



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

20 September 2021

MEMORANDUM ORDER NO. CCDP-2021-338

TO : All Concerned

SUBJECT : Reiteration of University Information System (UIS) Parallel Implementation of Disbursement Voucher (DV) Processing

For efficient and prompt payment of salaries, benefits and claims to employees and suppliers of the university, Memorandum Order No. CCDP 2016-044 dated 26 April 2016 (Annex A) is hereby reiterated with emphasis on the following instructions:

1. The Accounting Office shall pre-audit the DV submitted by the unit/office with the required documents for validation and initiation of process in the UIS. Once the DV is validated and initiated in the UIS by Accounting, it will be automatically assigned by the system to the unit UIS approver. The unit approver should immediately approve the DV in their UIS worklist.
2. The signed hard copy of the DV will then be forwarded by Accounting Office to OVCA for approval/signature. The next unit approvers in sequential order are: Budget, Accounting, OVCA, OC (if applicable) and lastly, Cash Office for the preparation of check or bank transfer orders.
3. Please note that non-approval of the transaction by the unit in the UIS will result in non-approval of the DV manual documents.
4. For inquiries regarding UIS, kindly contact the IMS point person, Mr. Karlo Edison R Aurelio at upm-ims@up.edu.ph .

For guidance and compliance.

Carmencita D. Padilla, MD, MAHPS
Professor and Chancellor