UNIVERSITY OF THE PHILIPPINES LOS BAÑOS College, Laguna RECOMMENDATION PAPER FOR OTHER ASSIGNMENTS

1. NAME______DATE OF BIRTH: _____

2. PRESENT DESIGNATION/RANK			
3. DEPARTMENT & COLLEGE/INSTITUTE/UNIT			
4. PROPOSED ASSIGNMENT:			
5. EFFECTIVITY: FROM		ТО	
6. CONDITION / JUSTIFICATION: (attach additional sheet if necessary)			
o. Condition / 500 minor. (actaon ac	rational silect	th necessary)	
7. Source of Fund (if with pay)			
3. I certify that there is available fund and the rates a ccordance with existing laws and regulation	9. ENDORSED BY:		
Chairman/Head Director	Date	Dean	Date
10. PERSONNEL CLEARANCE		11. BUDGET CLEARANCE*	
NELSON JOSE VINCENT B. QUERIJERO Director HRDO	Date	Chief Administrative Officer BMO	Date
12. ACTION OF THE VICE CHANCELLOR		13. ACTION OF THE CHANCELLOR	
APPROVED/RECOMMENDING APPROVAL:		APPROVED:	
Date Vice Cha	ncellor	Date	Chancellor

*Clearance is required for each of the following
1. Study leave with or without pay
2. Sabbatical leave
3. Special detail assignment
4. Secondment with or without pay