



UNIVERSITY OF THE PHILIPPINES
LOS BAÑOS FOUNDATION, INC.

Memorandum No. 16

To: All project leaders of UPLBFI managed projects and transport service providers

From: 
CASIANO S. ABRIGO, JR.
Executive Director

Date: March 17, 2016

Subjects: Monthly billing of transport services

Effective April, 2016, billings of transport services charged to project funds or service accounts shall be on monthly basis. The service providers shall be the ones to submit to UPLBFI all the pertinent documents including xerox copies of duly accomplished trip tickets, OR's, etc. This payment system excludes those hired on sites far from UPLBFI vicinity such as Negros, Bicol, Isabela, etc.

Thank you for your strict compliance.