



Office of the Chancellor
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

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15 July 2024

MEMORANDUM NO. CMLT-2024-146

TO : The Deans, Directors, and Heads of Offices/Units

SUBJECT : Reiteration of the submission of signed and/or notarized copies of contracts and other legal documents to the UP Manila Legal Office

This is to reiterate the previous issuances^{1,2} requiring the submission of digital copies of the signed and notarized contracts and other legal documents (i.e., Memorandum of Agreement, Memorandum of Understanding, etc.) initiated by your respective college/office/unit to the UP Manila Legal Office (UPMLO) (upm-legal@up.edu.ph). Such documents notarized for the period October 2021 to 15 July 2024 must be provided to the UPMLO **on or before 30 August 2024**.

Henceforth, you are requested to submit the signed legal documents **within two (2) days after its notarization**. For ease of coordination, please also provide the name, designation, and email address of your identified personnel who shall be in-charge of transmitting legal documents to UPMLO **on or before 19 July 2024**.

Failure to comply with this memorandum shall be meted with an administrative charge for violation of reasonable office rules and regulations under Rule 10, Section 50(f)(3) of the Rules on Administrative Cases in the Civil Service.

For your information, guidance, and strict compliance.

Dr. Michael L. Tee
Professor and Chancellor

15 JUL 2024

¹ Memorandum No. CCDP-2021-360

² Memorandum No. JDCG-2024-007