



**UNIVERSITY OF THE PHILIPPINES
SYSTEM ADMINISTRATION**

CITIZEN'S CHARTER
2020 (2nd Edition)



**UNIVERSITY OF THE PHILIPPINES
SYSTEM ADMINISTRATION**

CITIZEN'S CHARTER
2020 (2nd Edition)



I. Mandate

Section 3 of the UP Charter of 2008 (Republic Act 9500) states that:

As the national university, a public and secular institution of higher learning, and a community of scholars dedicated to the search for truth and knowledge as well as the development of future leaders, the University of the Philippines shall perform its unique and distinctive leadership in higher education and development.

The University shall:

Lead in setting academic standards and initiating innovations in teaching, research, and faculty development in philosophy, the arts and humanities, the social sciences, engineering, natural sciences, mathematics, and technology; and maintain centers of excellence in these disciplines and professions.

Serve as a graduate university by providing advanced studies and specialization for scholars, scientists, writers, artists, and professionals especially those who serve on the faculty of state and private colleges and universities.

Serve as a research university in various fields of expertise and specialization by conducting basic and applied research, promoting research and development, and contributing to the dissemination and application of knowledge.

Lead as a public service university by providing various forms of community, public and volunteer service, as well as scholarly and technical assistance to the government, the private sector, and civil society while maintaining its standards of excellence.

Protect and promote the professional and economic rights and welfare of its academic and non-academic personnel.

Provide opportunities for training and learning in leadership, responsible citizenship, and the development of democratic values, institutions, and practice through academic and non-academic programs, including sports and enhancement of nationalism and national identity.

Serve as a regional and global university in cooperation with international and scientific unions, networks of universities, scholarly and professional associations in the Asia Pacific Region and around the world.

Provide democratic governance based on collegiality, representation, accountability, transparency, and active participation of its constituents; and promote the holding of fora for students, faculty, research, extension and professional staff (REPS), administrative staff, and alumni to discuss non-academic issues affecting the University.



II. Vision

A great university, taking a leadership role in the development of a globally competitive Philippines. Driven by:

Academic excellence and operational excellence;

Strong research and creative capability, supported by an expanded graduate program and geared to addressing the country's problems;

Excellent faculty and staff working in an environment conducive to outstanding performance and high productivity;

The best and brightest students from across the country prepared for successful careers and responsive citizenship;

Strong support from the alumni and other stakeholders;

High visibility and effective public service;

Modernized physical facilities and technological infrastructure for teaching, research and administration; and

Financial sustainability achieved by resource generation and administrative efficiency, while preserving its public character.

III. Mission

The University of the Philippines System Administration, with its eight (8) Constituent Universities (CUs), is committed to serving the people by means of teaching, research, and public service, as well as quality health care through the UP Philippine General Hospital (UP PGH).

IV. Service Pledge

Having a key role in the governance of the country's national university, the UP System Administration pledges adherence to:

1. Transparency and accountability, as the University fulfills its mandate in teaching, research, and public service;
2. Efficiency in its operations, to ensure the ease of doing business with the transacting public, its faculty and staff, and other stakeholders, such that it shall constantly reengineer its systems and processes, develop the competencies of its employees, and introduce timely and relevant technological solutions;



3. Promptness of service delivery, such that all clients/applicants or requesting parties who are within the premises of the office or agency concerned prior to the end of official working hours and during lunch break shall be attended to;
4. Responsiveness to the changing needs of its CUs and UP PGH in line with academic excellence and quality healthcare, demands from higher education institutions (HEIs), and the government's goals of economic growth and nation-building.



V. List of Services

Office of the President (OP)	20
External Services	
Processing of Requests/ Documents for the President and the Executive Vice President	21
Arrangement of Executive Committee Meeting	22
Arrangement of Venues/ Meetings for the President	23
UP Bonifacio Global City (UP BGC)	24
Internal Services	
Issuance of Access Card	25
Issuance of Gate Pass	25
Issuance of Concern Slip	26
Issuance of Pencil Booking Form	27
Issuance of Facilities Reservation (Room)	28
UP Resilience Institute (UPRI)	29
External Services	
Receipt of requests	30
Checking of availability of resources	31
Responses to requests	33
Attendance in Speaking Engagements	34
Conduct of Training-Workshop and Technical Assistance	35
Internal Service	
Handle referrals from other UP offices	36
UP Procurement Unit	37
Processing of Refund of Bidder's Bond & Performance Bond	38
Response/Action to Various Request prior to the Opening of Bids	39
Response/Action to Motion for Reconsideration (MR)	40
Response/Action to Various Request for during Contract Implementation	41
Submission of Annual Procurement Plan (APP) and Supplemental Annual Procurement Plan (SAPP)	42
Preparation and submission of Agency Procurement Compliance and Performance Indicator (APCPI)	43
Termination of Contract	44
Request for copy of Minutes of Meeting	45
Receipt of Purchase Request	46
Issuance of Bidding Documents	47
Posting of Notice of Award (NOA), Purchase Order (PO)/Contract, and Notice to Proceed (NTP)	47
Preparation of Abstract of Quotation and TWG Evaluation Report	48



Office of the Vice President for Administration	50
External Service	
Issuance of Notice of Award	51
Internal Services	
Issuance of Travel Authority for Employees	52
Processing of Application for Leave	52
Processing of Application for Special Monetization of Leave Credits	53
Processing of Application for Regular Monetization of Leave Credits	54
Processing of Request for Honorarium	55
Processing of Application for eHOPE	55
Processing of Request to Attend on Official Time Training Programs/ Workshops/ Seminars with Request for Financial Assistance	57
Processing of Application for Limited Practice of Profession	58
Processing of Request for Exemption from the President's Memorandum on the Moratorium in Hiring Contractuals	58
Issuance of appointment paper	59
Issuance of Notice of Salary Adjustment (NOSA) and Notification of Salary Increase (NOSI)	60
Evaluation of Request for Official Time to Attend Official Functions (e.g. UP organizations and union activities)	60
Evaluation of Application for Reduced Tuition/ Fee	61
Processing of Application for Study Leave	62
Approval of Terminal Leave Benefits	62
Evaluation of Appeal for Benefits	63
Evaluation of Contract	64
Signing of Disbursement Voucher/ Check/ RADA	64
Signing of Investment Papers	65
Preparation of Checks for those without an LBP, DBP or Veterans Bank Account	65
Issuance of Appointment Paper as Disbursing/Collecting Officer	66
Issuance of Authority to Drive for Regular Personnel Not Sitting on a "Driver" Position	67
Issuance of Fidelity Bond (New and Renewal)	67
System Cash Office	69
External Services	
Releasing of Checks	70
Issuance of Official Receipt	71
Internal Services	
Preparation of Checks	72
Releasing of Checks	72
Preparation of Request for Authority to Debit Account (RADA)	73
Preparation of Disbursement Voucher for Closed Accounts	74
Issuance of Official Receipt	74
System Supply and Property Management Office (SSPMO)	76



Internal Services

Inspection of procured goods and services, and property tagging of equipment and semi-expendable items	77
Issuance of common-use supplies and equipment available in DBM-Procurement Service through UPS Central Storeroom	78
Disposal of Unserviceable Properties	79
Contract review of procurement documents that needs UP President/ BORs approval	80
Vehicle Procurement Request	82
Constructors Performance Evaluation System (CPES)	84

System Human Resources Development Office (HRDO) 86

Issuance of Certificate of Employment	87
Issuance of Certificate of Employment with Compensation	87
Issuance of Certificate of no Pending Administrative Case	88
Certification of ID Application	89
Referral of Applicants	90
Issuance of Longevity/Step Increment	91
Issuance of Additional Assignment	92
Certification of Enrollment Privilege	93
Application for Reduced Fees	93
Application for One-Time Grant for Finishing a Degree	94
Permission to Engage in Limited Practice of Profession	95
Personnel Clearance of Authority to Travel	96
Submission of Quarterly Report on Accession to CSC	97

Office of the Vice President for Academic Affairs (OVPA) 98

Internal Services

Processing of the PhD and Master's Fellowship Grant	99
Processing of the International Publication Award (IPA)	101
Issuance of Travel Authority	101
Processing of Research Dissemination Grant	102
Processing of Teaching Assistantships (Teaching Associates and Teaching Fellows)	103

Philippine Genome Center (PGC) 106

External Services

A. Core Facility for Bioinformatics	
Direct Access Service and Data Storage	107
Custom Bioinformatics Service	108
Bioinformatics Trainings and Workshops (Commissioned)	109
Bioinformatics Trainings and Workshops (Public)	110
B. DNA Sequencing Core Facility	
DNA Extraction	110
Nucleic Acid Quantification/ Characterization	115



Polymerase Chain Reaction (PCR)	117
DNA/PCR Purification	120
Sanger Sequencing	124
Fragment Analysis	127
Next-Generation Sequencing (NGS)	129
Equipment/ Laboratory Use	134
Training	137
Internal Services	
A. Administrative	
DV Creation for Non-up Salary (UP FMIS)	140
DV Creation for UP Employees' Honoraria (FMIS)	141
DV Creation of Payment to Suppliers	142
Preparation of Request for Cash Advance	143
Liquidation of Cash Advance	144
DV Creation for Reimbursements	145
Issuance of Certificate of Service (For active Non-UP Contractual) with Center's seal	147
Preparation of Contracts (Admin and Core Facilities)	147
Preparation of Research Proposals	149
Preparation of Financial Reports	149
Preparation of Basic Paper	150
Preparation of Annual Operational Budget	151
Preparation of Purchase Request (Admin Office)	152
Facilitate Purchase Request *50k below (Core Offices and Projects)	153
Facilitate Purchase Request *50k above (Core Offices and Projects)	155
Venue / Office / Guest Room Rentals	156
B. Core Facility of Bioinformatics	
Direct Access Service and Data Storage	157
Custom Bioinformatics Service	158
Bioinformatics Trainings and Workshops (Commissioned)	159
Bioinformatics Trainings and Workshops (Public)	160
C. Core Facility of Bioinformatics	
DNA Extraction	161
Nucleic Acid Quantification/ Characterization	164
Polymerase Chain Reaction (PCR)	167
DNA/ PCR Purification	170
Sanger Sequencing	173
Fragment Analysis	177
Next-Generation Sequencing (NGS)	179
Equipment/ Laboratory Use	184
Training	187
Center for Women's and Gender Studies (CWGS)	190
External Services	
Publication and Research Service	191
Training, Extension, and Outreach Service	193



Counseling Service	195
Day Care Service	196
Internal Services	
Library Service	197
Office of Admissions	199
External Services	
A. Law Aptitude Exam (LAE) Test Administration	200
B. UP College Admissions Test (UPCAT)	
Applications for Incoming Freshmen to UP BA/BS Programs	201
UPCAT Test Administration	205
UPCAT Release of Results	206
UPCAT Data Requests	207
Internal Services	
Masters Admission Test in Education (MATE): Scanning of MATE Test Data & Scoring	209
Undergraduate Admissions Test (UGaT): Scoring and Processing of UGaT Results	210
Office of International Linkages (OIL)	212
Internal Services	
Signing of Memorandum of Agreement/ Understanding	213
Processing of Inbound Student Exchange Application	216
Processing of Mobility for Vigor and Excellence – University of the Philippines (MOVE-UP)	217
Processing of Mobility for Vigor and Excellence – University of the Philippines (MOVE-UP) Financial Assistance	219
Liquidation Report for MOVE-UP	222
Continuous Operational and Outcomes-Based Partnership for Excellence in Research and Academic Training Enhancement (COOPERATE)	224
Liquidation Report for COOPERATE	226
Continuous Operational and Outcomes-Based Partnership for Excellence in Research and Academic Training Enhancement (COOPERATE)	227
Liquidation Report for COOPERATE	229
Research/ Creative Work Presentation in International Conferences (Travel Grant)	231
Liquidation Report and Reimbursement requirements for Travel Grant	233
Research/ Creative Work Presentation in International Conferences (Travel Grant)	234
Liquidation Report and Reimbursement Requirements for Travel Grant	235
UP System Supported Constituent Unit Hosted International Conferences (Hosting)	237
Liquidation Report for Hosting	240
World Experts Lecture Series (WELS)	241
Liquidation Report for World Experts Lecture Series (WELS)	243



