



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 | www.uplb.edu.ph

29 November 2022

MEMORANDUM NO. 41

Series of 2022

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

SUBJECT: Fuel Payments to GASCOM Purchase Order (PO) Accounts

This is to reiterate that GASCOM Gas Station will only provide a fifteen (15) day credit facility to UPLB's official purchases from their station inside UPLB. The processing of the payment should be within 15 days upon receipt of the billing from GASCOM. Thus, we encourage all units to process payments to GASCOM within the said period and practice due diligence in the regular payment of their fuel purchases.

The following top fuel consuming units will be billed twice a month to facilitate the processing of payments:

- Agricultural Systems Institute (ASI-CAFS)
- Central Experiment Station (CES-CAFS)
- Dairy Training and Research Institute (DTRI- CAFS)
- Institute of Plant Breeding (IPB-CAFS)
- Institute of Animal Science (IAS-CAFS)
- Agricultural Machinery Testing and Evaluation Center (AMTEC- CEAT)
- National Institute of Molecular Biology and Biotechnology (BIOTECH)
- Security and Safety Office (SSO, OVCCA)
- University Health Service (UHS,OVCCA)
- University Planning and Maintenance Office (UPMO- OVCPD)
- Dean's Office, College of Forestry and Natural Resources (DO-CFNR)
- Institute of Computer Science (ICS, CAS)
- School of Environmental Science and Management (SESAM)

Other units with fuel consumption will be billed once a month.

For guidance and strict compliance.


ROLANDO T. BELLO
Vice Chancellor