

22 March 2023

MEMORANDUM NO. 11

Series of 2023

TO: All Technical Working Group (TWG) and Procurement Officers

SUBJECT: Workshop on Technical Specifications Writing

The Bids and Awards Committee and its Secretariat, in cooperation with the Office of the Vice Chancellor for Administration, will hold the Workshop on Technical Specifications Writing entitled **TEKNIK SA TECH SPECS** on 29 March 2023, 8:00 a.m. to 5:00 p.m. at the Baker Hall.

The workshop aims to capacitate the Technical Working Group (TWGs) and UPLB procurement officers in crafting technical specifications, scope of work, and terms of reference for a future-proof procurement.

In this regard, we are inviting all TWGs and procurement officers of their office/unit to attend the said activity. Please refer to Annex A for the number of slots given to each unit. Kindly fill out the Google form <https://forms.gle/oXK7pU4WvioRQJAt5> for confirmation and headcount until 23 March 2023. You may also call the BAC Secretariat Office c/o Ms. Jaybee Punzalan at **09285158308** for any clarifications.

For compliance.


ROLANDO T. BELLO
Vice Chancellor

Annex A. Number of participant/s allotted per unit/office.

OFFICE		NO. OF SLOTS PER OFFICE
1	Office of the Chancellor	2
2	Internal Control Office (ICO)	1
3	Legal Office	1

4	Office of Alumni Relations (OAR)	1
5	Office of Anti-Sexual Harassment (OASH)	1
6	Office of International Linkages (OIL)	1
7	Office for Institutional Development in Higher Education (OIDHE)	1
8	Quality Assurance Office (QAO)	1
9	Office of Public Relations (OPR)	1
10	Ugnayan ng Pahinungod	1
11	Office of the Vice Chancellor for Planning and Dev't	1
12	Budget Management Office	1
13	Information Technology Center	1
14	Land Grand Management Office	1
15	University Planning and Maintenance Office	2
16	Resource Generation and Development Office	1
17	Office of the Vice Chancellor for Research and Extension	1
18	Kamanga Marine Ecotourism Park and Sanctuary (KMEPS)	1
19	Museum of Natural History	1
20	National Institute of Molecular Biology and Biotechnology (BIOTECH)	2
21	Office for Initiatives in Culture and the Arts	1
22	OVCRE Annex	1
23	Philippine Genome Center	1
24	Office of the Vice Chancellor for Administration	2
25	Accounting Office	1
26	Cashier's Office	1
27	Human Resources Development Office	1
28	Records Management Office	1
29	Supply and Property Management Office	1
30	Business Affairs Office	1
31	Commission on Audit	1
32	Office of the Vice Chancellor for Community Affairs	1
33	Continuing Education Center	1
34	UPLB Housing Office	1
35	University Health Service	1
36	Security and Safety Office	1
37	Gender Center	1
38	Office of the Vice Chancellor for Academic Affairs	1
39	DMST	1
40	Center for the Advancement of Teaching and Learning (CATL)	1
41	University Publications Office	1
42	Office of the University Registrar (OUR)	1
43	University Library	1
44	National Service Training Program Office (NSTP)	1
45	Office of the Vice Chancellor for Student Affairs	1
46	International Student Relations	1
47	Learning Resource Center	1
48	Office of Counseling and Guidance	1
49	Office of Student Activities	1
50	Office of Student Housing	1
51	Office of Scholarships and Grants	1
52	RECOMMIT	1

53	College of Development Communication Office of the Dean	1
54	College of Development Communication Office of the College Secretary	1
55	Department of Development Broadcasting and Telecommunication	1
56	Department of Development Journalism	1
57	Department of Educational Communication	1
58	Department of Science Communication	1
59	College of Economics and Management Office of the Dean	1
60	College of Economics and Management Office of the College Secretary	1
61	Department of Agribusiness Management & Entrepreneurship (DAME)	1
62	Department of Agricultural and Applied Economics (DAAE)	1
63	Department of Economics (DE)	1
64	Institute of Cooperatives and Bio-Enterprise Development (ICOPED)	1
65	College of Veterinary Medicine Office of the Dean	1
66	College of Veterinary Medicine Office of the College Secretary	1
67	Department of Basic Veterinary Sciences	1
68	Department of Veterinary Paraclinical Sciences	1
69	Department of Veterinary Clinical Sciences	1
70	Veterinary Teaching Hospital	1
71	College of Engineering and Agro-industrial Technology Office of the Dean	1
72	College of Engineering and Agro-industrial Technology Office of the College Secretary	1
73	IABE	1
74	Department of Chemical Engineering	1
75	Department of Civil Engineering	1
76	Department of Electrical Engineering	1
77	Department of Industrial Engineering	1
78	Department of Mechanical Engineering	1
79	Department of Engineering Science	1
80	AMTEC	1
81	BIOMECH	1
82	College of Forestry and Natural Resources Office of the Dean	1
83	College of Forestry and Natural Resources Office of the College Secretary	1
84	Department of Forest Biological Sciences (DFBS)	1
85	Department of Forest Products and Paper Science (DFPPS)	1
86	Department of Social Forestry and Forest Governance (DSFFG)	1
87	Institute of Renewable Natural Resources (IRNR)	1
88	Center for Integrated Natural Resources and Environmental Management (INREM)	1
89	Institute of Agroforestry	1
90	Forestry Development Center	1
91	Makiling Center for Mountain Ecosystems	1
92	Training Center for Tropical Resources and Ecosystems Sustainability	1
93	College of Agriculture and Food Science Office of the Dean	1
94	College of Agriculture and Food Science Office of the College Secretary	1
95	Agricultural Systems Institute (ASI)	1
96	Institute of Animal Science (IAS)	1
97	Institute of Crop Science (ICropS)	1
98	Institute of Food Science and Technology (IFST)	1

99	Institute of Weed Science, Entomology and Plant Pathology (IWEP)	1
100	Dairy Training and Research Institute (DTRI)	1
101	Institute of Plant Breeding (IPB)	1
102	National Crop Protection Center (NCPC)	1
103	Postharvest Horticulture Training and Research Center (PHTRC)	1
104	Central Experiment Station (CES)	1
105	La Granja Research and Training Station (LGRTS)	1
106	Philippine Agricultural Scientist (PAS)	1
107	College of Arts and Sciences Office of the Dean	1
108	College of Arts and Sciences Office of the College Secretary	1
109	Department of Humanities	1
110	Department of Human Kinetics	1
111	Department of Social Sciences	1
112	Institute of Biological Sciences	1
113	Institute of Chemistry	1
114	Institute of Mathematical Sciences and Physics	1
115	Institute of Statistics	1
116	Institute of Computer Science (ICS)	1
117	UP Rural High School	1
118	College of Human Ecology Office of the Dean	1
119	College of Human Ecology Office of the College Secretary	1
120	Department of Community and Environmental Resource Planning (DCERP)	1
121	Department of Social Development Services (DSDS)	1
122	Department of Human and Family Development Studies (DHFDS)	1
123	Institute of Human Nutrition and Food (IHNF)	1
124	College of Public Affairs Office of the Dean	1
125	Knowledge Management Office (KMO)	1
126	Institute for Governance and Rural Development (IGRD)	1
127	Center for Strategic Planning and Policy Studies (CSPPS)	1
128	Community Innovations Studies Center (CISC)	1
129	Graduate School	1
130	UP Professional School for Agriculture and the Environment	1
131	School of Environmental Science and Management	1
TOTAL		134