Center for Integrative and Development Studies (CIDS)	245
External Services	
Receiving of Letters, Memorandum, Contract of Service, Job Orders, Bills, etc.	246
Processing of Payment to Supplier	246
Addressing Inquiries from External Entities in Relation to UP CIDS Research Functions and Activities	248
Processing of Policy Insights, Book Reviews, And Essays for The UP CIDS <i>Philippine Journal of Public Policy</i>	249
Processing of Manuscripts for The UP CIDS <i>Philippine Journal of Public Policy</i>	250
Use of Library and Resource Center of UP CIDS	252
Internal Services	
Processing of Purchase Request (not more than 50,000.00 pesos) for the UP CIDS Program Events	253
Processing of Purchase Request (more than 50,000.00 pesos) for the UP CIDS Program Events	254
Processing of Contract of Service/s, Straight Fee/s, and Job order/s	256
Processing of Requisition Issue Slip (RIS) for UP CIDS Programs	257
Processing of Reimbursements for UP CIDS Programs	258
Processing of Payment for Honoraria/Straight Fee/Personnel	259
Processing of Payment of Salaries for UP CIDS Non-UP Contractuals (Program/Research Staff)	260
Approval of Research Program/ Project Proposals	262
Hiring of Non-UP Contractual Research Personnel	263
Processing of Hiring of Job Order Personnel for Research Activities	266
Processing of Additional UP CIDS Appointments for UP Employees	267
Participating in UP CIDS Programs or Projects	
Request for Hiring Records for All UP CIDS Research Personnel (Contract of Services, Job Orders, Office Orders)	269
Addressing Inquiries and Requests from UP CIDS Programs and Projects	270
Publication of Serial Publications (Policy Briefs, Discussion Papers, Monographs)	270
Technology Transfer and Business Development Office (TTBDO)	273
External Services	
Application for Trademark License	274
Internal Services	
Filing and Prosecution of Patent Application for Registration with IPOPHL	275
Application for Trademark Registration	276
Sponsorship Grant for Local Workshop/ Conference Related to IP and Technology Transfer	277
Sponsorship Grant for Local Workshop/ Conference Related to IP and Technology Transfer	279
Korea Research Center (KRC)	281
Core Research Project and Journal Publication	282
Workshop, Conferences, Lecture Series, Film Festival, Essay Contests	283



Office of the Vice President for Development (OVDP) (Group)	284
Review of Technical Proposals from Internal Stakeholders	285
Review of Technical Proposals from Internal Stakeholders	286
Office of the Vice President for Legal Affairs (OVPLA)	287
Internal Services	
Render legal advice, opinion, and assistance to the Board, the President of the university, and to other officials within the UP System	288
Handle all judicial cases wherein the university or its officials is a party thereto, provided that said official was in the lawful and valid performance of her/his official duties, in good faith as evaluated by the Vice President for Legal Affairs	292
Handle judicial and administrative cases involving any of the landholdings of the University	295
Review of contracts, documents or undertakings which would require the signature of the President or action by the Board as provided under university rules	298
Coordinate and deal with the Civil Service Commission, Commission on Audit, the Ombudsman, the Sandiganbayan and other government agencies in the legislative, executive or judicial branch of the government, particularly on matters and concerns that will affect the operations and exercise of the institutional autonomy of the UP System and any of its units	302
Office of the Vice President for Planning and Finance (OVPPF)	307
External Services	
Updating of Annual Reports in the Transparency Seal	308
Internal Services	
Approval of Budgetary Reportorial Requirements for Submission to Government Agencies	309
Review and Approval of Schedule of Investments/ Investment Order Form (IOFs)	309
Confirmation of Budget Clearance	309
Approval of Checks	310
Review of Request for Funding	311
Endorsement of Request to President	312
Endorsement of Request to the Board of Regents (BOR)	312
Review of Requests for Board Approval	313
Approval of Funds Transferred to CUs	314
Review and Approval of Letter Request to DBM	315
Review and Approval of Budget Forms and List of Priority Projects	316
Review, Preparation, and Submission of Billing Reports for Submission to CHED-UNIFAST	316
Review and Approval of Presentation Materials to RDC, DBM, Congress/Senate	318
Review, Consolidation, and Submission of CAAR AND AAPSI	318
Review and Approval of PBB Requirements	319



Issuance of Various Memoranda	320
System Accounting Office	321
External Services	
Prepares electronic remittances for GSIS, HDMF, PHIC premiums and loan repayments	322
Delivery of Checks to National Government Agencies for remittances to GSIS, Pag-ibig, PHIC	325
Update of Employee's Records to GSIS	326
Payment of goods amounting to P50,000.00 and above for UP System Accounting Office	328
Payment of goods amounting to P50,000.00 and below	331
Payment of accommodation amounting to 50,000.00 and below	334
Payment of accommodation expenses amounting to above P50,000.00	337
Payment of services amounting to P50,000.00 and below	340
Payment of services amounting to above P50,000.00	343
Payment for Communication Expenses	347
Payment for Security and Janitorial Expenses	349
Generation of Financial Statements	351
Maintains General and Subsidiary ledger	354
Reconciles all bank accounts including real and nominal accounts	356
Prepare Financial Accountability Reports (4 and 5) for the specific period - monthly, quarterly	358
Prepare Financial Accountability Report No. 3 for the specific period – Annually	360
Generates List and Aging of Accounts Payable for a specific period (quarterly, yearly)	363
Generates Schedule of Investment for a specific period (monthly, quarterly, semi or annually)	366
Prepares Schedule of other General Ledger and Subsidiary Ledger accounts	369
Request payment for the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) of UPSA	371
Issue 2307 & 2306 for the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) of University of the Philippines System Administration	378
Request payment for the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) University of the Philippines Campus	380
Consolidate Financial Statements (Trial Balances, Statement of Financial Position, Statement of Financial Performance, Statement of Changes of Net Assets and Equity, Statements of Cash Flows and Statement of Comparison between Budget and Actual Amount) monthly, quarterly and annually and consolidate other budgetary requirements to Congress and Senate (Budget Proposal Forms, Schedule and nature of cash advances granted, List of Accounts Payables, Statement of Receipts and Expenditures	386
Internal Services	
Certification to open a bank account	389



Payment of Compensation of UP System Non-UP Contractual	390
Payment of honorarium of regular employees from other CUS	393
Submission of Tax records of Non-UP contractual to BIR	395
Issuance of withholding tax certificate (BIR Form 2307)	396
Preparation on Monthly payroll for salaries and allowances of UPSA Regular employees	397
Payment of Initial salaries and allowances of UPS Regular employees	400
Payment of honoraria, overtime, monetization of leave credits and other benefits/remuneration of regular employees	404
Payment of Terminal Leave and other benefits of Retirees	407
Updating of Employee's record in GSIS	409
Updating of HDMF/PHIC	411
Processing of DV for Release of Funds to Different Constituent Units of the UP System	413
Processing of DV for Remittances to GSIS, HDMF & Philhealth premiums and loan repayments.	415
Granting of Cash Advances and Petty Cash Funds	416
Settlement of Cash Advances and Petty Cash Funds	419
Replenishment of Petty Cash	421
Payment of goods amounting to above P50,000.00	424
Payment of goods and services amounting to P50,000.00 and below for UPSA Units	427
Payment of goods and services to University of the Philippines Service Units	429
Issuance of Clearance/ Signing of Clearance	432
Payment of accommodation amounting to 50,000.00 and below	433
Payment of accommodation expenses amounting to above P50,000.00	436
Payment of services amounting to P50,000.00 and below	439
Payment of services amounting to above P50,000.00	441
Refund of Performance bond	445
Refund of Retention Fee	446
Payment of insurance to GSIS	448
Payment for Gasoline Expenses	450
Payment for Communication Expenses	452
Payment for Security and Janitorial Expenses	454
Reimbursement of Expenses	456
Payment of Construction Services	459
Receiving and releasing of documents	461
Delivery of documents	463
Issuance of Status of Funds	464
Generation of Financial Statements	467
Overall responsibility for data entry into accounting system and integrity of accounting system data	469
Maintains General and Subsidiary ledger	471
Reconciles all bank accounts including real and nominal accounts	473
Prepare Financial Accountability Report Nos. 1, 1a & 2, 2a for the specific period - Quarterly for UP System Administration	475



Prepare Financial Accountability Report Nos. 1, 1a & 2, 2a for the specific period - Quarterly for UP System Administration	479
Prepare Financial Accountability Report No. 6 for the specific period – Quarterly	481
Prepare Financial Accountability Report No. 3 for the specific period – Annually	484
Generates List and Aging of Accounts Payable for a specific period (quarterly, yearly)	486
Generates Schedule of Investment for a specific period (monthly, quarterly, semi or annually)	490
Issuance of Order of Payment and Billing Invoice	492
Request payment for the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) of UPSA	494
Consolidate Financial Statements (Trial Balances, Statement of Financial Position, Statement of Financial Performance, Statement of Changes of Net Assets and Equity, Statements of Cash Flows and Statement of Comparison between Budget and Actual Amount) monthly, quarterly and annually and consolidate other budgetary requirements to Congress and Senate (Budget Proposal Forms, Schedule and nature of cash advances granted, List of Accounts Payables, Statement of Receipts and Expenditures	501
System Budget Office	504
External Services	
Preparation of Budget and Financial Accountability Reports for submission to DBM/COA	505
Preparation of presentation materials to RDC, DBM and Congress	506
Answers queries from UPSA units, CUs, PGH, DBM, COA, Congress/Senate regarding budget concerns	507
Collection and consolidation of PBB requirements from the CUs for submission to the IATF	509
Answers queries from CUs/CHED regarding PBB concerns on Physical Targets	510
Preparation of the Annual UP Statistics Book	511
Preparation of presentation materials to RDC, DBM and Congress	512
Preparation of the Annual UP Statistics Book	513
Preparation of Budget Proposal of UP	514
Collection and consolidation of PBB requirements from the CUs for submission to the IATF	517
Answers queries from CUs/CHED regarding PBB concerns on Physical Targets	518
Consolidation of reports and other documentary requirement for the release of SARO and NCA of projects in the GAA classified as “For Later Release” (FLR)	519
Preparation of Budget and Financial Accountability Reports for submission to DBM/COA	520
Internal Services	
Preparation of Internal Operating Budget Systemwide	522



Preparation and release of Sub-SARO for: Additional allotment releases to CUs to be charged against the Miscellaneous Fund	523
Preparation and Release of Funding Check Memo (FCM) and Disbursement Vouchers (DV) for: Approved requests for financial assistance and research and other projects to be charged against General Fund, Revolving Fund, Programmed Funds, Reprogrammed Funds and Trust Funds	524
Processing of approved FCMs and Transfer Orders through the University Information System (UIS)	526
Approval of additional entries/ changes in the DBM web-enabled ePSIPOP as submitted by the CU's HRDO	528
Preparation of a List of Filled and Unfilled Positions every month based on the data provided in the DBM web-enabled ePSIPOP	529
Updating the Status of Funds for the Academic Program Improvement (API) and the President's Strategic Initiative (PSI)	530
Preparation and release of Sub-SARO for: Retirement Gratuity/ Terminal Leave benefits to CUs	531
Preparation and release of Transfer Order (TO) for: Regular monthly and additional cash releases to CUs	532
Preparation and release of Transfer Order (TO) for: Retirement Gratuity/ Terminal Leave benefits to CUs	534
Issuance of Budget Clearance on: Basic Paper (BP) for original and renewal of appointment of faculty, REPS, and administrative personnel	534
Issuance of Budget Clearance on: Original and renewal of Contract of Services (COS) and Job Orders (JO)	535
Issuance of Budget Clearance on: Various requests for financial assistance/additional budget allocation	536
Issuance of Budget Clearance on: Disbursement Vouchers (DV) to be charged against Centralized Funds	537
Issuance of Budget Clearance on: Purchase Request (PR) to be charged against Centralized Funds	538
Issuance of Budget Clearance on: Requests for realignment or reallocation of previously approved and budget cleared requests	539
Requests for authority to fill-up vacant items	540
Preparation of Status of Fund	541
Preparation of Obligation Request (ObR) and Budget Utilization Request (BUR) for: Previously approved and/or budget cleared requests for FCM preparation	541
Preparation of Obligation Request (ObR) and Budget Utilization Request (BUR) for: Disbursement Vouchers (DV) to be charged against Centralized Funds	542
Preparation of Obligation Request (ObR) and Budget Utilization Request (BUR) for: Purchase Request (PR) to be charged against Centralized Funds for FCM preparation	544
Issuance of Certification that the MOA between UP through its various colleges/units will not entail additional budgetary outlay from UP	544



