



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

3/F Bienvenido M. Gonzalez Hall, UP Los Baños, College, Laguna 4031 Philippines  
+63 49 536 3468 | [ovca.uplb@up.edu.ph](mailto:ovca.uplb@up.edu.ph) | [www.uplb.edu.ph](http://www.uplb.edu.ph)

20 July 2022

**MEMORANDUM NO. 26**

Series of 2022

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

**SUBJECT : UPLB Units Submission of Organizational Chart, Personnel Chart,  
Functional Chart and List of Personnel**

In compliance with [OVPA Memorandum No. NGY 22 - 78](#), all UPLB departments, institutes, offices and units must submit their present (as of 30 June 2022)/proposed **Organizational Chart, Personnel Chart, Functional Chart and List of Personnel on or before Wednesday, 27 July 2022**. Submission, sample Charts and template links are specified below.

Submission Link: <https://tinyurl.com/UPLBOrgChartsSubmissions>

Sample Charts: <https://tinyurl.com/SampleCharts>

Personnel List Template: <https://tinyurl.com/TemplatePersonnelList>

For immediate action and compliance.

**ROLANDO T. BELLO**  
Vice Chancellor