UNIVERSITY OF THE PHILIPPINES MINDANAO

| BA | SIC PAPER FOR | | STRATIVE PER | SONNEL | | |
|---|--|---|--|---|---|--|
| | nployment Fransfer | [] Tenure [] Reclassification/Upgrading | | [] Promotion/Salary Increase g] Reappointment | | |
| 1. Name (Surname, First Name, N | 1.I.) Birth | Birth Date Citizenship | | 2. Div./Dep't/College/Office | | |
| Employee No. | TIN: | | | | | |
| | Grade Unit Code | PSI No. | Salary/Rate/Hon. | Status [] P.T. [] F.T. | Nature of Appmt.[] Cont.[] Temp.[] Subst.[] Perm.[] Casual | |
| 4. Proposed Designation | Grade Unit Code | PSI No. | Salary/Rate/Hon. | Status [] P.T. [] F.T. | Nature of Appmt. []Cont. []Temp. []Subst. []Perm. []Casual | |
| 5. To replace 6 | e 6. Condition/s of appointment 7. Effectivity date: From: To: | | | | | |
| 8. Pertinent Information about the | e Recommendee: | | 9. Performance Rati | ng | As of | |
| ſ | Designation | From | | То | Annual Salary | |
| a. Original Appointment b. Last Promotion | ear-Rating)] Yes [] No | endee left the | service | | | |
| 10. Justification: (Use separat | e sheet signed by the De | ean/Director/H | lead of Unit/Office) | | | |
| 11. Endorsed by: - 12. Action Taken by University A | | or/Head of Ur | | ** all committ | Date ee members must sign | |
| - | Recommending Approval | Not Recommending Approval No Activ | | ion Taken Reason/s | | |
| UAdPC Chair Date | | | | | | |
| Recommending Approval Designation: | eeting. Personnel Clear lot Recommending | rance: No Action Taken | 14. Budget Clearance Code/IOB No PSI No: | | | |
| PSI No: Salary/Rate: | | | Designation Salary/Rate | | | |
| Hon./Allowance: | | | Hon/Allowance Effectivity Date | | | |
| HRDO Head | Date | TERESITA V. LAGSUB Date Chief, Budget Office | | | | |
| 15. Approval/Recommending App | | | | | | |
| Vice-Chancellor for Administration | on Date | | Chancellor | | Date | |
| MA | ATTERS FOR PRESIDE | NT'S AND BO | OARD OF REGENTS' | APPROVAL | | |
| 17. Endorsed by: | 18. Approva | val/Recommending Approval | | | 19. Action of the Board of Regents at its meeting. | |
| VP for Acad. Affairs Date | Presiden | | Date | Secretary of t | he Univ. Date | |