UNIVERSITY OF THE PHILIPPINES MANILA

*The Health Sciences Center*

8/F Central Block Building, Philippine General Hospital Taft Avenue, Manila

REQUEST FOR AUTHORITY TO FILL VACANT ITEM

FOR : The President

THRU : The Vice Chancellor for Academic Affairs/

The Vice Chancellor for Administration and Finance The Chancellor

The Vice President for Academic Affairs/Administration

Requesting authority to fill the vacant position in the University of the Philippines Manila as an exemption from the University's Administrative Order No. 4 s. 1989:

|  |  |  |  |
| --- | --- | --- | --- |
| Position Title 1. | SG | PSI | Date & Reason for Vacancy |

Requesting Officer :

Dean/ Director / Head Signature Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RECOMMENDATIONS:** | **YES** | **NO** | **DATE** | **REMARKS** |
| Personnel Clearance /*Director, HRDO* | *\_\_\_\_\_\_\_\_\_\_ \_*  |  |  |  |
| Budget Officer V /*Chief, Budget Office*  |  |  |  |  |
| VCAF/ VCR |   |   |   |   |
| Chancellor |   |   |   |   |
| VPAA/ VPA |   |   |   |   |

PRESIDENT’S ACTION (Please encircle)

APPROVAL / DISAPPROVAL SIGNATURE DATE

1. List of duties and responsibilities attached to the position/item with corresponding percentages: ( Pls. use additional sheet if necessary )

a.

b.

c.

1. Signs and degree of work backlog due to vacancy of the position/item ( Pls. use additional sheet if necessary )

a.

b.

c.

1. Coping mechanism/s relative to the vacant/vacated position/item ( Please use additional sheet if necessary )

a.

b.

c.

1. Other Justifications:

a.

b.

c.

d.

1. Organizational/personnel chart (to be attached)
2. Functional Chart (to be attached)
3. Statement on the mission and goals of the unit over the next five (5) years
4. Contribution of the proposed recruitment on the stated mission and goals