



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

11 November 2015

MEMORANDUM NO. JGF 2015-068

For: **PROF. MARAGTAS S.V. AMANTE**
Vice-President for Administration

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

Subject: **UP System Administration Personnel Data**

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

- Download the following forms thru web address <http://fmo.up.edu.ph>, the website is operational 24/7.
 - Form No. 24: Revised Personnel Profile
of UP System Administration Offices
 - Form No. 28: Directory of UP Officials
 - Form No. 29: UP System Organizational Chart
- Email the accomplished "excel" forms and the "pdf" scanned images of the 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 performance-based bonus (PBB), 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**