



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

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10 January 2022

MEMORANDUM NO. 05

Series of 2022

TO : Deans, Directors, Unit Heads, and Building Managers

SUBJECT : Benchmarking of Rooms and Facilities Rentals in UPLB Colleges and buildings

The Business Affairs Office (BAO) was tasked to lead the benchmarking of rooms and facilities rentals in UPLB. The data will be used to propose standardized rates and to develop the proposal for an online rental/lease platform for UPLB. This is still part of the digital transformation initiative of our university.

Please submit the following to OVCA, consolidated per college/unit, on or before 31 January 2022.

1. Rooms and Facilities that could be rented out per college/building
2. Room rental rates
3. Rental/Lease application process including approval levels

Here is the google sheet link: <https://bit.ly/UPLBRent>

Should you have any questions or clarifications, please contact Dr. Jennifer Marie S. Amparo, BAO Director or Don Dennis Frondoso, BAO Admin Assistant II at baouplb@up.edu.ph or 536-2314.

ROLANDO T. BELLO
Vice-Chancellor