



University of the Philippines Manila
The Health Sciences Center

Office of the Chancellor

8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines
Tel. (632)526-8419 • Telefax (632)521-0184 | Email: upm-oc@up.edu.ph



OVCR10000674

09 May 2017

MEMORANDUM ORDER NO. CCDP-2017-055

TO : Executive Director, NIH
Deputy Executive Director, NIH
Director for Research Management and Translation, OVCR
All NIH Directors
College Deans
Faculty
REPS
Accounting Office

SUBJECT : Project Contract Forms and Certificates of Service for Research Projects and Programs

Kindly take note of the new approvers for Project Contract Forms and Certificates of Service for research projects whose funds are coursed through UP Manila. We would also like to reiterate that Project Contract Forms and Certificates of Service must be free of erasures and/or corrections. Copies of duly-accomplished Project Contract Forms must be submitted to the Research Grants Administration Office.

For your compliance and cooperation.

CARMENCITA DAVID-PADILLA, MD, MAHPS
Chancellor



UNIVERSITY OF THE PHILIPPINES MANILA
Office of the Vice Chancellor for Research

G/F National Institutes of Health Bldg., UP Manila, 623 Pedro Gil St. Ermita, Manila 1000 Philippines
Tel Nos: (632) 5264266; (632) 5264349 Telefax No: (632) 5250395 Website: <http://nih.upm.edu.ph>

March 29, 2017



RGAO10002789

ARLENE A. SAMANIEGO, MD

Vice Chancellor for Administration
University of the Philippines Manila

Dear **Vice Chancellor Samaniego**,

We would like to request for the review and approval of the attached Matrix of Approvers for Project Contract Forms and Certificates of Service. The proposed matrix allows for better oversight of faculty and REPS performing research activities. It also shortens the turnaround time for the processing of the contracts, salaries and honoraria of investigators and project staff.

We look forward to your positive feedback.

Thank you very much.

Sincerely,

EVA MARIA CUTIONGCO – DE LA PAZ, MD, FPPS

Vice Chancellor for Research, UP Manila, and
Executive Director, National Institutes of Health

Recommending Approval:

RICHARD C. JAVIER, MBA, MA
Director
Human Resource Development Office

APPROVED:

ARLENE A. SAMANIEGO, MD
Vice Chancellor for Administration
03 MAY 2017

14/12/17
Leonora Paras
OVCA, UP Manila
03 MAY 2017
10-42



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MATRIX OF APPROVERS FOR RESEARCH PROJECT CONTRACT FORMS AND CERTIFICATES OF SERVICE

	Research Unit	Approver
NIH-funded Researches		
Project Leader		Deputy Executive Director, NIH
Project Leaders who have additional appointments as a College Dean, Director for Research Management and Translation, or Deputy Executive Director		Executive Director, NIH
Project Leaders who have additional appointments as Vice Chancellors		Chancellor
Co-Investigator/Project Staff		Project Leader
Other Sources of Funding		
Program/Project Leader	NIH	Deputy Executive Director National Institutes of Health
	Colleges	Director for Research Management and Translation Office of the Vice Chancellor for Research
Project Leaders who have additional appointments as a College Dean, Director for Research Management and Translation, or Deputy Executive Director		Vice Chancellor for Research
Project Leaders who have additional appointments as Vice Chancellors		Chancellor
Co-investigator/s and Project Staff		Program/Project Leader

Note: All Research Project Contract Forms should be noted by the Research Grants Administration Office.