

UNIVERSITY OF THE PHILIPPINES IN MINDANAO  
DAVAO CITY

**BASIC PAPER FOR APPOINTMENT OF FACULTY TO ADMINISTRATIVE  
POSITION IN ADDITIONAL ASSIGNMENT BASIS**

FOR : The Chancellor  
THROUGH : Channels

NAME OF APPOINTEE \_\_\_\_\_  
Family First MI

PROPOSED DESIGNATION \_\_\_\_\_  Original  
 Renewal

FACULTY STATUS  Permanent  Temporary  Full Time  Part Time

FACULTY RANK \_\_\_\_\_

DEGREE (conferred only) INSTITUTION YEAR GRADUATED  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO TAKE THE PLACE OF \_\_\_\_\_

EFFECTIVE DATE : FROM \_\_\_\_\_ TO \_\_\_\_\_

ENTITLEMENTS

Honorarium P \_\_\_\_\_ per month  
RA P \_\_\_\_\_ per month  
TA P \_\_\_\_\_ per month (only if no vehicle is assigned to the office)  
Academic Load Credit (ALC) \_\_\_\_\_ units  
Others : \_\_\_\_\_

JUSTIFICATION: ( If this space is not sufficient, please attach additional sheet)

NOTE: ATTACH A SUMMARY (NOT MORE THAN 2 PAGES) OF  
CURRICULUM VITAE APPOINTEE.

RECOMMENDED BY:

\_\_\_\_\_  
Printed Name Signature Designation Date

PERSONNEL CLEARANCE:

BUDGET CLEARANCE:

\_\_\_\_\_  
Chief HRDO Chief Budget

Endorsed  Not Endorsed  Approved  Disapproved  Endorsed to BOR

\_\_\_\_\_  
OVCAA Date CHANCELLOR Date