

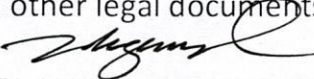


UNIVERSITY OF THE PHILIPPINES MANILA  
*The Health Sciences Center*  
**LEGAL OFFICE**  
8<sup>TH</sup> Floor, LCB Building, Philippine General Hospital  
Taft Avenue, Manila

MEMO NO. JDCG-001-2018

Date 06 September 2018

To All UP Manila officers and staff assigned in preparing and drafting contracts, memorandum of agreements and other legal documents

From   
ATTY. JAMES DENNIS C. GUMPAL  
Chief, Office of Legal Services

Subject Procedure for maximizing the use of IT in the drafting and review of legal documents originating from any college, unit or offices in UP Manila

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To reduce the time for preparing and review of legal documents originating from any college, unit or offices in UP Manila, please be guided by the following procedure:

1. Check if the contract, MOA or any other agreement you need to prepare already has a standard format uploaded in the website of the UPM Office of Legal Services:

**<http://legal.upm.edu.ph/legal-forms>**

2. If available, click the form you need to download it.
3. When downloaded, click "enable editing"
4. Click the button "REVIEW" and "Track Changes"
5. Edit the downloaded form.
6. Email the edited form to **[upm-legal@up.edu.ph](mailto:upm-legal@up.edu.ph)**
7. Wait for comments to clarify certain provisions or advise you to print the reviewed copy of the document. Number of copies

should correspond to the number of parties plus an additional copy which the Notary Public will get.

8. Send the printed copies to UPM Office of Legal Services at the 8<sup>th</sup> floor, LCB, PGH building for endorsement to the proper signatory.

Cc: Office of the Chancellor  
Office of the Vice Chancellor for Administration