

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 58 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	REQUEST FOR AUTHORITY TO HIRE CASUAL/UP CONTRACTUAL ADMINISTRATIVE AND REPS POSITIONS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. FILLING UP PRS] Step1 --> Step2[2. EVALUATION OF REQUEST AND PROVISION OF PERSONNEL CLEARANCE] Step2 --> Step3[3. EVALUATION OF REQUEST AND PROVISION OF BUDGET CLEARANCE] Step3 --> Step4[4. ENDORSEMENT OF REQUEST] Step4 --> Step5[5. FINAL ACTION] Step5 --> Step6[6. PROVISION OF INFORMATION TO UNIT] Step6 --> End([End]) </pre>	<p>Accomplishes and submits PRS to the HRDO.</p> <p>Evaluates the need for the filling up.</p> <p>Provides/signs Personnel clearance.</p> <p>Provides budget clearance.</p> <p>Recommends/endorsees the request to OC</p> <p>Provides action/approval of the request</p> <p>Provides copy of approved request to unit/ office for information; keeps original copy.</p>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>BO Chief</p> <p>VCA/VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: