



15 October 2021

MEMORANDUM NO. 647

Series of 2021

T O:

Dr. Beatriz S. Belonias	- Team Leader
Ms. Louella C. Ampac	- Member
Mr. Nick Freddy B. Bello	- Member
Ms. Alicia M. Flores	- Member
Ms. Connel D. Antipaso	- Member
Ms. Nelsie F. Mondal	- Member
Ms. Marwen A. Castañeda	- Member
Ms. Joan Rosemarie A. Banzon	- Member
Mr. Christan Mikhael D. Restor	- Member

R E: Membership to the VSU Cost Norms Team

With Dr. Beatriz S. Belonias as Team Leader, please constitute yourselves into a team to fill out the needed data and information in the Cost Norms Study Data Instruments of UniFAST and UP Population Institute (UPPI), the deadline of submission of which is November 15, 2021. The CHED-UniFAST has commissioned the UPPI to conduct this Cost Norms Study in Philippine SUCs and LUCs.

There are three (3) sets of forms to fill out with your corresponding assignments:

Forms A1, A4, A5, B3, B4	OVPA
Forms A2, A3, B1, B2	Registrar's Office
Forms C1 and C2	Finance and Accounting Offices

In relation to this, please attend a virtual orientation and demonstration on how to fill out the forms on Tuesday, Oct. 19, 2021 at 1:30 p.m. The meeting link will be sent to you later by the OVPA.

For your guidance and compliance


EDGARDO E. TULIN
President