Encodes/Approves in the UIS/FMIS and updates Budget Monitoring System	545
Encodes/Approves in the UIS/FMIS and updates Budget Monitoring System	546
Preparation of Internal Operating Budget of UPSA / Systemwide	547
Preparation of Endorsement Letters to the UP President, UP Board of Regents, etc. for reprogramming Requests, Programming Requests, Request to utilize UGTFI, etc.	549
Preparation of Transmittal Letters to DBM and other external agencies for the submission of reports and other budget documents	550
Provide liaison services to external agencies for the submission of reports/documents/releases from DBM and other external agencies	551
Provide liaison services within/among UPSA units/offices	552
Office of the Vice President for Public Affairs (OVPPA)	554
External Services	
Receive Inquiries and Offers of Donation to the University of the Philippines	555
Provide information on deductibility and exemption from the Philippine Donor's Tax	555
External Services	
Make Decision/Determination with Respect to an FOI Request	556
Media and Public Relations Office (MPRO)	557
External Services	
Online Public Assistance	558
Internal Services	559
Information Dissemination/Publicity	559
Coverage of Events	
Drafting of Speeches for the President	560
Drafting of Messages/Letters for the President	561
Drafting of Press Releases/Statements	561
Posting of Content on UP System Website (up.edu.ph), Social Media Accounts	562
Retrieval/Provision of Available Photos, Info Materials, etc.	563
Writing of Feature/News Articles	563
Photo Shoot	564
Production of Video Features	565
Production and Design of Publicity Materials/ Infographics/ Advertisements	566
Office for Alumni Relations (OAR)	568
External Services	
Writing Congratulatory Letters to Alumni	569
Writing Letters of Condolences to Alumni Relatives	570
Accreditation Process of UP Alumni Associations: Use of the name "University of the Philippines", UP logo & UP seal	570
Publication of Annual UP Carillon Magazine (print and online)	572
UP Alumni Email Account	573
Internal Services	
Database Encoding and Maintenance	575



Verification of Alumni Names for UP Homecoming Event/ Alumni Council Meeting/ Other Homecoming Events from Different Organizations, Colleges, CUs	576
Padayon Public Service Office	578
External Services	
Issuance of Certificate of Appearance/ Attendance from Padayon-Initiated Projects	579
Preparation of Data/ Information Requests from Agencies outside UP	579
Preparation of Project Proposals	580
Planning, Coordination, and Implementation of a Project/Initiative in Partnership with Government Agencies, LGUs, and Other Stakeholders Outside UP	581
Internal Services	
Issuance of Certificate of Appearance/Attendance from Padayon-Initiated Projects	583
Preparation of Data/Information Requests from Other UP Units/CUs	584
Preparation of Project Proposals	585
Execution of Initiatives in Collaboration with Other UP Units/CUs based on President's Directive	586
Planning, Coordination, and Implementation of a Project/Initiative in Partnership with Other UP Units/CUs	587
Collection, Monitoring, and Updating of UP Catalogue/Database of Individual and Institutional Public Service Reported through the Online Public Service Module in the UIS	589
Provision of Data on Public Service Initiatives/Projects of All UP Units Across CUs	589
Publicity of Public Service Initiatives/Projects in Padayon Website and through Media and Public Relations Office	590
Review of Public Service Activities/Program/Projects of All UP Units	591
Office of the Sectoral Regents (OSR)	593
External Activities	
Preparation for Forum and Other Sectoral Regents Activities	594
Internal Activities	
Preparation for Sectoral Regents Official Travel	594
Processing of Reimbursement/ Payment	595
Reservation for the Use of Conference/ Meeting Room	596
Office of the Secretary of the University (OSU)	597
Internal Services	
Receiving, tracking, and releasing of documents through the Document Tracking System (DTS)	598
Sorting, recording, and routing of all communications to the President, PAC, BOR, and various CUs	599
Facilitating the UP Board of Regents (BOR) Meetings	600



BOR Resolutions issued to VPs and Chancellors for implementation	603
Preparation of Draft Minutes of BOR Meetings	604
Preparation of Notices of Appointment of Faculty Members and Administrators Approved by the President and/or the BOR	606
Facilitation of the President's Advisory Council (PAC) meetings	607
Preparation of PAC Action Points Issued to EVP, VPs, Chancellors, and PGH Director for Appropriate Action	610
Prepares Draft Minutes of PAC Meetings	611
Sorting, Indexing, and Management of Records (through Laserfiche Data Management System)	613
Conduct of Policy Research in Aid of University and Board Policies	614
Uploading UP Gazette (BOR decisions and Administrative Issuances with University-wide Implication) on the OSU website	615
Retrieval, Recording, and Release of Documents Requested by Borrowers/ Researchers	616
Attendance in Various Committee Meetings Related to University Policies	618
Office of the Regents	620
Management of Incoming and Outgoing Document	621
Sorting, Recording, and Routing of All Communications that should Go to Each of the Concerned Regents	622
Answering Incoming Phone Calls for the Regents	623
Assistance to the Regents in All Administrative Matters	624
Reminders, Appointment Setting, and Schedules of Meetings	625
Monitoring of the Inventory of Supplies and Equipment	626



OFFICE OF THE PRESIDENT (OP)



EXTERNAL SERVICES

1. Processing of Requests/ Documents for the President and the Executive Vice President

The Office of the President receives various types of letters, requests, reports, and other kinds of correspondences. Depending on the required appropriate action, urgency, and ultimately instruction of the President, the amount of time by which the Office responds varies as well.

Office or Unit:	OP				
Classification:	Highly Technical				
Type of Transaction:	G2C, G2B, G2G				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
<ol style="list-style-type: none"> 1. Must have completed staff work 2. Must have gone through the Office of the Secretary of the University (OSU) 					
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
<ol style="list-style-type: none"> 1. Prepare letter/submission with complete necessary details 2. Submit to the Office of the Secretary of the University for recording and docutracking 	<ol style="list-style-type: none"> 1. Duly receive documents from the Office of the Secretary of the University 	None	30 mins	Admin Aide VI	
	<ol style="list-style-type: none"> 2.. Endorse received documents to the Executive Assistants for processing 			30 mins	Executive Assistant II
	<ol style="list-style-type: none"> 2.1. Review and analyze documents received 			1 day	
	<ol style="list-style-type: none"> 2.2. If completed staff work, recommend for signature of the EVP or the President as may be necessary. 			1 day	
			15 day		



	If incomplete, refer /release to respective units for appropriate action			
TOTAL		None	17 days and 1 hour	

2. Arrangement of Executive Committee Meeting

The members of the Executive Committee hold regular meetings/reporting to effect transparency and administrative efficiency.

Office or Unit:	OP			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP System Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Must have completed staff work 2. Must be endorsed by respective VP Office				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare letter/submission with complete necessary details 2. Submit to the Office of the Secretary of the University for recording and docutracking	1. Duly receive documents from the Office of the Secretary of the University	None	30 mins	Admin Aide VI
	2.. Endorse received documents to the Executive Assistants for processing		30 mins	Executive Assistant II
	2.1. Review and analyze documents received		2 days	
	2.2. If completed staff work, recommend for inclusion to the agenda		1 day	



	If incomplete, refer/release to VP Office concerned			
TOTAL		N/A	3 days and 1 hour	

3. Arrangement of Venues/ Meetings for the President

The members of the Executive Committee holds regular meetings/reporting to effect transparency and administrative efficiency.

Office or Unit:	OP			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Must have completed staff work 2. Must have prior approval from the President				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare letter/submission with complete necessary details 2. Submit to the Office of the Secretary of the University for recording and docutracking	1. Duly receive documents from the Office of the Secretary of the University 2. Endorse received documents to the Executive Assistants for processing 2.1 Review and analyze documents received 2.2. Assign planning and logistics to OP staff 2.3. Execution of plan	None	30 mins	Admin Aide VI
			30 mins	Executive Assistant II
			1 day	Senior Office Associate
			4.5 days	
			1 day	
TOTAL		None	6 days and 6 hours	



UP BONIFACIO GLOBAL CITY (UP BGC)



1. Issuance of Access Card

For entering rooms with RFID access doors.

Office or Unit:	UP BGC			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Enrolled Students, Faculty, Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Class lists for a given semester 2. List of new faculty from the colleges		UP BGC Admin Office – Office A, 6 th Floor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit class list, name of faculty and personnel.	1. Respective Colleges	None	1 day	IT Personnel
TOTAL		None	1 day	

2. Issuance of Gate Pass

Gate pass is issued when item/s shall be brought-in or brought-out of the campus.

Office or Unit:	UP BGC			
Classification:	Simple			
Type of Transaction:	G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of items to be brought-in/brought-out which includes, but not limited to equipment by lessee during venue rental and catering equipment		UP BGC – Upper Ground Floor Lobby – Receptionist		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the Visitors Logbook.	1. Give the Visitors Logbook to the client.	None	3 minutes	Receptionist – UGF Lobby
2. Secure gate pass form from the receptionist.	2. Issue the gate pass form.	None	3 minutes	Receptionist – UGF Lobby



3. Fill out all necessary information.	3. Check the correctness of entry.	None	3 minutes	Receptionist – UGF Lobby
4. Proceed to Property Manager’s Office/Office Manager for signature.	4. Sign the gate pass.	None	3 minutes	Property Manager – LGF Office Manager – 6 th Floor
5. Present the gate pass to the guard-on duty for inspection.	5. Check the items listed in the gate pass.	None	5 minutes	Guard on-duty
TOTAL		None	17 minutes	

3. Issuance of Concern Slip

The Concern Slip is used by different colleges/office when there is breakdown in their area of concern.

Office or Unit:	UP BGC			
Classification:	Simple			
Type of Transaction:	G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
List of items to be repaired		UP BGC – Property Manager’s Office – LGF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request Concern Slip form.	1. Issue Concern Slip form.	None	3 minutes	Property Manager - LGF
2. Fill out the necessary information.	2. Assess and give resolution to the concern. 2.1. Forward the concern to the person in-charge	None	3 minutes	Property Manager – LGF Maintenance Staff
TOTAL		None	6 minutes	



4. Issuance of Pencil Booking Form

Pencil Booking Form is used by those who want to reserve a venue for their events.

Office or Unit:	UP BGC			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		UP BGC – UP Admin Office - 6 th Floor, Office A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the availability of venue.	1. Request the client to e-mail a Letter of Request for the said inquiry.	None	3 minutes	Admin Staff /Office Manager 6 th Floor – Office A
2. Send the letter of request through e-mail.	2. Print the letter of request and send to the Executive Director for approval. 2.1. Once approved, send the Pencil Booking Form to the client.	None	1 day	Admin Staff /Office Manager 6 th Floor – Office A
3. Fill out the pencil booking form and email back to the office manager.	3. Office manager checks the availability of the requested facility. 3.1 Admin staff prepares the venue quotation and billing statement. 3.2 Office manager signs the venue quotation and billing statement and sends it to the requesting party.	None	1 day	Admin Staff/ Office Manager 6 th Floor – Office A



4. Upon receiving the venue quotation and billing statement, client will pay the down payment fee 2 weeks before the event.				
TOTAL		None	2 days and 3 minutes	

5. Issuance of Facilities Reservation (Room)

Facilities Reservation Room for use of another room aside from what is assigned.

