



# OFFICE OF THE CAMPUS ARCHITECT

Coral Building, Lakandula Street corner De los Reyes Street  
University of the Philippines, Diliman, Quezon City 1101  
Telephone # 9818500 locals 3966- 3973 Telefax # 9278656

June 21, 2021



**Prof. Paulo Paje,**  
Director  
UP Information Technology Development Center (UP ITDC)

**Subject: Request for UP Email for office archives**

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Dear Prof. Paulo Paje,

Greetings from the Office of the Campus Architect (OCA).

OCA is planning to have a separate UP Email account for inter-office e-mails and for all official work transaction that will serve as our archive.

In this regard, may we humbly ask for assistance from your good office to create an UP mail account for our archives for our office.

Here are the required details for office UP Mail request.

Preferred username: [oca.archives@upd.edu.ph](mailto:oca.archives@upd.edu.ph)  
Account's primary handler: Krister Seth Q. Cancino, *Junior ICT Assistant*, UP Diliman – OCA  
UP Email: [kqcancino@up.edu.ph](mailto:kqcancino@up.edu.ph)  
Purpose: For archiving of inter-office e-mails

Hoping for your kind consideration to this request, thank you very much.

Respectfully,

**Arch. Mark Anthony M. Morales, D. Eng., EnP.**  
Associate Professor, UP-SURP  
Director, Office of the Campus Architect