

Part I

I. Basic Personnel Transactions

A. Employee Classification

Employees in the University are classified as:

A.1 According to status of appointment:

- A.1.1 Permanent
- A.1.2 Temporary
- A.1.3 Casual
- A.1.4 UP Contractual
- A.1.5 Substitute

A.2 According to whether occupying plantilla item:

- A.2.1 Regular - with plantilla item
- A.2.2 Non-regular - not occupying plantilla item (e.g. charged to FDF/PS savings/ PS lumpsum, substitute, etc.)

A.3 According to function and classification:

A.3.1 Academic

A.3.1.1 Faculty (teaching staff)

A.3.1.2 REPS (Research, Extension and Professional Staff)

The regular members of the Faculty include the following:

- Instructor 1-7
- Assistant Professor 1-7
- Associate Professor 1-7
- Professor 1-12
- Research Assistant Professor 1-7
- Research Associate Professor 1-7
- Research Professor 1-12
- University Professor

The non-regular members of the Faculty include the following:

- Lecturer/Senior Lecturer/Professorial Lecturer
- Visiting Assistant Professor/Associate Professor/Professor
- Exchange Assistant Professor/Associate Professor/Professor
- Teaching Associate/Fellow
- Preceptor
- Affiliate Faculty
- Adjunct Faculty
- Clinical /Associate Professor/Professor
- Professor Emeritus (honorific and lifetime position; special appointment)

* *In the College of Medicine, the Clinical Associate Professors (CAPs) are now given honoraria for teaching undergraduate medical students, as approved by the Board of Regents in its 1320th Meeting on 25th of August 2016, subject to availability of funds.*

Research, Extension and Professional Staff (REPS) include the following:

- Librarian I-II**
- College Librarian I-V
- University Research Associate I-II
- University Researcher I-V
- University Extension Associate I-II
- University Extension Specialist I-V
- Guidance Service Specialist I-V

A.3.2. Non-academic (Administrative) - The regular members of the non-academic staff include positions found in the Index of Occupational Services, Position Titles and Salary Grades prepared by the Department of Budget and Management (UPM Handbook for Faculty Members, Administrative Staff and REPS).

The non-regular members of the non-academic staff include the following:

- Casual
- UP Contractual
- Graduate Assistant

B. Appointment of UP Manila Employees

All employees of the University are issued an appointment before they report for work. The University through the Human Resource Development Office (HRDO) prepares the said appointment in accordance with the standards, rules and regulations prescribed by the University and Civil Service Commission (CSC).

B.1 Nature/condition of appointment in the University may be:

- B.1.1 Original
- B.1.2 Promotion
- B.1.3 Transfer
- B.1.4 Reemployment
- B.1.5 Reappointment
- B.1.6 Reinstatement
- B.1.7 Renewal
- B.1.8 Upgrading/Reclassification

** *Approved reclassification of Librarian positions from administrative to REPS per BOR 1323rd Meeting dated 16th of December 2016*

C. Recruitment and Selection

Opportunity for employment in the University shall be open to all qualified citizens. Positive efforts shall be exerted to attract the best qualified applicant to enter the service.

C.1 Faculty

All appointments of the faculty shall be made strictly on the basis of merit. No religious test shall be applied, nor shall the religious opinions or affiliations of the instructors of the University be a matter for examination or inquiry. (UP Faculty Manual, 1989, Page 7)

C.2 REPS and Administrative

Employees shall be selected on the basis of merit and fitness to ensure that they will perform the duties and assume the responsibilities of the position given to them (Sec. 21, Chapter V, CSC Rules, 1992). In the event that there is a vacancy, the next-in-rank employee in the department who is competent, qualified and with appropriate civil service eligibility shall be considered as a candidate for the position.

D. Promotion

The University grants merit and promotional increases to deserving employees based on their performance rating. A promotion is the highest form of recognition of merit.

A promotion is an advancement of an employee from one position to another with an increase in duties and responsibilities as authorized by law, and usually accompanied by an increase in salary. The movement of an employee from one organizational unit to another or within the same department or agency may be made in case of transfer with promotion.

D.1 Faculty

In determining promotions for the faculty, careful consideration shall be given to the following factors (UP Faculty Manual, 2003 & 2005):

- D.1.1. the teaching ability of the candidate;
- D.1.2. research competence and productivity;
- D.1.3. scholarly performance;
- D.1.4. dedication to service;
- D.1.5. positive evidence of educational interest and marked academic growth;
- D.1.6. moral integrity; and
- D.1.7. good personal character and conduct

Note: In calls for promotions, as per UP System directive, each campus may use additional criteria outside of the above factors. In UP Manila, additional criteria may be found in the Compendium on Policies and Practices of the Academic Personnel and Fellowship Committee (APFC) (Revised 2017).

D.2 REPS and Administrative

In determining promotion, the employee candidate should have previously passed the examination for level I or II position. Moreover, the head of the office is not precluded from prescribing any internal screening procedure for purposes of promotion.

- D.2.1 First Level Positions - are those positions requiring sub-professional eligibility or its equivalent. The following shall be considered for promotion: 1) employees in the department who occupy the next lower positions in the occupational group under which the vacant position is classified, 2) employees in other functionally related occupational groups and who are competent and qualified for the position, and 3) employees with the appropriate civil service eligibility (Sec. 21, Chapter V, CSC Rules on Personnel Policies and Standards 1992).
- D.2.2 Second Level Positions - are those positions requiring professional eligibility or its equivalent. The following may be considered for promotion: 1) employees in the government service who occupy the next lower positions in the occupational group under which the vacant position is classified, and 2) employee in other functionally related occupational groups, who are competent, qualified and with the appropriate civil service eligibility (Sec 21, Chapter V, CSC Rules on Personnel Policies and Standard 1992).
- D.2.3 Next-in-Rank Position - A Next-in-Rank position refers to a position which, by reason of the hierarchical arrangement of position in the department or agency or in the government, is determined to be in the nearest degree of relationship to a higher position as contained in the University's system of ranking positions (Sec. 3, Rule VI, CSC Rules on Promotion 1992)

An employee who holds a next-in-rank position who is deemed the most competent and qualified, possesses appropriate civil service eligibility, and meets the other conditions for promotion maybe promoted to the higher position when it becomes vacant (Sec. 4, Rule VI, CSC Rules on Promotion 1992)

The appointing authority, however, may promote an employee who is not next-in-rank but, who possesses superior qualifications and competence compared to a next-in-rank employee who merely meets the minimum requirements for the position (Sec. 4, Rule VI, CSC Rules on Promotion 1992).

D.3 Criteria for Promotion

The UPM HRMPSB shall be responsible for the objective screening and evaluation of administrative personnel for promotion as recommended by the units, through its unit HRMPSB, based on the following:

- D.3.1 Performance - last two rating periods should be at least Very Satisfactory.
- D.3.2 Education and Training - includes educational background and the successful completion of training courses, scholarships, seminars and the like, in excess of the minimum requirements of the position that must be filled. Training courses or seminars attended during the last five (5) years may be credited.
- D.3.3 Experience and Outstanding Accomplishments - includes occupational work experience in excess of the minimum requirements of the position, accomplishments worthy of special commendation. The last five (5) years of relevant experience may be credited.
- D.3.4 Physical Characteristics and Personality Traits - refer to the physical, social and psychological attributes.
- D.3.5 Potential - employee's capability not only to perform the duties and responsibilities of the position to be filled but also of the next higher and more responsible positions.

E. Performance Evaluation

All university employees undergo a semestral or semi-annual evaluation of individual performance as basis for promotion, merit increase and other performance-based awards and incentives.

Faculty performance is based on teaching effectiveness, research, and extension services (Faculty Manual, 2003).

REPS performing research and teaching functions are evaluated and rated using the Performance Rating Instrument (PRI) developed by the University (BOR 1192nd Meeting, 27 January 2005).

Administrative employees are evaluated and rated based on the Strategic Performance Management System (SPMS) tool developed by the University, using the CSC guidelines and format.

F. Tenure/Permanency

F.1 Faculty

There are two (2) rules for Faculty to be recommended for permanent appointment: (1) Up-or-Out Rule and (2) Tenure-or-Out Rule (1194th BOR, 21 March 2005).

F.1.1 Up-or-Out Rule (for Instructor Level) is a situation wherein an Instructor should first be promoted to the level of Assistant Professor (merit promotion) before he/she can be given tenure. Promotion to an Assistant Professor level requires completion of a master's degree within five, at most seven years from the date of initial appointment as Instructor.

F.1.1.1 Those affected by UP-or-OUT Rule

- They may be rehired after they obtain master's degree or have published articles.
- They may be considered as part of the pool of applicants to be evaluated for hiring. This means that their previous faculty items are not reserved for them. Instead, they will have to compete with other applicants and will be evaluated based on qualifications.
- If rehired as full-time faculty members:
 - the appointment shall be temporary in character
 - they may be appointed as Assistant Professor 1

F.1.2 Tenure-or-Out Rule (for Assistant Professor and above), is a situation for a faculty to have permanent appointment or not, pending fulfillment of the following requirements: 1) a refereed publication with the faculty as sole or lead author; 2) at least a satisfactory teaching performance.

The minimum qualification for tenure shall be the following:

- at least a master's or equivalent degree or a professional degree;
- teaching performance of satisfactory or better; and
- sole or lead authorship of a refereed journal article (local or international) or academic publisher or literary publisher in the case of literary work; or in the field of visual arts, creative work that was exhibited and juried, or a similar requirement in music and other performing arts.

In the case of the College of Medicine, part-time faculty members who are recommended for tenure shall be required to complete the college's Integrated Faculty Development Program or its equivalent, in addition to the above requirements. (BOR 1235th Meeting, 29 August 2008).

F.1.2.1 Those Affected by Tenure-or-Out Rule

- They may be rehired as full-time faculty after they publish, as sole or lead author, in refereed journals. The publication must be acceptable to the unit concerned for tenure purposes.
- They may be considered as part of the pool of applicants who may be evaluated for hiring. This means that their previous faculty items are not reserved for them. Instead they will have to compete with other applicants and will be evaluated based on qualifications.
- If rehired as full-time faculty members:
 - the appointment shall be temporary in nature
 - they shall retain previous rank (rank at the time of last appointment)
- The publication which was used as basis for rehiring shall not count as a basis for giving tenure. A second publication will have to be accomplished for tenure.

F.2 REPS

REPS with temporary appointments but who occupy items must be granted permanent status upon completion of six months of meritorious service in accordance with Civil Service Rules (Per UP-AUPAEU CNA, 12 December 2008).

REPS who were reclassified from permanent administrative appointment shall retain their permanent status, provided that they pass additional test of fitness (EO No. 3.A. 2, 17 February 1970).

Permanent REPS and administrative personnel who will be reclassified to faculty shall lose their permanent status, unless they comply with the faculty rule on tenure (BOR1194th Meeting, 21 March 2005).

F.3 Administrative

A permanent appointment shall be issued to a person who meets all the requirements for the position to which he/she is being appointed, including the prescribed eligibility (CSC Rules No. 40, Series 1998).

G. Extension of Service Beyond Compulsory Retirement Age of 65

No REPS and Administrative employee who has reached the compulsory retirement age of 65 can be appointed to any position in the government per Civil Service Commission (CSC) ruling.

However, in meritorious cases, the CSC may allow the extension of service of a person who has reached the compulsory retirement age of 65 years, for a period of six (6) months only, unless otherwise stated. Provided that, such extension may be for a maximum period of one (1) year especially for one who will complete the fifteen (15) years of service required under the GSIS Law.

A request for extension with strong justification shall be made by the head of office and shall be submitted to the HRDO six (6) months prior to the date of retirement with final recommendation submitted to the CSC not later than three (3) months prior to the date of employee's compulsory retirement.

Services rendered during the period of extension shall no longer be credited as government service unless extension is granted specifically for the purpose of completing the 15 years of service required under the GSIS Law. This shall be credited as part of government service for purposes of retirement.

For faculty, request to extend his/her appointment beyond the mandatory retirement age, may be considered only in exceptional cases. The exception shall be the professor's continuing contribution to the College and the University that palpably stands out above the rest. Request should be submitted to HRDO with complete documents six (6) months prior to effectivity of retirement to allow adequate time for processing.

Faculty members who turn 65 in the middle of the semester may be extended until the end of the semester or academic year to enable them to complete their teaching and other obligations (1184th BOR, 22 July 2004).

An employee on service extension (Academic and Non-Academic) shall be entitled to salaries, allowances and other remuneration, that are normally considered part and parcel of an employee's compensation package, subject to existing regulations on the grant thereof (CSC MC No. 27, s. 2001).

H. Leave Privileges

H.1 Faculty

Regular members of the faculty who do not have administrative positions are entitled to the Teacher's Vacation Leave of 30 days (Full-time faculty) and 15 days (Part-time faculty) during the mid-year period and to the usual Christmas vacation which is forfeited if not availed of within a particular academic year.

