

UNIVERSITY OF THE PHILIPPINES IN MINDANAO
Mintal, Tugbok District
Davao City

BASIC PAPER FOR

Professorial Chair Faculty Grant Sabbatical Special Detail Study Leave Fellowship
 Original Renewal Reappointment

1. NAME (Surname, First, Name, M.I.)		Birthdate	Dept./Div.	College Unit
2. Degree	Institution	Year	Tenure <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Temporary _____	<input type="checkbox"/> Substitute _____ <input type="checkbox"/> Contractual _____
3. Basic Designation	Code	Item No.	Salary Honorarium	Status of Appointment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
4. Proposed Designation	Code	Item No.	Salary/Honorarium/Entitlements (to be filled by HRDO)	

5. Justification/Purpose

6. To replace	7. Condition of appointment	Effectivity From: _____ To : _____
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8. Recommended by:	Endorsed by	Endorsed by	9. Endorsed by the Fellowship and Professorial Chair Committee
Chairman Date	Dean/Director Date	Dept/Coll APC	Chairman Date

10. Personnel Clearance	11. Budget Clearance
HRDO Head Date	Budget Officer Date

12. Recommending Approval:	13. Recommending approval/Approved:
Vice-Chancellor for Academic Affairs Date	Chancellor Date

14. Recommending Approval:	15. APPROVED:
Vice-President for Academic Affairs Date	President Date

16. APPROVED:

_____ Meeting of the Board of Regents held on _____, 20_____

Secretary of the University