

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna

BASIC PAPER FOR FACULTY AND REPS

[] Original [] Reappointment [] Renewal [] Reclassification [] Tenure
[] Promotion/Sal. Inc. [] Additional Assignment [] Item/Unit Transfer
[] Extension of Service

1. Name (Surname, First Name, M.I.) Birth Date Citizenship 2. Div./Dept. 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
4. Has been with UP since
as salary p.a.
Except the period
because
Last prom/inc. from rank of
at date

5. Previous / Present Designation SG Unit Code PSI No. Salary/Rate/Hon. Status
[] P.T. [] Cont. [] Temp.
[] F.T. [] Subst. [] Perm.

6. Proposed Designation SG Unit Code PSI No. Salary/Rate/Hon. Status
[] P.T. [] Cont. [] Temp.
[] F.T. [] Subst. [] Perm.
Credit units

7. To replace 8. Condition/s of appointment 9. Effectivity Date: From:
To:

10. Justification: (Use separate sheet if necessary)

11. Action taken by:

Department Personnel Committee

Approved Disapproved Reason/s

Chairman

Div./Dept.

Date

College/Office Personnel Committee

Approved Disapproved Reason/s

Chairman

College/Office

Date

12. Endorsed and Certified: [] That funds for the position are available. [] That the provisions of law on appointments, promotions, and the rule on nepotism have been duly observed.

Dean/Director/Head of Unit/Office

13. Endorsed by UPLBAP on
at its Meeting.

Designation
Salary/Rate
Hon./Allowance
Effectivity Date

PSI No.

Code/IOB No.
PSI No.
Designation
Salary/Rate
Hon./Allowance
Effectivity Date

HRMO V Date

Budget Officer V Date

15. Approval/Recommending Approval

16. Approval/Recommending Approval

Vice-Chan. for Academic Affairs Date

Chancellor Date

MATTERS FOR PRESIDENT'S AND BOARD OF REGENTS' APPROVAL

17. Endorsed by: 18. Approval / Recommending Approval

19. Action of the Board of Regents
at its meeting.

Vice-Pres. for
Academic Affairs Date

President Date

Secretary of the Univ. Date

BASIC PAPER AND REPS INSTRUCTIONS

A. GUIDELINES

1. Recommendations for original appointment/reappointment must be submitted at least 1 month before effectivity date.
2. Steps in the Appointment Process

Boxes 1 to 13 must be accomplished completely by the recommending unit. Never leave any box blank; otherwise, recommendations should not be accepted by the next office/college/unit. Thereafter, the paper shall be acted upon in the sequence of the remaining numbered boxes.

B. FORMS/DOCUMENTS REQUIRED

HRDO B-1 is the basic recommendation form for faculty and REPS appointment. In all cases, this is prepared in one (1) copy by the recommending unit. Except for renewals, this form shall be submitted with the following supporting papers/documents to the next higher authority.

1. UP Form 442 (Information Sheet) - 1 COPY
2. Tax Identification Number (from BIR)
3. Two (2) Passport-size pictures
4. Proof of degree completed (transcript of academic records diploma or the true copy of grades (certified by the College Secretary), or if xerox copy duly authenticated by the recommending head - 1 copy
5. Justification for the recommendation if the appointee has one or more failing grades (by the Dept. Chairman, endorsed by the College Dean).
6. NBI and / or police clearance - 1 copy
7. Medical Certificate with documentary stamp - 1 copy
8. Approved transfer, including the following documents, if the recommendee is from another government agency, institution or UP autonomous campus:
 - complete statement of service record - 2 copies
 - certification of leave credits, if any - 2 copies
 - certification of last salary received, with corresponding deduction - 2 copies
 - clearance from previous employer - 2 copies
9. Teaching evaluation / performance rating, completed research output from date last promotion (indicate month, year finished), and publication to work / experience (indicate title, where and when published with month, year, name of publication; whether a book, article, monograph, etc) and extension work in case of promotion / salary increase.
10. Teaching evaluation / performance in case of tenure.

ADDITIONAL ASSIGNMENT - The following requirements must be submitted.

1. HRDO B-1 - 1 copy
2. Endorsement of the Dean / Director / Head of the appointee's home unit if recommended in another unit - 1 copy
3. Xerox copy of project, if any
4. Justification for the honorarium / allowance / compensation and attach approved authority, if any