

25 June 2010

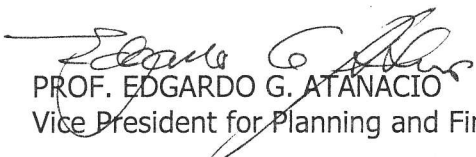
MEMORANDUM NO. EGA 2010-071

FOR: The Chancellors:

UP Diliman
UP Los Baños
UP Manila
UP Visayas
UP Open University
UP Mindanao
UP Baguio

Attention:

The Vice-Chancellors for Academic/Student Affairs
The Vice-Chancellors for Administration

FROM: 
PROF. EDGARDO G. ATANACIO
Vice President for Planning and Finance

SUBJECT: AY 2010-2011 First Semester Data

In line with the annual data collection on above subject, we would like to request your respective units to accomplish/update the attached forms:

1. *VC for Academic/Student Affairs forms:*
 - a. Form No. 01: Curricular Programs Profile
 - b. Form No. 02: Enrollment by Region
 - c. Form No. 03: Faculty Profile
 - d. Form No. 07: Schedule of Fees and Charges
 - e. Form No. 08: Scholarships/Fellowships
 - f. Form No. 09: Socialized Tuition and Financial Assistance Program (STFAP)
 - g. Form No. 10: Subjects/Courses Offered
2. *VC for Administration forms:*
 - a. Form No. 12: UP-CU Profile
 - b. Form No. 24: Personnel Profile (Parts 1 to 4)

We recommend that the concerned units download the **latest versions** of the above-mentioned forms thru web address <http://fmo.up.edu.ph> to facilitate the processing of data. Note that forms 01, 03 and 12 contain preliminary listings based on previous year's data submitted to us. Please do not hesitate to make the necessary updates (editing, deletion, addition) on these data.

Kindly accomplish the forms **properly** and **submit in hard and electronic copies on or before 15 August 2010** to Ms. Ana Maria P. Canlas-Alarilla, Planning Services Division, UPS Budget Office, Room 425 4/F NEC Bldg., Agoncillo St., UP Diliman Campus.

Should you have further questions, email Planning Services Division thru sysbudget@gmail.com or sysbudget@up.edu.ph. You may call Ms. Ana Maria P. Canlas-Alarilla or Ms. Tracy A. Tusi at (02) 928-8615.

Thank you.

Attached: Forms 1 to 3, 7 to 10, 12, and 24.
cc: Ana Maria P. Canlas-Alarilla, UPS Budget Office