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OFFICE OF THE VICE-PRESIDENT FOR PLANNING AND FINANCE

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07 February 2013

MEMORANDUM No. LGSB-2013-017

FOR: MARAGTAS *VP Noy* S.V. AMANTE, Ph.D.
Vice-President for Administration

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

SUBJECT: Directory of UP System Officials and Organizational Chart

In line with the annual data collection on above subjects, please ask 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

The website is operational during working days (Mondays to Fridays) from 7:00 AM to 6:00 PM;

- Fill out said forms completely and correctly; and,
- Upload e-copy of the accomplished forms thru the abovementioned web address **on or before 15 February 2013.**

These requested reports are included in the Schedule of Reports of the OVPPF for FY 2013 thru Memorandum No. LGSB 2013-013 (dated 6 February 2013).

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, please email the Planning Services Division at sysbudget@gmail.com or call at (02) 928-8615.

Thank you.

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