



Reference No.: BatStateU-FO-REQ-04-A

Effectivity Date: January 3, 2017

Revision No.: 00

Title:

**REQUEST FOR THE RENEWAL/ EXTENSION OF
CONTRACT OF FACULTY/ EMPLOYEES**

College/ Department/ Office:

HUMAN RESOURCE MANAGEMENT OFFICE

Name of Employee/s Requested for Contract Renewal	Current Position	Salary Grade	Last Performance Rating	End Date of Current Contract

Are all requested employees cleared as to financial, material and academic accountabilities in the college and university?

 Yes No

Target Effectivity of Renewed Contract, if approved:

Requested by:

Date signed:

 Faculty Loading/ Work Load Duties and Responsibilities

N/A

Name of EXECUTIVE DIRECTOR
Executive Director**Atty. ALVIN R. DE SILVA**
Director for Administration Services

Remarks:

Reviewed and Verified by:

Recommending Approval:

N/A

NAME OF VP CONCERNED
VPAA / VPRDE / VPEAI**Atty. LUZVIMINDA C. ROSALES**
VP for Administration and Finance

Approved by:

Remarks:

Dr. TIRSO A. RONQUILLO
University President*Attachments (as applicable): Proposed Faculty Loading/ Work Load; Duties and Responsibilities*

Tracking Number: _____