Only faculty members with administrative functions or are engaged in research or other assignments, provided they carry an official designation or appointment, are entitled to cumulative leave credits within the period of their appointment to administrative position or research assignment.

Faculty of the School of Health Sciences as well as the Clinical Departments of the College of Medicine may be permitted to enjoy the Teachers Vacation Leave anytime during the academic year upon the discretion of the Chancellor and recommendation of the Dean/Director.

In addition, the faculty may enjoy the following leave privileges:

H.1.1 Vacation Leave Without Pay

The Chancellor may, upon recommendation of the Dean or Head of Office, grant leave of absence without pay not to exceed one (1) year at a time, provided it does not go beyond two (2) consecutive years. The absence must be planned in advance so as not to interfere with the work schedule of the University. If the faculty has a temporary appointment, the leave may be granted **ONLY FOR THE PURPOSE OF STUDY**, in which case the existing rules on the study leave shall apply. Failure to report back to UP shall be considered as absence without leave.

H.1.2 Maternity Leave

Faculty members shall be entitled to a maternity leave of six (6) months , two (2) months before and four (4) months after delivery

H.1.2.1 Such leave shall be paid subject to the provisions of the Maternity Leave Law (i.e., 60 days with pay);

H.1.2.2 If the health of the mother or of the child requires, as evidenced by the medical certificate, such leave may be extended by the Chancellor;

H.1.2.3 If her services are urgently needed, the Chancellor may reduce the leave after delivery from 4 to 2 months, subject to medical clearance (fit to work) from the attending physician;

H.1.2.4 In special cases, the Chancellor may waive the provisions of the two preceding clauses if the health of the mother and her child so warrants as evidenced by the medical certificate, but in no case shall the period of leave be less than 30 days before and 30 days after delivery (Faculty Manual, 2003).

H.1.3 Faculty Cumulative Sick Leave Benefit (FCSLB) for Regular Full-time Faculty

Regular, full-time faculty members shall be granted sick leave benefit for a period equivalent to fifteen (15) days per year, cumulative and commutable only upon compulsory retirement or upon optional retirement due to serious/severe illness, as defined by PhilHealth (1255th Meeting of the BOR, 27 May 2010).

Number of days sick leave beyond fifteen (15) days will be charged to the earned leave credits under this benefit. When this is already exhausted, the remaining number of days sick leave shall be charged to the sick leave/vacation leave credits earned as faculty administrator, researcher, community worker, etc. If in case total earned leave credits as regular faculty and faculty administrator are used up due to prolonged sick leave, the remaining days of sick leave shall be without pay.

Faculty members who get seriously ill may also be allowed to monetize a portion of the available earned leave credits, subject also to availability of funds.

The computation of sick leave benefits of those faculty extended beyond age 65 will be based on the salary at actual retirement date (last day of extension) instead of the salary at age 65, (1261st BOR, 28 October 2010).

Regular Part-time faculty are not entitled to FCSLB, however, they are entitled to a 7.5 days sick leave benefit per academic year which is non-cumulative and non-commutative.

H.1.4 Cumulative Leave for REPS/Administrative Staff

In general, all REPS/Administrative staff whether permanent, temporary, UP contractual, casual, who render work during the prescribed office hours, shall be entitled to fifteen (15) days vacation and fifteen (15) days sick leave annually with full pay exclusive of Saturdays, Sundays and Holidays. An employee still on probation may already avail of whatever leave credits he/she has earned during said period. Accordingly, any leave of absence without pay incurred during the period of probation shall extend the completion thereof for the same number of days of such absence (amended by CSC MC Nov. 41, sec 44, s. 1998).

Part-time regular employees shall be entitled to vacation and sick leave benefits that are proportionate to the number of work hours rendered.

Research/Project-based personnel (Job Orders) are not entitled to all leave benefits.

I. Types of Leave

I.1 Vacation Leave - refers to leave of absence granted to officials and employees for personal reasons, the approval of which is contingent upon the necessities of the service (CSC Omnibus Rules Implementing Book V of Executive Order 292, Rule 1.6).

I.1.1 Vacation Leave With Pay

This is granted to employee with cumulative leave credits. This should be filed at least five (5) days in advance, whenever possible and should be approved by the head of unit.

I.1.2 Vacation Leave Without Pay

All absences of an official or employee in excess of his accumulated vacation or sick leave credits earned shall be without pay. When an employee had already exhausted his sick leave credits, he can use his vacation leave credits but not vice versa (Amended by CSC MC Nos. 41, s. 1998 and 14, s. 1999).

Leave without pay not exceeding one year may be granted. Leave without pay in excess of one month shall require the clearance of the proper head of the department or agency.

Leave without pay shall not be granted whenever an employee still has leave with pay credits, except in the case of secondment (CSC MC No.41, s.1998, Section 58).

I.1.3 Mandatory/Forced Leave

All officials and employees with ten (10) days or more vacation leave credits shall be required to go on vacation leave whether continuous or intermittent for a minimum of five (5) working days annually under the following conditions:

- I.1.3.1 The head of the University shall, upon prior consultation with the employees, prepare a staggered schedule of the mandatory five-day vacation leave of officials and employees, provided that they may, in the exigency of service, cancel any previously scheduled leave.
- I.1.3.2 The mandatory annual five-day vacation leave shall be forfeited if not taken during the year. However, in cases where the scheduled leave has been cancelled in the exigency of service by the head of the University, the scheduled leave not enjoyed shall no longer be deducted from the accumulated vacation leave.
- I.1.3.3 Retirement and resignation from the service in a particular year without completing the calendar year do not warrant forfeiture of the corresponding leave credits if concerned employees opted not to avail of the required five-day mandatory vacation leave.

Those with accumulated vacation leave of less than ten (10) days shall have the option to go or not to go on forced leave. However, officials and employees with accumulated vacation leave of fifteen (15) days who availed of monetization for ten (10) days, shall still be required to go on forced leave (amended by CSC MC No.41, s.1998).

I.2 Sick Leave

Sick leave refers to leave of absence granted only on account of sickness or disability on the part of the employee concerned or any member of his/her immediate family (CSC Omnibus Rules Implementing of Book V of Executive Order 292, Rule 1.5). Immediate family refers to the spouse, children, parents, unmarried brothers and sisters and any relative living under the same roof and dependent upon the employee for support (CSC Omnibus Rules Implementing Book

V of Executive Order 292, Rule 1.4).

When an employee has already exhausted his/her sick leave credits, he/she can use his/her vacation leave credits but not vice versa (CSC MC No. 41, s.1998, Section 56). Sick leave should be filed immediately upon report for duty. Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health, and is duly supported by a medical certificate.

I.3 Maternity Leave

REPS and Administrative staff shall be entitled to a maternity leave of two (2) months with full pay if she has rendered two (2) or more years of service. Maternity leave of those who have rendered one (1) or more but less than two (2) years of service shall be computed in proportion to their length of service, provided, that those who have served for less than one (1) year shall be entitled to 60-days maternity leave with half-pay.

J. Study Leaves

J.1 For Faculty

Subject to the exigencies of the service, faculty members may be granted study leave with or without pay. They maybe allowed to enroll full time in the University or in other educational institutions subject to the ("Faculty Privileges", Chapter 6, p. 75, UP Faculty Manual December 2003):

- J.1.1 Approval of the Chancellor;
- J.1.2 Restrictions cited in Enrollment Without Permission (Chapter 10 Conduct, Restrictions, and Discipline, Section 2.2 Studies); and
- J.1.3 Rules on the Privilege to Study (Refer to Section 1 Study Privileges for Faculty Members Not on Leave of this chapter)

J.2 For Administrative Personnel/REPS

J.2.1 Half-day Study Leave

This is available only to permanent non-teaching staff. It shall be tenable for a maximum of two (2) years for bachelor/vocational studies, three years (3) for a master's degree, and five (5) years for a doctoral degree.

There shall be no provision for a substitute for the grantee. The selection of grantees will take into consideration the potential of the candidate to undertake further studies and the need of the unit as well as the relevance of the course to the job. The grantee shall sign a contract with the University to render a return service of one-half year for every year or a fraction thereof of half-day study leave with pay (1065th BOR, May 26, 1993).

J.2.2 Full-time Study Leave

This is also available to permanent non-teaching staff who wants to pursue their vocational course, bachelor's degree, or master's/ doctoral degree subject to the following conditions:

- J.2.2.1 The grant shall be tenable for at most one (1) year for vocational studies, at most two (2) years for Bachelor's, Master's/ Doctoral (Ph.D.) degrees, provided that the grantee must pass all subjects enrolled.
- J.2.2.2 During the period of the grant, the grantee shall be on "full-time regular load" student.
- J.2.2.3 In case of failure in not more than 25% of the total units enrolled in, tuition fee assistance (being given regardless of school) will be forfeited but the grantee may still continue to enjoy the study leave with pay.

- J.2.2.4 In case of failure in more than 25% of the total units enrolled in, the study leave with pay privilege will be forfeited.
- J.2.2.5 Application for the study grant should be filed with the Office of the Chancellor at least two months ahead of the actual period that the leave will be availed of. It must be properly endorsed by the Head of the Unit and supported by a certification that a substitute for the grantee is not necessary, and that the course to be pursued by the applicant is relevant to his/her position and functions.
- J.2.2.6 The performance rating of the applicant for the last two (2) semesters should at least be very satisfactory.
- J.2.2.7 The grantee shall sign a return service contract and surety agreement with the University to render a return service of one (1) year for every year or fraction thereof of full-time study leave with pay (1120th BOR, 27 May 1998).

K. Faculty Fellowships

Faculty fellowships in the University fall into four different categories: foreign fellowship, local fellowship, study leave with or without pay, and research fellowship. All are subject to existing rules and conditions provided for in fellowship agreements.

Faculty fellowships and full study leaves with pay shall be reserved for faculty members (Faculty Manual, P.148, December 2005):

- K.1 with at least one year of service,
- K.2 who are tenured or being considered for tenure,
- K.3 with a regular faculty item,
- K.4 who do not hold rank higher than Assistant Professor;
- K.5 who are not more than forty (40) years old

L. Return Service

One of the obligations of a Grantee of a foreign or local fellowship or study leave is to render return service in the principal unit to which he/she was basically assigned at the start of his/her fellowship/study leave such as follows: (Board of Regents 1142nd Meeting, May 26, 2000).

- L.1 Local - Upon completion/termination of Grantee's studies, he/she shall resume to discharge the duties of his/her position in the University or such other position to which he/she may be assigned by the President of the University or his/her duly-authorized representative for a period of time at the rate of one (1) year for every year spent on fellowship at the expense of the University and/or with the use of external financial grant through or upon endorsement of the University in connection with his/her scholarship. For every year of study leave without pay, the return service requirement shall be one (1) year. He/She shall render the return service herein required in the principal unit to which he/she was basically assigned at the start of his/her scholarship/fellowship/study leave with pay.

Service in another office or agency of the Republic of the Philippines shall not be considered as service in the University for the purpose of the agreement, except for meritorious cases to be approved by the Board of Regents upon the recommendation of the Chancellor and the President.

- L.2 Foreign - The return service obligation is two (2) years for every year spent on foreign study leave, special detail or fellowship.

M. Special Detail

Special detail includes participation in an official capacity in conferences, workshops, seminars, short-term courses and similar activities subject to prior authorization and to such conditions as may be attached here to and to applicable laws and regulation (Section 6.6, UP Faculty Manual).

Faculty members, REPS and administrative personnel whether holding permanent or temporary appointments can be nominated to training/scholarship grants (Sec.6.6.2, UP Faculty Manual, December 2003).

N. Sabbatical (for Faculty Members only)

Subject to the exigencies of the service, a sabbatical may be granted to a member of the faculty for research or some scholarly or creative work, rest, renewal, for a period not exceeding one year, with full salary.

O. Secondment

Upon request of another agency, government or private, and when the needs of the University so permit, University personnel may be detailed by secondment to the requesting agency, subject to the following conditions (1031st BOR, June 28, 1990).

O.1 Secondment to a private agency or to a career position in the government shall not exceed one calendar year renewable for a like period.

O.2 Secondment to a policy determining primarily confidential or highly technical position in the civil service may initially be for two calendar years, renewable for a like period. In the case of those seconded to the position of secretary or undersecretary or other position in the executive, judiciary or legislative branch, two (2) two-year renewals may be allowed, only if the faculty resumes teaching in the University during the second renewal. Should a person seconded to the position of secretary or undersecretary fail to return to the University after the expiration of the six calendar years (maximum of six (6) calendar years), the position in the University shall be vacated ipso facto.

O.3 If a full-time secondment is with pay, honorarium, or allowance equivalent to or higher than the salary and allowance in the University, such secondment shall be without pay from the University.

