**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%)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

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 |   |   |   |