Office or Unit:	UP BGC			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Availability of room concerned		UP BGC – UP Admin Office – 6 th Floor, Office A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request a Reservation Form.	1. Give reservation form to be filed out by client.	None	3 minutes	Admin Office – 6 th Floor, Office A
2. Fill out the necessary information	2. Check the availability of the room.	None	3 minutes	Admin Office/Office Manager – 6 th Floor, Office A
TOTAL		None	6 minutes	



UP RESILIENCE INSTITUTE (UPRI)



EXTERNAL SERVICES

1. Receipt of Requests

Client may request for the following:

- Available hazard-related data
- Responses to all NOAH Applications (NOAH, Arko, WebSAFE, Flood Patrol, etc) queries
- Resource/Speaker for Training Workshop, Conference, or Lecture from UPRI
- Training-Workshop, Conference, or Lecture Facilitators from UPRI
- NOAH Tours
- IEC materials on Climate Change and Disaster Risk Reduction
- Technical assistance
- Meeting to discuss provision of technical assistance (CLUP, CDP, LDRRMP, LCCAP, IoT, etc)

Office or Unit:	UP Resilience Institute			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
E-mail request or Letter Request		No standard request form required		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request to UP RI Administrative Office.	1. Acknowledges receipt of request	None	1 hour	Administrative Officer IV UP RI Administrative Office
	1.1. Forwards the request to applicable office	None	3 hours	Administrative Officer IV UP RI Administrative Office



	1.2. Informs the requestor that the request was forwarded to the applicable office.	None	4 hours	Administrative Officer IV UP RI
TOTAL		None	1 day	

2. Checking of availability of resources

Resources may include the following:

- Manpower
- Operating Budget
- Data
- IEC Materials
- Equipment
- Facilities

Office or Unit:	UP Resilience Institute			
Classification:	Highly technical			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request forwarded from UPRI Admin Office		No standard request form required		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provides information on the resources needed	1.. Determines what resources are needed	None	8 days	Chief Science Research Specialist I/II Applicable UPRI Office



	1.1. Checks availability of requested resources	None	5 days	Chief Science Research Specialist I/II Applicable UPRI Office
	1.2. Conducts planning and scheduling	None	2 days	Chief Science Research Specialist I/II Applicable UPRI Office
	1.3. Approves allocation of resources	None	4 days	Director Applicable UPRI Office
	1.4. Forwards confirmation of approval to client	None	1 day	Chief Science Research Specialist I/II Applicable UPRI Office
TOTAL		None	20 days	

3. Responses to requests

This includes response to the following requests:

- Available hazard-related data
- All NOAH Applications (NOAH, Arko, WebSAFE, Flood Patrol, etc.) queries
- NOAH Tours
- IEC materials on Climate Change and Disaster Risk Reduction

Office or Unit:	UP Resilience Institute	
Classification:	Complex	
Type of Transaction:	G2C	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



Request forwarded from the UPRI Admin Office		UPRI Admin Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepares response to request	None	6 days	Chief Science Research Specialist I/II Applicable UPRI Office Chief SRS UPRI Component
1. Acknowledges receipt of response	2. Sends response to client	None	1 day	Chief Science Research Specialist I/II Applicable UPRI Office
TOTAL		None	7 days	

4. Attendance in Speaking Engagements

Act as Training Workshop, Conference, Lecture, Resource Speaker, Meetings.

Office or Unit:	UP Resilience Institute	
Classification:	Complex	
Type of Transaction:	G2C	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
With confirmation for allocation of resources		UPRI



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Prepares lecture/presentation materials	None	6 days	Director/ Chief Science Research Specialist I/II Applicable UPRI Office
	2. Documents lecture/presentation	None	1 day	Chief Science Research Specialist I/II Applicable UPRI Office
TOTAL		None	7 days	



5. Conduct of Training-Workshop and Technical Assistance

This includes response to the following requests:

- Training-Workshop, Conference, or Lecture Facilitators from UPRI
- Technical assistance (CLUP, CDP, LDRRMP, LCCAP, IoT, etc.)

Office or Unit:	UP Resilience Institute			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
With confirmation for allocation of resources		UPRI		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Designs Training-Workshop/Technical Assistance, etc.	None	5 days	Chief Science Research Specialist I/II Applicable UPRI Office
	2. Approves the design	None	4 days	Director Applicable UPRI Office
	3. Executes design of Training-Workshop/Technical Assistance, etc.	None	10 days	Chief Science Research Specialist I/II Applicable UPRI Office
	4. Documents Workshop/Technical Assistance	None	1 day	Chief Science Research Specialist I/II Applicable UPRI Office
TOTAL		None	20 days	



INTERNAL SERVICES

1. Handle referrals from other UP offices

Referrals from other UP Offices include the following:

- Reference slips for Appointment, Service of Contracts, Job Order, Memorandum of Agreement/Understanding, Budget Clearance, Travel Order/Authority, and Status of Funds.
- Referral slips for endorsement, invitation.

Office or Unit:	UP Resilience Institute			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Reference/referral slips		UP Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepares and submits reference/referral slip	1. Acknowledges receipt of reference/referral slip	None	1 hour	Administrative Officer IV UP RI Administrative Office
	1.1. Forwards to applicable UPRI Office	None	3 hours	Administrative Officer IV UP RI Administrative Office
	1.2. Appropriate action response	None	2.5 Days	Director Applicable UPRI Office
TOTAL		None	3 days	



UP PROCUREMENT UNIT



1. Processing of Refund of Bidder's Bond & Performance Bond

The bidders may request for refund of submitted bond during bidding.

Office or Unit:	Procurement Office – Contract Monitoring Unit			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	All bidders that submitted Bidders/Performance Bond			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Letter-Request for Refund of Bond Original Official Receipt issued by UP (or notarized affidavit of loss) Letter of Acceptance from End-user (for Performance Bond) 		Please refer to Accounting Office' service specification on processing of Disbursement Voucher and Release of Checks		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Supplier must submit request for refund of bidder's bond or performance bond	1. Review and receive request for refund	None	5 minutes	frontline staff
	1.1. Verification and processing of request for refund	None	20 minutes	Assigned PMO
	1.2. Prepare Disbursement Voucher for signature of authorized signatories		10 minutes	Assigned PMO
	1.3. Signing of Prepared Disbursement Voucher		5 minutes	Director, Procurement Office
	1.4. Submit Disbursement Voucher (DV) to Accounting Office for processing	None		
	1.5. Endorse to the Office of the Chancellor/President, for approval		Within 8 hours	frontline staff
	1.6. Submit approved DV to accounting, for processing and payment			



TOTAL	None	1 day and 40 minutes	
--------------	-------------	-----------------------------	--

2. Response/Action to Various Request prior to the Opening of Bids

The Procurement office – BAC Secretariat shall present the request to the BAC and respond to the letter in accordance with the decision of the BAC.

Office or Unit:	Procurement Office – BAC Secretariat			
Classification:	Complex			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter request addressed to the BAC, indicating the request and brief background of the case				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user/Supplier/Client Submit Request prior to opening of bids (e.g. Request for postponement, clarification, cancellation, etc.)	1. Verification of completeness of documents attached and timeliness of submission of the request	None	3 minutes	frontline staff
	1.1. Received request to be forwarded to appropriate/ concerned end-user and/or technical working group (TWG) for review/comment/recommendation/appropriate action. <i>(applicable to technical matters that requires comment from End-user/TWG)</i>	None	30 minutes <i>3 days allotted for End-user/TWG to comment</i>	Assigned PMO
	1. 2. Present the letter-request together with the comment from the End-user/TWG to the BAC	None	1 hour	Head, BAC Secretariat
	1.3. Draft reply letter	None	2 hours	Head, BAC Secretariat



	1.4. Review and signing of reply letter	None	20 minutes	Director, Procurement Office
	1.5. Serve/issue the decision of the Bids and Awards Committee (BAC) to the request submitted by the End-user/Client/Supplier	None	5 minutes	Frontline staff
	1.6. Issue clarification or changes through Bid Bulletin	None	15 minutes	Assigned PMO
TOTAL		None	3 days, 4 hours, and 13 minutes	

3. Response/Action to Motion for Reconsideration (MR)

The Procurement office – BAC Secretariat shall present the Motion for Reconsideration to the BAC and respond to the letter in accordance with the decision of the BAC.

Office or Unit:	Procurement Office – BAC Secretariat			
Classification:	Complex			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Motion for reconsideration addressed to the BAC				
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Client/Supplier submits Motion for Reconsideration within three (3) from receipt of BAC's decision	1. Verify completeness of documents attached and timeliness of submission of the MR	None	3 minutes	frontline staff
	1.1. Scan MR and forward to appropriate/concerned end-user and/or technical working group for review/comment/recommendation/appropriate action	None	2 days	Assigned PMO
	1.2. Present recommendation and/or comment of the End-user	None	1 day	Assigned PMO



	and/or TWG to the BAC for its decision			
	1.3. Draft Reply to MR	None	1 day	Head, BAC Secretariat
	1.4. Review and signing of reply letter	None	20 minutes	Director, Procurement Office
	1.5. Serve/Issue the decision of the BAC	None	5 minutes	frontline staff
TOTAL		None	4 days and 28 minutes	

4. Response/Action to Various Request for during Contract Implementation

The Procurement office – Contract Monitoring Unit shall act on all requests relative to Contract Implementation.

Office or Unit:	Procurement Office – BAC Secretariat			
Classification:	Simple			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter-request addressed to the Director of Procurement Office				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user/Supplier/Client Submit Request (e.g., extension of delivery, non-imposition of liquidated damages, replacement offer, late posting of performance bonds, complaints on suppliers delivery performance etc.) after	1. Verification of completeness of documents attached and timeliness of submission of the request	None	20 minutes	frontline staff



issuance of Purchase Order				
	1.1. Received request and scan letter to be forwarded to appropriate/ concerned end-user for review/comment/recommendation/appropriate action.	None	1 day	Assigned PMO
	1.2. Preparation of Amendment to Order	None	15 Minutes	Head, Contract Implementation Unit
	1.3. For complaint, update supplier's performance monitoring report	None	10 minutes	Assigned PMO
	1.4. Endorse to the Office of the Chancellor/President, for approval	None	Within 8 hours	Director, Procurement Office
	1.5. Issue response to request and amendment to order, if needed	None	15 minutes	Frontline staff
TOTAL		None	2 days and 1 hour	

5. Submission of Annual Procurement Plan (APP) and Supplemental Annual Procurement Plan (SAPP)

The Procurement office – Procurement Planning Unit shall prepare and submit the APP and/or SAPP for approval of the Head of the Procuring Entity (HoPE).

Office or Unit:	Procurement Office – Procurement Planning Unit			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System and Diliman offices, GPPB-TSO, DBM-PS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Project Procurement Management Plan (PPMP) from End-user For monitoring agencies (GPPB-TSO and DBM-PS), no required documents 		PPMP form is available at Procurement Office and GPPB-TSO website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. End-user shall submit their PPMP signed by the head of their unit/division/office	1. Verification on the correctness of forms and completion of signatories	None	3 minutes	frontline staff



	1.1. Review correctness of details indicated in the APP <i>(in case of error or discrepancies, return to End-user)</i>		2 days	Assigned PMO
	1.2. Consolidate all PPMP and drafting of APP		15 days	Head, Procurement Planning Unit
	1.3. Endorse to the Office of the Chancellor/President, for approval		Within 8 hours	Director, Procurement Office
	1.4. Submit APP to HoPE, for approval		15 minutes	Frontline staff
	1.5. Submit approved APP to GPPB-TSO, DBM-PS and OVPA		15 minutes	Frontline staff
TOTAL		None	18 days and 33 minutes	

6. Preparation and submission of Agency Procurement Compliance and Performance Indicator (APCPI)

In compliance with the directive of AO Secretariat and GPPB, the Procurement Office submits the APCPI to GPPB-TSO and OVPA before the end of the year.

Office or Unit:	Procurement Office – BAC Secretariat			
Classification:	Complex			
Type of Transaction:	G2G, G2C			
Who may avail:	OVPA, COA, GPPB-TSO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. No document required for Monitoring Agencies		Also available at the UP System Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must submit their memo for submission of APCPI	1. Receive Memo and endorse to the Director of Procurement office	None	3 minutes	frontline staff
	1.1. Prepare APCPI	None	5 days	Assigned PMO
	1.2. Endorse to the Office of the Chancellor/President, for approval	None	Within 8 hours	Director, Procurement Office



	1.3. Submit signed APCPI to monitoring agencies and to OVPA for posting on UP System official website	None	15 minutes	Frontline staff
TOTAL		None	6 days and 18 minutes	

7. Termination of Contract

The Procurement Office – Contract Monitoring Unit endorses the termination of contract to Legal and the Head of the Procuring Entity (HoPE).

