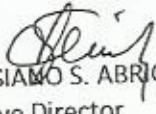




UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS FOUNDATION, INC.

MEMORANDUM NO. 3

To: All project and study leaders

From: 
DR. CASIAMO S. ABRIGO, JR.
Executive Director

Date: March 25, 2015

Subject: Implementation of project staff salaries through ATM of LBP Los Baños Branch

Please be informed that effective April 16, 2015, we will be implementing Memo No. 1 on salary payments of project staff. For those who have not yet complied, kindly do so as soon as possible. LBP requires the submission of the names who will receive the salaries at least four days before the actual paydays every 15th and 30th of each month.

Project and study leaders who wish to receive their honoraria through ATM may submit their LBP account number to UPLBFI.

For strict compliance.