O.4 Secondment to international agencies or organizations shall be initially for one year, renewable for a like period. In meritorious cases, the Chancellor may allow a final extension of not more than six months.

Should the person seconded fail to return to the University after the expiration of the secondment, the position in the University shall be ipso facto vacated.

P. Other Leave Privileges enjoyed by Faculty, REPS, and Administrative Staff

P.4.1 In addition to vacation, sick, maternity and paternity leave, officials and employees with or without existing or approved Collective Negotiation Agreement (CNA), except teachers and those covered by special leave laws (Section 21 of Omnibus Rule On Leave Rule XVI of the Omnibus Rules Implementing Book V of EO 292, as Amended by CSC MC Nos. 41, s. 1998; 6 and 14, s. 1999), are granted the following special leave privileges subject to the conditions hereunder stated:

P.4.1.1 An employee can still avail of his/her birthday or wedding anniversary leave if such occasion falls on either a Saturday, Sunday or Holiday, either before or after the occasion.

P.4.1.2 Employees applying for special privilege leaves shall no longer be required to present proof that they are entitled to avail of such leaves.

P.4.1.3 Three-day limit for a given year shall be strictly observed: an employee can avail of one special leave privilege (SLP) each day for three (3) days or a combination of any of the leaves for maximum of three days in a given year. Special leave privileges are non-cumulative and strictly non-convertible to cash.

P.4.2 The University shall grant its employees, a maximum of three (3) days of non-cumulative, non-commutable special leave privileges (SLP) every year, to be used in any of the following:

- P.4.2.1 Birthday;
- P.4.2.2 Emergency, in case of earthquake, typhoon, flood and other natural and/or man-made disasters or calamities;
- P.4.2.3 Enrollment;
- P.4.2.4 Graduation;
- P.4.2.5 Hospitalization for immediate members of the family;
- P.4.2.6 Wedding and honeymoon; wedding anniversary;
- P.4.2.7 Relocation subject to the submission of a certification from the barangay;
- P.4.2.8 Burial and bereavement period, in case of death of the spouse or any of the children, parents, brothers or sisters;
- P.4.2.9 Government transactions; and
- P.4.2.10 Domestic emergencies.

P.4 Paternity Leave

Married male employee is entitled to paternity leave of seven (7) working days for the first four (4) deliveries of his legitimate spouse with whom he is cohabiting (CSC Omnibus Rules Implementing Book V of Executive Order 292, Rule XVI, Section 19).

Paternity leave of seven (7) days shall be non-cumulative and strictly non-convertible to cash. The same may be enjoyed either in a continuous or in an intermittent manner by the employee on the days immediately before, during or after the childbirth or miscarriage of his legitimate spouse (CSC MC No. 14, s. 1999, Section 20).

P.5 Rehabilitation Leave for Job-related Injuries

Application of officials and employees for leave of absence on account of wounds or injuries incurred in the performance of duty must be made on the prescribed form, supported by proper medical certificate as evidence showing that the wounds or injuries were incurred in the performance of duty.

The head of department/agency concerned shall direct that the absence of an employee during his/her period of disability thus occasioned shall be on full pay, but not to exceed six (6) months. The head may also authorize payment of medical attendance, necessary transportation, subsistence and hospital fees of the injured person. Absence in the case contemplated shall not be charged against sick or vacation leave, if there are any (Section 55, Rule XVI, CSC MC No. 41, s.1998).

P.6 Ten (10) Days Leave Under RA 9262 (Anti-Violence Against Women and Their Children Act of 2004)

Violence Against Women and Their Children Act of 2004 is the series of acts committed by any person against a woman or with whom he has a sexual or dating relationship, his wife or former wife, or with whom he has a common child, or against her child whether legitimate or illegitimate.

P.6.1 Conditions for the availment of 10 Days Leave under RA 9262:

- P.6.1.1 May apply for leave continuously or in an intermittent manner;
- P.6.1.2 Non commutative and non-cumulative and will be forfeited if not used within a year;
- P.6.1.3 May apply for extension of leave, but it will be charged to his/her leave credits.

P.6.2 The following employees are qualified to avail of such leave:

- P.6.2.1 Any woman in the government service regardless of employment status who is a victim of violence as defined under Section 3 of the Act, or
- P.6.2.2 Any woman employee whose child is a victim of violence as defined under whose age is below 18 or above 18 but unable to take care of himself/herself

P.7 Special Leave Benefits for Women under RA 9710 (An Act Providing for the Magna Carta of Women).

Any female employee regardless of age and civil status, shall be entitled to a special leave for a maximum of two months with full pay provided she has rendered at least six (6) months aggregate service in any or various government agencies for the last twelve (12) months prior to undergoing surgery for gynecological disorders.

P.8 Parental Leave of Seven (7) Working Days Under RA 8972 (The Solo Parent Welfare Act of 2000)

- P.8.1 A woman who gives birth as a result of rape.
- P.8.2 Parent left solo due to:
 - P.8.2.1 Death of spouse
 - P.8.2.2 Detained spouse
 - P.8.2.3 Physical and mental incapacity of the spouse certified by the medical practitioner
 - P.8.2.4 Legal separation from spouse for at least one (1) year
 - P.8.2.5 Annulment of marriage
 - P.8.2.6 Unmarried status and has preferred to keep and rear his/her child instead of giving her/him up to an institution.
- P.8.3 Any other person who solely provides parental care and support to a child or children.
- P.8.4 Any family member who assumes the responsibility of head of family as a result of the death, abandonment, disappearance or prolonged absence of the parents or solo parents.

Conditions for the grant of Solo Parent Leave:

- P.8.4.1 At least one year government service whether continuous or broken at the time of effectivity of RA 8972, September 22, 2002
- P.8.4.2 Regardless of employment status
- P.8.4.3 Maybe availed every year
- P.8.4.4 Must be filed five (5) days in advance
- P.8.4.5 May be availed 7 days continuous or on staggered basis
- P.8.4.6 It will be forfeited if not availed within a year
- P.8.4.7 Non-convertible to cash and non-cumulative

P.9 Leave Benefits Granted Under the Collective Negotiation Agreement (CNA):

- P.9.4.1 Five (5) days additional sick leave for job-related injuries or sickness (Ratified 27 April 2015 by All UP Workers Union);
- P.9.4.2 Three (3) days additional Special Leave Privilege (SLP)
- P.9.4.3 Two (2) days Nursing Leave for nursing mothers
- P.9.4.4 Two (2) days leave in case of hospitalization/confinement of immediate members of the family

Q. Separation from the Service

Q.1 Resignation

An employee who wishes to resign from the University should submit to his/her immediate superior a written notice at least thirty (30) days (REPS and administrative employees) and sixty (60) days (Faculty) before the date of the intended resignation. Each resigning employee shall fill up an exit interview form from the HRDO. Also, the employee should apply for clearance prior to the date of resignation at the unit level.

Q.2 Dropping from the Rolls

An officer or employee who was dropped from the rolls by reason of his/her absence without

approved leave (AWOL) or of unsatisfactory or poor performance or of mental and/or physical incapacity may move for the reconsideration of the decision separating him/her from the service within fifteen (15) days from receipt thereof ("Amendment of the Rules on Filing of Motion for Reconsideration in Dropping from the Rolls Cases", CSC MC No.12 s.2010).

Q.2.1 Absence without approved leave

If the number of unauthorized absences is less than thirty (30) working days, a written Return-to-Work order shall be served on the official or employee at his/her last known address on record. Failure on his/her part to report to work within the period stated in the order shall be a valid ground to drop him from the rolls.

An officer or employee who is continuously AWOL for at least thirty (30) working days shall be separated from the service or dropped from the rolls without prior notice. He/She shall however be informed of his/her separation from the service not later than five (5) days from its effectivity which shall be sent to the address appearing on his/her 201 file or to his/her last known address.

Any member of the academic staff, officer, or employee of the University shall be dropped from the service for unexplained absence of at least thirty days after the expiration of the period of leave granted. (Section 6.9.5., UP Faculty Manual 1989).

Q.2.2 Unsatisfactory or Poor Performance

An official or employee who is given two (2) consecutive "Unsatisfactory" ratings may be dropped from the rolls after due notice. Notice shall mean that the officer or employee concerned is informed in writing of his unsatisfactory performance for a semester and is sufficiently warned that a succeeding unsatisfactory performance shall warrant his/her separation from the service. Such notice shall be given not later than 30 days from the end of the semester and shall contain sufficient information, which shall enable the employee to prepare the explanation. (MC 40, s. 1998)

An official or employee, who for one evaluation period is rated "Poor" in performance may be dropped from the rolls after due notice. Due notice shall mean that the officer or employee is informed in writing of the status of his/her performance not later than the 4th month of that rating period with sufficient warning that failure to improve his/her performance within the remaining period of the semester shall warrant his/her separation from the service. Such notice shall also contain sufficient information which shall enable the employee to prepare the explanation.

Q.2.3 Physically and Mentally Unfit

An officer or employee who is continuously absent for more than one (1) year by reason of illness may be declared physically unfit to perform his/her duties, and the head of office in the exercise of his/her sound judgment may consequently drop him/her from the rolls. (MC 40, s. 1998)

An officer or employee who intermittently becomes absent by reason of illness for at least 260 working days during a 24-month period may also be declared physically unfit by the head of office.

An officer or employee who is behaving abnormally for an extended period and who manifests continuing mental disorder and incapacity to work as reported by his/her co-workers or immediate supervisor and confirmed by the head of office and by a competent medical opinion, may, likewise, be dropped from the rolls.

Q.3 Dismissal

Dismissal or removal for cause is the maximum penalty which may be imposed to an officer or employee who is found guilty by final judgment of an administrative offense after due process.

Q.4 Termination/Expiration of Temporary Appointment

An officer or employee shall be informed in writing by the head of office at least sixty (60) days for faculty and thirty (30) days for Administrative Staff and REPS, before the termination/ expiration of appointment.

Q.5 Transfer

An officer or employee who seeks transfer to another agency shall first secure permission from the head of department or agency where he/she is employed stating the effectivity date of transfer. If the request for transfer is not granted by the head of the office where he/she is employed, it shall be deemed approved after a lapse of thirty (30) days from the date of notice to the agency head (Omnibus Rules on Appointments and Other Personnel Actions, December 14, 1998).

Q.6 Retirement

There are two (2) kinds of retirement under the "GSIS Act of 1997 Implementing Rules and Regulations" (RA 8291):

Q.6.1 Compulsory - for an employee who has reached the age of sixty-five (65) and has rendered at least fifteen (15) years of service in the government.

Q.6.2 Optional - for an employee who is at least sixty (60) years of age and has rendered at least fifteen (15) years of service in the government.

R. Benefits and Privileges

R.1 UP Manila Benefits, Incentives and Privileges

R.1.1 Study Privileges

R.1.1.1 Privileges of Non-Earning Dependents of UP Personnel (1054th Board of Regents, October 29, 1992).

- Non-earning dependents of regular full-time personnel (permanent or if temporary, with at least five (5) years of aggregate service in the UP System) shall be entitled to 100% waiver of tuition and miscellaneous fees (except student fund fees).
- Non-earning dependents of regular part-time/permanent or if temporary, with at least (5) years of aggregate service shall be entitled to 50% discount of tuition and miscellaneous fees (except student fund fees).
- This shall not apply when personnel are on leave without pay or on secondment without UP pay except for secondment to another government agency or outside the country on an academic assignment, or sick leave with or without pay.
- The continued entitlement of a dependent shall be subject to the passing rate of at least 75% of all units enrolled in the previous semester or term, unless the dependent's failure to meet the condition is due to illness - in which case the full entitlement shall still be given in the next semester or term.
- The duration of the privilege for any dependent cannot exceed the maximum residency rule.

R.1.2 Limited/private practice of profession

Permission to engage in limited/private practice of profession may be granted provided such practice:

- Is not adverse to the interest of the University;
- Shall not be conducted on official time;

- Will improve person's efficiency and usefulness to the University; and
- Shall be subject to such other requirements as may be imposed by the law or University Rules and Regulations.

Administrative personnel and REPS may teach only after office hours and after written permission has been granted. The maximum teaching load they can handle is six (6) course credits per semester, including their load within and outside UP (if any).

Faculty members with administrative or research load credits may not teach in other educational or training institutions.

Teaching in other institutions will be allowed only for institutions with existing Memorandum of Agreement (MOA) with UP Manila.

R. 1.3 Library Privileges

Employees of the University are entitled to library privileges. They may borrow books and other reading materials subject to existing library rules and regulations. Library permit can be secured from the assigned personnel of the library an employee wishes to visit. The permit serves as the library card. Validated I.D. cards maybe used as a permit/privilege to avail of library facilities subject to the library registration guidelines. Library privileges is extended to UPM alumni with alumni I.D.

