



UNIVERSITY OF THE PHILIPPINES MANILA  
The Health Sciences Center

14 October 2021

**MEMORANDUM ORDER NO. CCDP 2021-360**

TO : All Deans and Heads of Offices and Units

SUBJECT : **Record-keeping of Memorandum of Agreements and other contracts**

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For record-keeping of Memorandum of Agreements (MOAs) and contracts entered into by the University of the Philippines, the following shall be complied with:

1. All approved MOAs and contracts shall be notarized by the concerned colleges, units, and offices.
2. Notarized copies shall be retained by the colleges, units, and offices. Scanned and digital copies of these MOAs and contracts must be sent to the Legal Office (via email to [upm-legal@up.edu.ph](mailto:upm-legal@up.edu.ph)) within 2 days after notarization.
3. Hard copies of notarized MOAs and contracts in the possession of the colleges, offices, and units prior to the date of this Order must likewise be scanned and digital copies of which sent to the Legal Office.
4. All colleges, units, and offices shall identify the personnel and their positions who are specifically in-charge of keeping the hard and scanned copies of the MOAs and contracts. The names and positions of these designated staff shall be sent to the Legal Office.

For immediate and strict compliance, please.

Carmencita D. Padilla, MD, MAHPS  
Professor and Chancellor