



AUGUST 5, 2021

MEMORANDUM NO. 04  
Series of 2021

TO: ALL UPLBFI PROJECT LEADERS

FROM:  ENRICO P. SUPANGCO  
Executive Director

RE: GUIDELINES DURING COMMUNITY QUARANTINE

In line with the implementation of community quarantine and adherence to safety protocols, UPLBFI is adopting the following guidelines and procedures:

1. UPLBFI shall implement minimal paper transactions. Scanned copy of documents must be submitted in advance to [e-request@uplbf.org](mailto:e-request@uplbf.org). Please see guidelines.
2. UPLBFI will limit the number of person inside the building to maintain physical distancing.
3. Client's queries will be entertained through phone call or text message.

Budget / Financial Report	0927-696-5368
Cashier	0906-268-4460
Payroll	0999-152-4267
Scholars/ SSS, Philheath, Pag-Ibig, 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

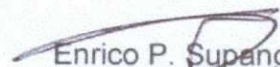
4. Kindly observe the safety and health protocols (wearing of mask, disinfection, temperature check and physical distancing).

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 (pdf).
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/original 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 8:00 AM-4:00PM (Monday-Friday).
8. Send Email to [e-request@uplbf.org](mailto:e-request@uplbf.org).
9. Return Receipt/Confirmation Email of UPLBFI should be attached together with physical/original document when submitted at the office.
10. For queries please contact 049 536 3688/ 536 6265 or email [uplbfoundation@uplbf.org](mailto:uplbfoundation@uplbf.org).

  
Enrico P. Supangco  
Executive Director