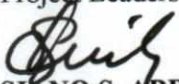




UNIVERSITY OF THE PHILIPPINES  
LOS BAÑOS FOUNDATION, INC.

Memorandum No. 19

**To:** All Project Leaders of UPLBFI projects

**From:**   
CASIANO S. ABRIGO, JR.  
Executive Director

**Date:** December 12, 2016

**Subject:** SSS and Pag-ibig contribution payments. Christmas Bonuses and Cash Gift granting

Due to delays in the release of project funds by the respective funding agencies, the SSS and Pag-ibig funds remittances of project employees to these agencies are also generally delayed. UPLBFI has been warned that if this practice continues, we will be considered as a delinquent NGO which might adversely affect our DSWD accreditation.

To address this concerns, UPLBFI will **henceforth obligate the premium payments for at least half of the contract duration of the project staff once the first fund release is received by UPLBFI** to insure regular on-time remittances to SSS and Pag-ibig.

Also, if the project leaders want to give Christmas bonus and/or cash gift to their staff, these should be written in the appointments of the concerned project staff otherwise, no such benefits will be granted.

Thank you for your kind cooperation.

Merry Christmas to all!