



**UNIVERSITY
OF THE
PHILIPPINES**

OFFICE OF THE VICE-PRESIDENT FOR PLANNING AND FINANCE

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11 November 2015

MEMORANDUM NO. JGF 2015-069

For: PROF. GISELA P. CONCEPCION
Vice-President for Academic Affairs

From: *Jose G. Florendo*
JOSELITO G. FLORENDO
Vice President for Planning and Finance

Subject: UP System Administration Reports:
1. AY 2015-2016 ST System
2. First semester AY 2015-2016 U.P. Administered Scholarships
3. CY 2015 Research Projects, Extension Services and Publications

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

- Download the following instruction material / forms thru web address <http://fmo.up.edu.ph>, the website is operational 24/7.
 - Form 09: ST System
 - Instructions for Scholarships / Fellowships Online Data Collection
 - Instructions for Research Projects and Extension Services Online Data Collection
 - Instructions for Publications, Paper, Inventions Online Data Collection
- Email the accomplished "excel" forms and the "pdf" scanned images of signed forms to sysbudget@up.edu.ph **on or before 8 January 2016.**

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.

Thank you.

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