



OFFICE OF THE CHANCELLOR
UNIVERSITY OF THE PHILIPPINES DILIMAN
 Quezon Hall, Diliman Campus, Quezon City



REFERENCE SLIP

FORWARDED TO:

- Regent _____
- President _____
- Vice President _____
- Univ. Secretary _____
- Chancellor _____
- Vice Chancellor YAP _____
- UPS General Counsel _____
- U.P.D. Chief Legal Officer _____
- U.P.D. Budget Director _____
- U.P.D. Registrar _____
- HRDO Director _____
- Dean _____
- Director _____
- Univ. Librarian _____
- Chair _____
- U.P.D. Police Chief _____
- _____

FOR:

- Your information
- Your endorsement/recommendation
- Your comment/reaction/response
- Appropriate action
- Compliance/implementation
- Dissemination to all concerned
- Notation and return/file
- Investigation and report
- Notification of party concerned
- Study and report to
- Follow up of previous communication
- Direct reply to party with copy furnished us
- Drafting of response
- The following: _____

From: **MICHAEL L. TAN, PhD**
 Chancellor

Date: 7/31/17

REPLY/REMARKS

OVCAA

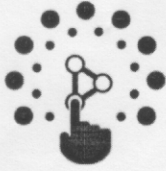
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JUL 2017
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	Rate	
	/ hr	
LED Monitor	P250 / hr	P150 / hr
LCD Projector (3000 lumens)	P250 / hr	P150 / hr
LCD Projector (4000 lumens)	P500 / hr	P300 / hr
Laptop	P20 / hr	P15 / hr
Room (1 st 4 hours)	P400	P400*

*same rate as the old one, but tiered and/or adjusted rates apply



Interactive Learning Center

University of the Philippines
Diliman, Quezon City



17 July 2017

Dr. Michael L. Tan
Chancellor
UP Diliman

4244

R E C E I V E D

Received: **OVCAA**
 BY: _____
 DATE: 26 JUL 2017
 NO: 17-3217

OFFICE OF THE CHANCELLOR
 University of the Philippines Diliman
 Date: JUL 26 2017 Time: _____
 By: [Signature] AUG 11 2017

Through Channels

Dear Chancellor Tan,

For the past three years, ILC Diliman has seen a relatively steady number of requests for our multimedia services (e.g. recording, streaming, conferencing) and rental of facilities (e.g. multimedia room, training/computer laboratory) and equipment (e.g., camera, monitor, projector). We however have been implementing the same rates since we started collecting fees in 2011 for our multimedia services/facilities/equipment.

In this regard, to make the rate more competitive, may we request authority to amend the rates of fees collected for ILC services, facilities and equipment as follows? We did some benchmarking studies, looked at our historical and projected demand (for services and/or rental), and considered some suggestions/feedback from our clientele. And we concurred that it is well-timed to adjust our rates and update our guidelines/policies. For the new rates, kindly see the following tables. With the new rates and policies, we would still be able to maintain and enhance our multimedia resources.

Rates for UP Constituents

Service	Old Rate	New Rate
Video Streaming Package	P5,000 / hr	P4,000 / hr
Video Recording Package	P5,000 / hr	P4,000 / hr
Combined Video Recording and Streaming Package	P8,000 / hr	P5,000 / hr
Video Conferencing Package (Polycom system)	P2,000 / hr	P1,000 / hr
Facility and Equipment	Old Rate	New Rate
Video Camera	P400 / hr	P300 / hr
LED Monitor	P250 / hr	P150 / hr
LCD Projector (3000 lumens)	P250 / hr	P150 / hr
LCD Projector (4000 lumens)	P500 / hr	P300 / hr
Laptop	P20 / hr	P15 / hr
Room (1 st 4 hours)	P400	P400*

