



MAY 18, 2021

MEMORANDUM

TO : ALL UPLBFI PROJECT LEADERS

FROM :  ENRICO P. SUPANGCO
Executive Director

RE : SAFETY PROTOCOLS

In line with the implementation of the community quarantine and adherence to safety protocols, UPLBFI will limit the entry of clients who will transact inside the premises. As much as possible, only those who will claim check and pick up original documents will be allowed. Queries will be entertained through phone call or text message. Kindly drop the original documents to the UV box near the entrance.

You may contact the following numbers from Monday to Friday (8:00 AM – 5:00 PM)

Budget / Financial Report	0927-696-5368
Cashier	0906-268-4460
Payroll	0999-152-4267
Admin	0919-067-6487
Scholars / SSS,PHIC,Pagibig,BIR	0917-580-4658
Payslip / BIR Form 2307	0915-831-6243
Receiving	0929-287-0089
Appointment /Job Contract	0915-131-6722
Cash Advance and Liquidation	0906-544-2609
Payment / Reimbursement	0922-839-6162
Admin Share	0995-803-0844
Accounting	0956-769-3485
Technical (JOAN)	0906-004-9066
Technical (TIN)	0912-335-5813

Please be guided accordingly.