



JUNE 06, 2020

MEMORANDUM NO. 25

TO : ALL UPLBFI PROJECT LEADERS

FROM :  CASIANO S. ABRIGO, JR.
Executive Director

RE : GUIDELINES DURING COMMUNITY QUARANTINE

Pursuant to and in compliance with the guidelines on the Community Quarantine and Stringent Distancing measures, the UPLBFI is adopting the following guidelines and procedures:

1. Starting June 08, 2020 (Monday), UPLBFI will adopt a four-day work week from Monday-Thursday (8:00-12:00 AM and 1:00-5:00 PM). No transactions on Fridays due to disinfection and cleaning of building and premises.
2. UPLBFI shall implement minimal paper transactions. Scanned copy of documents must be submitted in advance to e-request@uplbfi.org . Please see guidelines.
3. Project code scheme shall be followed in submitting original copy of documents. Project codes ending in 1,3,5,7 and 9 shall be submitted every Monday and Wednesday while ending in 2,4,6,8,0 and OEPs every Tuesday and Thursday.
4. UPLBFI will limit the number of person inside the building to maintain physical distancing. Seats will be provided to those waiting on queue outside.
5. Clients are not allowed inside the accounting and technical offices. UPLBFI staff will attend to the clients at the lobby not at their tables.
6. The schedule of releasing checks for projects shall be Wednesday and suppliers on Thursday from 9:00 AM – 3:30 PM.
7. Kindly observe the safety and health protocols (wearing of mask, disinfection, temperature check and physical distancing).

Please be guided accordingly.





GUIDELINES AND CONDITIONS IN SUBMISSION OF DOCUMENTS THROUGH ELECTRONIC MAIL

1. Documents to be submitted thru Email:
 - Request for payment and reimbursement
 - Payroll (Salaries, honoraria and other remunerations)
 - Cash advance
 - Cash advance settlement
 - Purchase order
 - Project Appointment
 - Job contract
2. The submitted documents should be in Portable Document Format.
3. The submitted documents should contain electronic signature of Project Leader.
4. The body of the email should contain a statement declaring commitment to submit physical version of the exact same submitted document to UPLBFI. This statement should include the full name and contact number of the authorized representative of the project.
5. The subject of the Email should include the project code and type of request.
6. The sender should also request Return Receipt/Confirmation to ensure the Email has been received by UPLBFI.
7. Submission through Email may only be done from 7:00 AM - 5:00 PM (Monday – Thursday).
8. Send Email to e-request@uplbfi.org .
9. For queries please contact 049 536 3688/ 536 6265 or email uplbfoundation@uplbfi.org.


CASIANO S. ABRIGO, JR.
Executive Director