



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

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+0999-221-1489 /| [ovca.uplb@up.edu.ph](mailto:ovca.uplb@up.edu.ph) | [www.uplb.edu.ph](http://www.uplb.edu.ph)

OFFICE OF THE VICE-CHANCELLOR FOR ADMINISTRATION

26 June 2023

**MEMORANDUM NO. 25**

Series of 2023

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

**SUBJECT: Urgent Requirement for the issuance of rice assistance from NFA San Pablo based on the Office of the President AO No. 2 Distribution of Rice Assistance to All Government Employees and Workers for FY 2002**

Greetings!

We were just informed that we need to submit the **Acknowledgement Receipt** of all our Units by June 29, 2023, to NFA San Pablo for them to process and approve the release of the rice assistance to UPLB employees.

We would like to humbly request for all units to accomplish the attached form and submit to **OVCA Main Office (hard copy)** and e-copy to [ovca.uplb@up.edu.ph](mailto:ovca.uplb@up.edu.ph)  
**SUBJECT: BBM Rice Assistance\_Acknowledgement Receipt\_NAME OF OFFICE on or before 27 June 2023, 5:00 p.m.**

We thank you for your full cooperation to this urgent request.

Reminders:

1. Only those in the [masterlist](#) are eligible for the rice assistance to government employees.
2. For regular employees, please indicate their UPLB Employee Number. For other employees, kindly indicate any government issued ID number (SSS, passport, national ID, etc.).




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- 3. For employees who are now resigned/retired but eligible or are currently out of the country or unavailable to sign the document, the head of the unit could sign on their behalf.

  
ROLANDO T. BELLO  
Vice Chancellor

ACKNOWLEDGEMENT RECEIPT

No	Name of Employee-Beneficiary	Employee-Beneficiary's ID Number	Signature
1			
2			
3			
5			
6			
7			
8			
9			

NAME AND SIGNATURE OF UNIT HEAD: \_\_\_\_\_

Date: \_\_\_\_\_