



UNIVERSITY OF THE PHILIPPINES  
LOS BAÑOS FOUNDATION, INC.

March 18, 2019

**Memorandum No. 23**

**To: All UPLBFI Program/ Project/ Study Leaders**

**From:**   
**C.S. ABRIGO, JR.**  
**UPLBFI Executive Director**

**Subject: Submission of Line Item Expenditures and Technical Reports**

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In the interest of efficient services, all concerned project personnel of on-going projects, both government and private funding, should submit to UPLBFI not later than March 30, 2019 the projected schedules of line item expenditures and ensure zero budget balance at the end of the project duration.

Also, please make sure that the progress and final reports are submitted on schedule and coursed through UPLBFI, **not directly** to the funding agencies. This is extremely important for the timely billing and release of project funds including the 10% retention required for smooth project implementation and closure of the project on time.

We are strongly hoping for your kind and utmost cooperation on this matter.

For strict compliance.