



02 October 2024

HRDO ADVISORY NO. 2024-025

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

ATTENTION : All Administrative Officers

SUBJECT : Additional to Memorandum No. CMLT-2024-284 on the Launching of the UP Radio Frequency Identification (RFID) card system in UP Manila

In addition to Memorandum No. CMLT-2024-284 on the Launching of the UP Radio Frequency Identification (RFID) card system in UP Manila, below are the specific instructions:

1. **Fill out the Google Form** (bit.ly/upmrfid2024)
2. **1x1 ID Photo Specifications**
 - *Background color requirements:*
 - **Purple** for Faculty
 - **Green** for Research, Extension, and Professional Staff (REPS)
 - **Blue** for Administrative Staff
 - Ensure that the filename of the uploaded photo is renamed according to the conventional naming format as indicated in the form.
3. **Submission Deadline**

The deadline for completing the Google Form is **11 October 2024**. No extensions.

Please ensure timely compliance with these requirements to facilitate prompt issuance of your new UP RFID Card. You may contact Mr. Arvy John L. Crescini and Mr. Jorel A. Manalo at 88141-227 to 229 for inquiries or assistance.

Thank you for your cooperation.

MICHAEL ANTONIO F. MENDOZA, DDM, MA
Director

A handwritten signature in black ink, appearing to read 'Mendoza', written over the printed name and title.