



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


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01 October 2021

**OVCRE MEMORANDUM MCL NO. 21- 041**

*Series of 2021*

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

FROM :   
**MERDELYN C. LIT, Ph.D**  
 Vice Chancellor for Research and Extension

SUBJECT : **Submission of REPS Service Records (RSR) for Second Term (July – December)2021**

In connection with OC Memorandum No. 063 s.2018, this is to remind all REPS to submit their RSRs for the period July to December 2021 to the Vice Chancellor for Research and Extension (OVCRE) **on or before 05 November 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\_JulDec2021.pdf
  - For proof of Juan S. Dela Cruz: Proofs\_JSDelaCruz\_JulDec2021.pdf
- Upload the RSR and attachments to the form linked below:
  - <https://bit.ly/rsr-jul-dec-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.