



OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION
UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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09 August 2021

MEMORANDUM NO. 31

Series 2021

TO : All Vice Chancellors, Deans, Directors and Unit Heads

SUBJECT : Templates for the Submission of ICS Contracts to be Processed at HRDO

To expedite the turnaround time of processing ICS contracts, all units are required to encode particulars of the contracts using an Excel template. Comments/Instructions on each column heading are provided to serve as guide in filling out the template. Only UP emails will be given access to download and submit the template in compliance with Memo No. NGY. 20-129. Below are the templates and submission links:

Download ICS Database Template:

<https://docs.google.com/spreadsheets/d/1VKQmC5qnZ4eOAn1VbBaU1GgTFI5DW37XXs4bLUPnt40/edit?usp=sharing>.

Submission of ICS Database Template:

<https://forms.gle/vaLyEmK8Gp2QSW9r7>

Hard copies of contracts coming from the Budget Management Office/Office of the Vice Chancellor for Research and Extension are still to be submitted for notation via HRDO drop box. Also, all units are advised to strictly follow the position title, equivalent minimum qualification/s and daily rate for the proposed position titles of their hires following the UP System and Civil Service equivalent positions for contracts of service.

<https://drive.google.com/drive/folders/1RcQmdMDdRp25JjNjWdiJ2FU71qBjaEi>

An email notifying that the contracts are available for pick-up will be sent to the designated administrative staff once the data and the contracts have been checked by HRDO personnel in charge.

A webinar on accomplishing the template will be held on 24 August 2021 (Tuesday), 9:00 a.m. via Zoom. Please pre-register via <https://forms.gle/G9jKHKpmgZ9VoLQr9> on or before Friday, 20 August 2021. The first 300 participants will be given priority.

For compliance.


ROLANDO T. BELLO
Vice Chancellor