



OVCA FORM 116: Recommendation for Promotion of Academic Teaching Faculty and Academic Service Faculty

DATE:

FOR: **Janet L. Manalo**
Director, HRM

RE: **Application for Promotion of Academic Teaching Faculty and Academic Service Faculty for SY _____**

Dear **Ms. Manalo**,

Greetings in St. La Salle!

This is to submit to your office the list of full time faculty members for promotion from the _____ for this 1st Semester, SY _____.

Name of Faculty/ASF	Current status	New status	Rank	Effectivity date

Thank you very much.

Sincerely,

Dean/Director

