



UNIVERSITY
OF THE
PHILIPPINES

OFFICE OF THE VICE-PRESIDENT FOR PLANNING AND FINANCE

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16 January 2014

MEMORANDUM No. LGSB-2014-008

FOR: DR. GISELA P. CONCEPCION
Vice-President for Academic Affairs

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

SUBJECT: CY 2015 UPCAT
CY 2013 Research Projects, Extension Services and Publications

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

- Download the following thru web address <http://fmo.up.edu.ph>:
 - *Data Collection Forms*:
 - Form No. 11A and 11B: UPCAT 2014 Applicants and Qualifiers
 - Form No. 18: Extension Services Units Profile
 - Form No. 20: International Publication Awardees
 - Form No. 21: Publications/Creative Works, Patents/ Copyrights
 - Form No. 23: Research Units Profile
 - Form No. 38: Refereed Publications
 - On-line data entry program for UP Research Projects and Extension Services
- The website is operational during workings days (Mondays to Fridays) from 8:00 AM to 5:00 PM;
- Provide complete and correct data. Write "N.A." if data being requested is not applicable to the unit; and
 - Upload e-copies of the accomplished forms and application programs 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