

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 70 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	STUDY LEAVE/SPECIAL DETAIL	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. SUBMISSION OF THE REQUEST] Step1 --> Step2[2. EVALUATION OF REQUEST] Step2 --> Step3[3. ENDORSEMENT] Step3 --> Step4[4. FINAL ACTION] Step4 --> Step5[5. PROVISION OF INFORMATION TO UNIT] Step5 --> End([End]) </pre>	<p>Submits the request for Study Leave/Special Detail with the following requirements:</p> <ol style="list-style-type: none"> Letter request signed by the Chair and Dean Copy of Acceptance to the Program Duly Approved University Clearance Duly accomplished Fellowship Agreement/Contract Duly Accomplished Suretyship Agreement 	End User
	<p>Checks accuracy and completeness of data and requirements;</p> <p>Provides clearance and initials memorandum.</p>	HRDO Staff HRDO Director
	Endorses request and initials memorandum.	VCA/VCAA
	Acts/Signs the Letter Request Form.	Chancellor
	Distributes approved documents to Unit, Accounting Office and BO.	HRDO Staff

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: