



University of the Philippines Manila
The Health Sciences Center

Office of the Vice Chancellor for Administration
8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines
Tel. (632)526-6110 | Email: upm-ovce@up.edu.ph



OVCA10001834

18 October 2019

MEMORANDUM ORDER NO. CCDP-2019-204

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

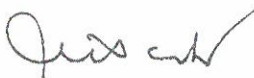
SUBJECT: IMPLEMENTATION OF PAYMENT THROUGH ADVICE TO DEBIT ACCOUNT
(ADA) WITH LBP AND DBP

In the light of the continuous improvement of the University's disbursement process, please start implementing the policy of disbursement through ADA to all suppliers with active LBP or DBP accounts immediately.

Please require the issuance of Official Receipt (OR) from each supplier prior to crediting the University's payment to their accounts. This is to safeguard the interest of the university.

Please also ensure that upon receipt of OR, ADA is prepared and credited within the day or the following day under any circumstances.

For your compliance.


for: CARMENCITA D. PADILLA, MD, MAHPS
Professor and Chancellor *pc*



University of the Philippines Manila
The Health Sciences Center

Office of the Chancellor
8/F Philippine General Hospital Complex, Taft Avenue, Manila 1000, Philippines
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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

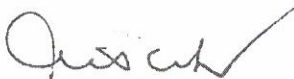
Please be informed that the University will facilitate payments due to local suppliers/creditors through ADA. Payments can now be credited directly to your LBP/DBP accounts at an earlier time instead of waiting to clear a check deposit. Those without existing accounts must open new accounts for their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