



UNIVERSITY
OF THE
PHILIPPINES

OFFICE OF THE VICE-PRESIDENT FOR PLANNING AND FINANCE

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24 September 2013

MEMORANDUM NO. LGSB 2013-098

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 for Academic Affairs
or equivalent
The Vice-Chancellors for Administration
The Registrars
Heads, HRDO
Heads, Scholarship Office

FROM:

Lisa Grace S. Bersales

LISA GRACE S. BERSALES

Vice President for Planning and Finance

SUBJECT: AY 2013-2014, First Semester Data

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>:

A. For the Office of the VC for Academic Affairs or equivalent:

- Instructions for On-line Data Collection: Faculty Profile (in lieu of Form 3) ,

- Form No. 21: Publications and Patents/Copyrights
- B. For the Office of the VC for Administration or equivalent:*
 - Form No. 12B: UP-CU/AU/PGH Profile
- C. For the Registrar's Office or equivalent:*
 - Form No. 01: Curricular Programs Profile
 - Form No. 02: Enrollment by Region
 - Form No. 07: Schedule of Fees and Charges
 - Form No. 10: Subjects/Courses Offered
- D. For the HRD Office or equivalent:*
 - Form No. 24: Personnel Profile (Parts 1 to 3)
- E. For the Scholarship Office or equivalent:*
 - Form No. 08: Scholarships/Fellowships
 - Form No. 09B: STFAP (Alpha Scheme)
- F. For the Philippine General Hospital*
 - Form No. 12B: UP-CU/AU/PGH Profile
 - Form No. 24: Personnel Profile (Parts 1 to 3)

The 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 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