OVPA Form No. 2024-01  
Rev. No. 2 – 5/2025

# PHILIPPINE GENERAL HOSPITAL

# The National University Hospital

University of the Philippines

Taft Avenue, Manila

###### **PHIC-Accredited Health Care Provider**

###### **ISO 9001 Certified**

**Respectfully Requesting Approval for**

/ / Authority to Fill Vacant/Vacated Regular Position

/ / Authority to Hire Vacant/Vacated Contractual Position

/ / Authority to Hire Individual Contract of Service Staff

1. **Type of Request:** / / New / / Reappointment / / Replacement / / Residual (due to promotion)

1. **Authorized Position (Parenthetical Title, if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **SG/Equivalent SG: \_\_ 4. Monthly Salary/Rate: P \_\_\_\_\_\_\_\_\_\_\_ 5. Premium for ICS \_\_\_\_%**

**6. Class** (pls encircle) : REPS/ Administrative / ICS **7. PSI POP No./Source of Fund: \_\_\_\_\_\_ \_\_\_\_\_\_**

**8. Date of vacancy: \_\_\_\_\_\_\_\_\_ 9. Reason for vacancy**: *Renewal (indicate name) / Residual (due*

*to promotion / Replacement (due to resignation, retirement, transfer) / New Hire*

**10. Former incumbent in case of replacement** (Attach last appointment/contract):

**11. Inclusive dates of engagement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**12. Coping Mechanism Relative to the Vacant/ Vacated Position:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **13. Proposed Duties and Responsibilities Attached to the Position**  **Requested to be Filled-Up (Technical Competencies)** | **Percentage (total should be 100%)** |
|  |  |
|  |  |
|  |  |
|  |  |
| **TOTAL** | **100** |

1. **Attachment: Organizational and Personnel Chart of the requesting unit (yellow highlight for vacant position, black font and READABLE, and plain background).**
2. **Requested by:**

Unit Head, Department / Division / UnitDate

**RECOMMENDATIONS/ENDORSEMENTS/APPROVAL:**

|  |  |  |  |
| --- | --- | --- | --- |
| 16. Concerned Deputy Director | **Signature** | **Date** | **Remarks** |
| 17. Head, Human Resource Development Division |  |  |  |
| 18. Head, Budget Service Division | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 19. Deputy Director for Administration |  |  |  |
| 20. Director |  |  |  |
| 21. Vice Chancellor for Administration |  |  |  |
| 22. Chancellor |  |  |  |
| 23. Vice President for Administration |  |  |  |
| 24. President |  |  |  |

**NOTE: Final Approving Authority**

* + **Authority to Fill (ATF) for Plantilla Position and Authority to Hire (ATH) for UP Contractual & Individual Contract of Service (ICS):**
* Chancellor for residual vacancies (due to promotion).
* Upon recommendation of the Vice Chancellor for Administration
  + - Vice President for Administration (New hire, due to resignation, retirement)
    - > SG 18 and below
    - President
    - > above SG 18
    - > Upon recommendation of the Vice President for Administration