Office or Unit:	Procurement Office – Contract Monitoring Unit			
Classification:	Highly Technical			
Type of Transaction:	G2G, G2B			
Who may avail:	UP System and Diliman offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. The public must submit a letter-request addressed to the Director of Procurement and 2. Notarized Verified Report				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The End-user must submit their letter-request together with Notarized Verified Report	1. Receive letter-request and endorse to the Head of Contract Monitoring Unit	None	3 minutes	frontline staff
	1.1. Review supporting documents	None	15 days	Head, Contract Monitoring Unit
	1.2. Prepare Memo and endorse to Legal Office 1.3. Receive prepared Notice to Terminate and Notification of Status to End-user and Supplier 1.4. Receive Final Termination Order and Notification of Status to End-user and Supplier	None	15 minutes	assigned PMO
	1.5. If denied, issue memo from Legal regarding the denial of the request for termination of contract	None	5 minutes	assigned PMO
TOTAL		None	15 days and	



		23 minutes	
--	--	-------------------	--

8. Request for copy of Minutes of Meeting

The public may request for copy of Minutes of Meeting on all public procurement activities.

Office or Unit:	Procurement Office – BAC Secretariat			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request indicating the specific minutes of meeting requested; and 2. Proof of Payment				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client must submit the letter request	1. Receipt of Letter-request	50 php	3 minutes	frontline staff
	1.1. Present to BAC, for approval	None	1 day	Assigned PMO
	1.2. Draft response in accordance with the decision of the BAC	None	1 day	Head, BAC Secretariat
	1.3. Issue response letter to client	None	5 minutes	Frontline staff
2. Secure order of payment from PO, pay at the Cashier and submit copy of Official Receipt at the PO	2. Receive copy of OR and issue certified true copy of the Minutes of Meeting	None	10 minutes	Frontline staff
TOTAL		Php 50	2 days and 18 minutes	

9. Receipt of Purchase Request

The Procurement Office shall receive and process Purchase Request for UP System and Diliman offices.

Office or Unit:	Procurement Office
Classification:	Simple



Type of Transaction:	G2G			
Who may avail:	All UP System and Diliman Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Purchase Request 2. Supporting documents depending on mode of procurement		List of supporting documents is available at the Procurement Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The End-user must submit their Purchase Request with complete supporting documents	1. Receipt and review of completeness of submission 1.1 If complete, encode in database and endorse to Procurement Planning Unit 1.2 If incomplete, return to End-user	None	10 minutes	frontline staff
	1.3. Review specifications and content of the documents. 1.3.a. If no issues found, prepare Bidding Documents/Request for Quotation. 1.3.b. If issues found, inform end-user to revise/correct submission	None	20 minutes	Assigned PMO
	1.4. Schedule Bidding activities, if needed and email notice of meeting to stakeholders	None	30 minutes	Head, BAC Secretariat
	1.5.a. If bids were received, endorse to End-user/TWG for evaluation 1.5.b. If no bids were received, inform end-user for mandatory review and approval for re-posting	None	30 minutes	Head, Procurement Planning
TOTAL		None	1 hour and 30 minutes	

10. Issuance of Bidding Documents

Prospective bidders may purchase and secure copy of the bidding documents at the Procurement Office.



Office or Unit:	Procurement Office			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	All UP System and Diliman Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipt for Purchase of bidding documents		Up System Cashiers office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prospective bidder must inform the Procurement Office and request for Order of Payment	1. Issue Order of Payment	May vary depending on the Approved Budget for the Contract (ABC)	10 minutes	frontline staff
2. Pay at the Cashiers Office	2. Receive Payment and Issue Official Receipt		15 minutes	Cashiers Office personnel
3. Submit Official Receipt (OR) at the Procurement Office	3. Photocopy OR and return original OR to prospective bidder 3.1. Provide copy of the bidding documents		15 minutes	frontline staff
TOTAL		May vary depending on the Approved Budget for the Contract (ABC)	40 minutes	

11. Posting of Notice of Award (NOA), Purchase Order (PO)/Contract, and Notice to Proceed (NTP)

For transparency and compliance with posting requirements of PhilGEPS, the copy of signed NOA, Purchase Order/Contract, and Notice to Proceed must be posted on PhilGEPS website.

Office or Unit:	Procurement Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	All UP System and Diliman Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		



1. Signed NOA, PO and NTP				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Supplier must sign the NOA, PO and NTP	1. Scan and Post the signed NOA, PO and NTP	None	10 minutes	frontline staff
	1.1. Print proof of posting in PhilGEPS	None	5 minutes	frontline staff
	1.2. Include proof of posting in PhilGEPS in the complete set of procurement documents and prepare transmittal to End-user	None	15 minutes	frontline staff
	1.3. Approval and signing of transmittal to End-user	None	20 minutes	Director, Procurement Office
	1.4. Scan complete set of documents and return to End-user	None	20 minutes	frontline staff
TOTAL		None	1 hour and 10 minutes	

12. Preparation of Abstract of Quotation and TWG Evaluation Report

For transparency and compliance with posting requirements of PhilGEPS, the copy of signed NOA, Purchase Order/Contract, and Notice to Proceed must be posted on PhilGEPS website.

Office or Unit:	Procurement Office			
Classification:	Simple			
Type of Transaction:	G2G, G2B			
Who may avail:	All UP System and Diliman Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. Signed NOA, PO and NTP				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Supplier must sign the NOA, PO and NTP	1. Scan and Post the signed NOA, PO and NTP	None	10 minutes	frontline staff
	1.1. Print proof of posting in PhilGEPS		5 minutes	frontline staff
	1.2. Include proof of posting in PhilGEPS in the complete set of procurement		15 minutes	frontline staff



	documents and prepare transmittal to End-user			
	1.3. Approval and signing of transmittal to End-user		20 minutes	Director, Procurement Office
	1.4. Scan complete set of document and return to End-user		20 minutes	frontline staff
	TOTAL		1 hour and 10 minutes	



**OFFICE OF THE
VICE PRESIDENT FOR ADMINISTRATION
(OVPA)**



EXTERNAL SERVICES

1. Issuance of Notice of Award

This is a written confirmation of an award of contract by a UP CU/unit to a successful bidder.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Successful bidder (through the BAC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contract, Purchase Request, Abstract of Quotation, Budget Clearance		SPMO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits notice.	1. Receive and log notice.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Check completeness of documents.	None	5 minutes	OVPA Staff
	1.2. Sign notice.	None	5 minutes	VPA
2. Pick-up notice.	2. Release notice.	None	5 minutes	OVPA Staff
TOTAL		None	20 minutes	



INTERNAL SERVICES

1. Issuance of Travel Authority for Employees

This is for employees who are going abroad either for official or personal purpose. Travel Authority is required by the Department of Foreign Affairs from all government employees travelling outside the country.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request endorsed by the Unit Head, with personnel clearance of HRDO; Application for leave with leave balance notation from HRDO		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request for travel authority with attachments/ requirements.	1. Receive / docutrack Application.	None	5 minutes	Admin Asst V
	1.1. Draft travel authority.	None	15 minutes	Admin Asst V/ Admin Officer III
	1.2. Check travel authority.	None	5 minutes	Project Development Officer (PDO) IV
	1.3. Finalize the travel authority.	None	5 minutes	Admin Asst V/ Admin Officer III
	1.4. Review/sign the travel authority	None	5 minutes	Vice President for Administration (VPA)
2. Pick-up by HRDO	2. OVPA releases/ docutracks travel authority.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	40 minutes	



2. Processing of Application for Leave

An employee who goes on leave needs to file an application for leave/ secure approval of his/her superiors.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System Administration employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for leave signed by the client with approval/signature of the Unit Head and leave balance from HRDO;		HRDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. HRDO submits application for leave to OVPA.	1. Receive and docutrack application.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Check application/ entries.	None	5 minutes	PDO IV
	1.2. VPA signs the application for leave.	None	3 minutes	VPA
2. HRDO picks-up approved leave application.	2. Log and release approved leave application.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	18 minutes	

3. Processing of Application for Special Monetization of Leave Credits

An employee may file an application for special monetization, subject to approval and availability of funds. Reasons for special monetization include financial assistance for the damages brought about by natural disasters; health, medical and hospital needs; and education expenses, among others.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP System Administration employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for monetization of leave credits with approval/signature of the Unit Head and leave balance notation of the HRDO;		HRDO		



Letter/request with endorsement of the Unit Head; supporting documents depend on the type of leave applied for				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. HRDO submits application for monetization to OVPA.	1. Receive and docutrack application.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Review/check completeness of entries and documents.	None	2 days	PDO IV
	1.2. Review/ Endorse request to OVPPF for budget clearance.	None	2 days	VPA
	1.3. Log and release application to OVPPF.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	4 days and 10 minutes	

4. Processing of Application for Regular Monetization of Leave Credits

An employee may monetize his/her leave credits, subject to approval and availability of funds.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for monetization with approval/signature of the Unit Head and leave balance notation of the HRDO		HRDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. HRDO submits monetization application to OVPA.	1. Receive and docutrack application.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Review/check completeness of entries and documents.	None	5 minutes	PDO IV



	1.2. Approve/sign application.	None	5 minutes	VPA
2. HRDO picks-up approved monetization application.	2. Log and release approved monetization.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	20 minutes	

5. Processing of Request for Honorarium

Some employees perform additional tasks, over and above their regular duties; hence, additional compensation is in order.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System Administration employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request of the Unit Head for the employee rendering additional work		Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Unit submits letter/ request.	1. Receive and docutrack letter/request.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Check/ evaluate letter/ request.	None	5 days	PDO IV
	1.2. Check/ endorse to OVPPF (for budget clearance); and to the President for approval/ action.	None	3 days	VPA
	1.3. Docutrack and release letter/request.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	8 days and 10 minutes	

6. Processing of Application for eHOPE

Employees are entitled to reimbursement of hospital confinement expenses and medicines after confinement (guidelines based on the BOR approval).

Office or Unit:	Office of the Vice President for Administration
Classification:	Highly Technical



Type of Transaction:	G2G			
Who may avail:	UP System Administration employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
eHOPE application form (fully accomplished with HRDO endorsement) signed by the client and unit head; statement of account; original/acceptable receipts; medical certificate; discharge order; doctor's prescription		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form.	Receive/ check completeness of the application; docutracks.	None	10 minutes	Admin Asst V/ Admin Officer III
	1.1. Evaluate application form.	None	1 day	Admin Officer III
	1.2. Set eHOPE committee meeting.	None	1 day	Admin Officer III
	1.3. Make recommendation form and summary of expenses; Checks computation	None	2 days (complicated cases) 1 day for (simple cases)	Admin Officer III
	1.5. Discuss/ evaluate application in the eHOPE committee meeting.	None	10 days	eHOPE committee
	1.6. Write committee action in the recommendation form.	None	30 minutes	Admin Officer III
	1.7. Sign recommendation form.	None	10 minutes	eHOPE committee
	1.8. Approve/ sign application form	None	3 minutes	VPA
2. Client picks-up application form.	2. Docutrack and release application form.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	14 days and 58 minutes	

REMARKS: This process can go beyond 20 days depending on the number of applications; and setting of meetings.



7. Processing of Request to Attend on Official Time Training Programs/ Workshops/ Seminars with Request for Financial Assistance

Employees are encouraged to participate in/attend relevant seminars, training programs, workshops, seminars and conferences. Financial assistance is extended, subject to evaluation/recommendation of the committee.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request with Unit Head's endorsement		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request.	1. Receive/ docutrack request.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Evaluate request.	None	10 minutes	Admin Officer III
	1.2. Set HR Development Committee (HRDC) meeting.	None	2 days	Admin Officer III
	1.3. Make summary and compute training request funding requirement.	None	4 hours	Admin Officer III
	1.4. Evaluate/ recommend/ approve training request.	None	2 hours	HRDC
	1.5. Forward request to OVPPF (for budget clearance); docutrack.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.6. Wait for budget clearance from OVPPF.	None	6 days [OVPPF to determine] (paused-clock)	OVPPF
	1.7. Receive request with budget clearance.	one	5 minutes	OVPA Staff
2. Client picks up request.	2. Docutrack and release request.	None	5 minutes	OVPA Staff



TOTAL	None	8 days, 6 hours, 30 minutes	
--------------	-------------	--	--

REMARKS: This process can go beyond 20 days depending on the number of applications, complexity of the request and setting of meetings.

