

**UNIVERSITY OF THE PHILIPPINES
MANILA**

Taft Avenue, Manila, Metro Manila, NCR
VAT Reg. TIN: 000-864-006-00005

Purchase Request

Entity Name: UP Manila

Fund Cluster: 01

PPMP No.:

Office/Section: UPM College of Arts and Sciences		PR No.: 11933		Date: Sep 10, 2020	
		Responsibility Center Code: MA03036001 - -			
Stock/Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	Printing of course packs 100 students x 6 subjects = 600 copies/course packs 70 gsm, 20 substance, full color Spiral bind, 50-70 pages, back 2 back	1	90,000.00	90,000.00
	pc	flash drive, 64GB	150	460.00	69,000.00
Grand Total					159,000.00
Purpose: Printing and distribution of course packs					

Signature:	Requested by:	Approved by:
Printed Name:	<u>Estacio, Dr. Leonardo Rabena Jr</u>	<u>Samaniego, Dr. Ariene Alcid, MD</u>
Designation:	<u>Dean</u>	<u>Vice Chancellor for Administration</u>



UNIVERSITY OF THE PHILIPPINES
3F, Quezon Hall, Diliman, Quezon City
Tele/Fax: (632) 8962-6345; 89818722;
89818500 local 2528
Email: ovpaa@up.edu.ph


Office of the Vice President for Academic Affairs

21 August 2020

OVPAA Memorandum No. 2020-93b

For: Vice-Chancellors for Academic Affairs

Through the Chancellors

From: 
Evangeline C Amor
Assistant Vice-President for Academic Affairs
For Curriculum and Instruction

Re: REQUEST FOR ADDITIONAL FUNDS FOR LOGISTICAL SUPPORT

OVPAA Memo No. 2020-93 dated 21 August 2020 provided information on the logistical support to be given to each academic degree granting unit. Attached is the distribution of the logistical support for your CU.

Should there be a justifiable request from the unit for additional funds, for the purpose of printing and distribution of course packs, may we request the Office of the Vice Chancellor for Academic Affairs to transmit these requests to the OVPAA by 28 August 2020?

Thank you for your consideration.

21 August 2020

**Attachment to OVPAA Memo No 2020-93b
FOR UP Manila**

Undergraduate programs	MOOE (in Php)	ADD'L MOOE FOR GE & SERVICE COURSES (in Php)
College of Arts and Sciences		
BA Development Studies	10,000.00	
BA Org Communication	20,000.00	
BA Philippine Arts	10,000.00	
BA Political Science	20,000.00	
BA Social Sciences	10,000.00	200,000.00
BA Behavioral Sciences	20,000.00	
BS Biology	30,000.00	
BS Biochemistry	20,000.00	
BS Computer Science	20,000.00	
BS Applied Physics	10,000.00	
Graduate Programs	20,000.00	-



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Office of the Vice President for Academic Affairs

21 August 2020

OVPAA Memorandum No. 2020-93

For: Deans, Institute Directors, Department Chairpersons and Program Directors

Through the Chancellors and Vice-Chancellors for Academic Affairs

From: 
Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

**Re: LOGISTICAL SUPPORT FOR PRINTING AND DISTRIBUTION OF
COURSE PACKS**

Please be informed that about Php 7.5M has been allocated as logistical support to be used for the printing and distribution of course packs, as needed, to students in connection with the remote mode of delivery in the First Semester AY 2020-2021. Each degree granting unit will be given additional MOOE funds based on the number of students in their degree program, ranging from Php 10T – 100T. An additional Php 100T is given to the College offering a significant number of service courses such as GE courses.

The fund is broken down per Constituent Unit accordingly:

CU	ALLOCATION (Php)
UP Baguio	580,000.00
UP Cebu	360,000.00
UP Diliman	3,480,000.00
UP Los Baños	1,360,000.00
UP Manila	750,000.00
UP Mindanao	230,000.00
UP Visayas	660,000.00

The allocation per degree granting unit will be given to the Office of the Vice Chancellor for Academic Affairs in a separate Memorandum.



