



UNIVERSITY
OF THE
PHILIPPINES

OFFICE OF THE VICE-PRESIDENT FOR PLANNING AND FINANCE

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11 November 2015

MEMORANDUM NO. JGF 2015-067

For: The Chancellors

UP Diliman
UP Los Baños
UP Manila
UP Visayas
UP Open University
UP Mindanao
UP Baguio

The Dean, UP Cebu

The Director, PGH

Attention:

The Vice-Chancellors / Associate Dean for Academic Affairs

The Vice-Chancellors / Associate Dean for Administration

The Registrars

Heads, HRDO

Heads, Scholarships Office

From:


JOSELITO G. FLORENDO

Vice-President for Planning and Finance

Subject: **First semester AY 2015-2016 and Year-end 2015 Data Collection**

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

- Download the following instruction materials / data collection templates thru web address <http://fmo.up.edu.ph>, the website is operational 24/7.
 - A. *For the Office of the VC for Academic Affairs or its equivalent, depending on the type of data being requested:*
 - Instructions for Faculty Profile Online Data Collection
 - Instructions for Research Projects and Extension Services Online Data Collection

- Instructions for Publications, Paper, Inventions Online Data Collection

B. For the Registrar's Office or its equivalent:

- Instructions for Academic Program Profile Online Data Collection, formerly PSD Form 1
- Form No. 02: Enrollment by Region
- Form No. 07: Schedule of Fees and Charges
- Form No. 10: Subjects/Courses Offered

C. For the HRD Office or its equivalent:

- Form No. 24: Revised Personnel Profile

D. For the Scholarships Office or its equivalent:

- Instructions for Scholarships / Fellowships Online Data Collection
- Form No. 09: ST System

- Kindly accomplish the above-mentioned spreadsheets or online data collection templates
- For spreadsheets, email the spreadsheet files and the "pdf" scanned images of the signed spreadsheets to sysbudget@up.edu.ph.

The deadline of data submission and/or encoding is **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