



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

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07 December 2023

MEMORANDUM NO. 42

Series of 2023

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

SUBJECT: Non-working UPLB Telephone Lines

The Internal Control Office (ICO) and the Office of the Vice Chancellor for Administration (OVCA) recently conducted an inventory of all UPLB telephone lines and have determined functioning and non-functioning lines.

For prudent use of resources, all concerned offices/units who wish to discontinue the use of these non-functioning/defective telephone lines are enjoined to kindly forward their request for termination of service to OVCA. The letter shall contain the following information:

- a. Account holder
- b. Service address
- c. Account number
- d. Telephone number
- e. Name of the service provider
- f. Date since not-functioning

Please submit your request for disconnection on or before 15 December 2023.

For compliance.

ROLANDO T. BELLO
Vice Chancellor