



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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MEMORANDUM NO. 20

Series of 2021

**TO : All Vice-Chancellors, Deans, Directors,
Department Chairs and Unit Heads**

**SUBJECT : Use of UIS-HRIS for all Requests of Authority to Fill (ATF)
Vacant Items Due to Promotion**

Please be informed that effective 01 May 2021, all requests to fill-up vacant items due to promotion of the incumbent employee (residual) shall be through UIS-HRIS. Approval of the request is up to Chancellor's level only. Kindly attach supporting documents such as organizational chart, personnel chart and functional charts as well as duties and responsibilities with percentages in your request.

Please contact HRDO for inquiries.

For compliance.

ROLANDO T. BELLO
Vice-Chancellor