



UNIVERSITY OF THE PHILIPPINES  
LOS BAÑOS FOUNDATION, INC.

**Memorandum No. 10**

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

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

**Date:** June 10, 2015

**Subject:** Submission of project staff appointments and job contracts

- Henceforth, all appointments of project leaders, consultants and regular staff should be approved first by the UPLBFI Executive Director prior to actual work engagement. The recommendations should be endorsed by the Dean or Director of the unit and must be accompanied by the CV and job descriptions of the concerned personnel.

Job contracts such as weeding, animal feeding, renovations, etc. should include details of the works to be done (specify if labor and materials, areas, numbers, etc.)

Thank you very much for your kind compliance.