MEMORANDUM NO. 162  
Series of 2013

TO : All Concerned

SUBJECT : Donation of Finder's Fee/Project Development Fee from UPLBFI for Typhoon Yolanda Victims

This is to encourage the donation of certain percentage of Finder's Fee/Project Development Fee of UPLB personnel with collectible balances. Please fill out the attached form authorizing UPLBFI to donate a certain percentage from the fee and return to the Office of the Chancellor. You may call UPLBFI if you are not sure how much collectible Finder's Fee/Project Development Fee you have.

Thank you very much for your cooperation.

REX VICTOR O. CRUZ  
Chancellor

NOTED/RECOMMENDING APPROVAL  

MARIA VICTORIA O. ESPINAS  
Vice Chancellor for Administration
AUTHORIZATION LETTER

This is to authorize the University of the Philippines Los Baños Foundation, Inc. (UPLBFI) to donate

___ 5%    ___ 10%    ___ Others (Please specify: ___)

of my available Finder's Fee/Project Development Fee for the benefit of Typhoon Yolanda victims.

______________________________
Signature over Printed Name

______________________________
Date