



UNIVERSITY OF THE PHILIPPINES
Quezon City

OFFICE OF THE PRESIDENT

9 October 2020

MEMORANDUM NO. TJH 2020-31

FOR : Vice Presidents and Secretary of the University
Chancellors
Heads of System Offices/Units

ATTENTION : Vice Chancellors for Administration
Accounting Office Directors/Heads

SUBJECT : **Terms and Conditions on the UP Provident Fund, Inc. (UPPFI)**
Remote Learning Support (RLS) Loan

The BOR approved at its Special Meeting held on 15 August 2020 the Learning Assistance, Teaching Enhancement, and Academic Support Project in Response to the COVID-19 Pandemic, which provisions include the Internet Subsidy¹ and an Interest-Free Computer Loan with UP Provident Fund, Inc. (UPPFI) for UP employees.

In view of this, please be advised that the Remote Learning Support (RLS) Loan applications may be filed starting 14 October 2020 (Wednesday), with the application forms available for download at the UP Provident Fund website: <https://www.upprovidentfund.com/>. Online filing of RLS application is preferred, as a measure to minimize the risk of COVID-19 transmission. However, drop boxes in CU UPPFI offices shall also be provided for those who cannot file their applications online.

To file an RLS application online, employees may e-mail the scanned copy/photos of the complete requirements, with email subject: **RLS Application – Full Name of Borrower – CU** (e.g. *RLS Application – dela Cruz, Juan A. – UP System Administration*), to the corresponding e-mail address:

Campus Cluster	E-mail Address
UP Diliman UP Baguio UP System Administration	dilimansystembaguio@upprovidentfund.com
UP Manila	manilapgh@upprovidentfund.com
UP Los Baños UP Open University	losbanosopenu@upprovidentfund.com
UP Visayas UP Cebu UP Mindanao	visayasmindanao@upprovidentfund.com

Attached are the UPPFI RLS Loan Terms and Conditions for your guidance and dissemination.


TEODORO J. HERBOSA, M.D.
Executive Vice President
By authority of the President

cc: UP Provident Fund, Inc.

¹ Memorandum No. TJH 2020-30 dated 23 September 2020 re: Guidelines on the Grant of Subsidies under the Teaching Enhancement and Academic Support