet
	BIR Form verified by BIR (1905-for update / 1902-New Registration)
	Data Privacy Act
	Non-Disclosure Undertaking (NDU)
	Service Record*
	Approved Clearance and Transfer*
	Certificate of Leave Credits* (if any)
	Certificate of Last Salary and benefits received*
	<i>Certification of benefits (% HRDO)</i>

*Additional Requirements for new/transfer employees from other government agency

NOTE: ALL DOCUMENTS MUST BE CERTIFIED TRUE COPY IF IT IS NOT ORIGINAL.

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LEAVES AND BENEFITS SECTION

A. Application for Sabbatical (Faculty)

	List of Requirements	In-Charge
	Application for Sabbatical Form*	Faculty Member with endorsement from Chair and recommendation from Dean
	Basic Paper for Sabbatical*	Faculty Member with endorsement from Chair and recommendation from Dean
	Notarized Sabbatical Return Service Obligation Contract*	Signature of the Faculty Member & Dean

*Downloadable form at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

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B. Application for Study Leave/ Special Detail (30 days and above)

	List of Requirements	In-Charge
	Approved University Clearance Form-B*	UP Personnel
	Letter Request Form (OPS-LB)*	UP Personnel with endorsement from Chair and recommendation from Dean/Unit Head
	Copy of Invitation/Acceptance of the Program	UP Personnel
	Notarized Fellowship/Study Leave Agreement*	UP Personnel
	Notarized Suretyship Agreement*	UP Personnel

*Downloadable form at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

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C. Application for Secondment

	List of Requirements	In-Charge
	Approved University Clearance Form-B (if 30 days and above)*	UP Personnel
	Letter Request Form (OPS-LB)*	UP Personnel with endorsement from Chair and recommendation from Dean/Unit Head
	Invitation from requesting Agency and MOA	UP Personnel

*Downloadable form at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

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D. Application for eHOPE

	List of Requirements	In-Charge
	Duly Accomplished eHOPE Form*	UP Personnel with recommendation from Dean/Unit Head
	Breakdown of Expense (Annex-A)*	UP Personnel
	Summary of Insurance/Philhealth Deduction or Billing Statement	UP Personnel
	Original Official Receipt (if any)	UP Personnel
	Original Medical Certificate	UP Personnel

*Downloadable form at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

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E. Application for Special Leave Benefits for Women under RA 9710

	List of Requirements	In-Charge
	Duly Accomplished Special Leave Benefits for Women*	UP Personnel
	Medical Certificate	UP Personnel
	Application for Leave (Form-6)*	UP Personnel
	Report for Duty*	UP Personnel

*Downloadable form at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

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F. Application for Foreign Travel Authority (Personal)

	List of Requirements	In-Charge
	Duly accomplished UIS Application (for online) or Request for Personal Travel Authority (for manual processing)*	UP Personnel
	Approved Application for Leave (Form-6)*	UP Personnel
	DATS Barcode (for online application)	UP Personnel
	Approved University Clearance (Form-B) if 30 days and above*	UP Personnel

*Downloadable form at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

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G. Application for Foreign Travel Authority (Official)

	List of Requirements	In-Charge
	Duly accomplished UIS Application (for online) or Letter Request OPS LB-1 (for manual processing)*	UP Personnel
	Copy of Invitation Letter/Acceptance of the Program/MOA	UP Personnel
	DATS Barcode (for online application)	UP Personnel

*Downloadable form at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

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H. Application for Privilege to Study at Reduced Fees UP Employees/Non-earning Dependent

	List of Requirements	In-Charge
	Duly accomplished Application for Privilege to study at reduced fees/ Application for Enrollment privilege for non-earning dependent of UP Employees*	UP Personnel
	Proof of enrollment/ Copy of grades (if renewal)	UP Personnel
	Birth Certificate of non-earning dependent (if initial application)	UP Personnel

*Downloadable form at UP Manila HRDO website: <https://hrdo.upm.edu.ph/>

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I. Requirements for Update/Change of Records in Personal Data

	List of Requirements	In-Charge
	Request Letter	Employee
	PSA Marriage Certificate (if applicable)	Employee
	PSA Birth Certificate (if applicable)	Employee
	GSIS MRF (for GSIS update)	Employee

Note: Kindly personally submit the application at Pag-Ibig, Philhealth, DBP, and BIR for any updates.

