



University of the Philippines Manila
The Health Sciences Center

Office of the Chancellor
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OVCA10001835

18 October 2019

MEMORANDUM ORDER NO. CCDP-2019-203

TO: ALL SUPPLIERS/CREDITORS

THROUGH: ELSIE M. BOLAMBAO, CPA
Chief, Cash Office

SUBJECT: PAYMENT THROUGH ADVICE TO DEBIT ACCOUNT (ADA) WITH LBP AND DBP

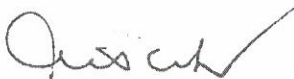
Please be informed that the University will facilitate payments due to local suppliers/creditors through ADA. Payments can now be credited directly to your LBP/DBP accounts at an earlier time instead of waiting to clear a check deposit. Those without existing accounts must open new accounts for their collectibles to be credited.

Suppliers of Institute of Human Genetics (UPM-IHG) and Newborn Screening Reference Center (UPM-NSRC) must open an account with LBP. On the other hand, UP Manila suppliers must open a DBP account.

Official Receipts must be provided to the Cashier's Office as proof of payment. This is a requirement for crediting payments to your accounts.

For any questions or clarifications please contact the person in charge (Ms. Elsie M. Bolambao, Chief Cashier) at 02-85254256/85265866.

Please be guided accordingly.


CARMENCITA D. PADILLA, MD, MAHPS^{for}
Professor and Chancellor ^{for}

Company's Letterhead

Date: _____

To: Ms Elsie M. Bolambao, CPA
Chief, Cash Office
UP Manila

Dear Ms Bolambao:

Please be informed of the following bank and contact details of _____:
(Company's Name)

Bank	Branch	Bank Account Name	Account Number

Email Address: _____

Contact Numbers: Landline: _____

Mobile: _____

Kindly credit/deposit all payments to the above stated account of _____.
(Company's Name)

Signature over Printed Name
Company's Authorized Officer

Note:

- Bank account name should be the name appearing on the passbook
- Bank account name and Payee's name on DV should be the same



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center



LETTER OF INTRODUCTION

Date

TO: The Branch Head
Land Bank of the Philippines (LBP)
 _____ Branch

Sir/Madam:

In line with the implementation of Electronic Payment Facility for UP Manila, may we confirm that _____ is an authorized creditor/supplier of UP Manila with business address at _____.

The authorized creditor/supplier is required to open a deposit account (Current/Savings) in LBP Taft Avenue Branch or any branch where payments/proceeds due to them from UP Manila shall be credited/deposited.

Thank you for your continued support.

UP Manila

By: _____



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center



LETTER OF INTRODUCTION

Date

TO: The Branch Head
Development Bank of the Philippines (DBP)
 _____ Branch

Sir/Madam:

In line with the implementation of Electronic Payment Facility for UP Manila, may we confirm that _____ is an authorized creditor/supplier of UP Manila with business address at _____.

The authorized creditor/supplier is required to open a deposit account (Current/Savings) in DBP Manila-Nakpil Branch or any branch where payments/proceeds due to them from UP Manila shall be credited/deposited.

Thank you for your continued support.

UP Manila

By: _____