



**UNIVERSITY
OF THE
PHILIPPINES**

OFFICE OF THE VICE-PRESIDENT FOR PLANNING AND FINANCE

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16 January 2014

MEMORANDUM NO. LGSB-2014-007

FOR: The Chancellors:

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

The Dean, UP Cebu

The Director, UPM-PGH

ATTENTION:

The Vice-Chancellors for Academic Affairs or equivalent

The Vice-Chancellors for Research and Extension, or
equivalent

The Vice-Chancellors for Administration or equivalent

FROM:

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

SUBJECT: Annual Data Collection

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

A. Download the following thru web address <http://fmo.up.edu.ph>:

1. Data Collection Forms/Tables:

- Form No. 18: Extension Services Units Profile
- Form No. 19: Intellectual Property Rights
- Form No. 20: International Publication Awardees
- Tables B1 to B5: Refereed Publications, Paper Presented and Inventions
- Form No. 23: Research Units Profile
- Form No. 25: Directory of UP System Officials
- Form No. 27: Organizational Chart of UP System
- Form No. 26: Function Classification of Units

2. On-line data entry program for UP Research Projects and Extension Services

The website is operational during working days (Mondays to Fridays) from 8:00 AM to 5:00 PM;

- B. Provide complete and correct data. Write "N.A" if data being requested is not applicable; and
- C. Upload e-copies of 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 or call at (02) 928-8615.

Thank you.

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