



University of the Philippines  
**LOS BAÑOS**

*Office of the Chancellor*

18 March 2024

MEMORANDUM NO. 045

*Series of 2024*

TO : All Vice Chancellors, Deans, Directors, Department Chairs, and Unit Heads

SUBJECT : Reiteration of OVCPD Memorandum No. 5, Series of 2013, regarding the Reiteration of OVCPD Memorandum No. 8, Series of 2012 on the Request for Document/Data, Physical Decoration/Arrangement, Sound System, Service Vehicles, Tools/Equipment, and Manpower Assistance

This is to reiterate the attached OVCPD Memorandum No. 5, Series of 2013, issued on 25 March 2013, with regard facilitating requests from various units.

Please be reminded that any request for OVCPD services must be submitted at least five (5) working days before the scheduled event, activity, or deadline. Each request must be accompanied by an official letter addressed to the Vice Chancellor for Planning and Development, following the specific guidelines and procedures outlined in the memoranda.

Your cooperation and support in adhering to these procedures are crucial for maintaining effective and efficient operations within our university.

Thank you very much.

JOSE V. CAMACHO, JR.

Chancellor



Attachment: a/s  
cc: OVCPD  
UPMO  
RMO



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# UNIVERSITY OF THE PHILIPPINES LOS BAÑOS

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## Office of the Vice Chancellor for Planning and Development

March 25, 2013

### Memorandum No. 5 Series of 2013

**TO :** All Vice Chancellors, Deans, Directors, and Unit Heads

**SUBJECT :** **REITERATION OF OVCPD Memorandum No. 8, Series of 2012**  
**RE: Request for Document/ Data, Physical Decoration/**  
**Arrangement, Sound System, Service Vehicles, Tools/ Equipment and**  
**Manpower Assistance.**

This is to reiterate Memorandum No. 8, Series of 2012 (September 25, 2012) issued by OVCPD with regards to facilitating requests from various units.

*OVCPD Memorandum No. 8, Series of 2012 states that:*

For efficient processing, delivery of services and monitoring of various official requests from UPLB Constituents, organizations and other agencies, all requests must pass through the Office of the Vice Chancellor for Planning and Development (OVCPD), to wit:

1. Request of pertinent documents and information (project detailed plans, campus map, data related to output from campus projects, report from units and working committees under OVCPD);
2. Assistance to physical decoration, provision of decorative plants/ platforms for indoor and outdoor decorations/ activities;
3. Lights and sound system set-up;
4. ITC services (web streaming/ livestreaming/ video conference)
5. Use of service/ maintenance vehicles (for delivery/ pick-up of materials and transportation in and outside the UPLB campus);
6. Use of generator set;
7. Use of tools and equipment; and
8. Manpower assistance from OVCPD.

Any request should be submitted at least five (5) working days before the event or intended date of activity or deadline. All requests should be accompanied by an official letter request addressed to the Vice Chancellor for Planning and Development. The requesting unit must take note of the following guidelines/ procedures:

- The request will then be duly endorsed to OVCPD concerned units or committees for comments and appropriate action;
- Release of any kind of data/ documents, as well as map/ detail plans must have approval from the Vice Chancellor for Planning and Development, in coordination with the concerned units.
- University functions/ events requiring assistance of PPMSO, CPDO, ITC and RGDO will be prioritized.
- For students and recognized student organization, the letter request must be duly endorsed/ approved by the faculty adviser and of the Office of Student Affairs;
- For request for decoration/ physical arrangement of various student organizations, the organization must shoulder the transportation of the materials, during ingress and egress of the event.
- The use of sound system must be duly endorsed by the Vice Chancellor to the Resource Generation and Development Office for availability of the unit and scheduling of the event and technician. OVCPD does not approve the free use of sound system; only the Chancellor can approve the free use of the sound system.

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- The requesting party should notify OVCPD in case there will be changes or cancellation of the request a day before the event or intended date of activity.
- The use of generator set will be in accordance with the guidelines indicated in OC Memorandum No. 033, Series of 2012, dated March 5, 2012.
- All requests concerning assistance/ services of OVCPD units (PPMSO, CPDO, ITC & RGDO) will be accommodated based on the approval of the unit heads and shall be prioritized based on the date of the activity/ event.

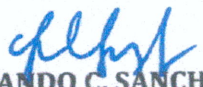
*In addition to the above requests, for ITC services requiring prior approval from the Vice Chancellor for Planning and Development, please take note of the following guidelines:*

- **Live streaming:** Successful live streaming on the web requires considerations for connectivity and substantial equipment and resources (time and personnel), those requests should be made well ahead of the scheduled event. ITC also requires an on-site dry run one day before the event, for confirmation of the working conditions. Lastly, ITC requires that announcements/ notices to the prospective audience of the streaming event be issued several days before the actual event, to ensure that there will be live streaming to a live audience. ITC may charge a fee for live streaming request for unofficial events (sponsored by student organizations and other non-UPLB entities) in the near future.
- **Video conferencing / call conferencing:** Similar conditions to live streaming, except for the announcement to the prospective live audience.
- **Online balloting/polls/elections:** Online elections require securing the digital procedures and results. If hosted by ITC, the balloting software and authentication modules have to be validated well in advance. This may require a request of more than a month's lead time if any software development and/or reprogramming are required. Ancillary procedures not requiring digital processing, such as packaging and distribution of user authentication data, will not be handled by ITC.

All requests from private entities/ companies will not be entertained unless endorsed/ approved by the Office of the Chancellor.

The above guidelines will be strictly implemented effective immediately.

For strict compliance.

  
**FERNANDO C. SANCHEZ, JR.**  
 Vice-Chancellor