R.1.4 UP Provident Fund, Inc. (UPPFI) Benefit

This program aims to supplement the retirement benefit of UP employees. The membership is voluntary and shall be confirmed by the Board of Trustees.

Eligible for membership are the following:

- Regular full time
- Permanent
- Casuals, contractuels, temporary and substitute
- Those whose salaries are charged to the General Appropriations Fund of UP. It also provides separation benefits, equity loans, multi-purpose loans, emergency loan, bridge "pampatawid" loan, death assistance benefit and such other loans, that the Board of Trustees may allow (PRIMER, UP Provident Fund, Inc August 2002).

R.1.5 UP-PGH Health Service

The UP-PGH Health Service provides free consultation, medical assistance and annual physical examination to UP Manila employees.

R.1.6 Creche and Child Care Development Center (ECCD 8990)

The Creche and Child Care Development Center is a day care center in the work place, providing minding centers to children (0-6 years of age) of UPM employees.

It is also an Early Childhood Care and Development (ECCD) Center wherein stimulating educational activities are provided to children 2-6 years of age. Employees who avail of the privileges are charged a nominal fee.

R.1.7 Housing Facilities

Residential units (walk-up or cluster) in UP Diliman campus are available for lease to qualified UPM employees and are subject to the Housing Rules and Regulations. However, only limited number of residential slots are available on a first-come-first-serve basis.

R.1.8 UP Enhanced Hospitalization Program (UP eHOPE)

Assistance in the amount of up to P100, 000.00 per year is given to an employee in case of hospitalization occurring within his/her years of active service in the University, provided that at the time of the claim, the employee is in active service and have rendered at least one (1) year of continuous service. This includes P10,000.00 for post-confinement medicines.

This is open to:

- Regular, full/part-time, permanent employees (faculty, REPS, and administrative staff);
- Regular, full-time/part-time faculty members who are not tenured; and
- UP Contractuals/Casuals.

Note: Approved per 1322nd BOR Meeting dated 24 November 2016. Effectivity date is January 1, 2017.

R.1.9 Other Benefits from the Collective Negotiation Agreement (CNA)

- Rice Subsidy/Allowance
- Christmas Grocery Allowance
- Increase in the amount of Loyalty pay
- Annual Incentive Grant
- Expanded Service Recognition Pay (eSRP*)

The eSRP is an additional incentive for the administrative staff and REPS, equivalent to ten (10) days for every calendar year of service to the University. The eSRP is payable to eligible employees in any of the following cases:

1. Compulsory retirement at age 65.
2. Optional retirement starting at age 60 until just before age 65 of eligible staff with at least 25 years of service and whose unit or office has an approved succession plan for those applying for optional retirement.
3. Early retirement due to permanent total disability (no longer fit to work) under the rules of the GSIS regardless of age but with at least 25 years of service to UP.
4. In case of death of eligible staff regardless of age and length of service to UP.

**Note: Approved per 1321st BOR meeting on 27 October 2016. Effectivity is January 1, 2017.*

R.1.10 Government Employee Benefits

R.1.10.1 GSIS Benefits

All employees of the University whether permanent, temporary, casual or contractual with employee - employer relationship who are receiving basic pay or salary but not per diems, honoraria or allowance are compulsory members of the GSIS. The following are offered as benefits:

- Consolidated Loan
- Policy Loan
- Dividends
- Housing Loan
- Scholarships-Educational Loans
- Disability and Sickness-Income Benefit
- Separation Benefit
- Maturity Benefit
- Cash Surrender Value
- Employee Compensation
- State Insurance Benefit
- Unemployment Benefits
- Life Insurance
- Endowment Insurance

- Survivorship and Death Claim Benefits
- Accidental Death Benefits
- Optional Life Insurance
- Retirement Benefits – any of the following:
 - RA 660 (Pension from GSIS)
 - RA 8291 (Pension from GSIS)

Note: Please refer to the Implementing Rules and Regulations of the GSIS Act of 1997 (RA 8291) for a complete guide to retirement benefits. (Brochure is available at the HRDO)

Retirement Benefits Options:

RA 660 (Pension from GSIS)

- Who may retire?
 - Any official or employee who has obtained and/or completed the required minimum age and length of service as indicated below:

Age:	52	53	54	55	56	57	58	59	60	61	62	63	64	65
Service:	35	34	33	32	31	30	28	26	24	22	20	18	16	15

 - The last three (3) years of which must be continuous
 - He/She must be in the service as of May 31, 1977

RA 8291 (Pension from GSIS)

- Who may retire?
 - Any official or employee who has rendered at least 15 years of service.
 - With at least 60 years of age at the time of retirement.
 - He /She should not be receiving a monthly pension from permanent total disability .

- What are the benefits?

The retiree may choose from any of the following:

- The 5-year lump sum (60 x basic monthly pension) and the basic monthly pension for life starting at the end of the 5-year guaranteed period .
- The cash payment (18 x basic monthly pension) plus the basic monthly pension for life starting immediately upon retirement.

Retirees may also be entitled to the following benefits:

- Payment of Terminal Leave (if any)
- UP Provident Fund Claim,
- PAG-IBIG Provident Fund Claim
- Medical Benefits
- Free Tuition Fee for qualified dependents

R.1.10.2 PAG-IBIG Fund Benefit

Membership with PAG-IBIG is mandatory. If one transfers to another participating employer, PAG-IBIG contribution shall be carried to his/her credit including earnings. The voluntary withdrawal or separation from the service due to retirement, death, disability, resignation or dismissal terminates

membership with PAG-IBIG.

Benefits:

- Loans (Emergency, appliance, multi-purpose, housing, etc.)
- Provident - claims may be made upon the occurrence of any of the following:
 - Membership Maturity
 - Retirement
 - Total Disability or Insanity
 - Separation from the service by reason of health as provided for by law

R.1.10.3 PhilHealth Benefits and Services

As a government employee, membership to PhilHealth is compulsory. UP Personnel, whether permanent, temporary, casual or UP contractuels are covered by the PhilHealth benefits and service.

Conditions in claiming for PhilHealth benefits:

- With payment of at least three (3) monthly contributions within the last six (6) month prior to confinement.
- Confined in Accredited Hospital for at least 24 hours due to an illness or disease requiring hospitalization.

R.1.11 Longevity or Length of Service Award

The Length of Service Award shall initially be granted to an employee who has rendered at least three (3) years of continuous and satisfactory service in a particular position and which shall consist of one (1) step increment in accordance with the provisions of the Joint CSC-DBM Circular No. 1 s. 1990.

R.1.12 Loyalty Award

The Loyalty Award shall initially be granted to an employee who has completed at least ten (10) years of continuous and satisfactory service in the University. Succeeding payment shall be granted every 5 years of continuous and satisfactory service in the University.

In the University, a cash bonus of P1, 000.00 per year of service is given to a loyalty awardee.

R.1.13 Employees Compensation Claim (ECC) Benefit

Conditions for claim:

- Sickness is work related.
- It is caused by the nature of employees' work or by his working conditions such as:
 - The employee is injured while performing his/her official function
 - The accident occurred outside the company premises while executing an order from his/her employer
 - The accident happened while on board a company vehicle
 - The accident happened during a company sponsored activity

R.1.14 Benefits under the MAGNA CARTA OF PUBLIC HEALTH WORKERS

- Subsistence Allowance

Personnel shall be granted subsistence allowance based on the number of days included in the duration when they rendered actual work at the workplace including the following:

- Special detail (local and foreign) without per diem.
- Attendance to seminars and conferences without per diem.
- Participation on official capacity to outside activities (CSC/DBM, etc.)
- Compensatory Time-Off (CTO).

Coverage:

- All regular faculty, REPS and administrative personnel (full-time and part-time) regardless of employment status (permanent/temporary/substitute)
- All casual and UP contractual personnel.

- Hazard Pay

Personnel shall be entitled to full hazard pay for actual service to the University provided leave of absence and outside official activities shall not exceed ten (10) working days in one (1) calendar month.

Coverage:

- All regular faculty, REPS and administrative personnel (full-time and part-time) regardless of employment status (permanent/temporary/substitute).
- All casual and UP contractual personnel.

- Grant of One-step salary increase to employees/non-teaching staff who have completed graduate studies for a degree course

Eligibility and requirements:

- Completion of a graduate degree course as evidenced by the following authenticated documents:
 - a. Diploma
 - b. Transcript of Records
- Must have served at least two (2) years of continuous service to the University under permanent status.
- With at least very satisfactory performance rating during the last two (2) years of service.

- One-Grade Increase 3 months prior to compulsory retirement

Three (3) months prior to compulsory retirement, employees shall be granted salary increase equivalent to one (1) salary grade higher than his/her basic salary.

II. Fiscal Policy (Financial System)

A. Sources and Classification of UP Manila Funds

Fund is the sum of money or other resources set aside for the purpose of carrying out specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations, and constitutes an independent fiscal and accounting entity (**Sec. 3 PD 1445**)¹.

A.1 General Fund - are funds available for any purpose that Congress may choose to apply, and is composed of all receipts or revenues that do not otherwise accrue to other funds. It is the government subsidy used to finance the operations of UP Manila.

A.2 Off-Budgetary Fund - which are receipts for expenditure items that are not part of the National Expenditure Program, which are authorized for depositing in government financial institutions.

These are categorized as:

A.2.1 Retained Income/Funds - are collections that are authorized by law to be used by agencies for their operation or specific purposes. These include but are not limited to receipts from tuition and matriculation fees and other internally generated receipts.

A.2.2 Revolving Fund - are receipts derived from business-type activities of departments/agencies as authorized by law, and which are deposited in an authorized government depository bank by UP Manila.

A.2.3 Trust/Custodial Fund - are receipts or cash received by UP Manila - whether from a private source or another government agency - to fulfill a specific purpose. These includes trust receipts - both from an individual or corporation - that are required to be held by UP Manila until the outcome of a procurement activity is determined, as well as cases where UP Manila holds receipts as a trustee, agent or administrator, for the fulfillment of some obligations.

B. Fundamental Principles

Financial transactions and operations of any government agency shall be governed by the fundamental principles set forth hereunder, to wit: (**Section 4, PD 1445**)²

B.1 No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority.

B.2 Government funds or property shall be spent or used solely for public purposes.

B.3 Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.

B.4 Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions, and operations of the government agency.

B.5 Disbursements or disposition of government funds or property shall invariably bear the approval of the proper officials.

B.6 Claims against government funds shall be supported with complete documentation.

B.7 All laws and regulation applicable to financial transactions shall be faithfully adhered to.

B.8 Generally accepted principles and practices of accounting as well as of sound management and fiscal administration shall be observed, provided that they do not contravene with the existing laws, rules and regulations.

C. Budget Cycle: Planning/Preparation/Authorization/Reporting

C.1 There shall be an annual review of performance/assessment of past year's operation; reaffirmation of priority projects for the current year and development of plans/targets/flagship projects for the ensuing budget year which shall be prepared by the Office of the Chancellor together with Deans/Directors, conducted by the Office of the Vice Chancellor for Planning and Development.

- C.2 Subject to the Department of Budget and Management (DBM) general policies and guidelines reflected in its budget call, the plans/targets/flagship projects identified by the Chancellor in consultation with the Deans/Directors shall become the basis of the annual budget proposals of UP Manila.
- C.3 The Director of the PGH shall be responsible for the preparation and submission of the annual budget proposal for the hospital to DBM, through the UP Manila Chancellor and the UP President.
- C.4 The UP Manila budget proposal shall be submitted to DBM through the UP President. Pursuant to EO 714, UP Fiscal Autonomy, the approved annual budget from government subsidy of the UP System shall be "appropriated to the University System in accordance with the program and project structure that defines allocation breakdowns only on the basis of current operating expenditures (COE) and capital outlay (CO), except for foreign assisted projects which shall follow the usual Project/Program Activity.
- C.5 All income receipts and fees accruing to or derived by UP shall, upon their collection, be automatically released to UP, which shall be considered in the respective campus Internal Operating Budget (IOB).
- C.6 The UP President together with the CU Chancellors recommends to the Board of Regents the allocation of the approved budget into the different CUs and the PGH which shall become the basis of respective IOB.
- C.7 The priority projects for the current year identified by the Chancellor shall become the basis of the IOB of UP Manila.
- C.8 The director of PGH is likewise responsible for the development of the IOB of the hospital.
- C.9 The approved IOB shall become the basis of the Notice of Sub-Allotment to the colleges/units.
- C.10 The DBM through the UPS requires the submission of quarterly accomplishment/performance report.
- C.11 The UP Manila Budget Office shall provide the Deans/Directors of Colleges/Units the status report of allotment and balances for the period ending June 30, October 31 and December 31.