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J. Requirements for HRDO Clearance of Separated Employees (University Clearance A)

	List of Requirements	In-Charge
	University Clearance A (signed/approved from II. Clearance from Work-related Accountabilities to III. Clearance from Money and Property Accountabilities)	Employee
	Duly signed SALN dated on the effectivity of separation (1 day after last day of service)	Employee
	UP Manila ID	Employee
	Duly notarized Affidavit of loss for Employee ID	If UPM ID is lost, % Employee
	Exit Interview	Employee
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Employee
	Approved Terminal Leave (TL) form (signed by Dean/Director/Head of Unit on 7.b.)	Employee
	Duly signed Authority to Deduct (ATD) form	Employee
	DTR/Time records/Certificate of Service (for Admin./REPS only)	Employee
	IPCR/PES (last rating period)	Employee
	Service Record from previous employment in other government agency, if applicable	Employee

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K. Requirements for HRDO Clearance of Optional Retirees

	List of Requirements	In-Charge
	University Clearance A (signed/approved from II. Clearance from Work-related Accountabilities to III. Clearance from Money and Property Accountabilities)	Employee
	Approved Letter of Intent to Retire	Employee
	Duly signed SALN dated on the effectivity of separation (1 day after last day of service)	Employee
	Duly signed PAG-IBIG Application for Provident Benefit (APB) form*	Employee
	Special Power of Attorney (SPA) for PAG-IBIG APB form submission, with two (2) witnesses not related by consanguinity or affinity*	Employee
	Photocopy of two (2) valid government-issued IDs with three (3) specimen signature on each ID of Special Power of Attorney witnesses*	Employee
	Exit Interview	Employee
	Approved Succession Plan	Employee
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Employee
	Approved Terminal Leave (TL) form	Employee
	Enhanced Service Recognition Pay form**	Employee
	Photocopy of two (2) valid, government-issued IDs with three (3) specimen signature on each ID (UPM ID not applicable)	Employee
	Certificate of Part-time/Full time***	Employee
	Certificate of connected/not connected to other government agencies***	Employee
	Service record of Residency in PGH***	Employee
	Service Record from previous employment in other government agency, if applicable	Employee
	Duly signed Authority to Deduct (ATD) form	Employee
	DTR/Time records/Certificate of Service (for Admin./REPS only)	Employee
	IPCR/PES (last rating period)	Employee
	Application for UP Benefit claim form	If the employee is a member of UP Provident fund only.
	Withdrawal of membership form	If the employee is a member of UP Provident fund only.
	Bank deposit Authorization form	If the employee is a member of UP Provident fund only.



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	Photocopy of ATM Card	If the employee is a member of UP Provident fund only.
	UP Credit Cooperative Affidavit of Undertaking	If the employee is a member of UP Credit Cooperative and has an existing loan obligation
	Bank deposit Authorization	If the employee is a member of UP Credit Cooperative
	PGH Bayanihan Withdrawal of Membership OR Continuation of Membership	If the employee is a member of PGH Bayanihan

**For PAG-IBIG Processing only. If the retiree opts to process his/her PAG-IBIG APB personally, SPA is not needed. For Claiming of checks, retiree shall entrust two(2) original valid ID to UPM Liaison Officer.*

***For Optional Retirees with an Approved Succession Plan and 25 years of service only.*

****for CM faculty only.*

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L. Requirements for HRDO Clearance of Compulsory Retirees

	List of Requirements	In-Charge
	Approved Letter of Intent to Retire	Employee
	Duly signed SALN dated on the effectivity of separation (1 day after last day of service/Birthdate)	Employee
	Duly signed PAG-IBIG Application for Provident Benefit (APB) form*	Employee
	Special Power of Attorney (SPA) for PAG-IBIG APB form submission, with two (2) witnesses not related by consanguinity or affinity*	Employee
	Photocopy of two (2) valid government-issued IDs with three (3) specimen signature on each ID of Special Power of Attorney witnesses*	Employee
	Exit Interview	Employee
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Employee
	Approved Terminal Leave (TL) form (signed by Dean/Director/Head of Office on 7.b.)	Employee
	Enhanced Service Recognition Pay form (for Admin./REPS/Faculty admin. only)	Employee
	Faculty Cumulative Leave Benefit form (for Full-time faculty only)	Employee
	Photocopy of two (2) valid, government-issued IDs with three (3) specimen signature on each ID (UPM ID not applicable)	Employee
	Certificate of Part-time/Full time**	Employee
	Certificate of connected/not connected to other government agencies**	Employee
	Service record of Residency in PGH**	Employee
	Service Record from previous employment in other government agency, if applicable	Employee
	Duly signed Authority to Deduct (ATD) form	Employee
	DTR/Time records/Certificate of Service (for Admin./REPS only)	Employee
	IPCR/PES (last rating period)	Employee
	Application for UP Benefit claim form	If the employee is a member of UP Provident fund only.
	Withdrawal of membership form	If the employee is a member of UP Provident fund only.
	Bank deposit Authorization form	If the employee is a member of UP Provident fund only.
	Photocopy of ATM Card	If the employee is a member of UP Provident fund only.



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	UP Credit Cooperative Affidavit of Undertaking	If the employee is a member of UP Credit Cooperative and has an existing loan obligation
	Bank deposit Authorization	If the employee is a member of UP Credit Cooperative
	PGH Bayanihan Withdrawal of Membership OR Continuation of Membership	If the employee is a member of PGH Bayanihan

**For PAG-IBIG Processing only. If the retiree opts to process his/her PAG-IBIG APB personally, SPA is not needed. For Claiming of checks, retiree shall entrust two(2) original valid ID to UPM Liaison Officer.*

***for CM faculty only.*

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M. Requirements for GSIS Application for Retirement/Separation

	List of Requirements	In-Charge
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Employee
	Certificate of Part-time/Full time*	Employee
	Certificate of connected/not connected to other government agencies*	Employee
	Service record of Residency in PGH*	Employee
	Service Record from previous or concurrent employment in other government agency, if applicable	Employee
	Service Record (UPM)	HRDO
	Certificate of Leave without Pay	HRDO

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N. Requirements for GSIS Claims of Bereaved (GSIS Death Benefit claim, GSIS Survivorship claim, GSIS Funeral Benefit claim)

	List of Requirements	In-Charge
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Next-of-Kin
	Certificate of Part-time/Full time*	Next-of-Kin
	Certificate of connected/not connected to other government agencies*	Next-of-Kin
	Service record of Residency in PGH*	Next-of-Kin
	Service Record from previous employment in other government agency, if applicable	Next-of-Kin/HRDO
	Duly notarized GSIS Affidavit of Surviving legal heirs	Next-of-Kin
	Duly signed GSIS Application for Survivorship form	Next-of-kin
	Duly signed GSIS Funeral Benefit claim form	Next-of-kin
	Two (2) scanned copies of Government-issued valid ID of Next-of-kin, Legal Heirs, and Witnesses to affidavits with three (3) specimen signatures	Next-of-Kin
	PSA Marriage contract of the deceased or Certificate of No Marriage of the deceased	Next-of-Kin
	PSA Death Certificate of the employee	Next-of-Kin
	PSA Death Certificate of parents of the employee, if applicable**	Next-of-Kin
	PSA Death Certificate of siblings of the employee, if applicable**	Next-of-Kin
	PSA Death Certificate of child/ren of the employee, if applicable**	Next-of-Kin
	PSA Birth Certificate of all legal heirs of the deceased employee	Next-of-Kin
	Special Power of Attorneysigned by all compulsory heirs (with all applicable benefit claim specified)	Next-of-Kin
	DulyNotarized Affidavit f Surviving legal heirs OR Affidavit of Kinship (if with no other surviving legal heirs except the legal representative) (with all applicable benefit claim specified)	Next-of-Kin
	Service Record (UPM)	HRDO
	Certificate of Leave without Pay	HRDO

**for CM faculty only.*

***will only apply in reference with the availability of legal heirs per GSIS.*

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O. Requirements for Next-of-Kin issuance from Legal Office

	List of Requirements	In-Charge
	Special Power of Attorneysigned by all compulsory heirs (with all applicable benefit claim specified)	Next-of-Kin
	DulyNotarized Affidavit Of Surviving legal heirs OR Affidavit of Kinship (if with no other surviving legal heirs except the legal representative) (with all applicable benefit claim specified)	Next-of-Kin
	Two (2) scanned copies of Government-issued valid ID of Next-of-kin, Legal Heirs, and Witnesses to affidavits with three (3) specimen signatures	Next-of-Kin
	PSA Marriage contract of the deceased or Certificate of No Marriage of the deceased	Next-of-Kin
	PSA Death Certificate of the employee	Next-of-Kin
	PSA Death Certificate of parents of the employee, if applicable*	Next-of-Kin
	PSA Death Certificate of siblings of the employee, if applicable*	Next-of-Kin
	PSA Death Certificate of child/ren of the employee, if applicable*	Next-of-Kin
	PSA Birth Certificate of all legal heirs of the deceased employee	Next-of-Kin
	Affidavit of Release, Waiver and Quitclaim executed by all legal heirs	Next-of-kin
	Letter request for Next-of-kin to Legal Office	HRDO

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P. Requirements for UPM Benefit claim of Next-of-kin

	List of Requirements	In-Charge
	Next-of-kin designation	Legal Office
	Approved Terminal leave form	Next-of-kin
	Duly signed eSRP form	Next-of-kin
	Duly signed FCLB form	Next-of-Kin
	UP Provident Bank Deposit Authorization form	Next-of-Kin, if deceased employee is a member of UP Provident Fund
	UP Provident Benefit claim form	Next-of-Kin, if deceased employee is a member of UP Provident Fund
	UP Provident Withdrawal form	Next-of-Kin, if deceased employee is a member of UP Provident Fund
	Photocopy of ATM Card of the Next-of-kin/assigned representative in Special Power of Attorney for benefit claim	Next-of-Kin, if deceased employee is a member of UP Provident Fund
	UP Credit Cooperative Affidavit of Undertaking	Next-of-Kin, if deceased employee is a member of UP Credit Cooperative and has an existing loan obligation
	Duly signed Authority to Deduct form	Next-of-Kin
	SALN as of date of death/latest SALN applicable upon death of employee	Next-of-kin or Unit/College or HRDO
	Bank account number of legal heir/representative named on the Special Power of Attorney (as Attorney-in-fact/recipient of the benefit claims)	Next-of-Kin
	Bank name of legal heir/representative named on the Special Power of Attorney (as Attorney-in-fact/recipient of the benefit claims)	Next-of-Kin
	TIN number of legal heir/representative named on the Special Power of Attorney (as Attorney-in-fact/recipient of the benefit claims)	Next-of-Kin

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Q. Requirements for Terminal Leave Benefit claim of retired/separated employees

	List of Requirements	In-Charge
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Employee
	Service record from other government agency, if applicable	Employee
	Service Record (UPM)	HRDO
	Certificate of Leave without Pay	HRDO
	Certificate of Leave credits from other government agency (should reflect LEAVE CREDIT TRANSFERRED TO UP MANILA or request due to transfer to UP Manila)	Employee
	Certificate of incurred leaves as Faculty/Admin.	Unit/College
	Approved Terminal leave form (CS Form No. 6) (signed by Dean/Director/Head of Unit in 7.b.)	Employee
	Latest Notice of Salary Adjustment/Step Increment	HRDO
	Duly signed SALN dated on the effectivity of separation (1 day after last day of service/Birthdate)	Employee
	Marriage certificate for married female employees	Employee
	GSIS Clearance	Employee
	Fully accomplished University Clearance A (UC A) or One-stop clearance (OSC) certification	Employee (for UC A) or HRDO (for OSC)
	Approved Letter of Intent to Retire	HRDO
	Statement of Account, if applicable	Accounting Office
	Authority to Deduct	Employee
	Approved Succession plan (for optional retirees only)	Employee
	Notarized Affidavit of Undertaking (UPD Housing), if applicable	Employee
	Notarized Affidavit of Undertaking (UP Credit Cooperative), if applicable	Employee

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R. Requirements for Enhanced Service Recognition pay Benefit claim of retired/separated employees

	List of Requirements	In-Charge
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Employee
	Service record from other government agency, if applicable	Employee
	Service Record (UPM)	HRDO
	Certificate of Leave without Pay	HRDO
	Certificate of Leave credits from other government agency (should reflect LEAVE CREDIT TRANSFERRED TO UP MANILA or request due to transfer to UP Manila)	Employee
	Certificate of incurred leaves as Faculty/Admin.	Unit/College
	Approved ESRP Form	Employee
	Latest Notice of Salary Adjustment/Step Increment	HRDO
	Duly signed SALN dated on the effectivity of separation (1 day after last day of service/Birthdate)	Employee
	Marriage certificate for married females employees	Employee
	GSIS Clearance	Employee
	Fully accomplished University Clearance A (UC A) or One-stop clearance (OSC) certification	Employee (for UC A) or HRDO (for OSC)
	Approved Letter of Intent to Retire	HRDO
	Statement of Account, if applicable	Accounting Office
	Authority to Deduct	Employee
	Approved Succession plan (for optional retirees only)	Employee
	Notarized Affidavit of Undertaking (UPD Housing), if applicable	Employee
	Notarized Affidavit of Undertaking (UP Credit Cooperative), if applicable	Employee

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S. Requirements for Faculty Cumulative Leave Benefit claim of retired/separated employees

	List of Requirements	In-Charge
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Employee
	Service record from other government agency, if applicable	Employee
	Service Record (UPM)	HRDO
	Certificate of Leave without Pay	HRDO
	Certificate of Leave credits from other government agency (should reflect LEAVE CREDIT TRANSFERRED TO UP MANILA or request due to transfer to UP Manila)	Employee
	Certificate of incurred leaves as Faculty/Admin.	Unit/College
	Approved FCLB Form	Employee
	Latest Notice of Salary Adjustment/Step Increment	HRDO
	Duly signed SALN dated on the effectivity of separation (1 day after last day of service/Birthdate)	Employee
	Marriage certificate for married female employees	Employee
	GSIS Clearance	Employee
	Fully accomplished University Clearance A (UC A) or One-stop clearance (OSC) certification	Employee (for UC A) or HRDO (for OSC)
	Approved Letter of Intent to Retire	HRDO
	Statement of Account, if applicable	Accounting Office
	Authority to Deduct	Employee
	Approved Succession plan (for optional retirees only)	Employee
	Notarized Affidavit of Undertaking (UPD Housing), if applicable	Employee
	Notarized Affidavit of Undertaking (UP Credit Cooperative), if applicable	Employee

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T. Requirements for Terminal Leave Benefit claim of Next-of-kin

	List of Requirements	In-Charge
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Next-of-kin
	Service record from other government agency, if applicable	Next-of-kin
	Service Record (UPM)	HRDO
	Certificate of Leave without Pay	HRDO
	Certificate of Leave credits from other government agency (should reflect LEAVE CREDIT TRANSFERRED TO UP MANILA or request due to transfer to UP Manila)	Next-of-kin
	Certificate of incurred leaves as Faculty/Admin.	Unit/College
	Unit Approved Terminal leave form (CS Form No. 6)	Next-of-kin/Unit/College
	Latest Notice of Salary Adjustment/Step Increment	HRDO
	Duly signed SALN dated on the effectivity of separation or latest SALN available	Next-of-kin or Unit/College or HRDO
	Marriage certificate for married female employees	Next-of-kin
	GSIS Clearance	Next-of-kin
	Fully accomplished University Clearance A (UC A) or One-stop clearance (OSC) certification	Employee (for UC A) or HRDO (for OSC)
	Statement of Account, if applicable	Accounting Office
	Authority to Deduct	Next-of-kin
	Notarized Affidavit of Undertaking (UPD Housing), if applicable	Next-of-kin
	Notarized Affidavit of Undertaking (UP Credit Cooperative), if applicable	Next-of-kin
	Next-of-kin designation	Legal Office
	Duly notarized Affidavit of surviving heirs/spouse	Next-of-kin
	Special Power of Attorneysigned by all compulsory heirs (with all applicable benefit claim specified)	Next-of-Kin
	DulyNotarized Affidavit Of Surviving legal heirs OR Affidavit of Kinship (if with no other surviving legal heirs except the legal representative) (with all applicable benefit claim specified)	Next-of-Kin
	PSA Death Certificate of the employee	Next-of-Kin
	PSA Death Certificate of parents of the employee, if applicable*	Next-of-Kin
	PSA Death Certificate of siblings of the employee, if applicable*	Next-of-Kin
	PSA Death Certificate of child/ren of the employee, if applicable*	Next-of-Kin

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U. Requirements for Enhanced Service Recognition Pay Benefit claim of Next-of-kin

	List of Requirements	In-Charge
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Next-of-kin
	Service record from other government agency, if applicable	Next-of-kin
	Service Record (UPM)	HRDO
	Certificate of Leave without Pay	HRDO
	Certificate of Leave credits from other government agency (should reflect LEAVE CREDIT TRANSFERRED TO UP MANILA or request due to transfer to UP Manila)	Next-of-kin
	Certificate of incurred leaves as Faculty/Admin.	Unit/College
	Duly signed Service Recognition Pay form	Next-of-kin
	Latest Notice of Salary Adjustment/Step Increment	HRDO
	Duly signed SALN dated on the effectivity of separation or latest SALN available	Next-of-kin or Unit/College or HRDO
	Marriage certificate for married female employees	Next-of-kin
	GSIS Clearance	Next-of-kin
	Fully accomplished University Clearance A or One-stop clearance certification	HRDO
	Statement of Account, if applicable	Accounting Office
	Authority to Deduct	Next-of-kin
	Notarized Affidavit of Undertaking (UPD Housing), if applicable	Next-of-kin
	Notarized Affidavit of Undertaking (UP Credit Cooperative), if applicable	Next-of-kin
	Next-of-kin designation	Legal Office
	Duly notarized Affidavit of surviving heirs/spouse	Next-of-kin
	Duly notarized Special Power of Attorney (specifying claimable benefits from UP MANILA)	Next-of-kin
	PSA Death Certificate of the employee	Next-of-Kin
	PSA Death Certificate of parents of the employee, if applicable*	Next-of-Kin
	PSA Death Certificate of siblings of the employee, if applicable*	Next-of-Kin
	PSA Death Certificate of child/ren of the employee, if applicable*	Next-of-Kin

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V. Requirements for FCLB claim of Next-of-kin

	List of Requirements	In-Charge
	Duly signed GSIS Application for Retirement/Separation/Life Insurance benefits	Next-of-kin
	Service record from other government agency, if applicable	Next-of-kin
	Service Record (UPM)	HRDO
	Certificate of Leave without Pay	HRDO
	Certificate of Leave credits from other government agency (should reflect LEAVE CREDIT TRANSFERRED TO UP MANILA or request due to transfer to UP Manila)	Next-of-kin
	Certificate of incurred leaves as Faculty/Admin.	Unit/College
	Duly signed Faculty Cumulative Leave Benefit form	Next-of-kin
	Latest Notice of Salary Adjustment/Step Increment	HRDO
	Duly signed SALN dated on the effectivity of separation or latest SALN available	Next-of-kin or Unit/College or HRDO
	Marriage certificate for female, married employees	Next-of-kin
	GSIS Clearance	Next-of-kin
	Fully accomplished University Clearance A or One-stop clearance certification	HRDO
	Statement of Account, if applicable	Accounting Office
	Authority to Deduct	Next-of-kin
	Notarized Affidavit of Undertaking (UPD Housing), if applicable	Next-of-kin
	Notarized Affidavit of Undertaking (UP Credit Cooperative), if applicable	Next-of-kin
	Next-of-kin designation	Legal Office
	Duly notarized Affidavit of surviving heirs/spouse	Next-of-kin
	Special Power of Attorneysigned by all compulsory heirs (with all applicable benefit claim specified)	Next-of-Kin
	DulyNotarized Affidavit Of Surviving legal heirs OR Affidavit of Kinship (if with no other surviving legal heirs except the legal representative) (with all applicable benefit claim specified)	Next-of-Kin
	PSA Death Certificate of the employee	Next-of-Kin
	PSA Death Certificate of parents of the employee, if applicable*	Next-of-Kin
	PSA Death Certificate of siblings of the employee, if applicable*	Next-of-Kin
	PSA Death Certificate of child/ren of the employee, if applicable*	Next-of-Kin

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Leave Benefits

W. Requirements for Application for Vacation Leave

	List of Requirements	In-Charge
	Duly accomplished CS Form No. 6 via UIS	Employee
	University Clearance - B (for 30 days and above)	Employee

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X. Requirements for Application for Sick Leave

	List of Requirements	In-Charge
	Duly accomplished CS Form No. 6 via UIS	Employee
	Medical Certificate (for 5 days and above)	Employee

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Y. Requirements for Application for Maternity Leave

	List of Requirements	In-Charge
	Duly accomplished CS Form No. 6 via UIS	Employee
	Medical Certificate or any proof of pregnancy (e.g. ultrasound, doctor's certificate on the expected date of delivery)	Employee
	Duly accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a) for allocation of leave credits to the child's father or alternate caregiver	Employee
	University Clearance - B	Employee

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Z. Requirements for Application for Paternity Leave

	List of Requirements	In-Charge
	Duly accomplished CS Form No. 6 via UIS	Employee
	Any proof of child's delivery (e.g. birth certificate, medical certificate)	Employee
	Marriage Contract	Employee

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AA. Requirements for Application for Special Privilege Leave

