


25 June 2010

MEMORANDUM NO. EGA 2010-073

FOR: DR. ARLENE A. SAMANIEGO
Vice-President for Administration

FROM: 
PROF. EDGARDO G. ATANACIO
Vice President for Planning and Finance

SUBJECT: UP System Administration Data, First Semester AY 2010-2011

In line with the annual data collection on above subject, we would like to request your respective units to accomplish/update the attached forms:

- a. Form No. 12: UP System Profile
- b. Form No. 24: UP System Admin. Personnel Profile (Part 2 to 5)
- c. Form No. 28: Directory of UP Officials
- d. Form No. 29: UP System Organizational Chart

We recommend that the concerned units download the **latest versions** of the above-mentioned forms thru web address <http://fmo.up.edu.ph>. Note that forms 12, 28, and 29 contain preliminary listings based on the previous year's data submitted to us. Please do not hesitate to make the necessary updates on these data.

Kindly submit the accomplished forms in hard and electronic copies **on or before 15 August 2010** to Ms. Ana Maria P. Canlas-Alarilla, Planning Services Division, UPS Budget Office, Room 425 4/F NEC Bldg., Agoncillo St., UP Diliman Campus.

Should you have further questions, email Planning Services Division thru sysbudget@gmail.com or sysbudget@up.edu.ph. You may call Ms. Ana Maria P. Canlas-Alarilla or Ms. Tracy A. Tusi at (02) 928-8615.

Thank you.

Attached: Forms 12, 24, 28 and 29
cc: Ana Maria P. Canlas-Alarilla, UPS Budget Office