

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

1. NAME _____
2. PRESENT DESIGNATION/RANK _____
3. DEPARTMENT & COLLEGE/INSTITUTE/UNIT _____
4. PROPOSED ASSIGNMENT: _____

5. EFFECTIVITY: FROM _____ TO _____
6. CONDITION / JUSTIFICATION: (attach additional sheet if necessary)

That the faculty members shall report back for service to the University immediately after his sabbatical.

Report back for service is understood to mean resumption of teaching duties or assumption of administrative assignment for at least two years

(Excerpt from the minutes of the 1138th meeting of the Board of Regents held on December 1999.)

- Conditions:
- 1) turn over all records of students who may be needing removal examinations or completion of academic requirements
 - 2) transfer student advising responsibilities or membership to graduate guidance/advisory committees to other faculty members in consultation with the concerned units
 - 3) clear with the UPLB library
 - 4) submit a copy of the output she produced upon return form the sabbatical

CONCURRENCE:

Grantee

Date of Birth _____

7. Source of Fund (if with pay) _____

8. I certify that there is available fund and the rates are in accordance with existing laws and regulation _____ Chairman/Head Director _____ Date	9. ENDORSED BY: _____ Dean _____ Date
10. PERSONNEL CLEARANCE _____ JOSELITO ARMANDO M. PALANCA Chief Administrative Officer HRDO _____ Date	11. BUDGET CLEARANCE* _____ Chief Administrative Officer BMO _____ Date
12. ACTION OF THE VICE CHANCELLOR APPROVED/RECOMMENDING APPROVAL: _____ Date _____ Vice Chancellor	13. ACTION OF THE CHANCELLOR APPROVED: _____ 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*

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