*same rate as the old one, but tiered and/or adjusted rates apply

Rates for non-UP Parties

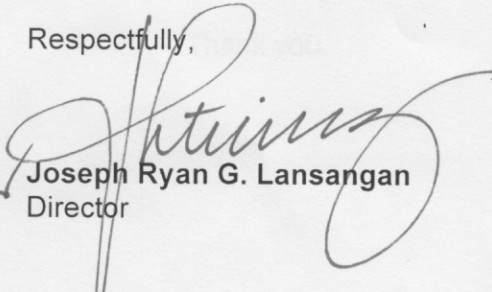
Facility and Service	Old Rate	New Rate
Video Streaming Package	P10,000 / hr	P8,000 / hr
Video Recording Package	P10,000 / hr	P8,000 / hr
Combined Video Recording and Streaming Package	P12,000 / hr	P10,000 / hr
Video Conferencing Package (Polycom system)	P5,000 / hr	P2,000 / hr
Equipment	Old Rate	New Rate
Video Camera	P800 / hr	P800 / hr*
LED Monitor	P500 / hr	P500 / hr*
LCD Projector (3000 lumens)	P1,000 / hr	P500 / hr*
LCD Projector (4000 lumens)	P1,000 / hr	P1,000 / hr*
Laptop	P50 / hr	P50 / hr*
Room (1 st 4 hours)	P800	P800*

**same rate as the old one, but tiered and/or adjusted rates apply*

Please note that the above rates do not include incidentals (e.g. transportation, food, venue rental). Also, we'll be implementing tiered/discounted rates, as well as special considerations for services and/or rental that are related to teaching/learning (e.g. for thesis/dissertation defense, discussion on program/course, development of teaching materials). The detailed rates and adjustments as well as policies and guidelines may be found in dilc.info/fees.

Thank you very much and looking forward to your positive response.

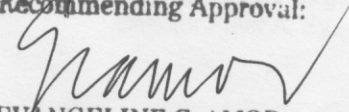
Respectfully,

for 
Joseph Ryan G. Lansangan
 Director

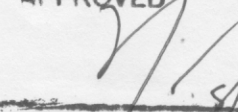
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<p>RECOMMENDING APPROVAL**</p> <p><i>ky</i> VIRGINIA C. YAP Vice Chancellor for Administration **Discussed in the <u>8 Aug. 2017</u> UP Diliman FPOC Meeting</p>
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Recommending Approval:


EVANGELINE C. AMOR
 Vice-Chancellor for Academic Affairs

APPROVED:


MICHAEL L. TAN
 Chancellor
 U.P. Diliman

UNIVERSITY OF THE PHILIPPINES

DILIMAN QUEZON CITY

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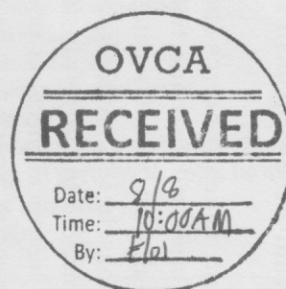
E-MAIL: oc.upd@up.edu.ph

OFFICE OF THE CHANCELLOR

17 November 2011

REFERENCE NO. CAS-11-402

President Alfredo E. Pascual
University of the Philippines
Diliman, Quezon City



Dear President Pascual:

This is to inform you that I have approved the attached request of the Diliman Interactive Learning Center (DILC) to collect fees for DILC video streaming and recording, and video conferencing services as follows:

Rates for UP Constituents

Video Streaming Package	Php 5,000.00/hr
Video Recording Package	Php 5,000.00/hr
Combined Video Recording and Streaming Package	Php 8,000.00/hr
Video conferencing package	Php 2,000.00/hr


Rates for Non-UP Parties

Video Streaming Package	Php 10,000.00/hr
Video Recording package	Php 10,000.00/hr
Combined Video Recording and Streaming Package	Php 8,000.00/hr
Video Conferencing Package	Php 5,000.00/hr

Pertinent papers are attached for your information and guidance.

Thank you.

Very truly yours,


CAESAR A. SALOMA
Chancellor

cc: Vice Chancellor Virginia C. Yap
Director Peter A. Sy