



# UNIVERSITY OF THE PHILIPPINES

Quezon Hall, Osmeña Avenue, UP Diliman, Quezon City 1101

## Capital Outlay Proposal Form

Infrastructure (New/Annex)

Fill out all fields of this form. Indicate N/A for fields that are not applicable. For fields requiring more space, attach separate sheets when applicable.

Proposing Unit		
1.	Date of Submission	
2.	Name of Proposing Unit	
	Contact Person	
	Contact Details	
	<i>For Academic Units</i>	
	Current Number of Students	
	Current Number of Personnel	

Project Brief		
3.	Project Title	
4.	Background of the Project	
5.	Project Purpose	

6.	Proposed Budget	
7.	Proposed Implementation Schedule	

<b>Existing Conditions</b>																																			
8.	Inventory/ Assignment of Spaces (e.g. number of classrooms, labs, offices, CRs, etc.)																																		
9.	List of Ongoing Infrastructure Projects	<table border="1"> <thead> <tr> <th><b>Project Title</b></th> <th><b>Location</b></th> <th><b>Funding Source</b></th> <th><b>Budget (PhP)</b></th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table>		<b>Project Title</b>	<b>Location</b>	<b>Funding Source</b>	<b>Budget (PhP)</b>																												
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<b>Financial Implications on MOOE</b>			
10.	MOOE	Current	Projected
		Annual Cost	Annual Cost
	Administrative Personnel		
	Janitorial/Maintenance Personnel		
	Security Personnel		
	Utilities		
	Supplies		
	Total		

<b>Possible Funding Sources</b>		
11.	Status of UGTFI/GTFI on the date of proposal submission	
12.	Status of Proposing Unit's Trust Fund on the date of proposal submission	
13.	Name of Foundation	
	Existing Funds (Balance) on the date of proposal submission	
	Others (Donation)	

Required Attachments:

- Site Map indicating the following information:
  - a. Identified site for the project
  - b. Indicative footprint of the building (in square meters)
  - c. Number of trees in the identified area (preferably identifying the species)
  - d. Potential sewage disposal location
  - e. Bodies of water that may be affected
  - f. Nearest tapping points for electricity and water
- Schematic Diagrams
- Perspectives
- Review and favorable endorsement from the Office of the Campus Architect (OCA) or equivalent unit
- Favorable endorsement from the Office of the Chancellor

Note: Kindly coordinate with the OVCPD-Physical Planning and Development Team in the preparation of the required documents

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- Date of Submission - Date of actual submission to OVCPD
- <sup>2.1</sup> Name of Proposing Unit - Name of College/Office
- <sup>2.2</sup> Contact Person - project proponent or originator of idea/ Dean/Director/Head of Office
- <sup>2.3</sup> Contact Details - Email address and telephone number
- <sup>2.4</sup> Number of Students/Personnel - Population Sectors, sex disaggregated. Specify how men and women or specific areas will be benefited
- <sup>3</sup> What is the working name of the project? It must be brief and catchy. Include possible location of the proposed project
- <sup>4</sup> What is the existing condition of the facility/ operation prior to the proposed project?  
What are the issues/ concerns being addressed by the proposed project after conducting gender analysis?  
Specify how men and women or specific areas will be benefited  
Would the project be at any risk from environmental or human-made hazards?  
Short description must be added. How would it be described in 2-3 sentences?
- <sup>5</sup> Rationale/objective derived from the CLUP/CDP  
Indicate the issue being addressed as indicated in the plan  
What indicators of development does the proposed project address?  
In what other places is the project related to other planned or on-going area development activities?  
What social and economic activities in what locations are likely to be affected by the project, and how?  
In what way, if any, is the proposed project related to other planned or on-going area development activities?
- <sup>6</sup> What is the estimated project cost (based on the work and financial plan) to include a budget for climate change expenditure?  
Indicate budget per phase (if multi-phase or multi-year contractual appropriations)
- <sup>7</sup> Project Duration - State indicative duration of the project
- <sup>9</sup> List of Ongoing Projects - In a separate sheet, list all ongoing projects including the project titles, funding source, and Budget allocated. The OVCPD will help in the preparation of this sheet upon request.

Note: Kindly coordinate with the OVCPD CAT-MET in the preparation of the required documents

Prepared & submitted by:

Name:

Proposing Unit:

Designation:

Contact Number:

Email.