



UNIVERSITY
OF THE
PHILIPPINES

OFFICE OF THE VICE-PRESIDENT FOR PLANNING AND FINANCE

3rd Floor, Quezon Hall, University of the Philippines, Diliman, Quezon City 1101

Telefax Nos. (632) 928-2866 / (632) 928-2888

Trunkline: (632) 981-8500 loc. 2504 or 2530

24 September 2013

MEMORANDUM NO. LGSB 2013-099

**Office of the Vice President
for Administration
RECEIVED**

By: Jovie
Date: 9/24/2013

FOR: DR. MARAGTAS S.V. AMANTE
Vice-President for Administration

Lisa Grace S. Bersales
FROM: **LISA GRACE S. BERSALES**
Vice President for Planning and Finance

SUBJECT: UP System Administration Data, First Semester AY 2013-2014

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

- Download the following forms thru web address <http://fmo.up.edu.ph>:
 - Form No. 12A: UP System Profile
 - Form No. 24: UP System Admin. Personnel Profile (Part 1 to 3)
 - Form No. 28: Directory of UP Officials
 - Form No. 29: UP System Organizational ChartThe website is operational during regular office hours;
- Kindly accomplish the said forms. Please fill them out completely and correctly. If not applicable, indicate "N.A." in the form; and
- Email the e-file of all the accomplished forms together with the duly-signed transmittal letter to the Planning Services Division of the UP System Budget Office thru sysbudget@up.edu.ph **on or before 15 October 2013.**

Please be reminded that the information you will provide in this data collection will serve as a reference for budget evaluation and planning.

If you have further questions, email Planning Services Division or call at (02) 981-8500 local 3025 or 928-8615.

Thank you.

cc: Ana Maria P. Canlas-Alarilla, UPS Budget Office