



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

---

16 January 2014

**MEMORANDUM No. LGSB-2014-010**

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

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

**SUBJECT:** CY 2014 Directory of UP System Officials and Organizational Chart  
CY 2014 Function Classification of Units

---

In line with the annual data collection on above subjects, we would like to request your office staff to:

- Download the following forms thru web address  
<http://fmo.up.edu.ph>:
  - Form No. 25: Directory of UP System Officials
  - Form No. 27: Organizational Chart of UP System
  - Form No. 26: Function Classification of UnitsThe website is operational during working days (Mondays to Fridays) from 8:00 AM to 5:00 PM;
- Update the contents of said forms and
- Upload e-copy of the accomplished forms thru the abovementioned web address **on or before 15 February 2014.**

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

If you have further questions, email Planning Services Division at [sysbudget@up.edu.ph](mailto:sysbudget@up.edu.ph) or call at (02) 928-8615.

Thank you.

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