



**OFFICE OF THE VICE CHANCELLOR FOR
PLANNING AND DEVELOPMENT**

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15 January 2021

MEMORANDUM NO. RBF-21-005

TO : DEANS, DIRECTORS & UNIT HEADS

RE : MEMORANDUM NO. EAZ-2020-01 SUPPLEMENTAL GUIDELINES
FOR CAPITAL OUTLAY AND EQUIPMENT OUTLAY PROPOSALS

Raquel B. Florendo

FROM ; **PROF. RAQUEL B. FLORENDO**
Vice Chancellor for Planning and Development

This is to respectfully forward a copy of the ***Supplemental Guidelines for Capital Outlay and Equipment Outlay Proposals in line with the Memorandum No. EAZ-2020-01*** issued by the Office of the Vice President for Development (OVPD), for your reference, appropriate action and strict compliance.

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