**University of the Philippines**

OVPA Form No. 2024-01

Rev. No. 2 – 5/2025

**Manila**

**CU/AU**

Respectfully Requesting Approval for

/ / Authority to Fill Vacant/Vacated Regular Position

/ / Authority to Hire Vacant/Vacated Contractual Position

/ / Authority to Hire Individual Contract of Service Staff

1. **Type of Request / / New / / Reappointment / / Replacement / / Residual (due to promotion)**
2. **Authorized Position (Parenthetical Title, if any) :**
3. **SG/equivalent SG: \_\_\_\_\_ 4**. **Monthly Salary/Rate: P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. Premium for ICS \_\_\_\_\_\_\_\_\_\_\_\_\_\_%**

**6. Class** (pls encircle) : REPS/Admin/ICS **7. PSI POP No.:/Source of Fund**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**8. Date of vacancy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 9. Reason for vacancy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**10. Former incumbent in case of replacement (Attach last appointment/contract)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**11. Inclusive dates of engagement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**12. Coping Mechanism Relative to the Vacant/Vacated Position:**

|  |  |
| --- | --- |
| **13. Proposed Duties and Responsibilities Attached to the Position Requested to be Filled-Up (Technical Competencies)** | **Percentage**  **(total should be 100%)** |
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1. **Attachment: Organizational and Personnel Chart of the requesting unit.**
2. **Requested by:**

Unit Head Date

**RECOMMENDATIONS/ENDORSEMENTS/APPROVAL:**

|  |  |  |  |
| --- | --- | --- | --- |
| 16. Director/Chief AO, HRDO | **Signature** | **Date** | **Remarks** |
| 17. Director/Chief AO, Budget Office |  |  |  |
| 18. Vice Chancellor for  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| 19. Chancellor |  |  |  |
| **FOR ATF AND ATH (Contractual) due to other modes of vacancies (e.g resignation, retirement)**  ***SG 18 and below*** | | | |
| 20. Vice President for  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |  |
| ***Above SG 18***  21. President |  |  |  |