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The Health Sciences Center

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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

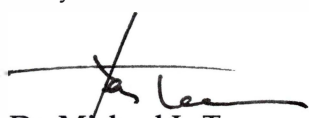
UP Manila is initiating a trial phase to streamline the process of obtaining pre-employment medical and dental certificates for incoming faculty, effective immediately. This pilot program aims to simplify administrative procedures while ensuring compliance with the Civil Service Commission Memorandum 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 hrdo.upmanila@up.edu.ph.

For your information and guidance.


Dr. Michael L. Tee
Professor and Chancellor

PROCESS FLOW

