

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 68 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	SEPARATION/ RESIGNATION/TRANSFER TO ANOTHER GOVERNMENT AGENCY	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. SUBMISSION OF INTENT] Step1 --> Step2[2. ENDORSEMENT] Step2 --> Step3[3. RECOMMENDATION] Step3 --> Step4[4. ACCEPTANCE] Step4 --> Step5[5. PREPARATION OF MEMO/NOTICE] Step5 --> Step6[6. SIGNING OF NOTICE] Step6 --> End([End]) </pre>	<p>Submits letter of resignation/transfer.</p> <p>Endorses letter.</p> <ul style="list-style-type: none"> To VCA, for Administrative Personnel. To VCAA, for Faculty/REPS. <p>Recommends action.</p> <p>Accepts letter of resignation/transfer.</p> <p>Prepares memo/notice of acceptance.</p> <p>Signs notice.</p>	<p>Employee</p> <p>Dean/ Director/ Office Head</p> <p>VCA/VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p> <p>VCA/VCAA</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: