

# Part II

---

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 56 1/2
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>REQUEST FOR AUTHORITY TO FILL REGULAR ADMINISTRATIVE AND REPS POSITION (ONLINE)</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF REQUEST AND REQUIREMENTS VIA UIS]     Step1 --&gt; Step2[2. ENDORSEMENT OF REQUEST]     Step2 --&gt; Step3[3. CHECKS AND EVALUATES REQUEST]     Step3 --&gt; Step4[4. PERSONNEL CLEARANCE]     Step4 --&gt; Step5[5. BUDGET CLEARANCE]     Step5 --&gt; A((A)) </pre>	<p>Logs in to UIS; navigates to UP ATF; adds and submits the following attachments:</p> <ol style="list-style-type: none"> <li>1. Justification for filling an item</li> <li>2. List of duties and responsibilities with corresponding percentages</li> <li>3. Personnel, functional and organizational charts</li> <li>4. Signs and degree of backlog</li> <li>5. Coping mechanism</li> <li>6. Statement of the mission and goals of the Unit for the next five (5) years</li> <li>7. Contribution of the proposed recruitment on the stated mission and goals</li> </ol> <p>Endorses request.</p> <p>Checking and evaluation of request.</p> <p>Provides clearance.</p> <p>Provides clearance.</p>	<p>End User</p> <p>Dean/ Director/ Head of Unit</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>BO Chief</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 57 2/2
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>REQUEST FOR AUTHORITY TO FILL REGULAR ADMINISTRATIVE AND REPS POSITION (ONLINE)</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[6. ENDORSEMENT OF REQUEST]     B --&gt; C[7. ENDORSEMENT OF REQUEST]     C --&gt; D[8. APPROVAL OF REQUEST]     D --&gt; E[9. PRINTING OF UP AUTHORITY TO FILL VIA HRIS]     E --&gt; F((End)) </pre>	<p>Endorses the request to OC</p> <p>Endorses request to the VP/President</p> <p>Approves request</p> <p>Navigates to UP ATF - Summary report to print.</p>	<p>VCA/VCAA</p> <p>Chancellor</p> <p>President</p> <p>End User</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 58 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>REQUEST FOR AUTHORITY TO HIRE CASUAL/UP CONTRACTUAL ADMINISTRATIVE AND REPS POSITIONS</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. FILLING UP PRS]     Step1 --&gt; Step2[2. EVALUATION OF REQUEST AND PROVISION OF PERSONNEL CLEARANCE]     Step2 --&gt; Step3[3. EVALUATION OF REQUEST AND PROVISION OF BUDGET CLEARANCE]     Step3 --&gt; Step4[4. ENDORSEMENT OF REQUEST]     Step4 --&gt; Step5[5. FINAL ACTION]     Step5 --&gt; Step6[6. PROVISION OF INFORMATION TO UNIT]     Step6 --&gt; End([End]) </pre>	<p>Accomplishes and submits PRS to the HRDO.</p> <p>Evaluates the need for the filling up.</p> <p>Provides/signs Personnel clearance.</p> <p>Provides budget clearance.</p> <p>Recommends/endorsees the request to OC</p> <p>Provides action/approval of the request</p> <p>Provides copy of approved request to unit/ office for information; keeps original copy.</p>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>BO Chief</p> <p>VCA/VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 59 1/2
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>FILLING UP OF ADMINISTRATIVE POSITION (REGULAR/CASUAL/UP CONTRACTUAL)</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. POSTING OF VACANCY]     Step1 --&gt; Step2[2. SCREENING OF APPLICANTS]     Step2 --&gt; Step3[3. ADMINISTRATION OF PSYCHOLOGICAL TESTS]     Step3 --&gt; Step4[4. ADMINISTRATION OF COMPUTER EXAMINATIONS]     Step4 --&gt; Step5[5. REFERRAL OF APPLICANT TO REQUESTING UNIT/OFFICE]     Step5 --&gt; A((A))           </pre>	<p>Submits to CSC the vacancy for publication; simultaneously posts the vacancy in at least three (3) conspicuous places in the University for ten (10) calendar days. <i>*Casual/UP Contractual are not covered by the Publication law</i></p> <p>Accepts applications, verifies credentials (Transcript of Records, Diploma); conducts initial screening and if found qualified, schedules the applicant to take the computer and psychological examinations.</p> <p>Administers psychological examinations and interprets results to determine fitness to the job; advises applicant as to the results of the exams given.</p> <p>Administers computer examinations to determine computer literacy; forwards results to the HRDO.</p> <p>Refers applicant to the requesting unit/office for assessment and final evaluation; forwards all credentials and exam results to serve as basis for evaluation.</p>	<p>HRDO Staff</p> <p>HRDO Staff</p> <p>HRDO Psychometrician</p> <p>IMS Staff</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 60 2/2
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>FILLING UP OF REGULAR ADMINISTRATIVE POSITION</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[6. ASSESSMENT OF APPLICANTS]     B --&gt; C[7. FINAL RECOMMENDATION]     C --&gt; D[8. UPM HRMPSB]     D --&gt; E[9. FINAL ACTION]     E --&gt; F[10. PROVISION OF INFORMATION TO UNIT]     F --&gt; G((End)) </pre>	<p>Interviews and assesses applicants. Prepares Ranking.</p> <p>Makes recommendation on the bases of Unit HRMPSB deliberation.</p> <p>Deliberates on the recommendation and endorses action to the Chancellor.</p> <p>Acts on the endorsement of UPM HRMPSB.</p> <p>Informs unit/office on the action of the Chancellor; requests unit/office to submit BP and complete requirements to start the process of appointment.</p>	<p>Unit HRMPSB</p> <p>End User</p> <p>UPM HRMPSB</p> <p>Chancellor</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 61 1/2
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>HIRING REGULAR ADMINISTRATIVE PERSONNEL AND REPS (ORIGINAL APPOINTMENT)</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF BP AND REQUIREMENTS]     Step1 --&gt; Step2[2. CHECKING OF COMPLETION AND ACCURACY OF DATA]     Step2 --&gt; Step3[3. BUDGET CLEARANCE]     Step3 --&gt; Step4[4. ENDORSEMENT]     Step4 --&gt; Step5[5. FINAL ACTION]     Step5 --&gt; A((A))           </pre>	<p>Submits BP and complete requirements to HRDO.</p> <p>Checks if the data are complete and accurate based on the documents and requirements submitted.</p> <p>Provides personnel clearance</p> <p>Provides Budget Clearance.</p> <p>Endorses recommendation</p> <p>Provides action/approval of the recommendation.</p>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>BO Chief</p> <p>VCA for Admin/ VCAA for REPS</p> <p>Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 62 2/2
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>HIRING REGULAR ADMINISTRATIVE PERSONNEL AND REPS (ORIGINAL APPOINTMENT)</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[6. PREPARATION OF FINAL APPOINTMENT]     B --&gt; C[7. INITIAL ON FINAL APPOINTMENT]     C --&gt; D[8. APPROVAL OF FINAL APPOINTMENT]     D --&gt; E[9. DISTRIBUTION OF FINAL APPOINTMENT]     E --&gt; F((End)) </pre>	<p>Prepares FA.</p> <p>Initials on FA.</p> <p>Approves FA.</p> <p>Distributes FA as follows:</p> <ul style="list-style-type: none"> <li>• Copy 1 (Original) - Employee (with check list of requirements for first salary)</li> <li>• Copy 2 (Original) - 201 File</li> <li>• Copy 3 - Accounting Office (together with documents required for first salary)</li> <li>• Copy 4 - Unit</li> <li>• Copy 5 (Original)- CSC ROPA/RAI and inclusion on the Quarterly Report of Accession. (Administrative Appointment only)</li> </ul> <p>Note: Per ORAOHRA, 3 original copies of appointment is to be prepared. (Administrative Appointment only)</p>	<p>HRDO Staff</p> <p>VCA/VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 63 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>REQUEST FOR AUTHORITY TO FILL-UP REGULAR FACULTY POSITION</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF THE REQUEST]     Step1 --&gt; Step2[2. BUDGET CLEARANCE]     Step2 --&gt; Step3[3. ENDROSEMENT]     Step3 --&gt; Step4[4. FINAL ACTION]     Step4 --&gt; End([End]) </pre>	<p>Forwards request together with justification, load status of the entire faculty and the faculty development plan of the department.</p> <p>Provides budget clearance.</p> <p>Endorses request.</p> <p>Acts on the request. Forwards to concerned units.</p>	<p>End User</p> <p>BO Chief</p> <p>VCAA</p> <p>Chancellor End User</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 64 1/4
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>HIRING REGULAR FACULTY (ORIGINAL APPOINTMENT)</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION AND SUBMISSION OF BP]     Step1 --&gt; Decision{2. COMPLETE}     Decision -- NO --&gt; Step2[RETURN TO UNIT WITH LETTER]     Step2 --&gt; Step3[COMPLETION OF LACKING REQUIREMENTS]     Step3 --&gt; Step4[RECHECKING AND REEVALUATION OF DOCUMENTS]     Step4 --&gt; Step5[3. BUDGET CLEARANCE]     Decision -- YES --&gt; Step5     Step5 --&gt; End((A)) </pre>	<p>Prepares and submits BP with complete documents to HRDO.</p> <p>Completion of requirement checklist.</p> <p><i>Note: If there are clarifications/missing documents, return to the college/office with deficiency checklist; if complete, HRDO provides clearance and submits to Budget Office.</i></p> <p>Provides clearance.</p> <p>Appointments that pass thru APFC:</p> <ul style="list-style-type: none"> <li>• Original</li> <li>• Reemployment</li> <li>• Reappointment</li> <li>• Transfer from other government agency</li> <li>• Extension of Service beyond compulsory retirement age of 65</li> <li>• Professorial Chairs</li> <li>• Faculty Grant</li> <li>• Tenure</li> <li>• Waiver re: Tenure Rule</li> <li>• Reclassification</li> <li>• Transfer to regular item</li> <li>• Automatic promotion</li> <li>• Promotion</li> </ul>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Staff</p> <p>End User</p> <p>HRDO Staff</p> <p>BO Chief</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 65 2/4
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	HIRING REGULAR FACULTY (ORIGINAL)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; P4[4. DELIBERATION AND ACTION ON RECOMMENDATION]     P4 --&gt; D1{ENDORSED}     D1 -- YES --&gt; B((B))     D1 -- NO --&gt; P5[5. COMPLY ADDITIONAL INFORMATION REQUESTED]     P5 --&gt; P6[6. COMPLETES THE DOCUMENTS NEEDED]     P6 --&gt; B </pre>	<p>Deliberates and acts on the recommendation.</p> <p>Prepares letter of compliance to the requirements of APFC.</p> <p>Completes the needed data and forwards to HRDO for re-deliberation of APFC.</p>	<p>APFC</p> <p>HRDO Staff</p> <p>End User</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 66 3/4
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	HIRING REGULAR FACULTY (ORIGINAL APPOINTMENT)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     B((B)) --&gt; 6[6. RECOMMENDATION &amp; SIGNING OF BP]     6 --&gt; 7[7. APPROVAL AND SIGNING]     7 --&gt; 8[8. PREPARATION AND INITIAL ON FA]     8 --&gt; 9[9. INITIAL ON FA]     9 --&gt; 10{APPROVED}     10 -- YES --&gt; 11[11. RELEASING OF COPIES]     10 -- NO --&gt; C((C))     11 --&gt; End((End)) </pre>	<p>Recommends action; signs BP.</p> <p>Approves; signs BP.</p> <p>Prepares FA based on approved BP; initials FA.</p> <p>Initials FA.</p> <p>Approval of FA.</p> <p>Distributes FA to concerned colleges/offices as follows:</p> <ul style="list-style-type: none"> <li>• 1st copy (Original) - Employee</li> <li>• 2nd copy - 201 File</li> <li>• 3rd copy - Accounting Office</li> <li>• 4th copy - BO</li> </ul>	<p>VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p> <p>VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 67 4/4
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	HIRING REGULAR FACULTY (ORIGINAL)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     C((C)) --&gt; 12[12. ENDORSEMENT OF BP TO OVPA]     12 --&gt; 13[13. ENDORSEMENT TO OSU]     13 --&gt; 14[14. DELIBERATION OF ENDORSEMENT]     14 --&gt; ENDORSED{ENDORSED}     ENDORSED -- NO --&gt; 15[15. RETURN TO VCAA FOR ACTION]     15 --&gt; 13     ENDORSED -- YES --&gt; SIGNING[SIGNING AND APPROVAL OF BP]     SIGNING --&gt; 16[16. PREPARATION OF FA]     16 --&gt; END((End)) </pre>	<p>Endorses BP to OVPA for Professor level (SG 26 and above) and extension of service beyond 65.</p> <p>Endorses to OSU.</p> <p>Deliberates endorsement and acts on the recommendation.</p> <p>If not approved, returns endorsement to OVCAA for action; If approved, President signs BP.</p> <p>Prepares FA.</p>	<p>Chancellor</p> <p>VPAA</p> <p>BOR</p> <p>VPAA</p> <p>President/BOR</p> <p>HRDO/OSU Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 68 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>SEPARATION/ RESIGNATION/TRANSFER TO ANOTHER GOVERNMENT AGENCY</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF INTENT]     Step1 --&gt; Step2[2. ENDORSEMENT]     Step2 --&gt; Step3[3. RECOMMENDATION]     Step3 --&gt; Step4[4. ACCEPTANCE]     Step4 --&gt; Step5[5. PREPARATION OF MEMO/NOTICE]     Step5 --&gt; Step6[6. SIGNING OF NOTICE]     Step6 --&gt; End([End]) </pre>	<p>Submits letter of resignation/transfer.</p> <p>Endorses letter.</p> <ul style="list-style-type: none"> <li>To VCA, for Administrative Personnel.</li> <li>To VCAA, for Faculty/REPS.</li> </ul> <p>Recommends action.</p> <p>Accepts letter of resignation/transfer.</p> <p>Prepares memo/notice of acceptance.</p> <p>Signs notice.</p>	<p>Employee</p> <p>Dean/ Director/ Office Head</p> <p>VCA/VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p> <p>VCA/VCAA</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 69 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	EXTENSION OF SERVICE OF PERSONS WHO HAVE REACHED THE COMPULSORY RETIREMENT AGE OF 65 ADMINISTRATIVE PERSONNEL	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF REQUEST]     Step1 --&gt; Step2[2. CHECKING AND REVIEWING OF DOCUMENTS &amp; PREPARATION OF LETTER]     Step2 --&gt; Step3[3. ENDORSEMENT]     Step3 --&gt; Step4[4. RECOMMENDATION]     Step4 --&gt; Step5[5. FINAL ACTION]     Step5 --&gt; Step6[6. PROVISION OF INFORMATION TO UNIT]     Step6 --&gt; End([End]) </pre>	<p>Submits letter request with complete requirements/documents as required by CSC.</p> <p>Checks and reviews submitted request and requirements/documents. Prepares letter to CSC.</p> <p>Initials letter.</p> <p>Endorses letter to the Chancellor.</p> <p>Signs letter of recommendation.</p> <p>Acts on letter request.</p> <p>Distributes copies of approved request.</p>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>VCA</p> <p>Chancellor</p> <p>CSC</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 70 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>STUDY LEAVE/SPECIAL DETAIL</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF THE REQUEST]     Step1 --&gt; Step2[2. EVALUATION OF REQUEST]     Step2 --&gt; Step3[3. ENDORSEMENT]     Step3 --&gt; Step4[4. FINAL ACTION]     Step4 --&gt; Step5[5. PROVISION OF INFORMATION TO UNIT]     Step5 --&gt; End([End]) </pre>	<p>Submits the request for Study Leave/Special Detail with the following requirements:</p> <ol style="list-style-type: none"> <li>Letter request signed by the Chair and Dean</li> <li>Copy of Acceptance to the Program</li> <li>Duly Approved University Clearance</li> <li>Duly accomplished Fellowship Agreement/Contract</li> <li>Duly Accomplished Suretyship Agreement</li> </ol>	End User
	<p>Checks accuracy and completeness of data and requirements;</p> <p>Provides clearance and initials memorandum.</p>	<p>HRDO Staff</p> <p>HRDO Director</p>
	<p>Endorses request and initials memorandum.</p>	VCA/VCAA
	<p>Acts/Signs the Letter Request Form.</p>	Chancellor
	<p>Distributes approved documents to Unit, Accounting Office and BO.</p>	HRDO Staff

