

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 63 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	REQUEST FOR AUTHORITY TO FILL-UP REGULAR FACULTY POSITION	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. SUBMISSION OF THE REQUEST] Step1 --> Step2[2. BUDGET CLEARANCE] Step2 --> Step3[3. ENDROSEMENT] Step3 --> Step4[4. FINAL ACTION] Step4 --> End([End]) </pre>	<p>Forwards request together with justification, load status of the entire faculty and the faculty development plan of the department.</p> <p>Provides budget clearance.</p> <p>Endorses request.</p> <p>Acts on the request. Forwards to concerned units.</p>	<p>End User</p> <p>BO Chief</p> <p>VCAA</p> <p>Chancellor End User</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: