




UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS FOUNDATION, INC.

Memorandum No. 8

To: All Project Leaders of UPLBFI managed projects

From: 
CASIANO S. ABRIGO, JR.
Executive Director

Date: May 19, 2015

Subject: Submission of Progress and Terminal reports

In the interest of an orderly technical, financial and procedural project management, please comply with the following guidelines:

1. Progress and Terminal reports should be accompanied by a comprehensive summary of the reports.
2. Progress and Terminal reports should be submitted to UPLBFI (NOT directly to funding agency) which in turn will forward them to the funding agencies concerned with attached updated financial status of the project since the MOA is between the funding agency and UPLBFI.
3. UPLBFI received feedbacks from funding agencies concerning too much requests for extension. Henceforth, requests of extension shall be strictly controlled.
4. For projects in the pipeline, please include in the project duration the predicted delays due to natural calamities to minimize or totally prevent requests for extension.

We hope for your kind cooperation on these issues.