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 71 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>ONLINE APPLICATION OF TRAVEL AUTHORITY (OFFICIAL TRAVEL)</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF THE REQUEST]     Step1 --&gt; Step2[2. EVALUATION OF THE REQUEST]     Step2 --&gt; Step3[3. ENDORSEMENT]     Step3 --&gt; Step4[4. FINAL ACTION]     Step4 --&gt; Step5[5. PROVISION OF INFORMATION TO UNIT]     Step5 --&gt; End([End]) </pre>	<p>Submit online request for Travel Authority with the following scanned attachments</p> <ol style="list-style-type: none"> <li>Letter of Request Form endorsed by the Chair and the Dean</li> <li>Copy of Invitation (for official travel)</li> <li>Approved leave application (personal travel)</li> </ol> <p>Checks the data and attached documents.</p> <p>Recommends approval.</p> <p>Endorses request.</p> <p>Approves and signs request.</p> <p>Returns the approved document to unit.</p>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>VCA/VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 72 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>SECONDMENT WITHOUT PAY</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF THE REQUEST]     Step1 --&gt; Step2[2. EVALUATION OF THE REQUEST]     Step2 --&gt; Step3[3. ENDORSEMENT]     Step3 --&gt; Step4[4. FINAL ACTION]     Step4 --&gt; Step5[5. PROVISION OF INFORMATION TO UNIT]     Step5 --&gt; End([End]) </pre>	<p>Submits the request for Secondment with the following attachments</p> <ol style="list-style-type: none"> <li>Letter of Request Form signed by the Head/Director/Dean of the Unit/College</li> <li>Copy of approved MOA between the UP Manila and the requesting agency.</li> <li>Letter request from the agency indicating the duration, position, and task of the employee to be seconded.</li> </ol> <p>Checks completeness and accuracy of data and attachments.</p> <p>Provides personnel clearance</p> <p>Endorses request/signs the memorandum.</p> <p>Approves the request.</p> <p>Distributes the approved documents to Unit, Accounting Office and BO through CPC.</p>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>VCA/VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 73 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>SABBATICAL</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF THE REQUEST]     Step1 --&gt; Step2[2. EVALUATION OF REQUEST]     Step2 --&gt; Step3[3. APFC DELIBERATION AND ENDORSEMENT OF THE REQUEST]     Step3 --&gt; Step4[4. PREPARATION OF TRANSMITTAL LETTER]     Step4 --&gt; Step5[5. BUDGET CLEARANCE]     Step5 --&gt; Step6[6. 1st ENDORSEMENT]     Step6 --&gt; Step7[7. 2nd ENDORSEMENT]     Step7 --&gt; Step8[8. SUBMISSION TO UP SYSTEM]     Step8 --&gt; Step9[9. FINAL ACTION]     Step9 --&gt; Step10[10. PROVISION OF INFORMATION TO UNIT]     Step10 --&gt; End([End]) </pre>	<p>Submits the request for Sabbatical with the following attachments</p> <ol style="list-style-type: none"> <li>a. Request for Sabbatical</li> <li>b. Basic Paper for Sabbatical</li> </ol> <p>Checks completeness and accuracy of data and attachments.</p> <p>Provides personnel clearance.</p> <p>Deliberates and endorses request.</p> <p>Prepares Transmittal Letter for UP System.</p> <p>Provides budget clearance</p> <p>Endorses request.</p> <p>Endorses/Signs on the APFC Endorsement, BP for Sabbatical and Transmittal Letter.</p> <p>Sends all documents to UP System for final approval.</p> <p>Acts on the request.</p> <p>Distributes approved Sabbatical to College, Accounting Office and BO.</p>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>APFC</p> <p>HRDO Staff</p> <p>Budget Office Head</p> <p>VCA/VCAA</p> <p>Chancellor</p> <p>HRDO Staff</p> <p>BOR</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 74 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	ENHANCED HOSPITALIZATION PROGRAMME (eHOPE)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF DOCUMENTS]     Step1 --&gt; Step2[2. EVALUATION OF DOCUMENTS]     Step2 --&gt; Step3[3. SIGNING OF REFERENDUM SHEET]     Step3 --&gt; Step4[4. BUDGET CLEARANCE]     Step4 --&gt; Step5[5. RECOMMENDATION]     Step5 --&gt; Step6[6. FINAL ACTION]     Step6 --&gt; Step7[7. PROVISION OF INFORMATION TO UNIT]     Step7 --&gt; End([End]) </pre>	<p>Submits the following document:</p> <ol style="list-style-type: none"> <li>eHOPE form &amp; itemized breakdown of expenses.</li> <li>Official Receipt and Billing Statement from PGH.</li> <li>Medical Certificate</li> </ol> <p>Checks completeness and accuracy of data and attachments.</p> <p>Signs the application for eHOPE and Referendum Sheet.</p> <p>Provides budget clearance.</p> <p>Recommends/Signs on the Referendum Sheet and eHOPE form</p> <p>Signs and approves the eHOPE application</p> <p>HRDO secures copy of the approval; forwards the document to College/ Unit for voucher preparation.</p>	<p>End User</p> <p>CPC Staff</p> <p>HRDO Staff</p> <p>eHOPE Committee members</p> <p>BO Chief</p> <p>VCA</p> <p>Chancellor</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 75 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	LEAVE APPLICATION	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. ACCOMPLISHMENT OF APPLICATION FORM]     Step1 --&gt; Step2[2. ENDORSEMENT]     Step2 --&gt; Step3[3. EVALUATION AND CERTIFICATION]     Step3 --&gt; Step4[4. FINAL ACTION]     Step4 --&gt; Step5[5. DISTRIBUTION OF APPROVED FORM 6]     Step5 --&gt; End([End]) </pre>	<p>Fills-up Form 6 in two copies.</p> <p>Endorses application.</p> <p>Evaluates application.</p> <p>Certifies leave balance.</p> <p>Acts on the application.</p> <p>Forwards all acted leave forms; Distributes Form 6 as follows:</p> <ul style="list-style-type: none"> <li>• Copy 1 - HRDO File (original)</li> <li>• Copy 2 - unit</li> <li>• Copy 3 - Accounting (for Leave Without Pay only)</li> </ul> <p><i>Note: SHS and CAD Offices follow the above procedures and also colleges processing leave application for more than 15 days.</i></p> <p><i>While other units/college approval for leaves below 15 days is delegated to their respective heads.</i></p>	<p>End User</p> <p>Dean/Director</p> <p>HRDO Staff</p> <p>HRDO Director</p> <p>VCA/VCAA</p> <p>HRDO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 76 1/1
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	LEAVE APPLICATIONS BELOW 15 DAYS (COLLEGES)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. ACCOMPLISHMENT OF APPLICATION FORM]     Step1 --&gt; Step2[2. EVALUATION AND CERTIFICATION]     Step2 --&gt; Step3[3. ENDORSEMENT]     Step3 --&gt; Step4[4. FINAL ACTION]     Step4 --&gt; Step5[5. DISTRIBUTION OF APPROVED FORM 6]     Step5 --&gt; End([End]) </pre>	<p>Fills-up Form 6 in two copies.</p> <p>Evaluates application. Certifies leave balance.</p> <p>Endorses application.</p> <p>Acts on the application.</p> <p>Forwards all acted leave forms; Distributes Form 6 as follows:</p> <ul style="list-style-type: none"> <li>• Copy 1 - HRDO File (original)</li> <li>• Copy 2 - unit</li> <li>• Copy 3 - Accounting (for Leave Without Pay only)</li> </ul>	<p>Employee</p> <p>Administrative Officer</p> <p>Chair</p> <p>Dean</p> <p>Unit Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	<b>ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES</b>	Page 77 1/2
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	<b>ONE-STOP CLEARANCE (OSC) (FOR COMPULSORY RETIREES ONLY)</b>	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF NOTICE]     Step1 --&gt; Step2[2. SUBMISSION OF OFFICE CLEARANCE]     Step2 --&gt; Step3[3. PREPARATION OF OSC]     Step3 --&gt; End([End]) </pre>	<p>6 months prior to retirement sends notices to the following offices to process the clearance of the retiree:</p> <ul style="list-style-type: none"> <li>- University Library (UPM/UPD)</li> <li>- Staff Housing Office and Business Cooperative UPD)</li> <li>- Credit Union (UPD and Bayanihan)</li> <li>- Bayanihan Cooperative (PGH)</li> <li>- Accounting Office (UPM and PGH)</li> <li>- Property and Supply Office (UPM and PGH)</li> <li>- Legal Office</li> <li>- Office of the University Registrar (faculty only)</li> <li>- Alumni Relations (UPD and Bayanihan)</li> <li>- Provident Fund Office</li> <li>- National Institute of Health (faculty only)</li> <li>- Mother unit of the retiree</li> <li>- HRDO</li> </ul> <p>3 months prior to retirement submits office clearances to HRDO.</p> <p>Prepares the OSC based on the complete submission of office clearances.</p> <p>Signs the OSC.</p>	<p>HRDO Staff</p> <p>Unit/Office Staff</p> <p>HRDO Staff</p> <p>HRDO Director</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 78 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Budgeting System	BUDGET PREPARATION	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. CONDUCT PLANNING ACTIVITY]     Step1 --&gt; Step2[2. ISSUANCE OF BUDGET CALL]     Step2 --&gt; Step3[3. SUBMISSION AND CONSOLIDATION OF BUDGET PROPOSALS]     Step3 --&gt; Step4[4. REVIEW OF BUDGET PROPOSALS]     Step4 --&gt; Step5[5. PREPARATION OF ANNUAL BUDGET PROPOSAL]     Step5 --&gt; A((A)) </pre>	<p>Conducts the planning activities in coordination with the Deans/Directors/ Heads of Units and develops program thrusts and flagship projects for the succeeding Fiscal Year</p> <p>Issues Budget Call from UP System</p> <p>Colleges/Units submit budget proposal Reviews and consolidates the budget proposals of Units/Colleges</p> <p>Reviews and recommends approval to the Chancellor the consolidated budget proposal</p> <p>Prepares the annual budget proposal for the Chancellor's approval</p>	<p>VCs/Chancellor</p> <p>Chancellor</p> <p>Deans/Directors BO Chief</p> <p>VCs</p> <p>BO Chief</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 79 2/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Budgeting System	BUDGET PREPARATION	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[6. SUBMISSION OF BUDGET PROPOSAL TO UP SYSTEM]     B --&gt; C[7. PREPARATION OF SUPPORT DOCUMENTS]     C --&gt; D[8. ATTENDANCE IN BUDGET HEARINGS]     D --&gt; E((End))           </pre>	<p>Accomplishes the appropriate budget preparation forms for submission to the UP SYSTEM</p> <p>Prepares supporting documents as maybe required by the Congress, Senate, CHED and/or DBM</p> <p>Attends budget hearings</p>	<p>BO Chief/Accounting Officer</p> <p>VCs/Chancellor/BO Chief and Accounting Officer</p> <p>VCA/Chancellor/BO Chief</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 80 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Budgeting System	BUDGET AUTHORIZATION (IOB PREPARATION)	Effectivity Date: Depending on the issuance of System guidelines

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF INTERNAL OPERATING BUDGET]     Step1 --&gt; Step2[2. PREPARATION OF REQUIREMENTS]     Step2 --&gt; Step3[3. SUBMISSION OF WORK PLANS AND OTHER REQUIREMENTS]     Step3 --&gt; Step4[4. ENDORSEMENT TO UP PRESIDENT]     Step4 --&gt; Step5[5. PREPARATION OF NOSA]     Step5 --&gt; Step6[6. APPROVAL OF NOSA]     Step6 --&gt; Step7[7. ISSUANCE OF NOSA]     Step7 --&gt; End([End]) </pre>	<p>Issues obligational ceiling together with the guidelines for the preparation of Internal Operating Budget (IOB)</p> <p>Prepares and submits Work Plans, justifications and other documentary requirements to the BO.</p> <p>Consolidates Work Plans of the Units/ Colleges and submits to the VCA for the Chancellor's approval</p> <p>Approves and endorses to the UP President for BOR approval</p> <p>Prepares the Notices of Sub-allotment for MOOE upon receipt of the approved IOB from the UP System and recommends to the Chancellor for approval</p> <p>Approves the NOSA</p> <p>Issues the NOSA by Units/Colleges and provides copies to the BO.</p>	<p>UP System</p> <p>Administrative Officer</p> <p>BO Staff</p> <p>Chancellor</p> <p>BO Staff</p> <p>Chancellor</p> <p>VCA/OC Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 81 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Collection System	COLLECTION FOR MISCELLANEOUS INCOME (OTHER PAYMENTS)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF ORDER OF PAYMENT (OP)]     Step1 --&gt; Step2[2. RECEIVING OF PAYMENT]     Step2 --&gt; End([End]) </pre>	<p>Prepares OP.</p> <p>Receives payment and issues OR.</p>	<p>Administrative Officer/ End User</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 82 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Collection System	COLLECTION OF PROJECT FUNDS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PROVISION OF PHOTOCOPY OF MOA]     Step1 --&gt; Step2[2. PREPARATION OF AUTHORIZATION LETTER]     Step2 --&gt; Step3[3. ISSUANCE OF ORDER OF PAYMENT]     Step3 --&gt; Step4[4. CLAIMING OF CHECK AND ISSUANCE OF CHECK]     Step4 --&gt; End([End]) </pre>	<p>Provides Accounting Office and Cash Office photocopy of MOA and details of funding check to be collected.</p> <p>Prepares Authorization Letter to be signed by the Project Leader and Chief of Cash Office.</p> <p>Issues OP to project proponent.</p> <p>Claims check from and issues OR to Funding Agency.</p>	<p>Unit Head</p> <p>Project Leader/Cash Office Chief</p> <p>Accounting Staff</p> <p>Collecting Officer</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 83 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Collection System	COLLECTION OF MATRICULATION FEES THROUGH CASHIER	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SECURE TUITION FEE ASSESSMENT]     Step1 --&gt; Step2[2. CALCULATION OF MATRICULATION AND ISSUANCE OF CHECKLIST]     Step2 --&gt; Step3[3. RECEIVING AND PROCESSING OF PAYMENT]     Step3 --&gt; Step4[4. DEPOSIT COLLECTION INTACT]     Step4 --&gt; Step5[5. PREPATION/SUBMISSION OF REPORT OF COLLECTION]     Step5 --&gt; End([End]) </pre>	<p>Proceeds to respective OCS for assessment of matriculation fees.</p> <p>Calculates matriculation fees and issues Enrolment Checklists to students.</p> <p>Receives and processes payment. Issues eOR.</p> <p>Deposits collection intact within the day.</p> <p>Prepares and submits report of collection to Accounting Office</p>	<p>Student</p> <p>End User or OCS</p> <p>Cash Office Staff</p> <p>Cash Office Staff</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 84 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Collection System	ONLINE COLLECTION OF MATRICULATION FEES (LAND BANK OF THE PHILIPPINES)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SECURE TUITION FEE ASSESSMENT]     Step1 --&gt; Step2[2. PAYMENT OF TUITION FEE]     Step2 --&gt; Step3[3. STAMPING OF "REGISTERED" ON THE DEPOSIT SLIP]     Step3 --&gt; Step4[4. RECEIVING OF ABSTRACT OF COLLECTIONS AND VERIFICATION OF TRANSACTIONS]     Step4 --&gt; Step5[5. POSTING OF ON-LINE PAYMENTS]     Step5 --&gt; Step6[6. GENERATION AND SUBMISSION OF REPORT]     Step6 --&gt; End([End]) </pre>	<p>Proceeds to respective OCS for assessment of matriculation fees; provides Office of the University Registrar copy of validated Deposit Slip.</p> <p>Pays at any Land Bank of the Philippines branch and submits one copy of validated deposit slip to OUR. May send a photo thru email to OUR and Cash Office.</p> <p>Stamps "Registered" and forwards to Cash Office</p> <p>Receives and verifies Abstract of Collections from LBP.</p> <p>Posts on-line payments to SAIS.</p> <p>Generates and submits Report of Collection and Deposit (RCD) to Accounting Office</p>	<p>Student</p> <p>Student</p> <p>OUR Staff Office</p> <p>Cash Office Staff</p> <p>Cash Office Staff</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 85 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	PAYMENTS TO SUPPLIERS, SERVICE PROVIDERS AND OTHERS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF DV AND SIGNING OF BOX A ON DV]     Step1 --&gt; Step2[2. PRE-AUDITING OF DV]     Step2 --&gt; Step3[3. PROCESSING OF OBR/BUR]     Step3 --&gt; Step4[4. PREPARATION OF JOURNAL ENTRIES AND INITIATION AND VALIDATION OF DV]     Step4 --&gt; Step5[5. APPROVAL OF DV IN UIS]     Step5 --&gt; Step6[6. CERTIFICATION OF FUNDS AVAILABILITY]     Step6 --&gt; A((A)) </pre>	<p>Prepares DV and signs Box A. The DV originator will enter DV details and attach scanned documents required for processing in UIS.</p> <p><i>Note: For CAD, PSO prepares DV. If Unit, prepares their own DV. CPDMO reports the breakdown of monthly consumption of utilities of CAD offices. Required attachments are certified as to completeness and are uploaded in the UIS.</i></p> <p>Pre-audits DV.</p> <p>Processes ObR/BUR.</p> <p>Prepares journal entries in UIS. Initiate and Validate DV in UIS</p> <p>5.1 Approves DV in UIS 5.2 Approves DV in UIS</p> <p>Accounting Office certifies funds availability (signs Box C) then approves DV in UIS.</p>	<p>PSO/CPDMO Staff/End User</p> <p>Accounting Officer</p> <p>BO Staff</p> <p>Accounting Officer</p> <p>End User BO Staff</p> <p>Accounting Officer</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 86 2/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	PAYMENTS TO SUPPLIERS, SERVICE PROVIDERS AND OTHERS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[7. APPROVAL OF DV]     B --&gt; C[8. APPROVAL OF DV AND PREPARATION OF CHECK]     C --&gt; D[9. SIGNING AND CO-SIGNING OF CHECK]     D --&gt; E[10. RELEASING OF CHECK]     E --&gt; F((End)) </pre>	<p>Signs Box D on DV and approves DV on UIS.</p> <p>Approves DV on UIS and prepares check.</p> <p>Signs, co-signs the check.</p> <p>Releases check to supplier/ authorized collector.</p>	<p>VCs /Chancellor</p> <p>Cash Office Staff</p> <p>VCs /Chancellor</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 87 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	REIMBURSEMENT OF EXPENSES FOR SUPPLIES/MATERIALS, REPAIRS, AND LOCAL TRAVEL	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF REQUEST]     Step1 --&gt; Step2[2. FILLING UP DV DETAILS, ATTACHMENT OF SCANNED DOCUMENTS AND SIGNING OF BOX A ON DV]     Step2 --&gt; Step3[3. PRE-AUDITING OF DV]     Step3 --&gt; Step4[4. PROCESSING OF OBR/BUR]     Step4 --&gt; Step5[5. PREPARATION OF JOURNAL ENTRY AND INITIATION AND VALIDATION OF DV]     Step5 --&gt; Step6[6. APPROVAL OF DV]     Step6 --&gt; End((A)) </pre>	<p>Prepares request for reimbursement for activities without prior approval or funding clearance with the following appropriate attachments (see Annex ____). <i>Certified as to completeness of required documents that are uploaded in the UIS.</i></p> <p>Prepares DV in UIS and signs Box A</p> <p>Pre-audits DV.</p> <p>Processes ObR/BUR.</p> <p>Prepares Journal Entry; initiates and validates DV on UIS</p> <p>6.1 Approves DV in UIS</p> <p>6.2 Approves DV inUIS</p>	<p>End User</p> <p>End User</p> <p>Accounting Chief</p> <p>BO Staff</p> <p>Accounting Officer</p> <p>End User</p> <p>BO Head</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 88 2/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	REIMBURSEMENT OF EXPENSES FOR SUPPLIES/MATERIALS, REPAIRS, AND LOCAL TRAVEL	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[7. CERTIFICATION OF FUNDS AVAILABILITY]     B --&gt; C[8. SIGNING ON BOX D AND APPROVAL OF DV]     C --&gt; D[9. APPROVAL OF DV AND PREPARATION OF CHECK]     D --&gt; E[10. SIGNING AND CO-SIGNING OF CHECK]     E --&gt; F[11. RELEASING OF CHECK]     F --&gt; G([End]) </pre>	<p>Certifies funds availability (signs Box C) then approves DV in UIS.</p> <p>Signs Box D on DV and approves DV in UIS.</p> <p>Approves DV in UIS and prepares check.</p> <p>Signs, co-signs the check.</p> <p>Releases the check.</p>	<p>Accounting Officer</p> <p>OVCA/Chancellor</p> <p>Cash Office Chief</p> <p>OVCA/Chancellor</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 89 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	FILING OF FIDELITY BOND (COVERING CASH ACCOUNTABILITY OF P5,000 & ABOVE)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. FILLING UP OF BOND FORMS]     Step1 --&gt; Step2[2. PREPARATION AND SIGNING OF BOX A OF DV]     Step2 --&gt; Step3[3. PRE-AUDITING OF DV]     Step3 --&gt; Step4[4. PROCESSING OF OBR/BUR]     Step4 --&gt; Step5[5. PREPARATION OF JOURNAL ENTRIES AND INITIATION AND VALIDATION OF DV]     Step5 --&gt; Step6[6. APPROVAL OF DV]     Step6 --&gt; End((A)) </pre>	<p>Fills up bond forms (Form 57A &amp; 58A) in two (2) copies. Forwards same to Accounting Office together with the following requirements :</p> <ul style="list-style-type: none"> <li>- 2 copies of 2x2 ID pictures</li> <li>- latest copy of statement of assets and liabilities</li> <li>- SDO appointment</li> <li>- clearance or certification from Legal Office that SDO has no pending criminal/administrative case)</li> </ul>	End-user
	Prepares DV in UIS and signs Box A	End-user
	Pre-audits DV.	Accounting Officer
	Process Obr / Bur.	BO Staff
	Prepares Journal Entry, Initiate and Validate DV on UIS	Accounting Officer
	6.1 Approves DV on UIS.	End User
	6.2 Approves DV on UIS.	BO Chief

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 90 2/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	FILING OF FIDELITY BOND (COVERING CASH ACCOUNTABILITY OF P5,000 & ABOVE)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[7. CERTIFICATION OF FUNDS AVAILABILITY]     B --&gt; C[8. SIGNING OF BOX D AND APPROVAL OF DV]     C --&gt; D[9. APPROVAL OF DV AND PREPARATION OF CHECK]     D --&gt; E[10. SIGNING AND CO-SIGNING OF CHECK]     E --&gt; F[11. PAYMENT AND FILING]     F --&gt; G[12. SAFEKEEPING OF CERTIFICATE]     G --&gt; H[13. FILING]     H --&gt; I((End)) </pre>	<p>Certifies funds availability (signs Box C) then approves DV in UIS</p> <p>Signs Box D on DV and approves DV on UIS.</p> <p>Approves DV on UIS and prepares check.</p> <p>Signs, co-signs check.</p> <p>Makes payment and files application for bond with Bureau of Treasury (BTr) <i>(Note: BTr issues Authority to Accept Payment (ATAP) and Confirmation Letter (CL))</i></p> <p>Secures/Files/Safekeeps copies of Confirmation Letter/VDS from BTr <i>(Note: Provide Cash Office copy of CL, VDS and ATAP)</i></p> <p>Attaches copy of CL, VDS and ATAP to DV</p>	<p>Accounting Officer</p> <p>OVCA</p> <p>Cash Office Staff</p> <p>OVCA/Chancellor</p> <p>End User</p> <p>End User</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 91 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	REQUESTING FOR SPECIAL DISBURSING OFFICER	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF LETTER OF REQUEST]     Step1 --&gt; Step2[2. CERTIFICATION, RETURN OF REQUEST AND ADVISING]     Step2 --&gt; Step3[3. RECOMMENDATION OF APPROVAL]     Step3 --&gt; Step4[4. APPROVAL OF REQUEST]     Step4 --&gt; Step5[5. PREPARATION OF ADMINISTRATIVE ORDER]     Step5 --&gt; Step6[6. SIGNING OF AO]     Step6 --&gt; End([End]) </pre>	<p>Prepares letter of request endorsed by the Dean/Director/Unit Head. Letter request states the following:</p> <ol style="list-style-type: none"> <li>Purpose</li> <li>Breakdown of expenses chargeable to petty cash fund.</li> <li>Year applicable</li> <li>Source of fund</li> <li>Name of Special Disbursing Officer</li> </ol> <p>Certifies that recommended SDO is qualified. Returns request and advises SDO to settle or liquidate old petty cash fund, if any, before a new petty cash fund will be granted.</p> <p>Recommends approval.</p> <p>Approves request; forwards to HRDO.</p> <p>Prepares the Administrative Order to be signed by the Chancellor.</p> <p>Signs Administrative Order and forwards it to Unit.</p>	<p>End User</p> <p>Accounting Officer</p> <p>VCA</p> <p>Chancellor</p> <p>HRDO Head</p> <p>Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 92 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	INITIAL GRANT OF PETTY CASH FUND	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF DV, SIGNING OF BOX A AND ATTACHMENT OF DOCUMENTS]     Step1 --&gt; Step2[2. PRE-AUDITING OF DV]     Step2 --&gt; Step3[3. PROCESSING OF OBR/BUR]     Step3 --&gt; Step4[4. PREPARATION OF JOURNAL ENTRY, INITIATION AND VALIDATION OF DV]     Step4 --&gt; Step5[5. APPROVAL OF DV]     Step5 --&gt; Step6[6. APPROVAL OF DV]     Step6 --&gt; A((A))           </pre>	<p>Prepares the DV in UIS and signs Box A and attaches certificate of premium bond and Administrative Order. Checks accuracy and completeness of data and requirements</p> <p>Pre-audits the DV</p> <p>Processes OBR /BUR.</p> <p>Prepares Journal Entry; initiates and validates DV in UIS.</p> <p>Approves DV in UIS.</p> <p>Approves DV in UIS.</p>	<p>End User</p> <p>Accounting Officer</p> <p>BO Staff</p> <p>Accounting Officer</p> <p>End User</p> <p>BO Chief</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 93 2/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	INITIAL GRANT OF PETTY CASH FUND	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[7. APPROVAL OF DV]     B --&gt; C[8. SIGNING OF BOX D AND APPROVAL OF DV]     C --&gt; D[9. APPROVAL OF DV AND PREPARATION OF CHECK]     D --&gt; E[10. SIGNING AND CO-SIGNING CHECK]     E --&gt; F[11. RELEASING OF CHECK]     F --&gt; G((End)) </pre>	<p>Funds availability (signs Box C and approves DV in UIS.</p> <p>Signs Box D on DV and approves DV in UIS.</p> <p>Approves DV in UIS and prepares check.</p> <p>Signs, co-signs the check.</p> <p>Releases check</p>	<p>Accounting Officer</p> <p>VCA</p> <p>Cash Office Chief</p> <p>VCs/Chancellor</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 94 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	REPLENISHMENT OF PETTY CASH FUND	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF THE REQUIRED DOCUMENTS]     Step1 --&gt; Step2[2. PRE-AUDITING OF DV]     Step2 --&gt; Step3[3. PROCESSING OF OBR/BUR]     Step3 --&gt; Step4[4. PREPARATION OF JOURNAL ENTRY AND INITIATION AND VALIDATION OF DV]     Step4 --&gt; Step5[5. APPROVAL OF DV]     Step5 --&gt; A([A]) </pre>	<p>Prepares the DV to replenish the petty cash fund once it is down by 75%, or as needed</p> <p><i>Note: Certifies as to completeness of required documents and that these are uploaded in the UIS.</i></p> <p>Pre-audits DV</p> <p>Processes ObR/BUR</p> <p>Prepares Journal Entry; initiates and validates in UIS</p> <p>Approves DV in UIS</p>	<p>End User</p> <p>Accounting Officer</p> <p>BO Staff</p> <p>Accounting Officer</p> <p>End User</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 95 2/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	REPLENISHMENT OF PETTY CASH FUND	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[6. APPROVAL OF DV]     B --&gt; C[7. CERTIFICATION OF FUNDS AVAILABILITY]     C --&gt; D[8. SIGNING OF BOX D AND APPROVAL OF DV]     D --&gt; E[9. APPROVAL OF DV AND PREPARATION OF CHECK]     E --&gt; F[10. SIGNING AND CO-SIGNING OF THE CHECK]     F --&gt; G[11. RELEASING OF CHECK]     G --&gt; H((End)) </pre>	<p>Approves DV in UIS.</p> <p>Certifies funds availability (signs Box C) and approves DV in UIS</p> <p>Approves DV (signs Box D); approves DV in UIS.</p> <p>Approves DV in UIS and prepares check</p> <p>Signs, co-signs the check.</p> <p>Releases check</p>	<p>BO Chief</p> <p>Accounting Officer</p> <p>VCA</p> <p>Cash Office Chief</p> <p>VCs/ Chancellor</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 96 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	LIQUIDATION OF PETTY CASH FUND	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF THE REQUIRED DOCUMENTS]     Step1 --&gt; Step2[2. PRE-AUDITING OF DV]     Step2 --&gt; Step3[3. SIGNING OF BOX C OF DV AND LIQUIDATION REPORT]     Step3 --&gt; Step4[4. APPROVAL OF DV]     Step4 --&gt; Step5[5. PREPARATION OF JOURNAL ENTRY]     Step5 --&gt; Step6[6. PREPARATION OF CERTIFICATION]     Step6 --&gt; End([End]) </pre>	<p>Liquidates the petty cash fund on or before January 20 of ensuing year. <i>Note: Certifies as to completeness of required documents and that these are uploaded in the UIS.</i></p> <p>Pre-audits DV in UIS and other attached documents</p> <p>Signs Box C of DV and LR</p> <p>Approves DV</p> <p>Prepares Journal entry to close the petty cash fund</p> <p>Prepares a certification for liquidated petty cash fund and issues to accountable officer.</p>	<p>Unit SDO</p> <p>Accounting Officer</p> <p>Accounting Officer</p> <p>VCA</p> <p>Accounting Officer</p> <p>Accounting Officer</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 97 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	GRANT OF CASH ADVANCE FOR TRAVEL	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF DV]     Step1 --&gt; Step2[2. PRE-AUDITING OF DV]     Step2 --&gt; Step3[3. PROCESSING OF OBR/BUR]     Step3 --&gt; Step4[4. PREPARATION OF JOURNAL ENTRY AND INITIATION AND VALIDATION OF DV]     Step4 --&gt; Step5[5. APPROVAL OF DV]     Step5 --&gt; Step6[6. CERTIFICATION OF FUNDS AVAILABILITY]     Step6 --&gt; End((A)) </pre>	<p>Prepares DV in UIS and signs Box A; attaches the following: <i>Note: Certifies as to completeness of required documents and that these are uploaded in the UIS.</i></p> <p>Pre-audits the DV</p> <p>Processes OBR / BUR</p> <p>Prepares Journal Entry, Initiates and Validates DV in UIS</p> <p>5.1 Approves DV in UIS 5.2 Approves DV in UIS</p> <p>Certifies funds availability (signs Box C and approves DV in UIS)</p>	<p>End User</p> <p>Accounting Officer</p> <p>BO Staff</p> <p>Accounting Officer</p> <p>End User BO Head</p> <p>Accounting Officer</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 98 2/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	GRANT OF CASH ADVANCE FOR TRAVEL	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[7. SIGNING OF BOX D AND APPROVAL OF DV]     B --&gt; C[8. APPROVAL OF DV AND PREPARATION OF CHECK]     C --&gt; D[9. SIGNING AND CO-SIGNING OF THE CHECK]     D --&gt; E[10. RELEASING OF CHECK]     E --&gt; F((End))           </pre>	<p>Signs Box D on DV and approves DV in UIS.</p> <p>Approves DV in UIS and prepares check.</p> <p>Signs, co-signs the check.</p> <p>Releases check</p>	<p>VCA/ Chancellor</p> <p>Cash Office Chief</p> <p>VCs /Chancellor</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 99 1/1
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	LIQUIDATION OF CASH ADVANCE FOR TRAVEL AND OTHER SPECIAL PURPOSES	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF LIQUIDATION REPORT AND DV]     Step1 --&gt; Step2[2. PRE-AUDITING OF DV AND OTHER DOCUMENTS]     Step2 --&gt; Step3[3. SIGNING OF BOX C]     Step3 --&gt; Step4[4. APPROVAL OF DV]     Step4 --&gt; Step5[5. PREPARATION OF JOURNAL ENRTY]     Step5 --&gt; Step6[6. PREPARATION OF CERTIFICATION]     Step6 --&gt; End([End]) </pre>	<p>Liquidates the cash advance granted for travel and other special purposes.  <i>Note: 1. Certifies as to completeness of required documents and that these are uploaded in the UIS. (Memo No. CCDP ____)</i>  <i>Note 2: a. Local Travel - within 15 days after return to official station; b. Foreign Travel - within 30 days after return to official station; c. Special Purpose - within 10 days after the event</i></p>	End User
	Accounting Office pre-audits DV in UIS	Accounting Officer
	Signs Box C of DV and LR	Accounting Officer
	Signs Box C of DV and LR	VCA
	Prepares Journal entry to close the cash advance	Accounting Officer
	Prepares a certification for liquidated CA	Accounting Officer

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 100 1/3
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	PAYMENT FOR SALARIES AND OTHER PERSONNEL BENEFITS OF EMPLOYEES THROUGH ATM	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. UPDATING OF THE SALARIES AND OTHER PERSONNEL BENEFITS]   </pre>	<p>Updates the adjustments of salaries and other personnel benefits on or before the 15th day of the preceding month.</p> <ol style="list-style-type: none"> <li>a. From HRDO/Unit: <ol style="list-style-type: none"> <li>i. Certified True Copies of Appointments</li> <li>ii. Copy of Salary Adjustment Advice</li> <li>iii. Approved Application for Retirement/Secondment/Special Detail/Leave</li> <li>iv. Without Pay/Letter of Resignation</li> <li>v. Certificate of Active Service</li> </ol> </li> <li>b. From GSIS/PHILHEALTH/HDMF/BIR/UP PROVIDENT FUND/UP CREDIT COOPERATIVE/PGH Bayanihan Credit Cooperative <ol style="list-style-type: none"> <li>i. Notice for Salary Deductions</li> </ol> </li> </ol>	Accounting Staff
<pre> graph TD     Step1 --&gt; Step2[2. GENERATION OF THE NECESSARY DOCUMENTS]   </pre>	<p>Generates the following:</p> <ol style="list-style-type: none"> <li>a. General Payroll Summary</li> <li>b. Abstract of Payroll</li> <li>c. Active List</li> <li>d. Summary of Remittances</li> <li>e. Payslips (through UIS)</li> </ol>	Accounting Staff/IMS Staff
<pre> graph TD     Step2 --&gt; Step3[3. REVIEWING AND SIGNING ON THE REPORTS]   </pre>	<p>Reviews validity of appointment</p> <p>Reviews and signs the generated reports.</p>	HRDO Staff Accounting Staff
<pre> graph TD     Step3 --&gt; Step4[4. PREPARATION OF DISBURSEMENT VOUCHER AND TRANSFER ORDER]   </pre>	<p>Prepares the DV in UIS and the TO.</p>	Accounting Staff
<pre> graph TD     Step4 --&gt; A((A))   </pre>		

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 101 2/3
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	PAYMENT FOR SALARIES AND OTHER PERSONNEL BENEFITS OF EMPLOYEES THROUGH ATM	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; S5[5. PROCESSING OF OBR/ BUR]     S5 --&gt; S6[6. VALIDATION AND INITIATION OF THE TRANSACTION FLOW]     S6 --&gt; S7[7. APPROVAL OF FLOW]     S7 --&gt; S8[8. SIGNING OF TRANSFER ORDER AND CERTIFICATION OF FUND AVAILABILITY AND APPROVAL IN UIS]     S8 --&gt; S9[9. APPROVAL OF DV AND TRANSFER ORDER]     S9 --&gt; B((B)) </pre>	<p>Processes OBR/BUR</p> <p>Validates and initiates DV in UIS</p> <p>Approves the flow in UIS.</p> <p>Signs the TO, DV and certifies fund availability in the General Payroll Summary. Approves DV in UIS</p> <p>Approves DV in UIS and TO.</p>	<p>BO Staff</p> <p>Accounting Staff</p> <p>BO Chief</p> <p>Accounting Officer</p> <p>VCA/Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 102 3/3
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	PAYMENT FOR SALARIES AND OTHER PERSONNEL BENEFITS OF EMPLOYEES THROUGH ATM	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     B((B)) --&gt; 12[12. FORWARDING OF THE TRANSFER ORDER AND SENDING OF ELECTRONIC COPY]     12 --&gt; 15[15. SUBMISSION TO THE SERVICING BANK]     15 --&gt; End([End]) </pre>	<p>Sends the TO with the signed general payroll summary to Cash Office and sends the electronic copy to the servicing bank.</p> <p>Submits to the servicing bank the original TO and the signed general payroll summary for the bank to credit to the personal accounts of employees in the list.</p>	<p>Accounting/IMS Staff</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 103 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	PAYMENT FOR SALARIES AND OTHER PERSONNEL BENEFITS OF EMPLOYEES THRU REGULAR DISBURSING OFFICER	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. COLLECTION OF DTRS AND COS]     Step1 --&gt; Step2[2. PREPARATION OF DV AND OBR/BUR]     Step2 --&gt; Step3[3. PRE-AUDITING AND PROCESSING OF DV]     Step3 --&gt; Step4[4. PROCESSING OF OBLIGATION AND SIGNING OF OBR/BUR]     Step4 --&gt; Step5[5. VALIDATION AND INITIATION]     Step5 --&gt; Step6[6. APPROVAL OF DV]     Step6 --&gt; Step7[7. APPROVAL OF DV]     Step7 --&gt; A((A)) </pre>	<p>Compiles the DTR and COS of employee on or before the deadline set by the administration for each group of payees (student assistant/lecturers/professor emeritus/non-UP contractuels)</p> <p>Prepares DV on UIS (signs Box A) and OBR/BUR (signs Box A)</p> <p>Pre-audits and processes the DV.</p> <p>Process obligation on UIS and signs OBR/BUR (Box B)</p> <p>Validates and initiates DV in UIS.</p> <p>Approves DV in UIS.</p> <p>Approves DV in UIS.</p>	<p>End User</p> <p>End User</p> <p>Accounting Staff</p> <p>Accounting Staff</p> <p>Accounting Staff</p> <p>End User</p> <p>BO Chief</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 104 2/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	PAYMENT FOR SALARIES AND OTHER PERSONNEL BENEFITS OF EMPLOYEES THRU REGULAR DISBURSING OFFICER	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[8. CERTIFYING OF FUNDS AVAILABILITY AND APPROVAL OF DV]     B --&gt; C[9. APPROVAL AND SIGNING OF DV]     C --&gt; D[10. APPROVAL OF DV AND PREPARATION OF CHECK]     D --&gt; E[11. SIGNING AND CO-SIGNING OF THE CHECK]     E --&gt; F[12. PAYMENT OF SALARIES AND OTHER PERSONAL BENEFITS]     F --&gt; End((End)) </pre>	<p>Certifies availability of funds (signs Box C) and approves DV in UIS.</p>	Accounting Officer
	<p>Approves and signs DV (Box D); approves DV in UIS.</p>	VCA
	<p>Approves DV on UIS and prepares check.</p>	Cash Office Chief
	<p>Signs, Co-signs the check</p>	VCA/Chancellor
	<p>Pays the student assistant / lecturer.</p> <p><i>Note: Cash Office will submit liquidation report to Accounting Office and COA.</i></p>	Cash Office Staff

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 105 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	PAYMENT OF INDIVIDUAL CLAIMS WITH ATM	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. COLLECTION OF DTR, PREPARATION OF PAYROLL AND SIGNING OF OBR/BUR]     Step1 --&gt; Step2[2. PREPARATION OF DV AND SIGNING OF BOX A]     Step2 --&gt; Step3[3. PRE-AUDITING AND PROCESSING OF DV]     Step3 --&gt; Step4[4. PROCESSING OF OBLIGATION AND SIGNING OF OBR/BUR]     Step4 --&gt; Step5[5. PREPARATION, VALIDATION AND INITIATION OF TRANSFER ORDER]     Step5 --&gt; Step6[6. APPROVAL OF DV]     Step6 --&gt; A((A)) </pre>	<p>Collects the DTR and prepares the payroll and signs OBR / BUR</p> <p>Prepares DV in UIS and signs Box A.</p> <p>Pre-audits and processes the DV</p> <p>Processes obligation on UIS and signs OBR / BUR (Box B)</p> <p>Prepares TO; validates and initiates in UIS.</p> <p>Approves DV in UIS.</p> <p>Approves DV in UIS.</p>	<p>End User</p> <p>End User</p> <p>Accounting Staff</p> <p>BO Staff</p> <p>Accounting Staff</p> <p>End User</p> <p>BO Chief</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 106 2/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	PAYMENT OF INDIVIDUAL CLAIMS WITH ATM	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[7. CERTIFICATION OF AVAILABILITY OF FUNDS]     B --&gt; C[8. APPROVAL AND SIGNING OF TRANSFER ORDER AND APPROVAL OF FLOW]     C --&gt; D[9. FORWARDING OF THE TRANSFER ORDER]     D --&gt; E[10. FORWARDING OF THE TRANSFER ORDER WITH THE GENERAL PAYROLL SUMMARY]     E --&gt; F[11. RECEIVING OF THE FILES COPY]     F --&gt; G((End)) </pre>	<p>Certifies availability of funds (signs Box C) and approves DV in UIS.</p> <p>Approves and signs TO and DV (Box D); approves the flow in UIS.</p> <p>Forwards the TO to Cash Office and forwards and forwards to the servicing bank.</p> <p>Forwards the TO to the servicing bank.</p> <p>Receives file copy.</p> <p><i>Note: Cash Office will submit report to Accounting Office and COA.</i></p>	<p>Accounting Officer</p> <p>VCA/Chancellor</p> <p>Accounting Staff</p> <p>Cash Office Staff</p> <p>Cash Office Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 107 1/3
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Disbursement Systems	PAYMENT OF FIRST SALARY AND LAST SALARY	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. COLLATING OF THE REQUIREMENTS]     Step1 --&gt; Step2[2. RECEIVING AND CHECKING OF THE DOCUMENTS]     Step2 --&gt; Step3[3. PREPARATION AND SUBMISSION OF THE CERTIFIED TRUE COPIES]     Step3 --&gt; Step4[4. REVIEWS AND COMPUTES]     Step4 --&gt; Step5[5. RETURNING OF THE DOCUMENTS]     Step5 --&gt; Step6[6. PREPARATION OF DV AND OBR / BUR]     Step6 --&gt; Step7[7. PRE-AUDITING AND PROCESSING OF DV]     Step7 --&gt; End([End]) </pre>	<p>Collates the requirements for the first salary and forwards to HRDO. Certifies completion of required documents attached. See Memo No. CCDP ____</p> <p>Receives the requirements. Checks the completeness, validity and accuracy of the documents. *Receives only when checklist is certified as complete.</p> <p>Prepares and submits the certified true copies of all the requirements to the Accounting Office.</p> <p>Review the validity of documents and computes the salary and benefits</p> <p>Returns the documents with the computed amount to the concerned Unit/ College for uploading to UIS.</p> <p>Prepares DV in UIS and OBR / BUR (signs Box A)</p> <p>Pre-audits and computes amount in DV</p> <p><i>Note: It will proceed just like procedural flow of Payment for Salaries and other benefits.</i></p>	<p>End User</p> <p>HRDO Staff</p> <p>HRDO Staff</p> <p>Accounting Staff</p> <p>Accounting Staff</p> <p>End User</p> <p>Accounting Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 108 1/2
Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	DONATIONS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. REPORTING OF THE DONATIONS RECEIVED]     Step1 --&gt; Step2[2. TAKING NOTE OF THE DONATION]     Step2 --&gt; Step3[3. REVIEW AND PREPARATION OF DEED OF DONATION AND/OR ACCEPTANCE]     Step3 --&gt; Step4[4. ACTION ON THE DEED OF DONATION]     Step4 --&gt; A((A)) </pre>	<p>Reports to the Chancellor the donation/s received with acquisition cost. If donated equipment has no available costing, appraisal will be done by the following:</p> <ul style="list-style-type: none"> <li>• For equipment - UPM DAC</li> <li>• For infrastructure - CPDMO</li> </ul> <p>Takes note of the donation and refers to Legal Office.</p> <p>Reviews/prepares Deed of Donation (DD) and/or Acceptance.</p> <p>Acts on the Deed of Donation as follows:</p> <ol style="list-style-type: none"> <li>Accepts / Approves / Signs unconditional or simple donations;</li> <li>Recommends to the BOR through the UP President the approval of the following donations: <ul style="list-style-type: none"> <li>• Service donations</li> <li>• Donations of equipment where the installation, operation or maintenance of which requires financial outlay in addition to the approved budget of UPM.</li> <li>• Donations entailing some onerous conditions stipulated</li> </ul> </li> </ol>	<p>End User</p> <p>Chancellor</p> <p>Legal Office Head</p> <p>Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 109 2/2
Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	DONATIONS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[5. REPORTING OF ACCEPTED/ APPROVED DONATIONS]     B --&gt; C[6. DISTRIBUTION OF COPIES OF DEED OF DONATION]     C --&gt; D[7. PREPARATION OF PAR AND SECURING OF SIGNATURE]     D --&gt; E[8. RECORDING OF DONATION IN THE BOOK OF ACCOUNTS]     E --&gt; F((End)) </pre>	<p>Reports accepted/approved donations by UPM to the UP President/BOR.</p> <p>Distributes copies of Deed of Donation as follows:  Copy 1 - File  2 - COA  3 - Accounting Office  4 - Concerned Unit/Office  5 - PSO for donated equipment</p> <p>Prepares Property Acknowledgement Receipt (PAR) and secures signature of end-user for donated equipment.</p> <p>Records donation in the book of accounts.</p>	<p>Chancellor</p> <p>OC Staff</p> <p>PSO Head/ Unit Head</p> <p>Accounting Officer</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 110 1/2
Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	PROPERTY CUSTODIANSHIP ACCEPTANCE OF DELIVERIES	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. RECEIVING OF DELIVERED ITEMS]     Step1 --&gt; Step2[2. PREPARATION OF INSPECTION AND ACCEPTANCE REPORT]     Step2 --&gt; Step3[3. INSPECTION AND VERIFICATION OF ITEMS]     Step3 --&gt; Step4[4. SENDING COPY OF PO AND OR]     Step4 --&gt; Step5[5. RECORDING AND PREPARATION OF JEV AND GL]     Step5 --&gt; End([End]) </pre>	<p>Receives the delivered item/s and signs portion of the DR; files the original and returns Copy of the DR to the supplier/ Procurement Service.</p> <p>Prepares IAR.</p> <p>Inspects and verifies items as to quantity and conformity to specifications based on the DR and approved PO.</p> <p><i>Note 1 : Inspection is done by the PSO/end-user designated Inspector for transactions P100,000 and below and by the Internal Audit Inspector for transactions more than P100,000.</i></p> <p><i>Note 2 :The inspector notes on the IAR any nonconformity. Returns the copy of IAR, DR, and approved PO to the PSO/End-User. Returns the items to the supplier and requires the latter to comply with the agreed specifications and/or terms of the PO;</i></p> <p>Sends copy of IAR, PO and DR to Accounting Office for recording.</p> <p>Records in the logbook the receipt of Copy of IAR, PO and DR</p> <p>Prepares JEV</p> <p>Records in the GL</p>	<p>PSO Staff/End User</p> <p>PSO Staff/End User</p> <p>Internal Auditor/ PSO Head/End User</p> <p>PSO Staff</p> <p>Accounting Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



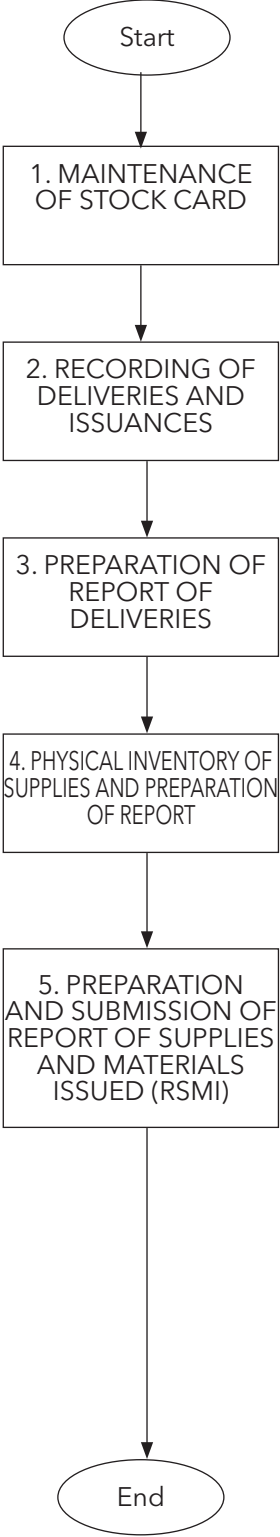
University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 111 1/1
Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	PROPERTY CUSTODIANSHIP STORAGE AND ISSUANCE OF STOCK ITEMS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. ARRANGING AND STORING OF SUPPLIES]     Step1 --&gt; Step2[2. POSTING OF DELIVERED ITEMS]     Step2 --&gt; Step3[3. PREPARATION OF REQUISITION AND ISSUE SLIP]     Step3 --&gt; Step4[4. CHECKING OF QUARTERLY ALLOTMENT AND POSTING OF ISSUANCE TO STOCK CARDS]     Step4 --&gt; Step7[7. DISTRIBUTION OF COPIES]     Step7 --&gt; End([End]) </pre>	<p>Arranges and stores supplies after inspection by the IAO.</p> <p>Posts delivered items on the stock cards.</p> <p>Prepares RIS and submits to the PSO.</p> <p>Checks quarterly allotment and issues supplies allotted to the End-user. Posts issuance on Stock Cards as to quantity.</p> <p>Forwards copy of RIS: Copy 1 - PSO/Unit Supply Officer Copy 2 - End-user Copy 3 &amp; 4 - Accounting Office</p> <p><i>Note: Regularly submits reports of RIS and RSMI to the Accounting Office</i></p>	<p>PSO Staff/End User</p> <p>PSO Staff/End User</p> <p>End User</p> <p>PSO Staff/End User</p> <p>PSO/End User</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 112 1/1
Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	PROPERTY CUSTODIANSHIP PERPETUAL INVENTORY SYSTEM OF SUPPLIES	Effectivity Date:

Flowchart	Description	Person Responsible
 <pre> graph TD     Start([Start]) --&gt; Step1[1. MAINTENANCE OF STOCK CARD]     Step1 --&gt; Step2[2. RECORDING OF DELIVERIES AND ISSUANCES]     Step2 --&gt; Step3[3. PREPARATION OF REPORT OF DELIVERIES]     Step3 --&gt; Step4[4. PHYSICAL INVENTORY OF SUPPLIES AND PREPARATION OF REPORT]     Step4 --&gt; Step5[5. PREPARATION AND SUBMISSION OF REPORT OF SUPPLIES AND MATERIALS ISSUED (RSMI)]     Step5 --&gt; End([End]) </pre>	<p>Maintains a stock card (SC) for every stock item.</p> <p>Records daily deliveries and issuances in the stock card.</p> <p>Prepares report of deliveries and submit to COA within five (5) days upon receipt.</p> <p>Conducts monthly physical inventory of supplies and submits to accounting office.</p> <p>Maintains a running balance of each of the stock items.</p> <p>Prepares RSMI and submits to Accounting Office</p>	<p>PSO Staff/End User</p> <p>PSO Staff/End User</p> <p>PSO Staff/End User</p> <p>PSO Staff/End User</p> <p>PSO Staff/End User</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 113 1/4
Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	PROPERTY CUSTODIANSHIP ANNUAL EQUIPMENT INVENTORY TAKING	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. ISSUANCE OF MEMORANDUM]     Step1 --&gt; Step2[2. COORDINATION WITH DEPARTMENT/UNIT CONCERNED AND PREPARATION]     Step2 --&gt; Step3[3. COUNTING OF ITEMS]     Step3 --&gt; Step4[4. ATTACHMENT AND KEEPING OF INVENTORY TAGS]     Step4 --&gt; Step5[5. PREPARATION AND SUBMISSION OF MASTERLIST/INVENTORY]     Step5 --&gt; Step6[6. AFFIXING SIGNATURE AND INDICATION OF DATE]     Step6 --&gt; Step7[7. DISTRIBUTION OF COPIES TO CONCERNED OFFICES]     Step7 --&gt; End([End]) </pre>	<p>Issues a memorandum prepared by PSO.</p> <p>Coordinates with the department/unit concerned that a physical inventory will be conducted.</p> <p>Counts the items for inventory. Lists all unaccounted equipment.</p> <p>Attaches the duplicate/half portion to the items inventoried and keeps the other one for reconciliation reference.</p> <p>Prepares and updates masterlist/inventory and submits to the unit concerned.</p> <p>Affixes their signatures and indicate the date in the masterlist/inventory list.</p> <p>Distributes copies of masterlist/inventory to the following:</p> <ul style="list-style-type: none"> <li>• COA</li> <li>• Accounting Office</li> <li>• Unit concerned</li> </ul>	<p>Chancellor</p> <p>PSO Head</p> <p>Inventory Team (PSO-SO/ SO-Unit)</p> <p>PSO Staff</p> <p>PSO Staff/Head</p> <p>Accountable persons</p> <p>PSO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 114 1/1
Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	PROPERTY CUSTODIANSHIP UNACCOUNTED/MISSING EQUIPMENT	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION AND ISSUANCE OF FIRST NOTICE/DEMAND]     Step1 --&gt; Step2[2. PREPARATION AND ISSUANCE OF SECOND NOTICE]     Step2 --&gt; Step3[3. RELIEF FROM PROPERTY ACCOUNTABILITY]     Step3 --&gt; Step4[4. ENDORSEMENT OF REQUEST]     Step4 --&gt; Step5[5. APPROVAL OF REQUEST]     Step5 --&gt; End([End]) </pre>	<p>Prepares and issues first Notice of Demand.</p> <p><i>Note: The first notice shall require the Accountable Officer concerned to explain the whereabouts of the missing item/s and to produce said item/s within ten (10) days.</i></p> <p>Prepares and issues second notice of demand. If missing item is not produced within five (5) days.</p> <p><i>Note: If the Accountable Officer fails to satisfactorily explain the whereabouts of the missing item/s and/or fail to produce them within the stated periods in the first and second notices, said item/s shall be officially declared lost and shall hold the Accountable Officer liable thereto. A demand shall be made to the Accountable Officer to deliver an acceptable replacement for the lost property or to pay in cash its replacement value.</i></p> <p>Prepares request for relief from property accountability.</p> <p>Endorses the request.</p> <p>Approves request.</p>	<p>PSO Head</p> <p>PSO Head</p> <p>Accountable Officer</p> <p>PSO Head</p> <p>OVCA/Chancellor/COA</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 115 1/1
Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	PROPERTY CUSTODIANSHIP REQUEST FOR RELIEF FROM PROPERTY ACCOUNTABILITY	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. NOTIFICATION OF THE LOSS]     Step1 --&gt; Step2[2. INVESTIGATION AND REPORTING]     Step2 --&gt; Step5[5. REVIEWING THE REPORT]     Step5 --&gt; Step6[6. ACTION ON THE REPORT AND SIGNING OF THE LETTER]     Step6 --&gt; Step7[7. APPROVAL OF DEMAND LETTER AND COPY OF THE REPORT]     Step7 --&gt; Step8[8. FURNISHING COPIES OF DEMAND LETTER.]     Step8 --&gt; End([End]) </pre>	<p>Notifies loss within 24 hours upon discovery, Unit notifies the Dean/Director and submits Report of Loss to the Chancellor, copy furnished the UP Manila Security Office, the Contractual Security Service Services Agency and COA.</p> <p>Investigates upon receipt of report together with the representative of the private security agency within five (5) working days.</p> <p>Submits report to the OVCA with the necessary evidences/supporting documents.</p> <p>Forwards to Legal Office</p> <p>Forwards recommendation to the Office of the Chancellor thru the OVCA for appropriate action.</p> <p>Acts on the report/signs demand letter. If security agency is accountable.</p> <p>Approves demand letter and sends a copy of the report to the security agency.</p> <p>Furnishes copies of demand letter and report to the following offices:</p> <ol style="list-style-type: none"> <li>Legal Office</li> <li>Accounting Office</li> <li>Cash Office</li> <li>Property &amp; Supply Office</li> <li>UP Manila Security Office</li> <li>Internal Audit Office</li> </ol>	<p>End User</p> <p>UP Manila Security Officer</p> <p>OVCA</p> <p>Legal Office Head</p> <p>OVCA/Chancellor</p> <p>Chancellor</p> <p>Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 116 1/1
OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	PROCUREMENT PLANNING	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF PROJECT PROCUREMENT MANAGEMENT PLAN (PPMP) FOR THE ENSUING YEAR]     Step1 --&gt; Step2[2. CERTIFICATION OF INCLUSION IN THE BUDGET PROPOSAL]     Step2 --&gt; Step3[3. APPROVAL]     Step3 --&gt; Step4[4. SUBMISSION OF THE UP MANILA APP TO DBM-PS (FOR CSE) AND GPPB THRU UPSMO]     Step4 --&gt; Step5[5. ISSUANCE OF COPIES OF APPROVED PPMP TO CONCERNED END-USERS]     Step5 --&gt; End([End]) </pre>	<p>End user prepares PPMP separately for</p> <ol style="list-style-type: none"> <li>common-used supplies and equipment available at DBM-PS,</li> <li>common-used supplies and equipment not available at DBM-PS;</li> <li>non-common used supplies and equipment</li> <li>services and</li> <li>infrastructure.</li> </ol> <p>and shall include the following:</p> <ol style="list-style-type: none"> <li>with complete and clear specifications of items to be procured</li> <li>cost (based on PS price index or market survey)</li> <li>funding source</li> <li>signature of head of unit</li> </ol> <p>Transmits PPMP to PSO (for CSE, non-common supplies and equipment); to OOBAC for infrastructure and for services for consolidation into APP including review of mode of procurement.</p> <p>Recommends approval of the UP Manila APP. Chancellor approves.</p> <p>Submission of approved APP to:</p> <ol style="list-style-type: none"> <li>DBM-Procurement Service for CSE</li> <li>APP to UP System Supply and Management Office for consolidation into the UP System APP and submission to GPPB.</li> </ol> <p>Issues copies of approved PPMP to concerned end users</p>	<p>End User</p> <p>OOBAC/PSO Staff/ concerned BACs</p> <p>VCA Chancellor</p> <p>OOBAC Staff</p> <p>PSO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 117 1/3
OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	PROCESS FLOW ON THE PROCUREMENT OF GOODS (SUPPLIES, EQUIPMENT, FURNITURE) THRU PUBLIC BIDDING	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF PURCHASE REQUESTS]     Step1 --&gt; Step2[2. CERTIFICATION THAT PROCUREMENT IS INCLUDED IN THE APPROVED PPMP/APP]     Step2 --&gt; Step3[3. BUDGET CLEARANCE]     Step3 --&gt; Step4[4. CERTIFICATION ON THE READINESS OF THE PROCUREMENT]     Step4 --&gt; A((A)) </pre>	<p>End-user (Supply Officer) prepares PRs based on approved PPMP:  1) with complete and clear specifications  2) cost (based on PS price index or market suvey)  3) funding source  4) signature of head of unit (if below PhP100,000.00); Vice Chancellor for Administration (if P100,000 and above).</p> <p>Checks and certifies that the procurement is included in the end-users approved PPMP. Checks and validates mode of procurement. *If not included, end-user shall attach approved SPPMP.</p> <p>Provides budget clearance indicating the approved budget for the contract (ABC) and funding source.</p> <p>Reviews and checks completeness of PRs; certifies readiness to undergo procurement.</p>	<p>End User</p> <p>PSO Staff</p> <p>BO Head</p> <p>OOBAC Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 118 2/3
OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	PROCESS FLOW ON THE PROCUREMENT OF GOODS (SUPPLIES, EQUIPMENT, FURNITURE) THRU PUBLIC BIDDING	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; 5[5. APPROVAL]     5 --&gt; 6[6. RELEASE OF PR TO START PROCUREMENT PROCESS]     6 --&gt; 7[7. PROCUREMENT (STARTS WITH THE CONDUCT OF PREPROCUREMENT CONFERENCE AND ENDS WITH THE RECOMMENDATION TO AWARD THRU A BAC RESOLUTION)]     7 --&gt; 8[8. TRANSMITTAL OF ALL BIDDING DOCUMENTS]     8 --&gt; 9[9. PREPARATION OF NOTICE TO AWARD (NOA)]     9 --&gt; B((B)) </pre>	<p>Approves in accordance with the level of signing authority</p> <p>Sends out PRs for the conduct of procurement a) PR costing below P500,000.00 - back to end-user; for CAD to PSO; b) P500,001.00 and above to BAC3</p> <p>Conducts public bidding in accordance with RA 9184 and its IRR.  Conduct of procurement using alternative mode shall also be with reference to the level of signing authority.</p> <p>Organizes folder of all bidding/bid documents, with proper markings and sends original copy to OOBAC together with the signed resolution to award the contract</p> <p>Reviews and checks completeness of bidding/bid documents; certifies readiness to prepare NOA</p>	<p>VCA/Chancellor</p> <p>OOBAC Staff</p> <p>BAC</p> <p>BAC Secretariat</p> <p>OOBAC Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 119 3/3
OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	PROCESS FLOW ON THE PROCUREMENT OF GOODS (SUPPLIES, EQUIPMENT, FURNITURE) THRU PUBLIC BIDDING	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     B((B)) --&gt; 10[10. APPROVAL OF NOA]     10 --&gt; 11[11. ISSUANCE OF NOA]     11 --&gt; 12[12. PREPARATION OF PO AND NTP]     12 --&gt; End([End]) </pre>	<p>Signs NOA according to delegated authority</p> <p>Issues NOA, sees to it that it is received by the supplier who must submit performance security, transmits folder to PSO</p> <p>Prepares PO and NTP; monitors routing to Budget Office, Accounting Office, OVCA/OC and issuance to supplier.</p>	<p>VCA/Chancellor</p> <p>OOBAC Staff</p> <p>PSO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 120 1/3
OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	PROCESS FLOW ON THE PROCUREMENT OF WORKS (INFRASTRUCTURE)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF APP FOR INFRASTRUCTURE]     Step1 --&gt; Step2[2. CERTIFICATION THAT THE PROJECT IS INCLUDED IN THE APPROVED PPMP/APP WITH APPROPRIATE MODE OF PROCUREMENT]     Step2 --&gt; Step3[3. PREPARATION OF TECHNICAL AND BIDDING DOCUMENTS]     Step3 --&gt; Step4[4. BUDGET CLEARANCE]     Step4 --&gt; Step5[5. CERTIFICATION ON THE READINESS FOR PROCUREMENT]     Step5 --&gt; Step6[6. APPROVAL]     Step6 --&gt; A((A)) </pre>	<p>Based on the approved budget proposal of end users, OVCPD prepares the APP for Infrastructure for CAD and academic units.</p> <p>Checks and certifies that the PROJECT is included in the end-user's approved PPMP. Checks and validates mode of procurement.</p> <p><i>Note: If not included, end-user shall attach approved SPPMP.</i></p> <p>In close coordination with the end-users, CPDMO prepares:  1) Plans and drawings  2) Scope of works and specifications  3) Detailed estimates  Agrees to the above documents.</p> <p>Provides budget clearance indicating the approved budget for the contract (ABC) and funding source.</p> <p>Assures that technical documents are reviewed/checked by the Technical consultant; Checks completeness of requirements for bidding and Certifies the readiness of the project to undergo procurement.</p> <p>Approves in accordance with level of signing authority.</p>	<p>PDO, OVCPD/ CPDMO Staff</p> <p>OOBAC Staff</p> <p>CPDMO Staff/End User</p> <p>BO Head</p> <p>OOBAC Staff</p> <p>VCPD/VCA/ Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 121 2/3
OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	PROCESS FLOW ON THE PROCUREMENT OF WORKS (INFRASTRUCTURE)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; 7[7. RELEASE OF BID DOCUMENTS]     7 --&gt; 8[8. PROCUREMENT (STARTS WITH THE CONDUCT OF PREPROCUREMENT CONFERENCE AND ENDS WITH THE RECOMMENDATION TO AWARD THRU A BAC RESOLUTION)]     8 --&gt; 9[9. RECOMMENDATION TO AWARD THE CONTRACT]     9 --&gt; 10[10. TRANSMITTAL OF ALL BIDDING DOCUMENTS]     10 --&gt; 11[11. NOTICE TO AWARD (NOA)]     11 --&gt; B((B))           </pre>	<p>Sends out bid/technical documents to the appropriate BAC/Unit for the conduct of procurement</p> <ul style="list-style-type: none"> <li>a) projects costing P1,000,000 and below - CPDMO for the conduct of small value procurement;</li> <li>b) projects costing more than PhP1,000,000.00 to BAC2 for public bidding</li> </ul> <p>Conducts public bidding in accordance with RA 9184 and its IRR. Conducts negotiation in case of alternative mode of procurement.</p> <p>Recommends award through a resolution providing details on the conduct of the procurement process</p> <p>Organizes folders of all bidding documents, with proper markings and sends original copy to OOBAC together with the signed resolution of award.</p> <p>Reviews all bidding/contract documents and based on the BAC 2 resolution, prepares Notice of Award; monitors approval and notifies winning bidder of the award and the conditions to be complied (e.g. posting of performance bond)</p>	<p>OOBAC Staff</p> <p>BAC</p> <p>BAC</p> <p>BAC Secretariat</p> <p>OOBAC Staff</p>

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 122 3/3
OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	PROCESS FLOW ON THE PROCUREMENT OF WORKS (INFRASTRUCTURE)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     B((B)) --&gt; 12[12. ISSUANCE AND ACCEPTANCE OF NOTICE OF AWARD]     12 --&gt; 13[13. PREPARATION AND ROUTING OF THE GENERAL CONSTRUCTION AGREEMENT]     13 --&gt; 14[14. ISSUANCE AND SIGNING OF GCA BY THE WINNING CONTRACT, NOTARIZATION]     14 --&gt; 15[15. TRANSMITTAL OF PROJECT FOR IMPLEMENTATION]     15 --&gt; 16[16. ISSUANCE OF NTP]     16 --&gt; End([End]) </pre>	<p>Issues NOA and accepts performance bond. Coordinates with the Legal Office, particularly the BAC2 Resource Person on Legal Matters for the preparation of General Construction Agreement</p> <p>Finalizes GCA; monitors routing to end-user (to sign as witness), Budget Office (certificate of allotment) and Accounting Office (certificate of funds availability), OVCA/OC/ OSU for approval in accordance with the level of signing authority.</p> <p>Sends out GCA to winning bidder for their signature and notarization</p> <p>Distributes GCA with contract documents:  a) original to winning contractor;  b) CPDMO/OETS for issuance of Notice to Proceed and implementation;  c) BAC 2 Secretariat  d) end-user  e) Legal Office - original copy  f) Accounting  g) Budget Office and  h) OVCA/OC and  i) COA - original copy</p> <p>Note: CPDMO sends copies of NTP to OOBAC and end-user</p> <p>Prepares NTP &amp; issues to contractor; send copy to OOBAC &amp; end-user  Updates PhilGEPS posting</p>	<p>End User</p> <p>OOBAC/ Legal Office Head</p> <p>OOBAC Staff</p> <p>OOBAC Staff</p> <p>CPDMO Staff OOBAC Staff</p>

