



UNIVERSITY OF THE PHILIPPINES

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

Capital Outlay Proposal Form 2

Renovation

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	

Existing Conditions																																			
8.	Inventory/ Assignment of Spaces (e.g. number of classrooms, labs, offices, CRs, etc.)																																		
9.	List of Ongoing Infrastructure Projects (c/o OVCPD)	<table border="1"> <thead> <tr> <th>Project Title</th> <th>Location</th> <th>Funding Source</th> <th>Budget (PhP)</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>		Project Title	Location	Funding Source	Budget (PhP)																												
Project Title	Location	Funding Source	Budget (PhP)																																
<i>Source: Status of Infrastructure Projects System Wide</i>																																			

Contingency Plan for Affected Spaces	
10.	Identified Site for Temporary Relocation of Current Occupants
11.	Duration of Temporary Relocation

12.	Cost Implications of Relocation	
-----	---------------------------------	--

Financial Implications on MOOE			
13.	MOOE	Current	Projected
		Annual Cost	Annual Cost
	Administrative Personnel		
	Janitorial/Maintenance Personnel		
	Security Personnel		
	Utilities		
	Supplies		
	Total		

Possible Funding Sources		
14.	Status of UGTFI/GTFI on the date of proposal submission	
15.	Status of Proposing Unit's Trust Fund on the date of proposal submission	
16.	Name of Foundation	
	Existing Funds (Balance) on the date of proposal submission	
	Others (Donation)	

Required Attachments:

1. 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
2. Schematic Diagrams
3. Perspectives
4. Review and favorable endorsement from the Office of the Campus Architect (OCA) or equivalent unit (Infrastructure Committee)
5. Favorable endorsement from the Office of the Chancellor

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.