



OFFICE OF THE VICE CHANCELLOR FOR RESEARCH AND EXTENSION  
**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**


3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines  
+63 49 536 5326 | +63 49 536 2354 | [ovcre.uplb@up.edu.ph](mailto:ovcre.uplb@up.edu.ph) | [www.uplb.edu.ph](http://www.uplb.edu.ph)

07 June 2021

**OVCRE MEMORANDUM MCL NO. 21- 029**

*Series of 2021*

TO : REPS/All Units/Offices

FROM :   
MERDELYN C. LLANERA, PhD  
Vice Chancellor for Research and Extension

SUBJECT : **Submission of REPS Service Records (RSR) for First Term 2021  
(January to June 2021)**

In connection with OC Memorandum No. 063 s.2018, this is to remind all REPS to submit their RSRs for the period January to June 2021 to the Vice Chancellor for Research and Extension (OVCRE) **on or before 15 July 2021**.

Please take note that the submission guidelines as outlined in the said OC Memo are still in effect, including the **minimum required 12 units**, except for the mode of submission of proofs and requirements which is as follows:

**On submission of proofs and requirements**

- Proofs and attachments may be scanned and combined in ONE PDF file only. All proofs must be arranged following the order of entries in the RSR form.
- Kindly use the file name format below for your RSR and proofs:
  - For RSR of Juan S. Dela Cruz: RSR\_JSDelaCruz\_JanJun2021.pdf
  - For proof of Juan S. Dela Cruz: Proofs\_JSDelaCruz\_JanJun2021.pdf
- Upload the RSR and attachments to the form linked below:  
<https://bit.ly/rsr-jan-jun-2021>
- E-Signatures are acceptable.

For inquiries, please contact **Mr. Percival James O. Natural** or **Mr. Jose Elmo H. Azores** at 536-5326 or VoIP 1508 or email us at [repsmatters.ovcre.uplb@up.edu.ph](mailto:repsmatters.ovcre.uplb@up.edu.ph).

Please be guided accordingly.