



UNIVERSITY OF THE PHILIPPINES •
LOS BAÑOS FOUNDATION, INC.

Memorandum No. 17

To: All Project Leaders of UPLBFI managed projects

From: 
CASIANO S. ABRIGO, JR.
Executive Director

Date: June 3, 2016

Subjects: Compliance to Memo No.8

Please be reminded of Memo No. 8 dated May 19, 2015 regarding submission of Progress and Terminal Reports of projects. Specifically, item No. 2 and 3 which are not complied with by many project leaders. This is creating delays in billing by UPLBFI and consequently delays in releases of funds by funding agencies.

In the interest of efficiency, please comply with this Memo. 8.

Thank you for your cooperation.