



UNIVERSITY OF THE PHILIPPINES DILIMAN

Office of the University Registrar

Phone 981-8500 ext. 4551, 4552, 4553 / 927-6084 * P.O. Box 161, Diliman, QC 1101 * email: our@upd.edu.ph

10 March 2015

MEMORANDUM ECA NO. 15-10

TO: ALL COLLEGE SECRETARIES & GRADUATE COORDINATORS

FROM: 
EVANGELINE C. AMOR, Ph.D.
University Registrar

RE: COLLEGE SECRETARIES & GRADUATE COORDINATORS WORKSHOP

The Chancellor has approved the College Secretaries & Graduate Coordinators Workshop on the 30th, 31st of March & 1st of April 2015, charged against the MOOE of the respective units. The workshop will be held at the First Villa Cristina Hotel & Resort, Inc. in Antipolo, Rizal. Accordingly, kindly please request for a cash advance in the amount of **Php 4,275.00** to cover expenses for the following:

Food & Accommodation -	Php	3,600.00
Transportation	- Php	600.00
Meals in transit	- Php	75.00

Please find attached the following documents needed in requesting for your cash advance:

- Approval of the workshop
- Program
- Sample DV

Thank you very much for your continued support and cooperation.

COLLEGE SECRETARIES AND GRADUATE COORDINATORS WORKSHOP

30-31 March and 01 April 2015
First Villa Cristina Hotel and Resort, Inc., Antipolo, Rizal

CONFIRMATION FORM

[Please fill out the form and return to the Administrative Section of the Office of the University Registrar (OUR) on or before 16 March 2015.]

- Yes, I will attend the above conference
- No, I will not attend the above conference

Charged to : _____
Fund Code

CONFORME:

College: _____

NAME: _____ Nickname: _____
(Surname, First name, Middle Initial)

- College Secretary
- Graduate Program Coordinator

E-mail address/es: _____

Office number/s (Direct line/VOIP number/s): _____

Mobile number/s: _____

Participant's signature over printed name

Dean's signature of printed name