

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 72 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	SECONDMENT WITHOUT PAY	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. SUBMISSION OF THE REQUEST] Step1 --> Step2[2. EVALUATION OF THE 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 Secondment with the following attachments</p> <ol style="list-style-type: none"> Letter of Request Form signed by the Head/Director/Dean of the Unit/College Copy of approved MOA between the UP Manila and the requesting agency. Letter request from the agency indicating the duration, position, and task of the employee to be seconded. <p>Checks completeness and accuracy of data and attachments.</p> <p>Provides personnel clearance</p> <p>Endorses request/signs the memorandum.</p> <p>Approves the request.</p> <p>Distributes the approved documents to Unit, Accounting Office and BO through CPC.</p>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>VCA/VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: