

17 October 2024

MEMORANDUM NO. CMLT-2024-299

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

SUBJECT : Streamlining the process of obtaining pre-employment medical and dental

certificates for incoming UP Manila faculty

UP Manila is initiating a trial phase to streamline the process of obtaining pre-employment medical and dental certificates for incoming faculty, effective immediately. This pilot program aims to simplify administrative procedures while ensuring compliance with the Civil Service Commission Memorandum Circular No. 34, s. 1997.

In relation to this, all incoming faculty may now obtain their medical certificate from the UP Manila faculty physicians attending at the Faculty Medical Arts Building (FMAB). In addition, the new faculty may obtain their dental certificate from the UP Manila faculty dentists attending at the Center for Oral Health (COH), College of Dentistry. Please refer to the attached process flow.

The medical and dental certificates obtained from the FMAB and COH, respectively, do not need to be validated by the UP Health Service anymore. However, the Human Resource Development Office (HRDO) may verify the authenticity of any submitted medical/dental certificate. If any inconsistency is found, additional documentation may be requested.

For clarifications/queries, please contact the HRDO at 88141-227 to 229 or email https://hrdo.upmanila@up.edu.ph.

For your information and guidance.

Dr. Michael L. TeeProfessor and Chancellor



PROCESS FLOW

ACTIVITY RESPONSIBILITY **NOTES/REFERENCES START** College/Unit 1. The college/unit must print and fill out Fill out the referral the form downloadable from the HRDO slip for medical check-up/clearance website. and forward it to the **HRDO** 2. The HRDO Director shall sign the **HRDO** Review and referral slip and return it to the endorsement of the college/unit. The college/unit shall referral slip provide the incoming faculty with the signed referral slip. **Incoming** The incoming faculty shall follow the Adhere to the faculty instructions indicated on the medical certificate form. instructions indicated on the medical certificate form **Incoming** After securing the necessary medical Secure an faculty tests results, which should be attached appointment with to the medical certificate form, the FMAB and COH incoming faculty shall reserve an appointment with FMAB and COH through the following: FMAB: send a message to 0917-517-4500 using the code "New Faculty Appointment" COH: call 8814-1285 Please note that appointment with FMAB is limited to one (1) new faculty per physician per day only. The incoming faculty shall submit the **Incoming** Submit the medical medical and dental certificates, faculty and dental certificates, together with the other together with the employment requirements to the other precollege/unit, for submission to the employment HRDO. requirements to the college/unit

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