PC10000587

UNIVERSITY OF THE PHILIPPINES

MANILA

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TIN: 000-864-006-00005



Non-Aids
SEP 07 2020

SUPPLEMENTAL PROJECT PROCUREMENT MANAGEMENT PLAN For Non-common Use Goods

END-USER/UNIT: UPM Procurement Office

Contact Person:

Address:

Contact No.:

Email Address:

CODE	GENERAL DESCRIPTION	QTY/ SIZE	ESTIMATED BUDGET	MODE OF PROCUREMENT	SOURCE OF FUND	SCHEDULE/MILESTONE OF ACTIVITIES															
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec				
11797-	Logistical support for printing and distribution of Course Packs (courier services, office supplies and printing services)	1 lot	800,000.00	NP-53.6 Small Value Procurement	1st year														15-SEP-20		

TOTAL AMOUNT:

800,000.00
+10% Provision for Inflation 80,000.00
+10% Contingency 80,000.00
Estimated Total Budget 960,000.00

NP 53.6 Scientific & other services pb.

NOTE: Technical Specifications for each Item/Project being proposed shall be submitted as part of the PFMP

Prepared By:

Suebita Montano
Suebita Montano, Ms. Sheila Marie Cirgo
Administrative Aide VI 9/10/2020

Reviewed and recommending approval:

Lorena Andaya
Santillo, Ms. Miladilla Andaya
Director

Certified Funds Availability:

Lorena Andaya
Saguisag, Ms. Lovella Carles
Chief Administrative Officer
* Subject to the release of funds from UP system ₱800,000 per year

Approved:

Samaniego
Samaniego, Dr. Arlene Aldega
Vice-Chancellor for Administration
SEP 07 2020

UPM - Procurement Office
RECEIVED
SEP 07 2020
Samaniego B. Sison



UNIVERSITY OF THE PHILIPPINES

MANILA

Taft Avenue, Manila, Metro Manila, NCR
TIN: 000-864-006-00005

Summary

	1a	1b	1c	1d	Total
Fund - 168	0.00	0.00	800,000.00	0.00	800,000.00
Total	0.00	0.00	800,000.00	0.00	800,000.00



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Office of the Vice President for Academic Affairs

21 August 2020

OVPAA Memorandum No. 2020-93

For: Deans, Institute Directors, Department Chairpersons and Program Directors
Through the Chancellors and Vice-Chancellors for Academic Affairs

From: *CIUT*
Maria Cynthia Rose Banzon Bautista
Vice-President for Academic Affairs

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UP Manila	750,000.00
UP Mindanao	230,000.00
UP Visayas	660,000.00

The allocation per degree granting unit will be given to the Office of the Vice Chancellor for Academic Affairs in a separate Memorandum.

21 August 2020

**Attachment to OVPAAMemo No 2020-93b
FOR UP Manila**

Undergraduate programs	MOOE (in Php)	ADD'L MOOE FOR GE & SERVICE COURSES (in Php)
College of Allied Medical Professions		
Undergraduate Programs	50,000.00	-
Graduate Programs	10,000.00	-
College of Arts and Sciences		
BA Development Studies	10,000.00	200,000.00
BA Org Communication	20,000.00	
BA Philippine Arts	10,000.00	
BA Political Science	20,000.00	
BA Social Sciences	10,000.00	
BA Behavioral Sciences	20,000.00	
BS Biology	30,000.00	
BS Biochemistry	20,000.00	
BS Computer Science	20,000.00	
BS Applied Physics	10,000.00	
Graduate Programs	20,000.00	
College of Dentistry		
Undergraduate Programs	40,000.00	-
Graduate Programs	10,000.00	-
College of Medicine		
Undergraduate Programs	100,000.00	-
Graduate Programs	30,000.00	-
College of Nursing		
Undergraduate Programs	20,000.00	-
Graduate Programs	10,000.00	-
College of Pharmacy		
Undergraduate Programs	40,000.00	-
Graduate Programs	10,000.00	-
College of Public Health		
Undergraduate Programs	30,000.00	-
Graduate Programs	50,000.00	-
NTTCHP		
	10,000.00	-
Total	600,000.00	200,000.00
Grand Total		Php 800,000.00