



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

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03 January 2024

**MEMORANDUM NO. 03**

Series of 2024

**TO: All Heads of Units and Colleges**

**SUBJECT: Reporting of Information as a Requirement for PBB 2023**

Pursuant to UP Memorandum No. TJH 2020-32 with subject "Immediate Compliance with the Freedom of Information (FOI) Requirements," issued on 27 October 2020, all units are required to report the following information to qualify for PBB 2023:

**1. Agency Information Inventory**

The Agency Information Inventory is a master list of all information recorded, stored, kept in or under the control and custody of a government office pursuant to law, executive order, and rules and regulations or in connection with the performance or transaction of official business by any government office.

Under the Anti-Red Tape Act of 2007 (ARTA) and as cited in Section 2.1 of the University of the Philippines Freedom of Information Manual, the university has a duty to publish the following:

- 1) Our mandate, structure, powers, functions, duties, and decision-making processes;
- 2) Frontline services, procedure, and the length of time by which they may be availed of;
- 3) Key officials;
- 4) Work programs, plans, projects, performance targets and accomplishments, budgets, revenue allotment, and expenditure;
- 5) Important rules and regulations, orders, or decisions;
- 6) Current and important databases and statistics generated;
- 7) Bidding processes and requirements; and
- 8) Mechanisms by which the public may participate in or otherwise influence how we formulate policy or exercise powers.

We are duty bound to provide these sets of information in a manner that makes retrieval or downloading easy and accessible for citizens. Uploading these sets of information in a Google Spreadsheet on the UPLB Transparency Seal will facilitate ease in transacting with us and provide us convenience in dealing with subsequent and similar requests for information.

Thus, we are compelled to upload information from our unit/college on FOI Inventory UPLB in Google Spreadsheets (UPLB FOI forms for PBB 2023) in the following link: <https://docs.google.com/spreadsheets/d/1JQ0n5J7M9hPLvOtszl0tW6J87Hfqg8kSNcUVuMuR7qs/edit#gid=187545077>

For guidance on identifying the sets of information to submit on the Google Spreadsheet, you may check the UPLB Transparency Seal (item IX or Freedom of Information) on the UPLB website or the FOI Manual and other relevant laws.

Once you are done inputting your reports in the Google Spreadsheet, please notify us via email to [opr.uplb@up.edu.ph](mailto:opr.uplb@up.edu.ph) with the subject heading AGENCY FOI REPORTS\_(NAME OF UNIT/COLLEGE) **on or before 15 January 2024.**

Also, see below a list of items that could possibly be uploaded in the Google Spreadsheet under Agency Information Inventory. The list only serves as a guide and does not exhaustively enumerate all information that should be uploaded on the Google Spreadsheet.

## 2. 2023 FOI Registry and Transparency Reports

The 2023 FOI Registry and FOI Summary Reports contain information on the requests for information that have been filed with your unit, whether these have been made through the FOI portal, email, or by walk-in requesting parties. All requests for information processed by UPLB constituents in 2023 should be reported to the UP System and on the Transparency Seal, again using the above Google Spreadsheet UPLB FOI forms for PBB 2023 (labeled 2023 FOI Registry UPLB and 2023 FOI Summary UPLB) on the same link:

<https://docs.google.com/spreadsheets/d/1JQ0n5J7M9hPLvOtszl0tW6J87Hfqg8kSNcUVuMuR7qs/edit#gid=187545077>

Information for the 2023 FOI Registry and FOI Summary Reports must be submitted on or before **15 January 2024.**

Like the Agency Information Inventory, notify us via email to [opr.uplb@up.edu.ph](mailto:opr.uplb@up.edu.ph) once you have accomplished the Google Spreadsheet. Indicate in the subject heading: AGENCY FOI REPORTS\_(NAME OF UNIT/COLLEGE).


### ITEMS FOR POSSIBLE INCLUSION IN THE AGENCY INFORMATION INVENTORY:

Title of the Information	Description of the Information
Freedom of Information	Freedom of Information page
Contact Information	Updated contact information to include the office address, telephone number, and email address. (Please also check all contact details to see if these are still being used/current and delete those that are no longer in use. Kindly accomplish this form

	to update your office contact information in the UPLB Directory: <a href="https://docs.google.com/forms/d/1eXKSwwY6AZEJOx4fVjHXTqPCvBJbrxbUyfXC2788nAU/prefill">https://docs.google.com/forms/d/1eXKSwwY6AZEJOx4fVjHXTqPCvBJbrxbUyfXC2788nAU/prefill</a>
Social Media Links	Links to the official social media channels of your unit such as Facebook, Twitter, Instagram, Google+, LinkedIn, and YouTube. Please provide the complete link and not the name page or user names. Kindly include this, too, in this form: <a href="https://docs.google.com/forms/d/1eXKSwwY6AZEJOx4fVjHXTqPCvBJbrxbUyfXC2788nAU/prefill">https://docs.google.com/forms/d/1eXKSwwY6AZEJOx4fVjHXTqPCvBJbrxbUyfXC2788nAU/prefill</a>
UPLB Campus Map	Campus map of UPLB
UPLB Academic Calendar	Current academic calendar of UPLB
UPLB History	UPLB history
Institutional Linkages	UPLB's institutional linkages with an introduction to the Office of International Linkages
Office of the Chancellor	UPLB vision-mission, about the Chancellor, reports, memos, and speeches
Offices of the Vice Chancellors	Functions of the vice chancellors, the units under them, and contact details
University Officials	Photo gallery of UPLB officials, names, and contact details
Research, Development, & Extension	Link to the official page of the Office of the Vice Chancellor for Research and Extension
Community Affairs	Link to the official page of the Office of the Vice Chancellor for Community Affairs
Undergraduate Scholarships	All undergraduate scholarships administered by the Office of Scholarships and Grants and Other Units (e.g., Learning Resource Center for the Agricultural and Rural Development Scholarship)
Postgraduate Scholarships	All postgraduate scholarships administered by the Graduate School and other units
Academic Programs	Complete list of all undergraduate and postgraduate course offerings in UPLB
Alumni	Link to the official page of the Office of Alumni Relations
UPLB at a Glance	List of UPLB alumni who are leaders in scientific research and university administration
Achievements	Degree programs with AUN-QA certification, units with ISO certification, CHED Centers of Excellence and of Development, centers of excellence in

	research, national centers of excellence in the basic sciences, and performance in PRC-administered board examinations
Admission for Undergraduate Students	Flowchart of the UPCAT and admission for transfer students and foreign students % the Office of the University Registrar
	Admission procedure for transferees/cross registrants/ appeals
Admission for Postgraduate Students	Application Procedures
Academics	Colleges of UPLB with description, highlights about them, research, public service, degree programs they offer, address, and contact details
Research	UPLB research centers, short description, and contact details
News and Updates	In-house produced news covered and produced by UPLB Office of Public Relations
Career Opportunities	Job postings for vacant administrative, REPS, and faculty positions
Accommodation	Links to student and staff housing facilities and to the UPLB Housing Office and Office of Student Housing pages
Publications	PDF files of UPLB Prospectus, Horizon Magazine, Horizon Broadsheet, Accomplishment Reports
Multimedia	Other UP media platforms such as Radyo DZLB Online, <i>Dito Sa Laguna</i> , etc.
Administrative Circulars	Administrative orders & memoranda issued by UPLB Office of the Chancellor
Scientific Journals	Free online service for UPLB scientific journals

Thank you for your usual support and cooperation.

  
**ROLANDO T. BELLO**  
 Vice Chancellor