8. Processing of Application for Limited Practice of Profession

Before employees practice their profession outside office hours, they must seek approval first.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application form with unit's endorsement		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form.	1. Receive and docutrack application form.	None	5 minutes	Admin Asst V/ Admin Officer III
	1.1. Check/ evaluate request.	None	5 minutes	PDO IV
	1.2. Evaluate/ approve requests.	None	5 minutes	VPA
2. Client picks up request.	2. Docutrack and release request.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	20 minutes	

9. Processing of Request for Exemption from the President's Memorandum on the Moratorium in Hiring Contractuals

Some units lack personnel complement, hence, turn to contractuals or job orders to effectively function. However, a memo from the Office of the President was released to halt hiring of contractuals.

Office or Unit:	Office of the Vice President for Administration		
Classification:	Complex		
Type of Transaction:	G2G		
Who may avail:	UP CUs/units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Letter/ request with attachments: strong justification; organization, functional and		OSU; System Offices	



personnel charts; coping mechanism; signsand degree of backlogs				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OSU/ System Offices forward request.	1. Receives and docutracks request.	None	5 minutes	Admin Asst V/ Admin Officer III
	1.1. Evaluates request.	None	3 days	Admin Asst II
	1.2. Checks evaluation of request.	None	3 hours	PDO IV
	1.3. Check evaluation of request; recommends to the President.	None	30 minutes	VPA
	1.4. Log and release to the President for approval or to the unit concerned if requiring additional justification or request is denied.	None		
TOTAL		None	3 days, 3 hours and 35 minutes	

10. Issuance of appointment paper

The VPA is the signatory of appointment papers of System administrative employees.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Appointment paper with requirements as required by the University and the CSC; selection matrix as signed by the HRMPSB		HRDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. HRDO forwards papers.	1. Receive and docutrack papers.	None	5 minutes	Admin Asst V/ Admin Officer III



	1.1 Check entries in the appointment paper.	None	10 minutes	PDO IV
	1.2. Sign the appointment paper.	None	5 minutes	VPA
	1.3. Log and release appointment paper to HRDO.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	25 minutes	

11. Issuance of Notice of Salary Adjustment (NOSA) and Notification of Salary Increase (NOSI)

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NOSA /NOSI with HRDO clearance/initials		HRDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. HRDO forwards NOSA/ NOSI.	1. Receive and log NOSA/ NOSI.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1 Check completeness of NOSA / NOSI.	None	5 minutes	Admin Officer III
	1.2. Sign NOSA/ NOSI.	None	5 minutes	VPA
2. Client picks up NOSA/NOSI.	2. Log and Release NOSA/ NOSI.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	20 minutes	

12. Evaluation of Request for Official Time to Attend Official Functions (e.g. UP organizations and union activities)

Approval of the request allows employees to attend the activities on official time.

Office or Unit:	Office of the Vice President for Administration
Classification:	Simple
Type of Transaction:	Request for official time
Who may avail:	UP System employees



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request with endorsement of HRDO (attach previous request)		Client to secure request		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request.	1. Receive and docutrack request.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Evaluate request; indicate conditions.	None	10 minutes	PDO IV / Admin Officer III
	1.2. Approve/ sign request.	None	5 minutes	VPA
2. Pick-up request.	2. Docutrack and release request.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	25 minutes	

13. Evaluation of Application for Reduced Tuition/ Fee

Approval of the request allows the employee to avail of reduced tuition/fee.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application for Reduced Tuition/Fee Form with endorsement of the Head of Unit; and personnel clearance of HRDO		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application form.	1. Receive form; log.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Evaluate form.	None	5 minutes	Admin Officer III
	1.3. Sign form.	None	5 minutes	VPA/ AVPA
2. Pick up form.	2. Log and release form.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	20 minutes	

14. Processing of Application for Study Leave

An employee has a study leave privilege, subject to approval of superiors.



Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System administrative employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Study leave form with endorsements of the Unit Head and the HRDO		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application for study leave.	1. Receive form; log.	None	5 minutes	Admin Asst V/ Admin Officer III
	1.1. Evaluate form.	None	5 minutes	PDO IV
	1.2. Approve/act on the form.	None	5 minutes	VPA
2. Pick-up form.	2. Docutrack; release application.	None	5 minutes	Admin Asst/ Admin Aide VI
TOTAL		None	20 minutes	

15. Approval of Terminal Leave Benefits

This benefit is given to qualified employees who retired, resigned or separated from the service.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Terminal Leave form with HRDO and unit head's endorsements		HRDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. HRDO forwards form with computation and personnel clearance.	1. Receive form.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Check / evaluate form.	None	1 day	Admin Officer III/ PDO IV
	1.2. Approve/ act on the form.	None	1 day	VPA
	1.3. Log and release form to HRDO.	None	5 minutes	Admin Asst V/ Admin Aide VI



TOTAL	None	2 days and 10 minutes	
--------------	-------------	------------------------------	--

16. Evaluation of Appeal for Benefits

An employee who is not covered by a certain benefit may appeal.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request with Unit Head's endorsement		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter / appeal.	1. Receive and docutrack letter/ appeal.	none	5 minutes	AdminAsst V/ Admin Aide VI
	1.1. Check/ evaluate appeal.	None	4 hours	PDO IV
	1.2. Endorse the appeal; or Refer to offices concerned; gather supporting documents.	None	7 days	VPA
	1.3. Evaluate and recommend to the President; otherwise return the appeal to the client.	None	3 days	VPA
	1.4. Docutrack and release letter / appeal.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	10 days, 4 hours and 10 minutes	

17. Evaluation of Contract

Before contracts are forwarded to the President and then to the BOR for approval or notation, the OVPA-SSPMO checks the completeness of the requirements.

Office or Unit:	Office of the Vice President for Administration
------------------------	---



Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Constituent Universities/Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Contract with signature		CUs/Units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward contract.	1. Receive/ docutrack contract.	None	5 minutes	Admin Asst V / Admin Aide VI
	1.1. Make referral slip.	None	5 minutes	Admin Officer III
	1.2. Sign referral.	None	minutes	PDO IV
	1.3. Release contract to SSPMO.	None	5 minutes	Admin Asst V / Admin Aide VI
	1.4. Prepare checklist of requirements / comments / recommendation.	None	5 days	SSPMO
	1.5. Receive/ docutrack contract.	None	5 minutes	OVPA Staff
	1.6. Release contract to OVPLA.	None	5 minutes	OVPA Staff
TOTAL		None	5 days and 30 minutes	

18. Signing of Disbursement Voucher/ Check/ RADA

Payment method

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System Administration – Faculty, Administrative Staff and REPS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement Voucher/Check/RADA		Cash Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV/ Check/RADA.	1. Receive DV/ Check/RADA.	None	2 minutes	Admin Officer III



	1.1. Check completeness of DV/ Check/RADA.	None	10 minutes	Admin Officer III
	1.2. Sign/ approve DV.	None	3 minutes	VPA/AVPA
2. Pick up documents.	2. Release documents.	None	2 minutes	Admin Officer III / Admin Aide VI
TOTAL		None	17 minutes	

19. Signing of Investment Papers

University's investment documents

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Office of the Vice President for Planning and Finance			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Investment docs		Office of the Vice President for Planning and Finance		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward investment documents.	1. Receive investment documents.	none	5 minutes	Admin Officer III
.	1.1. Sign investment documents.	none	5 minutes	VPA
2. Pick up investment docs.	2. Release IOF.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	15 minutes	

20. Preparation of Checks for those without an LBP, DBP or Veterans Bank Account

Mode of payment is check instead of RADA (for those who do not have accounts at LBP, DBP or Veterans Bank).

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request with Unit Head's endorsement		Unit		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Unit submits letter request for check preparation.	1. Receive letter request.	None	5 minutes	Admin Aide VI
	1.1. Approve/ sign request.	None	5 minutes	AVPA/VPA
2. Pick-up letter.	2. Release letter.	None	5 minutes	Admin Aide VI
TOTAL		None	15 minutes	

21. Issuance of Appointment Paper as Disbursing/Collecting Officer

An employee assigned as Disbursing/Collecting Officer should be given an appointment paper.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP permanent employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request with System and CU Accounting Office clearance		Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request.	1. Receive and docutrack request.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Check/ evaluate request; and draft appointment	None	3 days	Admin Officer III
	1.2. Check draft appointment paper.	None	10 minutes	PDO IV
	1.3. Finalize appointment paper.	None	5 minutes	Admin Officer III
	1.4. Sign appointment paper.	None	5 minutes	VPA
2. Pick up appointment paper.	2. Docutrack; release appointment paper.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	3 days and 30 minutes	

22. Issuance of Authority to Drive for Regular Personnel Not Sitting on a “Driver” Position



In the absence of a “driver” position, the need for a driver to drive an official vehicle may be addressed by giving authority to drive to a regular employee with a professional driver’s license.

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP permanent employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request; professional driver’s license		Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Unit submits request.	1. Receive and docutrack. Request.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Check/ evaluate request; and draft travel authority.	None	15 minutes	Admin Officer III
	1.2. Check draft travel authority.	None	5 minutes	PDO IV
	1.3. Finalize travel authority.	None	5 minutes	Admin Officer III
	1.4. Sign travel authority.	None	5 minutes	VPA
2. Pick up authority to drive.	2. Docutrack; release travel authority.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	40 minutes	

23. Issuance of Fidelity Bond (New and Renewal)

This is a requirement for employees appointed as Special Disbursing Officer

Office or Unit:	Office of the Vice President for Administration			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP permanent employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Bond Form 57 and 58 (completely filled-up, with notation of University Health Service); appointment as Disbursing/ Collecting Officer; list of bonded officials; SALN, Legal Office clearance <i>(Note: Bond Form 58 only for renewal)</i>		Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Unit submits request.	1. Receive and docutrack request; check requirements.	None	5 minutes	Admin Asst V/ Admin Aide VI
	1.1. Check/ evaluate request.	None	15 minutes	Admin Officer III
	1.3. Sign Fidelity Bond.	None	5 minutes	VPA
2. Pick up Fidelity Bond.	2. Docutrack; release document.	None	5 minutes	Admin Asst V/ Admin Aide VI
TOTAL		None	30 minutes	



SYSTEM CASH OFFICE



EXTERNAL SERVICES

1. Releasing of Checks

Checks are released upon availability.

Office or Unit:	UP System Cash Office			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (ID) of the payee 2. Authorization letter from the company owner/payee if the latter cannot personally pick up the check 3. Official receipt if supplier		1. Personal ID 2. Payee 3. Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. If client is the payee: Present the ID. If client is not the payee: Present authorization letter and ID of authorizing officer, ID of the claimant and official receipt.		None	15 minutes	Administrative Assistant III Administrative Aide VI
1.2 Client will affix signature on the check registry and disbursement voucher.	Have the client sign the check registry and disbursement voucher. If a supplier, issue an official receipt.	None	10 minutes	Administrative Assistant III Administrative Aide VI
1.3 Claim the check.		None	1 minute	Administrative Assistant III Administrative Aide VI
TOTAL		None	26 minutes	



2. Issuance of Official Receipt

Receipts are issued upon receipt of cash from suppliers and employees.

Office or Unit:	UP System Cash Office			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment 2. Cash or Check		1. UP System Accounting Office 2. Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Order of Payment.		None	5 minutes	Administrative Aide VI Senior Administrative Assistant I
2. Remit the amount.	Issue Official Receipt.	None	5 minutes	
3. Claim Official Receipt.		None	1 minute	
TOTAL		None	11 minutes	



INTERNAL

1. Preparation of Checks

Checks are being prepared based on disbursement vouchers.

Office or Unit:	UP System Cash Office			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement voucher with attachments and properly signed by authorize signatories		UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare checks upon receipt of the disbursement voucher from UPS Accounting Office.	None	2 days	Administrative Assistant III Officer-in-Charge
TOTAL		None	2 days	

2. Releasing of Checks

Checks are released upon availability.

Office or Unit:	UP System Cash Office			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Identification Card (ID) of the payee 2. Authorization letter from the company owner/payee if the latter cannot personally pick up the check 3. Official receipt if supplier		1. Personal ID 2. Payee 3. Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. If client is the payee: Present the ID. If client is not the payee: Present		None	15 minutes	Administrative Assistant III Administrative Aide VI



authorization letter and ID of authorizing officer, ID of the claimant and official receipt.				
1.2 Client will affix signature on the check registry and disbursement voucher.	Have the client sign the check registry and disbursement voucher. If a supplier, issue an official receipt.	None	10 minutes	Administrative Assistant III Administrative Aide VI
1.3 Claim the check.		None	1 minute	Administrative Assistant III Administrative Aide VI
TOTAL		None	26 minutes	

3. Preparation of Request for Authority to Debit Account (RADA)

RADA is prepared for disbursement vouchers for personnel services, reimbursements and replenishments.

