



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

08 February 2021

MEMORANDUM NO. CCDP-2021- 039

TO : All Administrative Personnel
UPM Central Administration

THROUGH : CAD Directors, Heads of Units and Offices

SUBJECT : Biometrics Enrolment of CAD Personnel

In preparation for the 'better normal' and the implementation of Leave Management Module of the University Information System (UIS), all CAD administrative personnel (regular, contractual, and job order) are required to **enrol in biometrics** on the following dates and locations:

	Location	Date	Time
1	UP Dormitory (entrance)	February 10-11, 2021	9:00 am – 11:00 am 1:00 pm – 3:00 pm
2	Bulwagang Joaquin Gonzalez (GF, near UPM Cash Office)	February 15-16, 2021	9:00 am – 11:00 am 1:00 pm – 3:00 pm

For inquiries, please contact Mr. Derick Dimpsy V. Palacio of HRDO at 88141-228.

For your information and strict compliance.

Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor