OVPA Form No. 2024-01

#  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 UP Contractual Position

 / / Authority to Hire Individual Contract of Service Staff

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

1. **SG/equivalent SG: \_\_\_\_\_** **3**. **Class** (pls. encircle) : REPS / Administrative / ICS

**4. PSI POP No.:/Source of Fund: \_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ 5. Date of vacancy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **6. Reason for vacancy**: *Renewal (indicate name) / Replacement (indicate the vice) / New Hire*

*For plantilla position (promotion / separation - indicate the vice)*

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

(Please see attached)

1. **Position (Job) Description:**

(Please see attached)

|  |  |
| --- | --- |
| **9. Proposed Duties and Responsibilities Attached to the Position****Requested to be Filled-Up** | **Percentage** |
|  (Please see attached) |  |
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|  |  |
| **TOTAL** | **100** |

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

 **(Department / Division / Office / Unit Head) Date**

**RECOMMENDATIONS/ENDORSEMENTS/APPROVAL:**

|  |  |  |  |
| --- | --- | --- | --- |
| 12. Concerned Deputy Director   | **Signature**  | **Date**  | **Remarks**   |
| 13. Head, Human Resource Development Division |   |   |   |
| 14. Head, Budget Service Division |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_   | \_\_\_\_\_\_\_\_\_\_\_\_\_  |
| 15. Deputy Director for Administration |   |   |   |
| 16. Director |   |   |   |
| 17. Vice Chancellor for Administration |   |   |   |
| 18. Chancellor  |    |    |    |
| 19. Vice President for Administration |    |    |   |
| 20. President |    |    |    |

**=========================================================**

**NOTE: Final Approving Authority:**

 **For ATF**:

* + - Chancellor for residual vacancies (due to promotion).
		- President for vacancies due to any mode of separation.
			* Recommending approval of the Vice President for Administration for the administrative personnel.
			* Recommending approval of the Vice President for Academic Affairs for the REPS

**For ATH (UP Contractual Status)**:

* + - President.

**For ATH (ICS)**:

* + - President (New Hire).
		- Vice President for Administration (Replacement)
		- Chancellor (Renewal).