UNIVERSITY OF THE PHILIPPINES IN MINDANAO

BASIC PAPER FOR FACULTY AND REPS

 [] Original
 [] Reappointment
 [] Renewal
 [] Reclassification
 [] Tenure

 [] Promotion/Sal. Inc.
 [] Additional Assignment
 [] Item/Unit Transfer

[] Extension of Service

1. N	ame (Surname, First Name, M.I.)	Birth Date	Citizenship	2. Div./Dep't/College/Office

Employee No.	TIN:			
3. Degree Institution	Year (Attach Transcript) General Weighted Average in course completed Weighted average in major course No. of failing marks		Except the period because	Salary <u>P</u>
5. Previous/Present Design. Credit units	Grade Unit Code	PSI No.	Salary/Rate/Hon.	Status []P.T. []Cont. []Temp. []F.T. []Subst. []Perm.
6. Proposed Designation	Grade Unit Code	PSI No.	Salary/Rate/Hon.	Status []P.T. []Cont. []Temp.
7. To replace	8. Condition/s of appointmen	nt	9. Effectiv	[]F.T. []Subst. []Perm. vity date: From: To:
10. Justification: (Use separate sheet if	necessary)			
11. Action taken by: Department Personnel Committee Approved Disapproved Reason,	's			nel Committee oved Reason/s
Chairman: Div./Dep't: 12. Endorsed and certified: [] That fun	Date ds for the position are availabl		Chairman: Div./Dep't e provisions of law on a	Date appointments,
promotions, and the rule on nepotism Dean/Director/Head of Units	have been duly observed.			
13. Endorsed by UPMIN UAPB on at its meeting. Designation: PSI No.: Salary/Rate: Hon./Allowance: Effectivity Date:			14. Budget Clearance: Code/IOB No. PSI No. Designation Salary/Rate Effectivity Date	
Chief, HRDO Date 15. Approval/Recommending Approval			Chief, Budget Offic 16. Approval/Recomm	
Vice-Chancellor for Academic Affairs		VAL	Chancellor	Date
17. Endorsed by:	18. Approval/Rec		19. Action of the Board of Regents at its meeting.	
VP for Academic Affairs Date	President		Date	Secretary of the Univ. Date

(Please read instructions at the back)