D. Accounting System

- D.1 UP Manila shall adopt the government prescribed accounting system for national agencies.
- D.2 The Accounting System shall satisfy the accountability requirements of those responsible for the conduct of government activities and operations, and ensure that controls for government resources are in place. The accounts shall be kept in such detail as is necessary to meet the needs of the University and at the same time be adequate to furnish the information needed by fiscal agencies of the government.
- D.3 Separate books of accounts shall be maintained for the following funds: **(Sec. 13 GAM Vol. 1)**³
 - D.3.1 Regular Agency Fund - 01
 - D.3.2 Foreign Assisted Project Fund - 02
 - D.3.3 Internally Generated Fund - 05
 - D.3.4 Trust Receipts - 07

E. Receipts/Income Collection and Deposit

As a general rule, the collection of UP Manila income and receipts shall be done by the regularly appointed Collecting Officer. In UP Manila, they are the staff at the Cashier's Office whose duties/job descriptions permit them to perform the above function. However, the Chancellor may designate other collecting officers or agents as may be deemed necessary. As collecting officers, they shall be properly bonded in accordance with law (Sec. 64 & 101, PD 1445)

E.1 Laws and rules pertinent to receipt/income :

- E.1.1 Collectors/tellers may also be designated to assist the Collecting Officers. They shall turnover their collections daily to the collecting officer concerned **(Sec. 64, PD 1445)**⁴.
- E.1.2 No payment of any nature shall be received by a Collecting Officer without immediately issuing an official receipt in acknowledgment thereof. At no instance shall temporary receipts be issued to acknowledge the receipt of public funds **(Sec. 68, PD 14 45; Sec. 4, Chapter 2, GAM Vol.I)**⁵.
- E.1.3 The UP Manila Cashier shall remit/deposit intact the full amounts so received and collected by them to the UP Manila authorized depository bank within the day or the following working day from receipt thereof. At no instance should money in the hands of the collecting officer be utilized for the purpose of encashing private checks **(Sec. 67, PD 1445; Sec. 4 (i), Chapter 2, GAM Vol. 1)**⁶.

- E.1.4 Accountable officials shall keep personal money separate and distinct from public funds in their custody and shall not make profit out of public money or otherwise apply the same to any use not authorized by law (**Chapter 3, Art. 6, Sec.106, GAAM Vol.I**)⁷.
- E.1.5 Every officer accountable for government funds shall be liable for all losses resulting from the unlawful deposit, use or application thereof and for all losses attributable to negligence in the keeping of the same (**Sec.105 (2), PD 1445**); **Sec.3 (e2), Chapter 2, GAM Vol. 1**)⁸.
- E.1.6 The accountable officer shall immediately notify the Commission on Audit, thru the Chancellor when a loss of government funds occurs while they are in transit or the loss is caused by fire, theft or other casualty or force majeure and, within 30 days or such longer period as the Commission on Audit may in the particular case allow, shall present his application for relief with supporting evidence. An officer who fails to comply with this requirement shall not be relieved of his liability or allowed credit for any such loss in the settlement of his accounts (**Sec. 73, PD 1445; Sec.3 (c4), Chapter 2, GAM Vol.1**)⁹.
- E.1.7 Except as may otherwise be specifically provided by law or competent authority all money and property officially received by a public officer in any capacity or upon any occasion must be accounted for as government funds and government property (**Sec. 63, PD 1445; Sec. 4 (b) Chapter 2, GAM Vol. 1**)¹⁰.

E.2 Expenditures and Disbursements

E.2.1 Government expenditures may be classified as follows:

E.2.1.1 Current operating expenditures - refer to appropriations for the purchase of goods and services for current consumption or benefits expected to terminate within the fiscal year.

They are classified into:

- Personal Services
- Maintenance and Operating Expenses
- Financial Expenses

Capital outlays - refer to appropriations for the purchase of goods and services, the benefits of which may extend beyond the fiscal year subject to the General Provisions of the Annual General Appropriations Act for government subsidy and which add to the assets of the government.

E.2.1.2 There shall be a UP Manila approved program of expenditures which shall be the basis of fund releases and obligation ceiling during the year.

Expenditures of funds or use of property in violation of law shall be a personal liability of the official or employee directly responsible therefor (**Sec. 103, PD 1445**)¹¹.

E.2.1.3 The Commission on Audit promulgated auditing rules and regulations to prevent irregular, unnecessary, excessive or extravagant expenditures or uses of government funds or property. **COA Circular # 2012-003, dated October 29, 2012**¹², defines the above expenditures as follows:

E.2.1.3.1 Irregular expenditure - signifies expenditure incurred without adhering to established rules, regulations, procedural guidelines, policies, principles or practices that have gained recognition in law. Irregular expenditures are incurred without conforming with prescribed usages and rules of discipline. There is no observance of an established pattern, course, mode of action, behavior, or conduct in the incurrence of an irregular expenditure. A transaction conducted in a manner that

deviates or departs from or which does not comply with standards set, is deemed irregular. An anomalous transaction which fails to follow or violate appropriate rules of procedures is likewise irregular. Irregular expenditures are different from illegal expenditures since the latter would pertain to expenses incurred in violation of the law whereas the former in violation of applicable rules and regulations other than law.

- E.2.1.3.2 Unnecessary expenditure - pertains to expenditure which could not pass the test of prudence or the diligence of a good father of a family, thereby denoting non-responsiveness to the exigencies of service. Unnecessary expenditures are those not supportive of the implementation of the objectives and mission of the agency relative to the nature of its operations. This would include incurrence of expenditure not dictated by the demands of good government, and those the utility of which cannot be ascertained at a specific time. An expenditure that is not essential or that which can be dispensed with without loss or damage to property is considered unnecessary. The mission and thrusts of the agency, must be considered in determining whether the expenditure is necessary or not.
- E.2.1.3.3 Excessive expenditures - signify unreasonable expense or expenses incurred at an immoderate quality and exorbitant price. They include expenses which exceed what is usual or proper, as well as expenses which are unreasonably high, and beyond the just measure of reasonable limits.
- E.2.1.3.4 Extravagant expenditures signify those incurred without restraint, judiciousness and economy. Extravagant expenditure exceed the bounds of propriety. These expenditures are immoderate, prodigal, lavish, luxurious, wasteful, grossly excessive, and injudicious.

- E.2.2 Disbursements constitute all cash paid out during a given period either in currency or by check out of the budgeted amounts.

Basic requirements applicable to all classes of disbursements: **(Sec 168, GAAM Vol. I/GAM Chapter 2, Section 36)¹³**

- E.2.2.1 Certificate of Availability of Fund;
- E.2.2.2 Approval of claim or expenditure by head of office or his/her authorized representative;
- E.2.2.3 Documents to establish validity of claim;
- E.2.2.4 Conformity of the expenditure to existing laws and regulations; and
- E.2.2.5 Proper accounting treatment

- E.2.3 Advance Payments on Contracts:

No advance payment, partial or final, shall be made on any contract except upon certification of concerned UP Manila officer/s to the effect that the services have been rendered or supplies and material have been delivered in accordance with the terms of the contract and have been duly inspected and accepted **(Sec. 88, PD 1445)¹⁴**.

F. Cash Advances

Cash advances are granted to the UP Manila Cashier and to designated special disbursing officers (SDO) in UP Manila units/colleges to take care of disbursements which are very difficult, impractical or impossible to pay in check.

The following general guidelines in the granting and utilization of cash advances shall be governed by the existing COA rules and regulations and other pertinent issuances.

- F.1 Every Officer, agent, and employee of the Government of the Philippines or of the companies or corporations of which the majority of the stock is held by the National Government (NG), regardless of the status of their appointment shall, whenever the nature of the duties performed by such officer, agent or employee permits or requires the possession, custody or control of funds or properties for which he/she is accountable, be deemed a bondable officer and shall be bonded or bondable and his/her fidelity insured (**Section 314 & 318, PBL**)¹⁵;
- F.2 Only duly appointed or designated disbursing officers may perform disbursing functions.
- F.3 Only one disbursing officer shall be assigned/designated for a specific legal purpose. Additional disbursing officers may be assigned/designated for the same purpose only when fully justified by the agency head;
- F.4 Transfer of cash advance from one accountable officer to another shall not be allowed. An approved fidelity bond shall be non-transferable and personal to the accountable public officer;
- F.5 The cash advance shall be used only for the specific legal purpose for which it was granted. Under no circumstances shall it be used for encashment of checks or for liquidation of a previous cash advance;
- F.6 No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him/her is first settled or a proper accounting thereof is made (Sec. 8, PD 1445);
- F.7 All cash advances shall be obligated. Cash advances for a particular year shall not be used to pay expenses of other years.
- F.8 No cash advance shall be granted for infrastructure and/or other undertaking on a project basis;
- F.9 Whenever a cash advance is subjected to cash examination by auditors, any money taken from the accountable officer supported merely by chits and forms of IOUs shall not be considered as valid disbursement even if it was actually given to the official or employee who signed them.
- F.10 Cash advance shall be liquidated in accordance with the following guidelines pertaining to the officials concerned:

The accountable officer shall liquidate his/her cash advance within the prescribed period as follows:

- F.10.1 For the salaries, wages, etc. - within five (5) days after each 5th day/end of the month pay period
- F.10.2 For petty operating expenses and field operating expenses - within twenty (20) days after the end of the year; subject to government guidelines.
- F.10.3 For official travel - within 60 days after return to the Philippines in the case of foreign travel or within 30 days after return to his permanent official station in the case of local travel.

Failure of the accountable officer to liquidate his/her cash advance within the prescribed period shall constitute a valid cause for the withholding of his/her salary or appropriate administrative action.

- F.11 Cash advance for petty operating expenses shall be sufficient for the recurring expenses of the unit/college for one month. The accountable officer may request replenishment of the cash advance when the disbursements reach at least 75% or as the need requires. The cash advance shall not be used for payment of regular expenses such as rentals, subscriptions, utilities and the like.
- F.12 When a cash advance is no longer needed or has not been used for a period of two (2) months, it must be returned to or deposited immediately with the collecting officer. Under no circumstance, shall a cash advance be allowed to remain unliquidated at the end of the fiscal year.

F.13 The fidelity bond shall be subject to renewal yearly before the expiration of the present bond coverage while the accountable public officer is holding such position for which he/she was bonded. Failure to renew shall consider such as automatically cancelled and shall have no legal effect (**Treasury Circular No. 02-2009, Gen. Provisions 4.10 dated 6 August 2009**)¹⁶;

The specific rules and regulations on the granting, utilization, and liquidation of cash advances are provided for under **COA circular # 97-002 dated February 10, 1997**¹⁷.

G. Personal Services

G.1. Salaries and Wages

Basic requirements for payment of salaries and wages:

- Existence of a legally created position with fixed compensation or emolument attached to the position;
- Issuance of a valid appointment;
- Rendition of service being paid; and
- Payment to the right person

G.1.1 Regular Plantilla Items - are those positions included in the Personal Services Itemization (PSI) approved by the DBM. Those are officials and employees holding the following appointments:

G.1.1.1 Original appointment - it is the first appointment issued to a person to hold a regular government position.

Claims of first salary shall be supported by the following documents: (see Annex__-Newly Hired Employees)

G.1.1.2 Appointment by reinstatement - Any person who has been permanently appointed to a position and who has, through no delinquency or misconduct, been separated therefrom, may be reinstated to a position for which he is qualified.

In addition to the basic requirements for payment of salaries, the following are also required:

- Certificate that appointee had enjoyed the leave, the money value of which had been commuted, prior to reinstatement, or
- Certificate that the money value of the unexpired portion of the leave has been refunded.

G.1.1.3 Appointment by transfer - A transfer is a movement from one position to another without break in service involving the issuance of an appointment.

Payment of salary under an appointment by transfer shall be supported by the following documents: (see Annex__-Transferred from Other Govt. Agency)

G.1.1.4 Promotional appointment/ salary adjustment - A promotion is a movement from one position to another with an increase in duties and responsibilities as authorized by law and usually accompanied by an increase in pay.

Payments of salary differential due to a promotion or salary adjustments shall be supported by the following documents: (see Annex__-With Promotion/One Step Increase)

G.1.2 Lump Sum Appropriations

G.1.2.1 Casual employees

G.1.2.2 Contractual personnel

G.2 Allowances, Honoraria and Other Forms of Compensation

G.2.1 Allowances - are emoluments granted in addition to fixed compensation or in exchange for services rendered and paid or given in cash or in kind to officers and employees entitled thereto under specific authority of law. Allowances may either be commutable or reimbursable, duly supported by receipts or by a certificate to the effect that the expenses had been duly incurred in accordance with the purpose for which the allowance is granted.

Government officers and employees are granted allowances only by specific provisions of law.