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 123 1/2
OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	PROCESS FLOW ON THE PROCUREMENT OF GOODS (THROUGH SHOPPING AND SMALL VALUE PROCUREMENT)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF PURCHASE REQUESTS]     Step1 --&gt; Step2[2. CERTIFICATION THAT PROCUREMENT IS INCLUDED IN THE APPROVED PPMP/APP]     Step2 --&gt; Step3[3. BUDGET CLEARANCE]     Step3 --&gt; Step4[4. APPROVAL OF PURCHASE REQUEST]     Step4 --&gt; Step5[5. TRANSMITTAL OF PR FOR THE CONDUCT OF PROCUREMENT IN ACCORDANCE W/ RA9184 IRR]     Step5 --&gt; Step6[6. POSTING OF REQUEST FOR QUOTATION (RFQ) AT PHILGEPS/CONDUCT OF CANVASS]     Step6 --&gt; A((A)) </pre>	<p>End user (Supply Officer) prepares PRs based on approved PPMP:</p> <p>Checks and certifies that the procurement is included in the end-users approved PPMP.</p> <p>Provides budget clearance indicating the approved budget for the contract (ABC) and funding source.</p> <p>Approves PR in accordance with the level of signing authority.</p> <p>Checks and certifies the completeness of requirements for procurement; transmits to end-users</p> <p>Posts request for quotations at PHILGEPS/ Conduct of Canvass</p>	<p>End User</p> <p>PSO Head</p> <p>BO Head</p> <p>Director/Dean/VCA</p> <p>OOBAC Staff</p> <p>End-user/ PSO Staff/ BAC Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 124 2/2
OOBAC	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	PROCESS FLOW ON THE PROCUREMENT OF GOODS (THROUGH SHOPPING AND SMALL VALUE PROCUREMENT)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[7. PREPARATION OF ABSTRACT OF CANVASS/ QUOTATION]     B --&gt; C[8. APPROVAL OF ABSTRACT OF QUOTATION/ CANVASS]     C --&gt; D[9. PREPARATION OF PO AND NTP]     D --&gt; E[10. BUDGET CLEARANCE]     E --&gt; F[11. APPROVAL OF PURCHASE ORDER AND NOTICE TO PROCEED]     F --&gt; G[12. ISSUANCE OF PURCHASE ORDER AND NOTICE TO PROCEED AND ACCEPTANCE OF GOODS]     G --&gt; H((End)) </pre>	<p>Prepares Abstract of Canvass/Quotation with recommendation to award</p> <p>Approves Abstract of Canvass in accordance with the level of signing authority</p> <p>Prepares Purchase Order and Notice to Proceed in accordance to the approved Abstract of Canvass and routes to Accounting Office/Budget Office</p> <p>Provides budget clearance and signs the Purchase Order</p> <p>Approves the Purchase Order and Notice to Proceed in accordance with the level of signing authority.</p> <p>Issues PO and NTP to supplier for acceptance and submission of additional requirements; accepts performance security and sees to it that procured goods are delivered within the prescribed period as indicated in the PO; coordinates with Internal Audit Office for inspection</p>	<p>End User</p> <p>Head of Unit/ VCA</p> <p>End User</p> <p>Accounting Officer /BO Head</p> <p>Unit Head/ VCA</p> <p>End User</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 125 1/1
CPDMO	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
SPACE RENTAL COMPUTATION	APPLICATION FOR SPACE RENTAL AND UTILITIES	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF REQUEST]     Step1 --&gt; Step2[2. ENDORSEMENT OF THE LETTER OF REQUEST]     Step2 --&gt; Step3[3. ISSUANCE OF SPACE AND UTILITY RENTAL COMPUTATION]     Step3 --&gt; Step4[4. PAYMENT OF RENTAL FEE]     Step4 --&gt; Step5[5. ISSUANCE OF PERMIT]     Step5 --&gt; End([End]) </pre>	<p>Submits Letter Request with recommendation from Dean/Director/Chief to OVCA. Submits list of equipment (if applicable) with wattage.</p> <p><i>Note: Should be guided by the updated Rental Fee Rates.</i></p> <p>Sends the Letter Request to CPDMO for computation of charges.</p> <p>Prepares Space and Utility Rental Computation.</p> <p>Pays rental Fee to UPM Cashier.</p> <p>Approves and issues Space Rental Permit.</p>	<p>Rentee</p> <p>VCA</p> <p>CPDMO</p> <p>Rentee</p> <p>VCA</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 126 1/1
CPDMO	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Project Implementation	APPLICATION FOR CONSTRUCTION IDENTIFICATION CARD	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF REQUEST]     Step1 --&gt; Step2[2. ISSUANCE OF ORDER OF PAYMENT]     Step2 --&gt; Step3[3. PAYMENT OF ID FEE]     Step3 --&gt; Step4[4. ISSUANCE OF PERMIT]     Step4 --&gt; Step5[5. FORWARDING OF LIST]     Step5 --&gt; End([End]) </pre>	<p>Submits Letter Request with Work Permit or NTP, ID Permit Form with requirements (One 1x1 ID picture and NBI Clearance) to CPDMO</p> <p>Issues order of payment.</p> <p>Pays ID Fee to UPM Cashier.</p> <p>Issues Construction ID card to contractor</p> <p>Forwards List of Workers to UP Police.</p>	<p>Contractor</p> <p>CPDMO Staff</p> <p>Contractor</p> <p>CPDMO Staff</p> <p>CPDMO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 127 1/2
CPDMO	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Project Implementation	CONSTRUCTION OF EXTERNALLY FUNDED INFRASTRUCTURE PROJECTS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF CONCEPT PAPER]     Step1 --&gt; Step2[2. ENDORSEMENT/ APPROVAL OF THE CONCEPT PAPER]     Step2 --&gt; Step3[3. EVALUATION OF THE PROPOSED PROJECT]     Step3 --&gt; Step4[4. APPROVAL OF THE PROJECT]     Step4 --&gt; Step5[5. FACILITATION OF THE NECESSARY PERMIT]     Step5 --&gt; A((A)) </pre>	<p>Prepares concept paper of the proposed project and endorses for approval of the OVCA, OVCPD and OC.</p> <p>Forwards the concept paper to CPDMO.</p> <p>Evaluates and determines compliance with campus development plans and guidelines.</p> <p>Endorses/approves the proposed project. Approves the inhouse permit to construct.</p> <p>Facilitates the necessary permit from the City Hall (if applicable).</p>	<p>End-User</p> <p>VCA/VCPD</p> <p>CPDMO Head</p> <p>VCA/VCPD/Chancellor</p> <p>Contractor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 128 2/2
CPDMO	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Project Implementation	CONSTRUCTION OF EXTERNALLY FUNDED INFRASTRUCTURE PROJECTS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[9. COORDINATION MEETING]     B --&gt; C[10. IMPLEMENTATION AND MONITORING OF THE PROJECT]     C --&gt; D[12. PREPARATION OF CERTIFICATE OF INSPECTION, PROJECT ACCOMPLISHMENT AND ACCEPTANCE]     D --&gt; E[13. SIGNING AND ACCEPTANCE OF THE COMPLETENESS OF THE PROJECT]     E --&gt; F((End))           </pre>	<p>Conducts coordination meeting with the RU/ EU/Donor and the Contractor.</p> <p>Implements and monitors the project.</p> <p>Prepares certificate of inspection, project accomplishment and acceptance.</p> <p>Signs and accepts the completeness of the project.</p>	<p>CPDMO Head/Staff</p> <p>CPDMO Technical Person</p> <p>CPDMO Technical Person/ Head</p> <p>End User</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 129 1/2
CPDMO	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	CONSTRUCTION OF GOVERNMENT FUNDED INFRASTRUCTURE PROJECTS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF SCOPE OF WORKS AND DETAILED ESTIMATES]     Step1 --&gt; Step2[2. APPROVAL OF SCOPE OF WORKS, ETC.]     Step2 --&gt; Step3[3. RECOMMENDATION]     Step3 --&gt; Step7[7. BUDGET CLEARANCE]     Step7 --&gt; Step8[8. RECOMMENDATION]     Step8 --&gt; Step9[9. APPROVAL]     Step9 --&gt; A((A))           </pre>	<p>Prepares detailed estimate, scope of works, final working drawings</p> <p>Agrees with the prepared Scope Works and Specifications, Bill of Materials &amp; Cost Estimates and Drawings/Plans</p> <p>Recommends for approval</p> <p>Provides budget clearance.</p> <p>Recommends for approval</p> <p>Approves the project</p>	<p>CPDMO Technical Person</p> <p>End User</p> <p>VCPD</p> <p>Budget Officer</p> <p>VCA</p> <p>Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 130 2/2
CPDMO	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
	CONSTRUCTION OF GOVERNMENT FUNDED INFRASTRUCTURE PROJECTS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[10. SUBMISSION OF DOCUMENTS TO BAC]     B --&gt; C[11. BIDDING PROCESS]     C --&gt; D[12. AWARDING OF CONTRACT]     D --&gt; E[13. SECURE BUILDING PERMIT]     E --&gt; F[14. ISSUANCE OF WORKER ID]     F --&gt; G((End)) </pre>	<p>Provides three sets of documentation to BAC through OOBAC for bidding</p> <p>Bids according to the specified process (in accordance with RA 9184)</p> <p>Recommends award of contract to the bidder with the lowest calculated responsive bid or bid most advantageous to the government.</p> <p><i>Note: Award of contract shall be made within the bid validity period.</i></p> <p>Once NTP is issued to the winning contractor, then they secure building permit</p> <p><i>Note: Refer to Page ____</i></p>	<p>CPDMO Staff</p> <p>OOBAC/BAC</p> <p>BAC</p> <p>Contractor</p> <p>CPDMO Staff</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 131 1/1
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Legal Procedures	REQUEST FOR LEGAL OPINION ON OFFICIAL MATTER (PERTAINING TO OFFICE)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF REQUEST]     Step1 --&gt; Step2[2. PREPARATION OF IMMEDIATE ACTION]     Step2 --&gt; Step3[3. REFERRAL TO THE UPMLO]     Step3 --&gt; Step4[4. PREPARATION/ DRAFTING OF OPINION/ RECOMMENDATION]     Step4 --&gt; Step5[5. SIGNING AND APPROVAL OF THE LEGAL OPINION/ RECOMMENDATION]     Step5 --&gt; Step6[6. FORWARDING OF THE LEGAL OPINION]     Step6 --&gt; End([End]) </pre>	<p>Submits request to the UP Manila Chancellor through the Vice Chancellor.</p> <p>Prepares immediate action upon receipt and forwards the request to the requesting unit.</p> <p>Refers to UPMLO for appropriate action if the request needs to be referred to UP Manila Legal Office (UPMLO)</p> <p>Prepares/drafts opinion/recommendation if necessary.</p> <p>Signs and approves the legal opinion/ recommendation.</p> <p>Forwards the legal opinion to the requesting office.</p>	<p>Requesting Office Personnel</p> <p>Chancellor</p> <p>Chancellor</p> <p>Legal Office Chief</p> <p>Chancellor</p> <p>Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 132 1/2
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Legal Procedures	INITIATION OF ADMINISTRATIVE COMPLAINT/S FOR INVESTIGATION	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF COMPLAINT FOR INVESTIGATION]     Step1 --&gt; Step2[2. FORWARDING OF THE COMPLAINT TO THE LEGAL OFFICE]     Step2 --&gt; Step3[3. PRELIMINARY INVESTIGATION]     Step3 --&gt; Step4[4. SIGNING OF THE ORDER OF THE DISMISSAL]     Step4 --&gt; End((A)) </pre>	<p>Submits the complaint for investigation to the UP Manila Chancellor with necessary documents.</p> <p>Forwards the complaint to the UP Manila Legal Office for proper action.</p> <p>Conducts preliminary investigation to determine prima facie evidence.</p> <p>Signs the Formal Charge and sends it to the respondent to answer or file the necessary pleadings.</p> <p><i>Note: Creates an Administrative Disciplinary Tribunal (ADT)</i></p> <p>If a prima facie evidence is not found to exist against the respondent, a Preliminary Investigation Report, together with a draft Order of Dismissal of the complaint is also to be forwarded to the Chancellor through the Vice Chancellor for Administration recommending the dismissal of the complaint;</p>	<p>End User</p> <p>Chancellor</p> <p>Legal Officer</p> <p>Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 133 2/2
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Legal Procedures	INITIATION OF ADMINISTRATIVE COMPLAINT/S FOR INVESTIGATION	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[5. SIGNING AND SENDING OF FORMAL CHARGE TO THE RESPONDENT]     B --&gt; C[6. FORMAL HEARING AND PREPARATION OF FORMAL INVESTIGATION REPORT]     C --&gt; D[7. ENDORSEMENT AND RECOMMENDATION]     D --&gt; E[8. SIGNING OF THE ORDER OR DECISION]     E --&gt; F[9. SENDING TO THE RESPONDENT AND CONCERNED OFFICES]     F --&gt; G((End)) </pre>	<p>Signs the Order of Dismissal of the case if applicable.</p> <p>If a prima facie evidence is found to exist against the respondent, prepares Preliminary Investigation Report together with a draft of a Formal Charge to be forwarded to the UPM Chancellor through the Vice Chancellor for Administration for information, notation and recommends approval if necessary, that a formal charge be filed against the respondent.</p> <p>Conducts formal hearing and prepares a Formal Investigation Report together with draft Order or Decision.</p> <p>Endorses/recommends to the Chancellor.</p> <p>Signs the Order or Decision of the case.</p> <p>Sends to the respondent/s and all other concerned office/s for their information, file and/or proper action if necessary.</p>	<p>Chancellor</p> <p>ADT</p> <p>Chief Legal</p> <p>Chancellor</p> <p>Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 134 1/3
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Legal Procedures	LEGAL OFFICE INVOLVEMENT IN THE PROCUREMENT OF SUPPLIES, MATERIALS, EQUIPMENT AND SERVICES	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF REQUEST FOR PROCUREMENT]     Step1 --&gt; Step2[2. DETERMINATION WHETHER REQUEST HAS TO PASS PROPER BIDDING OR OTHER PROCESSES]     Step2 --&gt; Step3[3. PREPARATION OF RESOLUTION AND DRAFTING OF NOTICE OF AWARD]     Step3 --&gt; Step4[4. SIGNING OF THE NOTICE OF AWARD]     Step4 --&gt; Step5[5. FORWARDING OF RESOLUTION AND SIGNED NOTICE OF AWARD TO REQUESTING OFFICES/UNIT]     Step5 --&gt; Step6[6. FORWARDING OF RESOLUTION AND SIGNED NOTICE OF AWARD TO LEGAL OFFICE]     Step6 --&gt; A((A)) </pre>	<p>Prepares request for procurement including supporting documents.</p> <p>Determines if procedural considerations for bidding were followed. Refers to PSO, CPDMO or the UP Manual of Delineation of Authority to autonomous campuses, to determine whether the request has to pass through public bidding or other processes. <i>Note: If bidding is necessary, the concerned office/s will forward the request to OOBAC for review and proper recommendation.</i></p> <p>Prepares Resolution recommending award and a draft of a Notice of Award to be signed by the Chancellor; forwards the Resolution, together with the draft of the Notice of Award to the Chancellor for signature.</p> <p>Signs the Notice of Award.</p> <p>Forwards the Resolution together with a signed copy of the Notice of Award to the requesting office/unit for review and/or proper recommendation.</p> <p>Forwards the same to the UPM Legal Office for review and/or proper recommendation.</p>	<p>End-User</p> <p>Legal Office</p> <p>BAC</p> <p>Chancellor</p> <p>BAC Secretary</p> <p>Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 135 2/3
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Legal Procedures	LEGAL OFFICE INVOLVEMENT IN THE PROCUREMENT OF SUPPLIES, MATERIALS, EQUIPMENT AND SERVICES	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; 7[7. REVIEW OF THE TERMS AND CONDITIONS AND OTHER PROVISIONS OF THE CONTRACT]     7 --&gt; 8[8. PREPARATION OF THE ENDORSEMENT OR REFERENCE SLIP]     8 --&gt; 9[9. STAMPING OF THE FUNDING CLEARANCE]     9 --&gt; 10[10. FORWARDING OF THE REFERENCE SLIP AND CONTRACT TO THE OFFICE OF THE CHANCELLOR]     10 --&gt; 11[11. SIGNING AS WITNESS IF NECESSARY AND FORWARDING TO THE OFFICE OF THE CHANCELLOR FOR SIGNING]     11 --&gt; B((B)) </pre>	<p>Reviews the terms and conditions and other provisions of the contract. <i>Note: If there are some correction/s, the draft contract will then be forwarded to the requesting office/unit for finalization; if none, forwards the Contracts or other undertakings to the Chancellor through channels for signing thereof.</i></p> <p>Upon receipt of the final copy of the contract, prepares an endorsement or Reference Slip to be forwarded to the Chancellor through the appropriate Vice Chancellor/s for their information and thereafter to the Chancellor for signature. <i>Note: For some other contracts like the General Construction Agreement that needs funding clearance, forwards the same to the Accounting Office.</i></p> <p>Stamps funding clearance and returns the contract to the UPM Legal Office.</p> <p>Forwards the Reference Slip together with the contract with funding clearance to the Chancellor appropriately through the Vice Chancellor, for information.</p> <p>Signs as witness if necessary; forwards to the Chancellor for signature.</p>	<p>Legal Officer</p> <p>Legal Officer</p> <p>Accounting Officer</p> <p>Legal Officer</p> <p>VCA/VCAA</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

