



August 15, 2018

**Memorandum No. 22**

**To: All UPLBFI Project Leaders**

**From: C.S. ABRIGO, JR.  
UPLBFI Executive Director**

**Subject: Late submission of project staff appointments**

---

This is to reiterate our appeal to please submit recommendations for appointment (original or renewal) prior to actual job engagement of the concerned project staff (Research Associate, Research Assistant, Research Aide, etc.) Late submission of appointments results to late remittances of the SSS, Philhealth and PAG-IBIG contributions.

UPLBFI is regularly paying penalties for these late payments of contributions and we were repeatedly warned by these institutions of being delinquent in our remittances which might lead to blacklisting.

In line with this, all recommendations for project staff should be submitted not later than two weeks after the proposed effectivity of the appointment. Example: If the proposed effectivity is September 01, 2018, the recommendation must be received by UPLBFI not later than September 15, 2018. Otherwise, the appointment will take effect the following month.

For strict compliance.