

UNIVERSITY OF THE PHILIPPINES LOS BAÑOS
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MEMORANDUM NO. 08

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**T O: All Vice-Chancellors, Deans, Directors,
Department Chairs and Unit Heads**

**SUBJECT: Records Management Office-Document Transaction thru
Online Request (RMO-DocTOR)**

This is to reiterate the OVCA Memorandum No. 28, s. 2020 regarding the New Normal Protocols being implemented by the Records Management Office that took effect on 01 September 2020. In this regard, all requests for documents shall be submitted to the RMO Document Transaction thru Online Request (RMO-DocTOR). Documents will be released within 3 days upon receipt of the said forms.

For document requests, follow this link:

https://docs.google.com/forms/d/e/1FAIpQLSfd5VaO-I7EJbWX87pBI1sW0x73eIATMnu4MST_jopBoY8Z1Q/viewform or scan the QR Code below to lead you to the RMO-DocTOR Google Forms.



RMO DocTOR


For Graduate School (GS) Students who will avail the bookbinding service for thesis/dissertation, please follow this link:

https://docs.google.com/forms/d/e/1FAIpQLSdEnr-YTU2GyFiw3hKmfj3vQI7KqNcWJfEUGr0vqh3mr_SeIQ/viewform or scan the QR Code below to lead you to the RMO Bindery Service Google Forms.



RMO Bindery Service

Please be guided accordingly.


ROLANDO T. BELLO
Vice Chancellor