



UNIVERSITY
OF THE
PHILIPPINES

OFFICE OF THE VICE-PRESIDENT FOR PLANNING AND FINANCE

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16 January 2014

MEMORANDUM No. LGSB-2014-009

FOR: DR. ELVIRA A. ZAMORA
Vice-President for Development

Lisa Grace S. Bersales

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

SUBJECT: CY 2013 UP Intellectual Property Rights

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

- Download the Intellectual Property Rights form (no. 19) thru web address <http://fmo.up.edu.ph>. The website is operational during working days (Mondays to Fridays) from 8:00 Am to 5:00 PM;
- Accomplish said form completely and correctly. If there is nothing to declare, write "NONE" on the space provided for data; and
- Upload e-copy of the accomplished form 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 or call at (02) 928-8615.

Thank you.

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