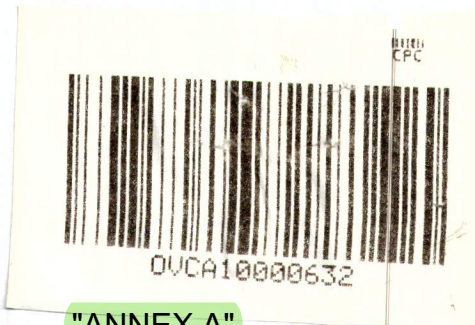




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26 April 2016

MEMORANDUM ORDER NO. CCDP-2016-044

TO : All Deans, Directors, Heads of Office

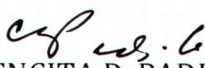
**SUBJECT : eUP Financial Management Information System (FMIS)
PART II – Parallel Implementation of Disbursement Voucher (DV)
Processing**

In view of the full implementation of eUP FMIS, all offices and colleges of UP Manila shall conduct a parallel run of Disbursement Vouchers (DV) processing through the FMIS along with the manual DV processing starting **May 2, 2016**. All DV transactions should be processed using the system. Once the DV was pre-audited by Accounting Office and was returned/re-assigned to end-user (Requesting Unit), upon compliance with needed action, the end-user's Head (Approver) approves the DV in the FMIS.

To lessen the tasks of requesting units in preparing the hardcopy of DVs, they may now print their DVs thru FMIS by following the guide on this link: bit.ly/printdv (Annex A). The layout of this DV is based on GAM, and the Requesting Units will see the DV numbers that they prepared. The Cash Office will provide the complete details of the entries and payments on DV.

For inquiries and requests for refresher training on this activity, please get in touch with IMS, FMIS point persons Mr. Karlo Edison R Aurelio and Mr. John Paul G. Tulio.

For guidance and compliance.


CARMENCITA D. PADILLA, MD, MAHPS
Chancellor 