Office or Unit:	UP System Cash Office			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	UP Employees, whether permanent or contractual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement voucher with attachments and properly signed by authorize signatories		UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	RADA will be prepared upon receipt of the disbursement voucher from UPS Accounting Office.	None	1 day	Administrative Assistant II Junior ICT Assistant Officer-in-Charge
TOTAL		None	1 day	



4. Preparation of Disbursement Voucher for Closed Accounts

Disbursement Voucher is being prepared for RADA payments to employees but accounts were found to be closed already.

Office or Unit:	UP System Cash Office			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	UP Employees, whether permanent or contractual			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher 2. Credit Memo		1. UP System Cash Office 2. Landbank of the Philippines		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare DV Upon receipt of credit memo from Landbank.	None	30 minutes	Administrative Assistant II Officer-in-Charge
	Prepare RADA using the new bank account of employee.	None	1 day	Administrative Assistant II Junior ICT Assistant Officer-in-Charge
	TOTAL		1 day and 30 minutes	
	Prepare DV Upon receipt of credit memo from Landbank.	None	30 minutes	Administrative Assistant II Officer-in-Charge
	Prepare check if the employee has no available bank account in UP depository bank.	None	2 days	Administrative Assistant III Officer-in-Charge
	TOTAL		2 days and 30 minutes	

5. Issuance of Official Receipt

Receipts are issued upon receipt of cash from suppliers and employees.

Office or Unit:	UP System Cash Office
Classification:	Simple
Type of Transaction:	G2C, G2B, G2G



Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment 2. Cash or Check		1. UP System Accounting Office 2. Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the Order of Payment.		None	5 minutes	Administrative Aide VI Senior Administrative Assistant I
2. Remit the amount.	Issue Official Receipt.	None	5 minutes	Administrative Aide VI Senior Administrative Assistant
3. Claim Official Receipt.		None	1 minute	Administrative Aide VI Senior Administrative Assistant
TOTAL		None	11 minutes	



System Supply and Property Management Office (SSPMO)



INTERNAL SERVICES

1. Inspection of procured goods and services, and property tagging of equipment and semi-expendable items

The IAR is a report submitted by the Inspection Officer, and the Supply and Property Custodian on the inspection and acceptance, respectively, of the purchased supplies, equipment and various property.

Property Acknowledgment Receipt (PAR) and Inventory Custodian Slip (ICS), all equipment issued for official use of officers and employees shall be covered by Property Acknowledgment Receipt amounting to P 15,000 and above. The Inventory Custodian Slip is used to issue tangible items amounting to less than P15,000 to establish accountability over them (GAM Volume II Appendix 59).

Office or Unit:	UPS Supply and Property Management Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP Stakeholders and end-users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
• Signed disbursement voucher (DV) and purchase order (PO)		• End-user and Procurement Office		
• Delivery Receipt (DR)		• Supplier		
• Sales Invoice/ Official receipt (OR)		• Supplier		
• Complete Procurement documents		• Procurement Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE IN SSPMO
1. CONDITION: End-user must secure first the complete procurement documents together with the OR and DR.	1.1. Prepare the Inspection and Acceptance Report (IAR) form. 1.2. Inspect the completeness of the delivery, and the compliance to specifications in PO. 1.3. Encode to SSPMO database the significant details of the IAR. 1.4. Endorse to end-user for acceptance.	None	3 working days	UPS SPMO Inspector UPS SPMO Staff



2. Accept the goods inspected.	2.1. Issue Property Acknowledgement Receipt (PAR)/ Inventory Custodian Slip <i>(for equipment and semi-expense items only)</i> . 2.2. Encode in SSPMO database the significant details of the PAR/ ICS.	None	1 working day	UPS SPMO Staff
TOTAL		None	4 days	

2. Issuance of common-use supplies and equipment available in DBM-Procurement Service through UPS Central Storeroom

In compliance with the Malacañan Palace Executive Order No. 40, Agencies shall procure common-use supplies, materials and equipment from the Procurement Service (PS) attached to the Department of Budget and Management (DBM), in accordance with Letter of Instructions No. 755, Executive Order Nos. 289 series of 1987, 359 series of 1989, and 322 series of 2000.

Office or Unit:	UPS Supply and Property Management Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System Administration End- Users			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished and signed Requisition Issue Slip (RIS) Signed Disbursement Voucher (DV) with UIS DV number 		<ul style="list-style-type: none"> End- User End- User 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE IN SSPMO
1.1. Accomplish RIS indicating the item requesting with quantity. 1.2. Submit to UPS SPMO.	1.1. Allocate and Input pricing to items requested, and indicate if available or not. 1.2. Return to end-user.	None	1 working day	SSPMO Storeroom keeper
2.1. Prepare and approve DV. 2.2. Upload and process DV via UIS to secure funding.	2. NA	None	1 working day	NA



3. Submit accomplished and approved RIS with DV and UIS # to UPS SPMO.	3.1. Issue requested supplies/ equipment. 3.2. Issue PAR/ ICS if necessary (<i>for equipment and semi-expense items only</i>). 3.3 Encode in SSPMO database the significant details of the PAR/ ICS.	None	1 working day	SSPMO Storeroom keeper
TOTAL		None	3 days	

3. Disposal of Unserviceable Properties

In compliance with existing rules and regulations of DBM and COA on the disposal of government properties, the function of disposal of obsolete, forfeited, abandoned and surplus, materials and equipment has been transferred to the different line departments and agencies, subject to the guidelines developed by the Systems and Procedures Bureau of DBM and different laws.

Office or Unit:	UPS Supply and Property Management Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP Stakeholders, end-users, and project offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Accomplished form: Inspection and Inventory Report of Unserviceable Properties (IIRUP); 		<ul style="list-style-type: none"> IIRUP form, available is UPS SPMO to be accomplished by end-user 		
<ul style="list-style-type: none"> PAR/ ICS issued to end-user 		<ul style="list-style-type: none"> End-user 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE IN SSPMO



<p>1.1. Accomplish IIRUP and attach the PAR/ ICS previously issued.</p> <p>1.2. Submit to UPS SPMO.</p>	<p>1.1. Conduct inspection of the properties to be condemned and assess the condition.</p> <p>1.2. After assessment, a report shall be submitted to SSPMO Director through SSPMO CAO regarding the condition of the Property/ Plant/ Equipment (PPE).</p> <p>1.3. SSPMO Director will act on the report, whether to dispose or to salvage the PPE.</p>	None	5 working days	<p>1.1. SSPMO Inspector</p> <p>1.2. SSPMO Chief Admin Officer (CAO)</p> <p>1.3. SSPMO Director</p>
<p>2. Surrender the PPE to SSPMO.</p>	<p>2.1. Sign the inspection of unserviceable PPE in IIRUP form.</p> <p>2.2. Store the unserviceable PPE in SSPMO warehouse.</p>	None	1 working day	2.1. SSPMO Inspector
TOTAL		None	6 days	

4. Contract review of procurement documents that needs UP President/ BORs approval

This service is required by the Office of the Vice President for Legal Affairs (OVPLA) prior to approval of contracts by the UP President and/or the Board of Regents (BOR).

Office or Unit:	UPS Supply and Property Management Office	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	UP Constituent Units, and stakeholders	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
<ul style="list-style-type: none"> • Purchase Request 	<ul style="list-style-type: none"> • End-user, UP CU 	
<ul style="list-style-type: none"> • Budget Clearance 	<ul style="list-style-type: none"> • Accounting/ Budget Office, UP CU 	
<ul style="list-style-type: none"> • PhilGEPS Posting 	<ul style="list-style-type: none"> • Procurement Unit, UP CU 	



<ul style="list-style-type: none"> Supplemental/Bid Bulletin/s 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Minutes of Meeting <ul style="list-style-type: none"> A. Pre-Procurement B. Pre-Bid C. Public Bidding 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Bid Security 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Eligibility Checklist and Abstract of Bids 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Technical Evaluation 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Post Qualification Report 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> BAC Resolution 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Notice of Award 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Performance Security 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Purchase Order / Contract 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Notice to Proceed 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Instruction to Bidders 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Eligibility Documents submitted by the winning bidder 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
<ul style="list-style-type: none"> Financial Document of Submitted by the Winning Bidder 	<ul style="list-style-type: none"> Procurement Unit, UP CU 			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE IN SSPMO



<p>1. CU will submit the complete procurement documents to Office of Secretary of the University (OSU) for agenda in BOR meeting.</p>	<p>1.1. OSU will endorse the complete procurement documents to Office of the Vice President for Administration (OVPA) for the conduct of review, evaluation, and checking of completeness of documents through UPS SPMO.</p> <p>1.2. If found without error and complete, UPS SPMO will endorse the contract to OVPA and OVPLA for the approval;</p> <p>1.3. If errors are found, UPS SPMO will endorse the document back to end-user for necessary corrections.</p> <p>1.4. Encode in SSPMO database the significant details of the Procurement Project.</p>	<p>None</p>	<p>10 working days</p>	<ol style="list-style-type: none"> 1. SSPMO Staff 2. SSPMO Chief Admin Officer (CAO) 3. SSPMO Director
TOTAL		None	10 days	

5. Vehicle Procurement Request

In compliance with the existing government rules and regulations, this UPS SPMO service aims to standardize and correct the Vehicle Procurement Requests of various UP units prior to approval of UP BOR and endorsement to Department of Budget and Management (DBM) for final approval.

Office or Unit:	UPS Supply and Property Management Office
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	UP Constituent Units (CU), and stakeholders



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> CU Chancellor/ Unit head endorsement Letter to UP President regarding endorsement for UP Board of Regents approval 		<ul style="list-style-type: none"> Chancellor's Office, UP CU 		
<ul style="list-style-type: none"> Agency Procurement Request with detailed specifications approved by Unit Head 		<ul style="list-style-type: none"> End-user, UP CU 		
<ul style="list-style-type: none"> Market Survey (3 Quotation) 		<ul style="list-style-type: none"> Prospective suppliers 		
<ul style="list-style-type: none"> Approved Funding 		<ul style="list-style-type: none"> Budget/ Accounting Office, UP CU 		
<ul style="list-style-type: none"> Annual Procurement Plan (APP) 		<ul style="list-style-type: none"> Procurement Office/ Bids and Awards Committee (BAC) Section, UP CU 		
<ul style="list-style-type: none"> Inventory of Motor Vehicles signed by CU SPMO 		<ul style="list-style-type: none"> SPMO, UP CU 		
<ul style="list-style-type: none"> Inventory and Inspection Report of unserviceable vehicles 		<ul style="list-style-type: none"> SPMO, UP CU 		
<ul style="list-style-type: none"> Report of Repairs and Maintenance of vehicles 		<ul style="list-style-type: none"> Accounting Office, UP CU 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE IN SSPMO
1. CU will submit the complete procurement documents to Office of Secretary of the University (OSU) for agenda in BOR meeting.	<p>1.1. OSU will endorse the complete procurement documents to Office of the Vice President for Administration (OVPA) for the conduct of review, evaluation, and checking of completeness through UPS SPMO.</p> <p>1.2. If found without error and complete, UPS SPMO will endorse the documents to OVPA and OVPLA for the approval.</p> <p>1.3. If errors are found, UPS SPMO will endorse the document back to end-user for</p>	None	10 working days	<p>1. SSPMO Staff</p> <p>2. SSPMO Chief Admin Officer (CAO)</p> <p>3. SSPMO Director</p>



	necessary corrections. 1.4. Encode in SSPMO database the significant details of the procurement project.			
TOTAL		None	10 days	

6. Constructors Performance Evaluation System (CPES)

In compliance with the Section 12, Annex E of the Revised Implementing Rules and Regulation (IRR) of R.A. 9184 or the Government Procurement Reform Act, all procuring entities implementing government infrastructure projects are required to evaluate the performance of their contractors using the NEDA-approved Constructors Performance Evaluation System (CPES) guidelines for the type of project being implemented. Section 12, likewise, requires all procuring entities to include in their Projects' Engineering and Administrative Overhead Cost, the budget for CPES implementation pursuant to NEDA Board Resolution No. 18 (s. 2002); to establish CPES Implementing Units in their respective offices/agencies/corporations; and to use the CPES ratings for the following purposes: a) pre-qualification/eligibility screening; b) awarding of contracts; c) project monitoring & control; d) issuance of Certificate of Completion; e) policy formulation/review; f) industry planning; g) granting of incentives/awards; and in adopting measures to further improve performance of contractors in the prosecution of government projects

Office or Unit:	UPS Supply and Property Management Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP Constituent Units (CU) and stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Letter request from CU Chancellor; • 1st CPES 10%-20% construction milestone; • Final CPES 80%-90% construction milestone 		<ul style="list-style-type: none"> • Chancellor's Office, UP CU • Project Management Office, UP CU 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE IN SSPMO



<p>1. CU will submit the letter request to OVPA to conduct CPES on a particular infrastructure project.</p>	<p>1.1. OVPA will endorse to UPS SPMO the letter request;</p> <p>1.2. As the CPES-Implementing Unit (CPES-IU) Secretariat, SSPMO will call a meeting for the CPES-IU committee members to act on the letter request.</p> <p>1.3. Upon the recommendation of the committee, SSPMO will draft Admin Order for the conduct of constructor performance evaluation for approval of the UP President.</p> <p>1.4. SSPMO will serve the signed Admin Order to designated and eligible evaluators to conduct the CPES.</p>	<p>None</p>	<p>15 working days</p>	<p>1. SSPMO Chief Admin Officer (CAO)</p> <p>2. SSPMO Director</p>
TOTAL		None	15 days	



**SYSTEM HUMAN RESOURCES DEVELOPMENT
OFFICE
(HRDO)**



1. Issuance of Certificate of Employment

The certificate of employment (CE) contains basic information about the employee such as complete name, position title, monthly salary, unit or office and status of employment. It is usually issued for whatever legal purpose it may serve.