G.2.2. Honoraria - it is a gesture of appreciation for the service of one with expertise of professional standing in recognition of his broad and superior knowledge in specific fields. It is given to officials/employees under the following circumstances:

- Resource persons by virtue of their expertise
- Researchers, technical and support personnel
- Government officials and/or employees who are "on detail" or "on special assignment"

For the allowable rates refer to the following BOR approved schedule for standing and Ad Hoc committee: (see Annex__)

G.2.3. Subsistence Allowance - shall mean an allowance for meal or sustenance for an official or employee who, by the nature of his duties and responsibilities, has to make his service available in his place of work even during mealtime.

G.2.4. Clothing Allowance

G.2.5. Laundry Allowance

G.2.6. Hazard Allowance

G.2.7. Representation and Transportation Allowance

III. PROCUREMENT

All procurement of goods including services, infrastructure or works and consultancy services are conducted in accordance with RA 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations (IRR), as amended.

UP Manila Procurement System

Public bidding or competitive bidding is the default mode of procurement. Alternative modes of procurement under Rule XVI of the 2016 Revised IRR of RA 9184 shall be resorted to only whenever justified and to promote efficiency and economy.

A. Public bidding is conducted by the three regular Bids and Awards Committees (BAC) for contracts above PhP1,000,000.00:

A.1 BAC 1 - for all goods and services of the Philippine General Hospital (PGH) except janitorial, security and disposal of hazardous and toxic health care wastes (one contract for UP Manila)

A.2 BAC 2 - for all infrastructure projects, consultancy, general support services (janitorial, security services and disposal of hazardous and toxic health care wastes) and lease of private properties where UP Manila as lessee.

A.3 BAC 3 - for all goods for the Central Administration, academic units and the National Institutes of Health.

A.4 SBAC - may be constituted for procurement of special projects.

(Source: Administrative Order Nos. CCDP- 2018-008; CCDP 2017-229 and CCDP 2017-230 Constituting BAC 1, BAC 2 and BAC 3, respectively)¹

B. Alternative Modes of Procurement

B.1 The regular BACs also conduct procurement under alternative modes except for the following:

- B.1.1 Agency -to - Agency
- B.1.2 Shopping - for amounts less than PhP500,000.00
- B.1.3 Negotiated procurement - small value for amounts less than PhP500,000.00
- B.1.4 Negotiated procurement - lease of venue which are delegated to the colleges, institutes under the National Institutes of Health (NIH) and the Property and Supply Office (PSO) for the central administration. For PGH, procurement under the above cited modes is conducted by its Purchasing Office but approval of purchase orders and other documents follows the levels of authority delegated to the PGH Director.

(Source: Memorandum No. CCDP 2017-070 Internal Guidelines on the Implementation of Increased Threshold for Shopping and Small Value Procurement as per 2016 Revised Implementing Rules and Regulations (IRR) of RA 9184.)

B.2 The conduct of small value procurement and shopping is further delegated to the end-users (colleges, NIH institutes, PSO for central administration and CPDMO for works) as follows:

- B.2.1 Purchases amounting to PhP20,000.00 and below per transaction - through telephone canvass.
- B.2.2 Purchases amounting to more than P20,000.00 to P100,000.00 per transaction - through open canvass.
- B.2.3 Purchases amounting to more than PhP100,000.00 to PhP500,000.00 per transaction - through sealed canvass dropped and opened at the Internal Audit Office.

(Source: Approval authority limits for UP Manila Officer that took effect on 01 April 2016)

C. Procurement Planning

C.1 UP Manila shall prepare, maintain and update an agency Annual Procurement Plan (APP) which shall bear the approval of the Chancellor. The APP is the consolidated Project Procurement Management Plan/Supplemental Project Procurement Management Plan (PPMP/SPPMP) of the different units of UP Manila. The PGH has a separate APP which shall likewise, be approved by the Chancellor.

The APP shall include:

- C.1.1 Name of the project/procurement;
- C.1.2 Project management office/end-user unit;
- C.1.3 General description of the project/procurement;
- C.1.4 Procurement methods to be adopted;
- C.1.5 The time schedule for a) advertisement/posting; b) submission and receipt/opening of bids; c) award of contract; d) contract signing
- C.1.6 Source of funds; and
- C.1.7 Approved Budget for the Contract.

The approved APP shall be submitted to the Government Procurement Policy Board (GPPB) through the UP System on or before the date prescribed by the UP System.

(Source: Rule II 2016 Revised IRR of RA 9184)

C.2 Annual Procurement Plan for Common-use Supplies and Equipment (APP-CSE)
Procurement of common-use supplies, materials and equipment shall be from the DBM Procurement Service (PS) in accordance with Letter of Instruction No. 755 and EO 359, s. 1989 **(Sec. 53.5 of the 2016 Revised IRR of RA9184)**.

C.3 Changes in the individual PPMP and consolidated APP may be undertaken every six (6) months as supplemental PPMP/APP and shall likewise be submitted to the GPPB through

UP System in July of the current year and January of the following year.

C.4 No procurement shall be undertaken unless it is in accordance with the approved APP/PPMP.

D. Alternative Methods of Procurement

In accordance with Section 10 of the 2016 Revised IRR of RA 9184, UP Manila as the procuring entity, shall adopt competitive or public bidding as the general or default method of procurement. However, subject to the prior approval of the Chancellor, and whenever justified by the conditions provided in Rule XVI of the same IRR, the procuring entity may, in order to promote economy and efficiency resort to any of the alternative methods of procurement. The method of procurement to be used shall be indicated in the approved APP/SPPMP.

Annex H of the 2016 Revised IRR provided the Consolidated Guidelines for the Alternative Methods of Procurement which includes specific guidelines for the following alternative modes of procurement.

D.1 Limited Source Bidding otherwise known as selective bidding is a method of procurement that involves direct invitation to bid by the Procuring Entity from a set of pre-selected suppliers or consultants with known experience and proven capability relative to the requirements of a particular contract. This method may be resorted to in any of the following conditions. **(Sec. 49 of the 2016 Revised IRR of RA9184)³**.

D.1.1 Procurement of highly specialized types of Goods and Consulting Services which are known to be obtainable only from a limited number of sources; or

D.1.2 Procurement of major plant components where it is deemed advantageous to limit the bidding to known eligible bidders in order to maintain an optimum uniform level of quality and performance of the plant as a whole.

D.2 Direct Contracting or Single Source Procurement is a method of procurement of Goods that does not require elaborate Bidding Documents because the supplier is simply asked to submit a price quotation or a pro-forma invoice together with the conditions of sale, which offer may be accepted immediately or after some negotiations. This may be resorted to under any of the following conditions: **(Sec 50 of the 2016 Revised IRR of RA9184)⁴**

D.2.1 Procurement of Goods of proprietary nature, which can be obtained only from the proprietary source, i.e. when patents, trade secrets, and copyrights prohibit others from manufacturing the same item;

D.2.2 When the procurement of critical components from a specific manufacturer, supplier or distributor is a condition precedent to hold a contractor to guarantee its project performance, in accordance with the provisions of its contract; or

D.2.3 Those sold by an exclusive dealer or manufacturer which does not have sub-dealers selling at lower prices and for which no suitable substitute can be obtained at more advantageous terms to the government.

D.3 Repeat Order, when provided for in the Annual Procurement Plan, is a method of procurement of Goods from the previous winning bidder, whenever there is a need to replenish goods procured under a contract previously awarded through Competitive Bidding. Repeat orders shall likewise be subject to the following conditions: **(Sec. 51 of the 2016 Revised IRR of RA9184)⁵**

D.3.1 Unit prices of the repeat order must be the same as or lower than those in original contract, provided that such prices are still the most advantageous to the Government of the Philippines after price verification;

D.3.2 The repeat order will not result in splitting of contracts, requisitions, or

purchase orders, as provided for in **Section 54.1 of the 2016 Revised IRR of RA9184**⁶;

D.3.3 Except in cases duly approved by the Government Procurement Policy Board (GPPB), the repeat orders shall be availed of only within six (6) months from the date of the Notice to Proceed arising from the original contract: Provided, that there has been a partial delivery, inspection and acceptance of the goods within the same 6-month period; and

D.3.4 Repeat orders shall not exceed twenty-five percent (25%) of the quantity of each item in the original contract. In order not to exceed the 25% threshold, the goods under the original contract must be:

D.3.4.1 Quantifiable;

D.3.4.2 Divisible; and

D.3.4.3 Consisting of at least four (4) units per item.

D.4 Shopping is a method of procurement of goods whereby the Procuring Entity simply requests for the submission of price quotations for readily available off-the-shelf goods or ordinary/regular equipment to be procured directly from suppliers of known qualifications. This method of procurement shall be employed in any of the following cases: (**Sec. 52 of the 2016 Revised IRR of RA9184**)⁷

D.4.1 When there is an unforeseen contingency requiring immediate purchase: Provided, however, That the amount shall not exceed Two Hundred Thousand Pesos (P200,000.00). (Annex "H" of the 2016 Revised IRR of RA 9184).

D.4.2 Procurement of ordinary or regular office supplies and equipment not available in the Department of Budget and Management-Procurement Service in the amount not exceeding One Million Pesos (P1,000,000.00). (**Annex "H" of the 2016 Revised IRR of RA9184**)⁸.

D.5 Negotiated Procurement is a method of procurement of Goods, Infrastructure Projects and Consulting Services, whereby the Procuring Entity directly negotiates a contract with a technically, legally and financially capable supplier, contractor or consultant in any of the following cases: (**Sec. 53 of the 2016 Revised IRR of RA9184**)⁹

D.5.1 Two Failed Biddings - where there has been a failure of Competitive Bidding or Limited Source Bidding for the second time as provided in **Section 35 of the Act and 2016 Revised IRR of RA9184**.¹⁰

D.5.2 Emergency Cases - in case of imminent danger to life or property during a state of calamity, or when time is of the essence arising from natural or man-made calamities or other causes where immediate action is necessary to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities. In the case of infrastructure projects, the Procuring Entity has the option to undertake the project through negotiated procurement or by administration or, in high security risk areas, through the AFP.

D.5.3 Take-Over of Contracts -Take-over of contracts, which have been rescinded or terminated for causes provided for in the contract and existing laws, where immediate action is necessary to prevent damage to or loss of life or property, or to restore vital public services, infrastructure facilities and other public utilities.

D.5.4 Adjacent or Contiguous - Where the subject contract is adjacent or contiguous to an on-going Infrastructure Project or Consulting Service where the consultants have unique experience and expertise to deliver the required service: Provided, however, that:

- D.5.4.1 The original contract is the result of a Competitive Bidding;
- D.5.4.2 The subject contract to be negotiated has similar or related scopes of work;
- D.5.4.3 It is within the contracting capacity of the contractor/consultant; the contractor/consultant uses the same prices or lower unit prices as in the original contract less mobilization cost;
- D.5.4.4 The amount of the contiguous or adjacent work involved does not exceed the amount of the ongoing project; and
- D.5.4.5 The contractor/consultant has no negative slippage/delay: Provided, further, That the negotiations for the procurement of the contiguous or adjacent work are commenced before the expiry of the original contract.
- D.5.5 Agency-to-Agency - Procurement of Goods, Infrastructure Projects and Consulting Services from another agency of the Government of the Philippines, such as the Department of Budget and Management-Procurement Service which is tasked with the centralized procurement of Common-Use Supplies for the Government of the Philippines in accordance with Letter of Instruction No. 755 and E.O. No. 359, series of 1989.
- D.5.6 Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services. Where Goods, Infrastructure Projects and Consulting Services can be contracted to a particular supplier, contractor or consultant and as determined by the Head of the Procuring Entity, for any of the following reasons:
- D.5.6.1 If the requirement is for:
- Work of art; commissioned work or services of an artist for a specific artist skills (e.g. , Singer, poet, writer, painter, sculptor, etc.); Scientific, academic, scholarly work or research, or legal services;
 - Highly-specialized life-saving medical equipment, as certified by the Department of Health;
 - Scientific, technical, economic, business, trade or legal journal, magazine, paper, subscription, or other exclusive statistical publications and references; or
 - Media documentation, advertisement, or announcement through television, radio, newspaper, internet, and other communication media. Due to the nature of the information to be disseminated, alongside principles of transparency, efficiency and economy, award to more than one (1) supplier may be made by the Procuring Entity.
- D.5.6.2 The construction or installation of an infrastructure facility where the material, equipment, or technology under a proprietary right can only be obtained from the same contractor.
- D.5.7 Highly Technical Consultants - In the case of individual consultants hired to do work that is:
- Highly technical or proprietary; or
 - Primarily confidential or policy determining, where trust and confidence are the primary consideration for the hiring of the consultant: Provided, however, That the term of the individual consultants shall, at the most, be on a 6 (six) month basis, renewable at the option of the appointing Head of the Procuring Entity, but in no case shall exceed the term of the latter.
- D.5.8 Small Value Procurement - Procurement of Goods, Infrastructure Projects, Consulting Services, where the amount involved does not exceed the amount of One Million Pesos (P1,000,000.00). (**Annex "H" of the 2016 Revised IRR RA9184**).⁸

- D.5.8.1 The End-User shall submit a request for Small Value Procurement to the BAC, which indicate the technical specifications, scope of work, terms of reference, approved budget for the contract and terms and conditions.
- D.5.8.2 The BAC shall prepare and send the Request for Quotations/Request for Proposals to at least three (3) suppliers, contractors or consultants of known qualifications. This, notwithstanding, those who responded thru any of the required postings shall be allowed to participate. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.
- D.5.8.3 Except for those with Approved Budget for the Contracts equal to Fifty thousand Pesos and below, request for quotations shall be posted for a period of three (3) calendar days in the PhilGEPS website, website of the Procuring Entity, if available, and at any conspicuous place reserved for this purpose in the premises of the Procuring Entity.
- D.5.8.4 Pre-bid conference may be conducted at the discretion of the BAC, in order to clarify and/or explain any of the requirements, terms, conditions and specifications stipulated in the Request for Quotation/ Request for Proposal.
- D.5.8.5 After the deadline for submission of quotations/proposals, an Abstract of Quotations shall be prepared setting forth the names of those who responded to the Request for Quotation/Request for Proposal.
- D.5.8.6 The BAC shall recommend to the Head of Procuring Entity the award of contract in favor of the supplier or the contractor with the Single or Lowest Calculated and Responsive Quotation (for goods or infrastructure projects), or consultant with the single highest rated and responsive proposal (for consulting services). In case of approval, the Head of the Procuring Entity shall immediately enter into contract with the said supplier, contractor or consultant.

