



UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
College, Laguna, Philippines 4031

Office of the Vice-Chancellor for Administration

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22 February 2021

MEMORANDUM NO. 12

Series of 2021

T O: All Concerned

SUBJECT: Temporary Closure of the Bids and Awards Committee Secretariat (BAC-SEC) Office and Supply and Property Management Office (SPMO)

Please be informed that the BAC-Secretariat Office

and SPMO will be temporarily closed from 22-23 February 2021 for disinfection, misting and fogging activities. Affected staff members will be on a Work-from-Home Arrangement during this period.

Kindly use the following email addresses to submit requests and concerns:

BAC Secretariat:

BAC Infrastructure concerns – rgaquino1@up.edu.ph
mscuenca@up.edu.ph

BAC-Goods – jdunson@up.edu.ph
gazerrudo@up.edu.ph

BAC Research – ravillegas@up.edu.ph
jddalena@up.edu.ph

SPMO:

General concerns on property and management – spmouplb@up.edu.ph

Inventory Custodian Slip (ICS) – wemendoza@up.edu.ph

Property Acknowledgment Receipt (PAR) – gmjuanillas@up.edu.ph

Purchase Order – mimalabanan@up.edu.ph

Pre-and-Post Repair – jelogo@up.edu.ph

On-line Clearance Certifications – ttmenguito@up.edu.ph

Pre-order Form and RIS – lcgonzales3@up.edu.ph

Vehicle Insurance and LTO concerns – alcasupang@up.edu.ph

Please be guided accordingly.


ROLANDO T. BELLO
Vice-Chancellor