	List of Requirements	In-Charge
	Duly accomplished CS Form No. 6 via UIS	Employee

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BB. Requirements for Application for Solo Parent Leave

	List of Requirements	In-Charge
	Duly accomplished CS Form No. 6 via UIS	Employee
	Copy of Valid Solo Parent Identification Card	Employee

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CC. Requirements for Application for VAWC Leave

	List of Requirements	In-Charge
	Duly accomplished CS Form No. 6 via UIS	Employee
	Barangay Protection Order (BPO) obtained from the barangay; or	Employee
	Temporary/Permanent Protection Order (TPO/PPO) obtained from the court;	Employee
	If the protection order is not yet issued by the barangay or the court, a certification issued by the Punong Barangay/Kagawad or Prosecutor or the Clerk of Court that the application for the BPO, TPO or PPO has been filed with the said office shall be sufficient to support the application for the ten-day leave; or	Employee
	In the absence of the BPO/TPO/PPO or the certification, a police report specifying the details of the occurrence of violence on the victim and a medical certificate may be considered, at the discretion of the immediate supervisor of the woman employee concerned.	Employee

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DD. Requirements for Application for Rehabilitation Leave

	List of Requirements	In-Charge
	Duly accomplished CS Form No. 6 via UIS	Employee
	Application for Rehabilitation Leave Privilege Form	Employee
	Police Report; or	Employee
	Medical certificate on the nature of the injuries, the course of treatment involved, and the need to undergo rest, recuperation, and rehabilitation, as the case may be; or	Employee
	Written concurrence of a government physician should be obtained relative to the recommendation for rehabilitation if the attending physician is a private practitioner, particularly on the duration of the period of rehabilitation.	Employee

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EE. Requirements for Application for Calamity Leave

	List of Requirements	In-Charge
	Duly accomplished CS Form No. 6 via UIS	Employee
	Proof of declaration of state of calamity	Employee
	Proof of residence	Employee

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FF. Requirements for Application for Adoption Leave

	List of Requirements	In-Charge
	Duly accomplished CS Form No. 6 via UIS	Employee
	Authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD) if the leave will be availed of before the grant of petition for adoption; or	Employee
	Authenticated copies of the Decree of Adoption issued by the proper court if the leave is availed after the grant of the petition for adoption.	

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GG. Requirements for submission of Daily Time Record



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	List of Requirements	In-Charge
	Duly signed Daily Time Record	Employee
	Approved Manual Entry Form, if any	Employee
	Proof of attendance (e.g. logbook) for manual entries	Employee
	Certificate of Appearance for official business conducted outside UPM premises	Employee

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HH. Attachments for Consolidated Record of Attendance (CRA)

	List of Requirements	In-Charge
	Duly signed Daily Time Record/COS of all College/Unit Personnel/REPS	Administrative Officer
	Approved Application for Leave	Administrative Officer
	Approved Manual Entry Form, if any	Administrative Officer
	Proof of attendance (e.g. logbook) for manual entries	Administrative Officer
	Certificate of Appearance for official business conducted outside UPM premises	Administrative Officer

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II. Attachments for Consolidated Record of Attendance for Faculty (CRAF)

	List of Requirements	In-Charge
	Approved Application for Leave	Administrative Officer

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JJ. Requirements for Overtime Request (OT)

	List of Requirements	In-Charge
	Overtime Request Form	Employee/ Administrative Officer
	Supporting documents such as Approved Letter Request of urgent services, Approved Local, Copy of Program and etc.)	Employee

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KK. Requirements for Change of Official Time (COT)

	List of Requirements	In-Charge
	Change of Official Time Form	Employee/ Administrative Officer
	Supporting documents such as Approved Letter Request of urgent services, Approved Local, Copy of Program and etc.)	Employee

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LL. Requirements for Compensatory Time-Off (CTO)

	List of Requirements	In-Charge
	CS Application for Leave (CS Form No.6 Revised 2020)	Employee

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MM.Requirements for Compensatory Overtime Credit (COC)

	List of Requirements	In-Charge
	Summary Overtime Service Rendered	Administrative Officer / Person in charged
	Approved Accomplishment Report	Employee
	Photocopy of approved overtime request	Employee
	Photocopy of readable Daily Time Record (DTR)	Employee
	Supporting documents such as Approved Local, Trip Tickets, Daily Time Record System (DTRS), Certification if applicable	Employee

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