



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
Office of the Chancellor

23 June 2023

MEMORANDUM NO. 085
Series of 2023

TO : **All Vice Chancellors, Deans, Directors, Department Chairs, and Unit Heads**

SUBJECT : **Policy on Program/Project Appointment for the UP System- and Externally-funded Research and Extension Programs and Projects**

The University recognizes the significant contribution of its employees in pursuing programs and projects towards our collective vision of becoming a future-proof research university. However, it is essential to acknowledge that each member of our personnel possesses unique appointments and responsibilities, which may result in varying degrees of official involvement and appointment in research and extension programs and projects.

Attached herewith is the policy for the program/project appointment for UP System- and externally funded programs and projects of active and retired UPLB employees. Please note that UPLBFI-implemented and core-funded projects and studies under UPLB Basic Research Program are not covered by these guidelines.

This policy not only clarifies the involvement of active and retired UPLB employees but will also ensure the proper management, liquidation, and closing of UP System- and externally funded programs and projects.

This memorandum supersedes OC Memorandum No. 066, series 2019 issued on 18 June 2019 and shall take effect on 24 July 2023.

For inquiries or clarifications, kindly coordinate with Mr. John Paulo S. Quitariano (OVCRE) for externally funded projects (externallyfunded.ovcre.uplb@up.edu.ph) or with Ms. Ruth M. Almario (OVCRE) for UP System-funded programs and projects (upsystemfunded.ovcre.uplb@up.edu.ph).

For your information and guidance.

Thank you.


FERNANDO O. PARAS, JR.
Vice Chancellor for Planning and Development
and Officer-in-Charge

Attachment: a/s

cc: OVCRE
RMO