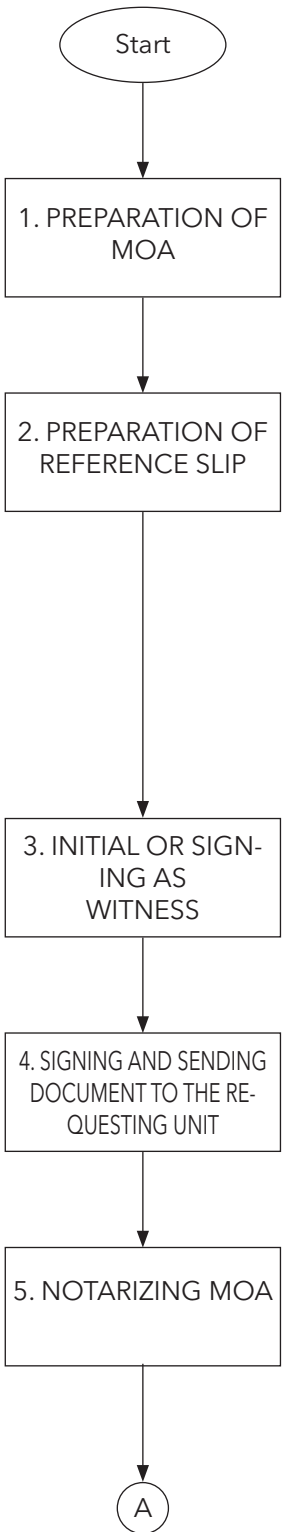
University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 136 3/3
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Legal Procedures	LEGAL OFFICE INVOLVEMENT IN THE PROCUREMENT OF SUPPLIES, MATERIALS, EQUIPMENT AND SERVICES	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     B((B)) --&gt; 12[12. SIGNING OF THE CONTRACT OR OTHER UNDERTAKINGS]     12 --&gt; 13[13. FORWARDING TO THE OTHER CONTRACTING PARTY AND WITNESSES]     13 --&gt; 14[14. FORWARDING OF THE COPY OF THE CONTRACT OR UNDERTAKING TO THE UP PRESIDENT AND BOR]     14 --&gt; 15[15. DISTRIBUTION OF COPIES OF THE CONTRACT OR UNDERTAKING]     15 --&gt; 16[16. SCANNING OF THE CONTRACT AND FORWARDING HARD COPY TO THE END-USER]     16 --&gt; End([End]) </pre>	<p>Signs the Contract or other undertaking/s.</p> <p>Forwards to the other contracting party/s for their signature/s and to the witnesses for their signatures.</p> <p><i>Note: The Contract must be notarized.</i></p> <p>Forwards copy of the contract or any undertaking to the UP President or the Board of Regents as the case may be.</p> <p>Distribute copies of contract or undertaking upon receipt of the copy of the contract with UP President or Board action indicated therein, the UP Manila Chancellor's Office will distribute copies of the contract or undertaking to the concerned offices including Legal Office for filing and/or for future reference</p> <p>Scans the notarized contract and forwards the hard copy to the end-user.</p>	<p>Chancellor</p> <p>OC Staff</p> <p>OC Staff</p> <p>OC Staff</p> <p>Legal Officer</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 137 1/2
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Legal Procedures	MEMORANDUM OF AGREEMENT (MOA)	Effectivity Date:

Flowchart	Description	Person Responsible
 <pre> graph TD     Start([Start]) --&gt; Step1[1. PREPARATION OF MOA]     Step1 --&gt; Step2[2. PREPARATION OF REFERENCE SLIP]     Step2 --&gt; Step3[3. INITIAL OR SIGNING AS WITNESS]     Step3 --&gt; Step4[4. SIGNING AND SENDING DOCUMENT TO THE REQUESTING UNIT]     Step4 --&gt; Step5[5. NOTARIZING MOA]     Step5 --&gt; End((A)) </pre>	<p>Submits to the Legal Office the draft MOA for review.</p> <p>Prepares reference slip  A. If no revisions, the requesting unit prepares copies of the MOA (a copy for each party plus 1 copy for the notary public) and the Legal Office prepares the Reference Slip and forwards it to the Chancellor.  B. If with revisions, the Legal Office returns the draft with recommended revisions and the requesting units prepares the final copies incorporating the revisions and sends it back to the Legal Office</p> <p>Forwards it to the Chancellor through the appropriate Vice Chancellor for initials and/or signature.</p> <p>Signs and sends document set to the End User.</p> <p>Requesting unit notarizes MOA.</p>	<p>End User/Legal Officer</p> <p>End User/Legal Officer</p> <p>End User/Legal Officer</p> <p>Legal Officer/ VCA</p> <p>Chancellor</p> <p>End User</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 138 2/2
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Legal Procedures	MEMORANDUM OF AGREEMENT (MOA)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; B[6. PREPARATION AND INITIAL ON TRANSMITTAL LETTER]     B --&gt; C[7. SIGNING &amp; SENDING DOCUMENTS AND RECEIVING MOA AND ATTACHMENTS]     C --&gt; D[8. FILING HARD AND SOFT COPIES OF THE MOA]     D --&gt; E((End)) </pre>	<p>Prepares and initials transmittal letter to the Board of Regents (BOR).</p> <p>Signs and sends transmittal documents set to the Secretary of the University; receives BOR-confirmed MOA and attachments. <i>Note: Action by the BOR.</i></p> <p>Scans the notarized copy and sends it back to the concerned unit.</p>	<p>Legal Officer</p> <p>Chancellor</p> <p>Legal Officer</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 139 1/3
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Reporting, Investigation and Disposition of Cases	HANDLING OF COMPLAINTS AND/OR APPREHENSION OF SUSPECTS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. REPORTING THE CASE OR INCIDENT TO THE SECURITY]     Step1 --&gt; Step2[2. REPORTING OF THE CASE TO THE POLICE OFFICE]     Step2 --&gt; Step3[3. MAKING OF A SPOT REPORT]     Step3 --&gt; Step4[4. SUBMISSION OF THE SPOT REPORT TO THE DETACHMENT COMMANDER]     Step4 --&gt; Step5[5. SUBMISSION OF THE REPORT TO THE DESK OFFICER]     Step5 --&gt; Step6[6. RECORDING OF THE CASE THROUGH A POLICE BLOTTER]     Step6 --&gt; A((A)) </pre>	<p>Reports the case or incident to the Security Officer (SO).</p> <p>Initiates the reporting of the case to UPMPO.</p> <p>Makes a Spot Report.</p> <p>Submits the Spot Report to Detachment Commander (of the Security Agency).</p> <p>Brings the matter to the DO of UPMPO by submitting the report.</p> <p>Records the case through a Police Blotter.</p>	<p>Complainant</p> <p>Security Officer</p> <p>Guard on-duty</p> <p>Guard on-duty</p> <p>Detachment commander</p> <p>Desk officer</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 140 2/3
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Reporting, Investigation and Disposition of Cases	HANDLING OF COMPLAINTS AND/OR APPREHENSION OF SUSPECTS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; 7[7. DISPATCHMENT OF THE SHIFT INVESTIGATOR]     7 --&gt; 8[8. ACTUAL INVESTIGATION]     8 --&gt; 9[9. SUBMISSION OF COMPREHENSIVE INVESTIGATION REPORT]     9 --&gt; 10[10. REVIEWING AND FINALIZING OF INVESTIGATION REPORT]     10 --&gt; 11[11. SUBMISSION OF THE RECOMMENDED REPORT TO THE CHIEF POLICE]     11 --&gt; 12[12. EVALUATION OF THE ACTION TAKEN]     12 --&gt; B((B))           </pre>	<p>Dispatches the Shift Investigator (SI) to the scene.</p> <p><i>Note: In emergency cases, initial reports by telephone in which case, the procedure starts here.</i></p> <p>Conducts actual investigation by apprehending the suspect, conducting ocular inspection, tapping forensic assistance, if necessary.</p> <p>Submits a comprehensive Investigation Report with complete staff work to the Chief of the Investigation Unit.</p> <p>Reviews and finalizes the Investigation Report.</p> <p>Submits to the Chief of Police with appropriate recommendation</p> <p>Evaluates the action taken.</p>	<p>Detachment commander</p> <p>Shift investigator</p> <p>Shift investigator</p> <p>Chief investigator</p> <p>Chief investigator</p> <p>Chief of Police</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 141 3/3
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Reporting, Investigation and Disposition of Cases	HANDLING OF COMPLAINTS AND/OR APPREHENSION OF SUSPECTS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     B((B)) --&gt; 13[13. APPROVAL/ DISAPPROVAL OF THE RECOMMENDATION]     13 --&gt; 14[14. ENDORSEMENT TO LEGAL OFFICE for REVIEW &amp; APPROPRIATE ACTION]     14 --&gt; 15[15. APPROPRIATE LEGAL OFFICE RECOMMENDS TO CHANCELLOR/PGH DIRECTOR]     15 --&gt; End([End]) </pre>	<p>A. Approves/disapproves the Chief Investigators' recommendation and provides copies to the Office of the Chancellor, Legal Office.</p> <p>B. Forward copies to PGH person-in-charge, if the persons or the incident happened in PGH, copies are likewise provided to the PGH Director and PGH Legal Office.</p> <p>Forwards the case file to their respective legal offices for review of case and appropriate action.</p> <p>Reviews and recommends action to the Chancellor/PGH Director for approval.</p>	<p>Chief of Police</p> <p>Chief of Police</p> <p>Appropriate Legal Office/Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 142 1/3
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Reporting, Investigation and Disposition of Cases	LOSS OF EITHER GOVERNMENT OR PRIVATELY OWNED PROPERTY	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     Start([Start]) --&gt; Step1[1. SUBMISSION OF NARRATIVE REPORT]     Step1 --&gt; Step2[2. INFORMING COA UPON NOTICE OF THE LOSS]     Step2 --&gt; Step3[3. ACCOMPLISHING OF CASE DISPOSITION FORM]     Step3 --&gt; Step4[4. RECORDING OF THE CASE]     Step4 --&gt; Step5[5. ASSIGNING THE CASE FOR PROPER INVESTIGATION]     Step5 --&gt; A((A))           </pre>	<p>Submits a narrative report to UPMPO.</p> <p>Informs COA upon notice of the loss.</p> <p>Appears personally at the UPMPO to accomplish a Case Disposition form indicating whether he/she is interested to pursue the case with the police or for the record purposes only.</p> <p>Records the case in the Daily Record of Events.</p> <p>Assigns the case to the Shift Investigator for proper investigation.</p>	<p>Owner/ Complainant to PAR</p> <p>Owner/ Complainant to PAR</p> <p>Owner/ Complainant</p> <p>Desk officer</p> <p>Desk officer</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:



University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 143 2/3
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Reporting, Investigation and Disposition of Cases	LOSS OF EITHER GOVERNMENT OR PRIVATELY OWNED PROPERTY	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     A((A)) --&gt; 6[6. INTERROGATION OF THE COMPLAINANT AND WITNESS(ES)]     6 --&gt; 7[7. OCULAR INSPECTION]     7 --&gt; 8[8. GATHERING OF EVIDENCES AND TAKING PICTURES OF THE CRIME SCENE]     8 --&gt; 9[9. SUBMISSION OF THE REPORT TO THE CHIEF INVESTIGATOR]     9 --&gt; 10[10. REVIEWING, PROOF-READING AND EDITING OF THE INVESTIGATION REPORT]     10 --&gt; B((B)) </pre>	<p>Interrogates the complainant and witness(es).</p> <p>Conducts ocular inspection.</p> <p>Gathers evidences; takes picture of the crime scene. <i>Note: If necessary, seeks the assistance of the other government agency such as PNP and/or NBI.</i></p> <p>Submits the report to the Chief Investigator. <i>Note: The Investigation Report should have a complete evaluation, findings and recommendation.</i></p> <p>Reviews, proof reads and edits the Investigation Report.</p>	<p>Shift investigator</p> <p>Shift investigator</p> <p>Shift investigator</p> <p>Shift investigator</p> <p>Chief investigator</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 144 3/3
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Reporting, Investigation and Disposition of Cases	LOSS OF EITHER GOVERNMENT OR PRIVATELY OWNED PROPERTY	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD     B((B)) --&gt; 11[11. SUBMISSION TO THE CHIEF OF POLICE]     11 --&gt; 12[12. EVALUATION AND APPROVAL/DISAPPROVAL OF INVESTIGATION REPORT OR ITS RECOMMENDATION]     12 --&gt; 13[13. ENDORSEMENT TO CHANCELLOR/PGH DIRECTOR and LEGAL OFFICES]     13 --&gt; 14[14. ENDORSEMENT TO THE DIRECTOR/ CHANCELLOR OF RESOLUTION AND RECOMMENDED ACTION]     14 --&gt; 15[15. APPROVAL/DISAPPROVAL OF RESOLUTION/ RECOMMENDED ACTION]     15 --&gt; End([End]) </pre>	<p>Submits the Investigation Report to the Chief of Police.</p> <p>Evaluates with finality the action taken and approves/disapproves Investigation Report or recommendation.</p> <p>Forwards the case folder to the Chancellor/ PGH Director who will forward the case folder to their respective Legal Offices for review and issuance of resolution.</p> <p>Prepares a Resolution with recommended action and forwards it to the Chancellor/PGH Director for approval.</p> <p>Approves Resolution/recommendation and issues appropriate order.</p>	<p>Chief Investigator</p> <p>Chief of Police</p> <p>Chief of Police</p> <p>Legal Officer</p> <p>Chancellor</p>

Prepared by/Date:  
Approved by/Date:

Reviewed by/Date: