



University of the Philippines
OFFICE OF THE PRESIDENT

MEMORANDUM NO. PAJ 25-11

TO : CHANCELLORS
DEAN, UP TACLOBAN
DIRECTOR, UP PGH
HEADS, UP SYSTEM ADMINISTRATION OFFICES

SUBJECT : REVISED APPROVAL PROCESS FOR AUTHORITY TO FILL
(ATF) AND AUTHORITY TO HIRE (ATH)

DATE : 03 June 2025

As discussed in the 87th meeting of the UP President's Executive Committee on 10 March 2025 and in line with the University's commitment to operational efficiency and responsive human resource management, the UP Administration is streamlining the approval process for the Authority to Fill (ATF) for plantilla items and Authority to Hire (ATH) for UP contractual positions and Individual Contract of Service (ICS) personnel.

This initiative aims to reduce the layers of review, ensure the timely filling of positions and hiring of personnel, optimize the use of existing digital systems, and uphold procedural integrity while enabling more efficient and strategic personnel actions across all units.

The following will be the Final Approving Authority:

A. Authority to Fill (ATF) for Plantilla Position and Authority to Hire (ATH) for Contractual Position

Type of Vacancy	Classification	Salary Grade (SG)	Final Approving Authority
Residual (vacancy due to promotion)	Admin	All	Chancellor, upon the recommendation of Vice Chancellor for Administration
	REPS	All	Chancellor, upon recommendation of the Vice Chancellor for Research and Development/Academic Affairs
Other vacancies (e.g., resignation, retirement)	Admin	SG 18 and below	Vice President for Administration
	REPS	SG 18 and below	Vice President for Academic Affairs
	Admin	Above SG 18	President, upon recommendation of the Vice President for Administration
	REPS	Above SG 18	President, upon recommendation of Vice President for Academic Affairs

B. Individual Contract of Service (ICS)

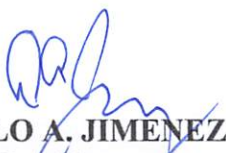

Chancellor, upon recommendation of the appropriate Vice Chancellor (VC for Administration for administrative staff functions or VC for Research and Development/Academic Affairs for REPS functions).

All ICS contracts, new and renewal, must be processed at least one (1) month prior to the effectivity date to allow adequate time for review and approval.

To ensure standardized and efficient processing of ATF/ATH, the following approval flow through the Document Routing System shall be observed:

1. Request Preparation – Unit staff completes the ATF/ATH form and attaches all required documents.
2. Initial Endorsement – Unit Head reviews and endorses the request.
3. Principal Endorsement – Dean or Principal Unit Head endorses (for academic/admin units with sub-offices).
4. HRDO Review – HRDO Analyst checks completeness and compliance; HRDO Head issues clearance or recommendation.
5. Budget Review – Budget Analyst and Director verify funding availability and issue budget clearance.
6. Final Approvals – Request is endorsed by the appropriate Vice Chancellor and approved by the designated final approving authority based on the type of vacancy.

HRDO shall maintain the official ICS personnel database, which is already integrated into the UP PUSO system. HRDO and Budget Office shall jointly monitor the number of ICS personnel and must strictly evaluate the necessity of having ICS personnel in respective units.


ANGELO A. JIMENEZ
President 

Attachment: ATF/ATH/ATH- ICS Form

University of the Philippines

OVPA Form No. 2024-01
Rev. No. 2 - 5/2025

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%)

14. Attachment: Organizational and Personnel Chart of the requesting unit.

11. Requested by:

Unit Head

Date

RECOMMENDATIONS/ENDORSEMENTS/APPROVAL:

	Signature	Date	Remarks
12. Director/Chief AO, HRDO	_____	_____	_____
13. Director/Chief AO, Budget Office	_____	_____	_____
14. Vice Chancellor for _____	_____	_____	_____
15. Chancellor	_____	_____	_____

**FOR ATF and ATH (Contractual) due to other modes of vacancies (e.g. resignation, retirement)
SG 18 and below**

16. Vice President for _____	_____	_____	_____
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Above SG 18

17. President	_____	_____	_____
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