E. Lease of Real Property, Buildings, Equipment and other Personal Property

- E.1 Lease of buildings/spaces, equipment and other personal property with UP Manila as lessee is covered by **RA 9184 Section 53.10¹¹**, while existing University Rules on Lease shall be observed in cases where UP Manila as lessor.
 - E.1.1 The Chancellor is authorized to approve and sign contracts of lease, with the University as lessee, of equipment or any other personal property where the monthly rental does not exceed One Hundred Thousand Pesos (P100,000.00); provided, that no lease shall last for more than two (2) years; provided, further, that any such lease shall be reported to the President.
 - E.1.2 The Chancellor is authorized to approve and sign contracts of lease, with the University as lessee, of real property where the monthly rental does not exceed Twenty Five Thousand Pesos (P25,000.00) and the lease is for a period of not more than two (2) years, subject to reporting to the President and confirmation by the Board within thirty (30) days from the signing thereof.
 - E.1.3 The Chancellor is authorized to approve and sign contracts of lease, with the University as lessee, of buildings, room and similar facilities, for a period not exceeding one (1) year and the monthly rental does not exceed Fifty Thousand Pesos (P50,000.00).

IV. PROPERTY CUSTODIANSHIP

Property Custodianship refers to the guardianship of government property by the person accountable therefor. This includes the receipt of supplies, materials and equipment, the safekeeping, issuance, repair and maintenance thereof. Likewise, it includes the accountability, responsibility and liability of responsible officers arising from loss, misuse, damage or deterioration of government property due to fault or negligence in the safekeeping thereof.

A. Property Accountability

- A.1 Every officer of any government agency whose duties permit or require the possession or custody of government funds or property shall be accountable therefor and for the safekeeping thereof in conformity with law. Every accountable officer shall be properly bonded in accordance with law. **(Section 101, PD 1445)¹**.
- A.2 The head of any agency of the government is immediately and primarily responsible for all government funds and property pertaining to his agency. Persons entrusted with the possession or custody of the funds or property under the agency head shall be immediately responsible to him without prejudice to the liability of either party to the government. **(Section 102, PD 1445)²**
- A.3 When government funds or property are transferred from one accountable officer to another, or from an outgoing officer to his successor, it shall be done upon properly itemized invoice and receipt which shall invariably support the clearance to be issued to the relieved or out-going officer, subject to the regulations of the Commission. **(Section 77, PD 1445)³**

B. Signing of Property Acknowledgment Receipt (PAR) and Inventory Custodian Slip (ICS)

- B.1 All equipment/items issued for official use of officers and employees of UP Manila shall be covered by Property Acknowledgment Receipt amounting to P 15,000 and above. The Inventory Custodian Slip is used to issue tangible items amounting to less than P15,000 to establish accountability over them **(GAM Volume II Appendix 59)⁴**
- B.2 Custody or possession is the basis of accountability. Thus, the personnel who has direct custody or possession, or who has access or control over the personnel using the equipment, or the officer who has direct supervision and control over the personnel using the equipment (for multiple users or equipment used in common) shall be the principal signatory on the PAR/ICS.
- B.3 Only regular (with plantilla item) and permanent UPManila employees shall be authorized to sign PAR/ICS for equipment/semi-expendable items over which they shall be primarily accountable.
- B.4 Identification of signatories on PAR/ICS within a department/unit:
 - B.4.1 The department/unit head shall be responsible in identifying the proper officer/employee who shall be authorized to sign the PAR/ICS and be accountable for equipment/semi-expendable items utilized within their particular department/unit;
 - B.4.2 For equipment with single end-users, the principal signatory and primarily accountable officer shall be the end-user himself;
 - B.4.3 If the single end-user is not a regular and/or a permanent UPM employee, the principal signatory and primarily accountable over the equipment shall be the immediate supervisor and/or the department/unit head;
- B.5 For equipment with multiple end-users, the department/unit head shall be the principal signatory on the PAR/ICS and primarily responsible for the equipment/semi-expendable items;
- B.6 For equipment located in waiting areas and corridors, PAR/ICS shall be signed by the supervisor-in-charge of the said area or in the absence thereof, by the supervisor of the unit/office nearest the waiting area/corridor or the head/supervisor who has supervision and control over the personnel manning/monitoring the said areas.
- B.7 Equipment which are more or less fixed permanently in an office/room shall be under the accountability of the immediate head/supervisor of said office/unit;
- B.8 Equipment at special areas of assignment, e.g., Science Hall, Social Hall or similar places shall be signed for by the personnel specifically assigned in said area;
- B.9 The immediate supervisor and /or department/unit head who signed as principal

- signatory on the PAR/ICS shall require all users and those who have access or control over the equipment/semi-expendable items to sign on the immediate supervisor's and/or department/unit heads duplicate copy of the PAR/ICS;
- B.10 The unit/department head or immediate supervisor shall be the signatory on the PAR/ICS and primarily responsible officer for the equipment/semi-expendable items:
- B.10.1 If the department/unit head is retiring/resigning/transferring/ on leave for more than 30 days/being separated, for purposes of inventory and transfer of accountabilities, the next ranking officer or in his absence, the administrative officer of the department/unit (after the department/unit head), shall temporarily be the signatory on the PAR/ICS and primarily responsible and accountable for the equipment/semi-expendable items previously signed by the unit/department head.
- B.10.2 As soon as a regular/permanent UPM personnel has been officially appointed as department/unit head, the next ranking officer of the department shall transfer his/her accountabilities over all the equipment/semi-expendable items. The newly-appointed department/unit head shall be the signatory on the PAR/ICS to be done not later than one (1) month from the date of his official appointment. A copy of the PAR/ICS shall be given to the Property and Supply Office and Accounting Office.
- B.11 Refusal of the identified accountable officer/employee to sign the PAR/ICS without valid reason/s shall be a cause for such accountable officer/employee to be subjected to disciplinary action for violation of reasonable office rules and regulations.
- B.11.1 It shall be the responsibility of the department/unit head to report to the Dean/Director and to the Chancellor any accountable officer/employee within his department/unit who refuses to sign the PAR/ICS without valid or justifiable reason/s, for appropriate disciplinary action for violation of reasonable office rules and regulations.
- B.12 There shall be an immediate reporting and settlement of missing/accounted for equipment/semi-expendable items, including those uncovered during the annual inventory taking.
- B.13 Equipment issued to officers and employee for their official use becomes their individual responsibility in case of damage or loss, for causes other than those arising from fair wear and tear.
- B.13.1 Every officer accountable for government property, including all co-signatories on the PAR/ICS, shall be liable for the money value of the equipment in case of improper or unauthorized use or misapplication thereof, by himself or any person whose acts he maybe responsible for. They shall, likewise, share in the liability for losses, damages or deterioration occasioned by negligence in the keeping or use of the property, whether or not the equipment is at the time in their actual custody.
- B.14 An accountable officer who could not satisfactorily explain the whereabouts of missing/unaccounted for equipment under his name, shall be required to deliver a replacement for the lost property as soon as possible but not later than 30 days from receipt of official Notice of Missing Equipment from the Dean/Director through the Property and Supply Office. This replacement must be acceptable to the University after assessment and evaluation by the UPM Disposal and Appraisal Committee, and subject to the requisite that the same is operational or in good condition and comparable to the original lost.
- B.15 If no replacement in kind is delivered within the prescribed period or the accountable officer chooses to pay in cash, the appraised/replacement value of the equipment. ***(Based on the COA revised guidelines on appraisal of property other than real estate, antique property and works of art)***⁵
- B.16 In case of loss of any equipment under his accountability due to theft, fire, or other force majeure, the accountable officer shall immediately notify the UPM Administration and the Commission on Audit. Request for relief from accountability shall be filed by the accountable officer with the required supporting documents, through the Office of the Director/ Dean and Chancellor, for the appropriate comment/recommendation. ***(COA Memorandum No. 92-751 dated February 24, 1992)***⁶

C. Delivery, Acceptance and Inspection

All deliveries of purchased supplies and equipment are subject to inspection as a prerequisite for payment. Inspection is done by the PSO/Unit designated Inspector for transactions 100,000 and below and by the UP Manila Internal Audit Office for transactions more than P100,000 for such deliveries at the Central Administration and Academic Units with the assistance of technical staff from IMS and CPDMO for technical items.

Commission on Audit (COA) must be informed and must be provided with copies of Purchase Order (PO) and Invoice within 24 hours after acceptance of items delivered (**Sec. 6.9 COA Circular # 2009-002 dated May 18, 2009z**)⁷.

D. Issuance and Utilization of Supplies, Materials and Equipment

The issuance of supplies and materials shall be made only upon the presentation of duly approved Requisition and Issue Slip (RIS) and only if the request is within the unit's procurement plan/approved allocation.

Equipment and semi-expendable materials issued shall be covered by Property Acknowledgment Receipt (PAR) or Inventory Custodian Slip (ICS) upon acquisition which shall be renewed in every third year after issuance of initial PAR/ICS.

The unit Supply Officer shall maintain an updated record of receipt, issuance and balances (Stock Card) for each class of article kept in stock. The Property Card shall also be maintained for each class of equipment/property. Such records shall be reconciled periodically with the controlling account kept by Accounting Office.

E. Physical Count of Supplies and Materials

Physical count of Supplies and Materials should be done monthly and submit the Report of Supplies and Materials Issued to Accounting Office.

F. Physical Inventory of Equipment and Semi-Expendable Items

Physical stock-taking is an indispensable procedure for checking the integrity of property custodianship.

In all cases, the physical inventory-taking which is required semi-annually or annually should be regarded with importance (**COA Circular No. 80-124, January 18, 1980**)⁸.

The UP Manila shall conduct annual physical inventory of equipment and semi-expendable items. An Inventory Committee for each unit/college shall be created composed of the unit Administrative Officer/Assistant, the unit Supply Officer or designate and a Supply Officer from the Property and Supply Office (PSO). The unit inventory report shall be submitted to the PSO on or before November 15 of each calendar year. The PSO in coordination with the Accounting Office shall reconcile the report and prepare the consolidated UP Manila Annual Physical Inventory Report.

G. Repair and Maintenance of Equipment and Motor Vehicles

Whenever an equipment is no longer functioning well, the end-user or the accountable officer in custody of the property shall report the immediate repair thereof to the Supply Officer and to the unit head.

Payment for repair of government equipment at a cost exceeding 30% of the current market price of the same or similar equipment is an excessive expenditure (**COA Circular 85-55A**)⁹. Option to condemn the property must be considered.

The CPDMO shall prepare the Pre-repair and the Post-repair Inspection Reports for equipment

under repair. Pre-repair inspection/evaluation shall be conducted to determine the necessity and/or extent of repair work to be done on the equipment before subjecting the equipment for repair.

Post-repair inspection shall be conducted to determine if the scope of work specified in the Job Order had been performed and whether the replacement parts are specified and brand new.

H. Disposal of Unserviceable Materials and Equipment

Disposal refers to the sale or destruction or decision regarding assets and property which are unserviceable and/or are no longer needed. The UPM Disposal and Appraisal Committee shall oversee the condemnation, disposal and sale of unserviceable equipment and materials of the University.

