



Office of the Vice President for Development

Memorandum No. EAZ-2020-01

Date: 07 September 2020

For: **The Chancellors** UP Baguio
UP Cebu
UP Diliman
UP Los Baños
UP Manila
UP Mindanao
UP Open University
UP Visayas

The Director, UP PGH

Attention: Vice Chancellors for Administration
Vice Chancellors for Community Affairs
Vice Chancellors for Planning and Development

Subject: **Supplemental Guidelines for Capital Outlay and Equipment Outlay Proposals**

In addition to the instructions found in Memorandum No. LGSB 2020-034, please be sure to strictly comply with the following:

For Capital Outlay Proposals (New Structures)

1. Locational clearance must first be secured from the President.
2. The conceptual plan must be presented to the President for approval after locational clearance is obtained.
3. Once the conceptual plan is approved, the Detailed Architectural and Engineering Design (DAED) may be prepared. CUs may use their own funds or request funding from the UP System for DAED preparation.

For Capital Outlay Proposals (Renovation/Rehabilitation)

1. Projects involving renovation/rehabilitation of existing structures must have undergone prior structural assessment, indicating structural integrity of the subject structures.
2. The conceptual plan must be presented to the President for approval, along with the detailed plan for relocation of existing occupants.
3. Once the conceptual plan is approved, the Detailed Architectural and Engineering Design (DAED) may be prepared. CUs may use their own funds or request funding from the UP System for DAED preparation.

Only CO proposals with complete and approved DAED should be included in the CU's Budget Proposal. This is to ensure that only projects which are *implementation-ready* and can be delivered and executed within the budget year are submitted to DBM.



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DILIMAN, QUEZON CITY 1101

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For Equipment Outlay

1. Technical specifications (without mention of brand names) must be submitted as part of your proposal. However, should there be compatibility issues with existing equipment, detailed justification for including brand names must be provided.
2. Include in your submission quotations from local suppliers, indicating prevailing market prices and availability of the requested equipment.

Thank you for your cooperation.

A handwritten signature in blue ink, appearing to read "Elvira A. Zamora".

ELVIRA A. ZAMORA
Vice President for Development

Cc: Office of the President
Office of the Vice President for Academic Affairs
Office of the Vice President for Planning and Finance
Office of the Vice President for Administration
Office of the Vice President for Public Affairs
Office of the Vice President for Legal Affairs
Office of the Secretary of the University and the Board of Regents