




UNIVERSITY OF THE PHILIPPINES  
UPLBFI LOS BAÑOS FOUNDATION, INC.

**MEMORANDUM NO. 4**

To: All project leaders and staff of UPLBFI-managed projects

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

Date: April 15, 2015

Subject: 1. Inclusion of executive summary in all progress and terminal reports  
2. Travel reports of project staff when reimbursing expenses

We are strongly advising all project leaders to include an executive summary in all their progress and terminal reports. These reports will be submitted to respective funding agencies through UPLBFI.

Also, reimbursements of expenses incurred by project staff after attending local or international conventions, seminars/workshops, trainings, etc. may please include a very brief report (one or two pages) of their knowledge gained duly approved by their respective project leaders. This is for documentation purposes of UPLBFI.

Thank you for your kind compliance!