Methods of disposal are as follows:

- H.1 Condemnation - valueless or unsaleable property shall be condemned either by burning, pounding or throwing beyond recovery;
- H.2 Transfer to other agencies of the National or Local Government with or without cost;
- H.3 Donation to Charitable, Scientific, Educational or Cultural Associations;
- H.4 Public Auction - sealed Public Bidding or Viva Voce;
- H.5 Negotiated or Private Sale;
- H.6 Barter - direct exchange of goods/commodities without the use of money and without reference to price **(COA Circular No. 89-296 dated 27 January 1989)¹⁰**.

The sale of unserviceable property at public auction is conducted by the Bids and Awards Committee (BAC) 3. The Chancellor is authorized to approve and sign contract for the sale of condemned or disposable equipment or any other personal property of the University where the amount involved in any one transaction does not exceed One Hundred Thousand Pesos (P100,000.00) per transaction; provided that such sale is reported to the UP President.

(Source: COA Circular No. 89-296 dated 27 January 1989 (Audit Guidelines on the Divestment or Disposal of Property and Other Assets)¹⁰

I. Lease of University Properties

- I.1 The Chancellor is authorized to approve and sign contracts of lease, with the University as lessor, of equipment or any other personal property where the monthly rental does not exceed One Hundred Thousand Pesos (P100,000.00); provided that no lease shall last for more than two (2) years; provided, further, that any such lease shall be reported to the President.
- I.2 The Chancellor is authorized to approve and sign contracts of lease, with the University as lessor, of buildings, rooms and similar facilities, other than University housing or residential units, for a period not exceeding three (3) years, subject to reporting to the President.

V. CAMPUS PLANNING AND DEVELOPMENT AND PHYSICAL FACILITIES MANAGEMENT

A. Coverage

This shall apply to all infrastructure projects, including, construction of new structure, renovation, upgrading, rehabilitation, conversion and repairs and maintenance of existing physical facilities, that require the services of the Campus Planning, Development and Maintenance Office (CPDMO).

The CPDMO shall be responsible for the preparation of the UP Manila integrated physical facilities plans and programs in accordance with the approved UP Manila Campus Master Development Plan covering the following:

- A.1 Campus Planning and Development
- A.2 Design and Construction of Buildings and Structures;
- A.3 Maintenance and Repair of buildings, facilities, utilities and equipment.

B. Infrastructure Projects Identification

All infrastructure projects to be implemented should be included in the approved Project Procurement Management Plan (PPMP). The Office of the Vice Chancellor for Planning and Development (OVCPD) and CPDMO shall consolidate the projects submitted by all colleges/units into the UP Manila Annual Procurement Plan (APP) - Infrastructure for the ensuing year during the 3rd quarter of the current year, Prioritization of projects to be implemented should be in the following order:

- B.1 Repair/renovation of facilities that are posing danger and risks to occupants and general public.
- B.2 New construction, modernization of existing facilities that are provided capital outlay appropriation by the national government.
- B.3 Conversion of existing facilities that will be used to accommodate new programs and/or to house new equipment.
- B.4 Projects that are subject to collaborative agreement with external funding agencies.
- B.5 Repair/renovation of existing facilities that are damaged by fire and other natural calamities will be considered as emergency projects.

C. Funding Sources. Funds for the projects may come from:

- C.1 GAA Funds
- C.2 Other Sources

D. Procedure

- D.1 Planning Phase
 - D.1.1 Dean/Director or Head of Unit or the Planning Officer duly authorized by the Head of the Unit, shall be considered as the end-user who, at the latest, by the start of 3rd quarter shall prepare their unit's PPMP for infrastructure projects that must be implemented in the ensuing year. List should be in order of priority.
 - D.1.2 End-users, through the OVCPD shall request the assistance of CPDMO for the preparation of budgetary estimates for purposes of funding allocation. The request should clearly describe the end-user's requirements, the fund source and the intended schedule of utilization.
 - D.1.3 OVCPD shall consolidate these projects into the ensuing year's APP for Infrastructure. The Budget Office shall certify the funds allocation while the OOBAC shall indicate the procurement mode for each project. The same shall be endorsed by the VCPD, and approved by the Chancellor, thru the Vice Chancellor for Administration.

D.2 Design Development Phase

D.2.1 CPDMO, upon approval of the PPMP shall meet the end-user to determine and discuss the details of the project including, but not limited to scope of works, space requirements, utilities and floor plan. The amount of funds available and requirements/purpose of the project shall be considered in this phase.

D.2.2 The end-user shall approve the preliminary design, scope of works and cost estimates indicating such action in the original copy of these technical documents.

D.2.3 CPDMO shall then prepare the following technical documents which shall be part of the bidding documents:

D.2.3.1 Site Development Plan

D.2.3.2 Detailed drawings/plan and profile sheets

D.2.3.3 Scope/Program of works and technical specifications

D.2.3.4 Bill of Quantities and cost estimate showing unit prices

D.2.3.5 Approved Budget for the Contract

D.2.3.6 Contract time or duration prepared through PERT/CPM analysis

D.2.3.7 Certification signed by the engineer/architect who prepared the technical documents that the surveys and designs have been conducted according to the prescribed agency standards and specifications and the detailed engineering outputs are adequate for the procurement at hand.

D.2.4 The final technical documents shall be reviewed/signed/approved in the following order:

D.2.4.1 CPDMO staff who prepared the technical documents.

D.2.4.2 CPDMO Chief who should review and certify the correctness and favorably endorse the technical documents.

D.2.4.3 Technical Consultant to the Chancellor for Infrastructure Projects

D.2.4.4 Vice Chancellor for Planning and Development

D.2.4.5 Chief of Budget Office for budget clearance

D.2.4.6 Vice Chancellor for Administration (for projects amounting to more than P100,000 to P10M).

D.2.4.7 Chancellor (for projects amounting to more than P10M to P50M).

D.2.4.8 UP President (for projects amounting to more than P50M to P150M)

D.2.4.9 Board of Regents (for projects amounting to more than P150M)

If found to be complete and in order, OOBAC should transmit the project to the Bids and Awards Committee 2 for procurement.

Design development for privately funded projects shall not be a function of CPDMO. However, end-users must consult/coordinate with CPDMO during design development regarding, but not limited to the following: as-built plans, characteristics of the existing structure and tapping of utilities, in case of renovation, conversion, modernization. In case of construction of new structure, the end-user must consult the Office of the Vice Chancellor for Planning and Development and CPDMO on the implication of the new structure on the UP Manila Campus Master Development Plan. All technical documents shall be reviewed and endorsed by CPDMO for approval of UP Manila administration.

D.3 Procurement - this phase shall be governed by RA 9184 and its Implementing Rules and Regulations as amended.

D.3.1 Public bidding - for projects with ABC of more than P1M, procurement shall be conducted by the Bids and Awards Committee.

D.3.2 Alternative Modes of Procurement - subject to the prior approval of the Chancellor, and when ever justified by the conditions provided under Rule XVI of RA 9184 and its IRR, UP Manila, in order to promote economy and efficiency, may resort to alternative modes of procurement. The following are the alternative modes of procurement applicable for infrastructure projects:

- D.3.2.1 Negotiated procurement
- D.3.2.2 Small value procurement – for projects with approved budget of P500,000 to P1M, procurement shall be conducted by BAC; for projects with approved budget below P500,000, procurement shall be conducted by CPDMO.
- D.3.2.3 Take-Over of Contracts
- D.3.2.4 Adjacent or Contiguous
- D.3.2.5 Agency to Agency

D.4 Implementation

- D.4.1 Contract implementation, in general, shall be governed by **Annex “E” (Contract Implementation Guidelines for the Procurement of Infrastructure Projects) of RA 9184.**¹
- D.4.2 Infrastructure projects may also be implemented “by Administration,” the conditions, requirements and procedures of which are governed by Appendix 1 (Revised Guidelines for the Implementation of Infrastructure by Administration) of 2016 Revised Implementing Rules and Regulations of RA 9184.
- D.4.3 UP Manila shall implement/observe internal guidelines on contract implementation:
 - D.4.3.1 Upon receipt of the approved General Construction Agreement (GCA), the OOBAC in coordination with CPDMO shall prepare the Notice to Proceed which should be received and accepted by the contractor within seven (7) days upon notification, either thru phone call, email or text message. The contract duration and the reckoning time should be clearly indicated in the Notice to Proceed.
 - D.4.3.2 Preconstruction conference shall be scheduled by CPDMO once the winning bidder has been notified that the GCA/Work Order has been approved, which may be held even before the acceptance of the Notice to Proceed. The preconstruction conference shall be attended by the CPDMO Chief and Project Engineer, end-user (preferably the Dean/Director) and the contractor’s licensed Project Engineer.
 - D.4.3.3 Regular monitoring of the ongoing works shall be jointly conducted by CPDMO and the end user. Coordination meeting should be conducted at least once every two weeks or as necessary and must be attended by the CPDMO Project Engineer, contractor’s licensed Project Engineer, the end-user, representative of the Office of the Vice Chancellor for Planning and Development, and authorized representative of all other offices that are affected by the construction works.
 - D.4.3.4 Works to be done should be strictly in accordance with the approved scope of works. Variation/Change order shall not be implemented unless it is approved and budget clearance has been provided, if additional amount is needed.
 - D.4.3.5 Suspension/Extension of Work, in general, shall be governed by Annex “E” (Contract Implementation Guidelines for the Procurement of Infrastructure Projects) of RA 9184.
 - D.4.3.6 Joint inspection shall be conducted regularly by the contractor’s licensed Project Engineer, CPDMO Project Engineer, and the enduser. It shall determine work accomplishment which shall be the basis for payment of progress billing.
 - D.4.3.7 The contractor’s licensed Project Engineer, CPDMO Project Engineer, and the end-user shall jointly conduct the final inspection of the works. Report shall be accomplished by CPDMO immediately. The end-user shall sign the certificate of acceptance if it is 100% completed and ready for use.

- D.4.3.8 To facilitate final payments to contractors, the PAR for equipment, fixtures and furniture and other semi-expendable goods that are included in the infrastructure contract, shall be signed by the concerned Dean/Director/Head of Office.
- D.4.3.9 The Accounting Office shall provide CPDMO a copy of Disbursement Voucher for every progress/final payment indicating the detailed computation for recording and monitoring purposes including the date when the disbursement voucher was released for check preparation.
- D.4.3.10 It shall be the function of the Accounting Office to record or document the revisions in the valuation of the structures caused by construction/renovation/rehabilitation/upgrading of existing facilities.
- D.4.3.11 Retention money shall be refunded/released to the contractor sixty (60) days from final acceptance of the project and posting of the required surety bond.

D.5 Physical Facilities Management

The CPDMO, in consultation with the Administrative Officers of the colleges/units/offices shall conduct periodic (quarterly) systematic inspection of UPM buildings, grounds, and facilities as part of the preventive maintenance program of UP Manila.

CPDMO is responsible for the minor repair and maintenance of buildings, grounds, utilities, equipment and office furniture covering carpentry, painting, masonry, plumbing, electrical, mechanical and telecommunication works (except LAN cabling and intranet/internet problems which will be attended to by IMS).

Major repair works and other works which could not be undertaken by UP Manila CPDMO shall be contracted out. The selection of a contractor shall follow the existing rules and regulations on procurement.

VI. DONATIONS

The Chancellor has the authority to negotiate, obtain or receive grants, gifts and donations and to administer the same for the benefit of UP Manila, subject to reporting to the President.

Acceptance of the following shall be confirmed/approved by the BOR upon recommendation of the President:

- donations of equipment, the installation, operation or maintenance of which require financial outlay in addition to the approved UPM budget; and
- donations entailing some onerous conditions stipulated by the donor.

All service donations shall be subject to the approval of the BOR upon recommendation of the President.

All donations must be supported by duly signed Deed of Donation and Acceptance. Cash donations to the University shall be received and receipted by the UP Manila Cash Office and taken up in the books of accounts.

Donations in kind shall pass the Property and Supply Office for recording and issuance of Property Acknowledgement Receipt, if donation is equipment. If the donation is in kind, it shall be supported by the Sales Invoice. The donated unit/object shall be for reporting and for documentation of fair valuation.

Donations without assigned cost shall be endorsed to the Disposal and Appraisal Committee for "appraisal.

VII. INTERNAL AUDITING

The UPM Internal Audit Office is an integral part of the University. It assists the Chancellor in promoting efficiency, effectiveness and economy in the conduct of its operations. The following are its functions:

- A. Performs staff functions with primary responsibilities encompassing the examination and evaluation of the adequacy and effectiveness of internal control and the quality of performance.
- B. Develop internal audit program for UP Manila in accordance with management thrust and programs. Audit program ensure that:
 - B.1 All income are accounted for;
 - B.2 Expenditures are proper;
 - B.3 The books of accounts are kept accurately and that the financial and statistical data are reliable;
 - B.4 Manpower and assets are effectively utilized;
 - B.5 Government laws, rules and regulations as well as management policies and procedures are complied with;
 - B.6 Internal control systems are adequate.