



University of the Philippines Los Baños

Office of the Vice Chancellor for Research and Extension


24 November 2020

OVCRE MEMORANDUM MCL NO. 005

Series of 2020

TO : All Units

SUBJECT : Protocol for the Submission of Documents at the Office of the Vice Chancellor for Research and Extension

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

Given these challenging times, the Office of the Vice Chancellor for Research and Extension devised the following protocol for the submission of documents at our office for more efficient and effective handling of your documents.

During this pandemic, submission and release of documents to OVCRE will be done at the OVCRE Annex Building (adjacent to IBS Building, in front of the Christian School International) only.

The following documents are to be submitted as hard copies:

1. Purchase Requests, Purchase Orders, Disbursement Vouchers, and its attachments
2. Appointment, Basic Papers, and its attachments
3. Individual Contract of Service and its attachments
4. Agreements, Memorandum of Agreement (MOA), Memorandum of Understanding (MOU)
5. Requests for the following:
 - a. Change of Implementation Date, Methodology and Implementing Structure, Activities/Work Plan/Gantt Chart
 - b. Transfer of Leadership
 - c. Processing of Advice of Sub-Allotment
 - d. Budget Reprogramming or Realignment/Creation of New Expense Item
 - e. Use of Unexpended Balance on top of approved budget for the succeeding year
 - f. Use of Unexpended Balance while waiting for the Release of Budget
 - g. Bridging Fund
 - h. Project Extension
 - i. Program/Project Renewal (PCAARRD, DOST, PCIEERD, CHED and Attached Agencies, SRA)
6. University Clearances, Yellow Sheets, and Pink Sheets
7. Other pertinent documents that need to be coursed through OVCRE

Applications for International Publication Award and proposals may be submitted as hard copies to OVCRE Annex or emailed to documents_ovcre.uplb@up.edu.ph.

Please also take note of the checklists of requirements per document type downloadable on this link bit.ly/ovcre-checklist for proper guidance and compliance. **Completeness of necessary attachments will now be checked by our frontline staff. Only documents with complete attachments will be accepted for processing/signing.**

Meanwhile, the following requests may be coursed through our online forms.

Request	Link to Form
Project Registration	bit.ly/ovcre-project-registration
Request for certifications (e.g. project involvements, terminal report submission)	bit.ly/ovcre-request-for-cert
Data requests (e.g. list of projects of colleges, etc.)	bit.ly/ovcre-data-request

For inquiries, you can reach us through the following emails.

Concern	Email Address
REPS Matters (e.g. appointment, tenure, promotion, workload, etc.)	repsmatters.ovcre.uplb@up.edu.ph
Project financial concerns	financial.ovcre.uplb@up.edu.ph (for consultation only)
UPLB Basic Research Projects	uplbbasicresearch.ovcre.uplb@up.edu.ph
Externally-funded Projects (e.g. DA and its attached agencies, DOST and its attached agencies, etc.)	externallyfunded.ovcre.uplb@up.edu.ph
UP System-funded Projects (e.g. ECWRG, EIDR, etc.)	upsystemfunded.ovcre.uplb@up.edu.ph
Extension and Public Service Matters	extension.ovcre.uplb@up.edu.ph
Other Matters	ovcre.uplb@up.edu.ph

You may also contact us through the following numbers.

OVCRE Annex: 536-5326, 576-0961, 0968 265 9793 (Smart), 0915 810 7972 (Globe)
OVCRE Main: 536-2354, 576-0960, 0968 265 9794 (Smart), 0916 692 0979 (Globe)

Please be guided accordingly.