



Office of the Chancellor
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The Health Sciences Center

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06 February 2024

MEMORANDUM NO. CMLT- 2024-034

TO : Administrative Officers, Executive Assistants, Project Staff, and other concerned UPM personnel

THROUGH : The Deans, Directors, and Heads of Units/Offices

SUBJECT : Processing of ageing transactions beyond six months as of date

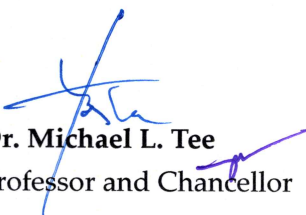
In line with UP Manila's commitment to operational excellence and efficiency, all offices and units are enjoined to strictly adhere to prescribed processing times and ensure timely submission of required documents.

Currently, we are still processing ageing transactions that are already beyond six (6) months.

To aid us in understanding the causes of delays, all transactions older than six (6) months shall be submitted with a letter explaining the reasons for the delay.

Further, the offices/units are reminded to strictly comply with issued Memorandum No. CMLT-2023-005 (Checklist of Required Documents on Engaging/Hiring Contract of Service (COS)/Job Order Workers) dated 13 November 2023 and Memorandum No. CCDP-2021-387 (Updated Supporting Documents for Common Transactions) dated 10 November 2021. These memoranda intend to eliminate delays in payment of salaries, benefits, and services.

For your information, guidance, and compliance.


Dr. Michael L. Tee
Professor and Chancellor