UPLB Form 99-9
PINK SHEET

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna

RECOMMENDATION PAPER FOR OTHER ASSIGNMENTS

1. NAME_____

2. PRESENT DESIGNATION/RANK_____

3. DEPARTMENT &COLLEGE/INSTITUTE/UNIT_____

4. PROPOSED ASSIGNMENT:

_____

5. EFFECTIVITY: FROM_____ TO _____

6. CONDITION / JUSTIFICATION: (attach additional sheet if necessary)

7. Source of Fund (if with pay)

8. I certify that there is available fund and the rates are in accordance with existing laws and regulation _____ _____ Chairman/Head/Director Date	9. **ENDORSED BY**: _____ _____ Dean Date
10. **PERSONNEL CLEARANCE** _____ _____ RODERICK C. JAVAR Date Director, HRDO	11. **BUDGET CLEARANCE*** _____ _____ JOHN REYMARK C. GARCIA Date Chief Administrative Officer, BMO
12. **ACTION OF THE VICE CHANCELLOR FOR** _____ APPROVED/RECOMMENDING APPROVAL: _____ _____ Date AGHAM C. CUEVAS Vice Chancellor	13. **ACTION OF THE CHANCELLOR** APPROVED: _____ _____ Date JOSE V. CAMACHO, JR. Chancellor

*Clearance is required for each of the following

1. Study leave with or without pay
2. Sabbatical leave
3. Special detail assignment
4. Secondment with or without pay