



OVCA FORM 106B: TRACKING CHECKLIST FOR ACADEMIC SERVICE FACULTY APPLICANTS

Name of Applicant: **Mr. / Ms. / Dr.** _____

Position Applied For: _____

Semester/Term Applied For: FIRST SECOND THIRD

SY 20 - 20

TRANSACTIONS	STATUS/REMARKS	INSTRUCTIONS
1. Submission of Application Letter and Curriculum Vitae		For Interview by the Director/Head
2. Interview with the Director/Head		For Interview by the VCA/Vice Chancellor Concerned
3. Interview with VCA/Vice Chancellor Concerned		For submission of all requirements.
4. Submission of the Accomplished Application Form and other Pertinent Documents to the HRMD		For recommendation to the Academic Operations Committee (VCA Council)
5. Endorsement by the Director/Head concerned to the Academic Operations Committee (VCA Council)		For recommendation to the IAPRB
6. Endorsement by the VCA/Vice Chancellor concerned to the EXECOM		For hiring
7. ASF Orientation/Signing of Contract		For job orientation/assignment

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