Office or Unit:	UP System HRDO			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All regular employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		UP Diliman HRDO – Appointment Section or Benefits Section or UP Diliman HRDO website		
Request Letter/Email Request/Walk-in Request		Requesting Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the request form OR	1. Receive and check the form	None	30 seconds	Senior Personnel Specialist, UP System (UPS) HRDO
Present the request letter or walk-in request	1.1. Encode and print the CE	None	2 minutes	Senior Personnel Specialist, UPS HRDO
	1.2. For signature of the Director	None	1 minute	Director, UPS HRDO
2. Receive the duly signed CE	2. Release of CE	None	30 seconds	Senior Personnel Specialist, UPS HRDO
TOTAL		None	4 minutes	

2. Issuance of Certificate of Employment with Compensation

The certificate of employment with compensation (CEC) contains the detailed benefits and compensation of employees from the previous fiscal year. The CEC also contains basic information about the employee such as complete name, position title, annual salary, unit or office, status of employment and effectivity of original appointment. It is usually used for Visa application, travel abroad, and other legal purposes.

Office or Unit:	UP System HRDO
Classification:	Simple
Type of Transaction:	G2C



Who may avail:	All regular employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		UP Diliman HRDO – Appointment Section or Benefits Section or UP Diliman HRDO website		
Request Letter/Email Request/Walk-in Request		Requesting Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the request form OR	1. Receive and check the form	None	30 seconds	Senior Personnel Specialist, UPS HRDO
Present the request letter or walk-in request	1.1. Encode and print the CEC	None	10 minutes	Senior Personnel Specialist, UPS HRDO
	1.2. For signature of the Director	None	1 minute	Director, UPS HRDO
2. Receive the duly signed CEC	2. Release of CEC	None	30 seconds	Senior Personnel Specialist, UPS HRDO
TOTAL		None	12 minutes	

3. Issuance of Certificate no Pending Administrative Case

The certificate of no pending administrative case (CNPAC) contains basic information about the employee such as complete name, position title, unit or office and a certification that he/she has no pending administrative case. It is usually used for Visa application, travel abroad, application for and renewal of bond, and other legal purposes.

Office or Unit:	UP System HRDO			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All regular employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Form		UP Diliman HRDO – Appointment Section or Benefits Section or UP Diliman HRDO website		
Request Letter/Email Request/Walk-in Request		Requesting Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Accomplish the request form OR	1. Receive and check the form	None	30 seconds	Senior Personnel Specialist, UPS HRDO
Present the request letter or walk-in request	1.1. Encode and print the CNPAC	None	5 minutes	Senior Personnel Specialist, UPS HRDO
	1.2. For signature of the Director	None	1 minute	Director, UPS HRDO
2. Receive the signed CNPAC	2. Release of CNPAC	None	30 seconds	Senior Personnel Specialist, UPS HRDO
3. Proceed to OVPLA	3. Receive the CNPAC	None	30 seconds	Administrative Assistant V, OVPLA
	3.1. For Signature of the Vice President for Legal Affairs	None	1 minute	Vice President, OVPLA
4. Receive the duly signed CNPAC	4. Release of CNPAC	None	30 seconds	Administrative Assistant V, OVPLA
TOTAL		None	9 minutes	

4. Certification for ID Application

Certification for ID application is required by the Office of the University Registrar before the issuance of the University ID.

Office or Unit:	UP System HRDO			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All regular employees Newly hired employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished application form (1) 2x2 ID picture		UP System HRDO Requesting Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished form to UPS HRDO	1. Receive and check the form	None	30 seconds	Senior Personnel Specialist, UPS HRDO
	1.1. Process and certify the form	None	1 minute	Senior Personnel



				Specialist, UPS HRDO
	1.2. For signature of the Director	None	1 minute	Director, UPS HRDO
2. Receive the duly signed Application Form	2. Release of application form	None	30 seconds	Senior Personnel Specialist, UPS HRDO
TOTAL		None	3 minutes	

5. Referral of Applicants

Recruitment service is one of the key HR services of the Office in support of the primary goal of selection of applicants through merit and fitness. As such, the evaluation of applications to vacant positions is meticulously done in order to refer the most qualified candidate taking into consideration the following qualifications: education, experience, training and eligibility.

Office or Unit:	UP System HRDO			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Units or Offices with Job Vacancies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Application Letter Comprehensive Resume Personal Data Sheet (PDS) Transcript of Records and Diploma Proof/s of Employment Training Certificates Photocopy of Eligibility <i>Supplemental Requirements (if any)</i> Performance Ratings or Certificate of Performance for the last two (2) rating periods Certificate/s of Awards/Citation/ Commendation		Submission of Applicants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for referral of applicants	1. Evaluate all the documents submitted by the applicants	None	17 days	Senior Personnel Specialist, UPS HRDO
	1.1. Prepare matrix per candidate and transmittal letter	None	3 days	Senior Personnel Specialist, UPS HRDO
	1.2. For signature of the Director	None	2 minutes (included in the 20 days)	Director, UPS HRDO



2. Receive the referral of applicants, transmittal letter and all pertinent documents submitted by the applicants	2. Release of referral of applicants, transmittal letter and all pertinent documents submitted by the applicants	None	30 seconds (included in the 20 days)	Senior Personnel Specialist, UPS HRDO
TOTAL		None	20 days	

6. Issuance of Longevity/Step Increment

The step increment due to longevity of service is granted to qualified personnel for every three (3) years of continuous satisfactory service in the present position.

Office or Unit:	UP System HRDO			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Qualified personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Validation of Performance Ratings and LWOP for the last three (3) years		UP Diliman HRDO – Monitoring and Evaluation Section (MES) and Benefits Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for issuance of notice of step increment OR UP System HRDO prepare the list of employees entitled to step increment due to longevity on a monthly basis	1. Prepare the draft notice of step increment	None	1 day	Senior Personnel Specialist, UPS HRDO
	1.1. Request validation of performance ratings for the last three (3) years	None	1 day	Administrative Officer V, MES, UP Diliman (UPD) HRDO
	1.2. Request validation of LWOP for the last three (3) years	None	1 day	Administrative Officer IV, Benefits Section, UPD HRDO
	1.3. Receive the two (2) validations	None	1 minute	Senior Personnel



				Specialist, UPS HRDO
	1.4. Prepare the final copy of notice of step increment	None	1 day	Senior Personnel Specialist, UPS HRDO
	1.5. For initial of the Director	None	1 minute	Director, UPS HRDO
	1.6. For signature of the Vice President for Administration (VPA)	None	10 minutes	Vice President, OVPA
2. Receive the notice of step increment	2. Release of notice of step increment	None	1 minute	Senior Personnel Specialist, UPS HRDO
TOTAL		None	4 days and 12 minutes	

7. Issuance of Additional Assignment

An additional assignment is issued to an employee who will perform tasks outside his/her regular duties and responsibilities.

Office or Unit:	UP System HRDO			
Classification:	Complex			
Type of Transaction:	G2C, G2G			
Who may avail:	Requesting Unit or Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Basic Paper Request Letter signed by the Unit Head Justification		Requesting Unit or Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the basic paper, request letter signed by the Unit Head and justification	1. Receive and check the attachments	None	3 minutes	Senior Personnel Specialist, UPS HRDO
	1.1. Personnel clearance by the HRDO Director	None	5 minutes	Director, UPS HRDO
	1.2. Budget clearance by the UP System Budget Office	None	2 days	Director, UPS Budget Office



	1.3. Prepare the notice of additional assignment	None	1 day	Senior Personnel Specialist, UPS HRDO
	1.4. For initial of the Director	None	1 minute	Director, UPS HRDO
	1.5. For signature of the VPA	None	10 minutes	Vice President, OVPA
2. Receive the notice of additional assignment	2. Release of notice of additional assignment	None	1 minute	Senior Personnel Specialist, UPS HRDO
TOTAL		None	3 days and 20 minutes	

8. Certification of Enrollment Privilege

This certification is issued to employees who have non-earning children or spouse, who are currently enrolled at any UP campus.

Office or Unit:	UP System HRDO			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All regular employees with non-earning children or spouse who are currently enrolled at any UP campus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished application form		UP Diliman HRDO – Benefits Section or UP Diliman HRDO website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished form to UPS HRDO	1. Receive and check the form	None	30 seconds	Senior Personnel Specialist, UPS HRDO
	1.1. Process and certify the form	None	1 minute	Senior Personnel Specialist, UPS HRDO
	1.2. For signature of the Director	None	1 minute	Director, UPS HRDO
2. Receive the duly signed Application Form	2. Release of application form	None	30 seconds	Senior Personnel Specialist, UPS HRDO
TOTAL		None	3 minutes	



9. Application for Reduced Fees

This certification is issued to employees who are currently enrolled at any UP campus. This entitles them to a free tuition fee up to six (6) academic units.

Office or Unit:	UP System HRDO			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All regular employees who are currently enrolled at any UP campus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished application form		UP Diliman HRDO – Scholarship Section or UP Diliman HRDO website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished form to UPS HRDO	1. Receive and check the form	None	30 seconds	Senior Personnel Specialist, UPS HRDO
	1.1. Process and certify the form	None	1 minute	Senior Personnel Specialist, UPS HRDO
	1. 2. For signature of the Director	None	1 minute	Director, UPS HRDO
	1.3. For signature of the Vice President for Administration (VPA)	None	2 minutes	Vice President, OVPA
2. Receive the duly signed Application Form	2. Release of application form	None	30 seconds	Senior Personnel Specialist, UPS HRDO
TOTAL		None	5 minutes	

10. Application for One-Time Grant for Finishing a Degree

Employees who finished their degrees are entitled to a one-time grant for finishing a degree (i.e. college degree, master's degree and Ph.D.)

Office or Unit:	UP System HRDO			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Employees who have incurred five (5) years of continuous service and has finished a degree			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		



Request letter duly endorsed by the Unit Head and the Vice President, or the Secretary or the EVP Certification from the Unit Head Certification of Performance Ratings for the last five (5) years Service Record TOR or Diploma		Requesting Employee Requesting Employee UP Diliman HRDO – Monitoring and Evaluation Section UP Diliman HRDO – Appointment and Benefits Section Registrar’s Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents as stated in the checklist of requirements	1. Receive and check the documents	None	2 minutes	Senior Personnel Specialist, UPS HRDO
	1.1. Process the application	None	10 minutes	Senior Personnel Specialist, UPS HRDO
	1.2. Personnel clearance by the UPS HRDO Director	None	2 minutes	Director, UPS HRDO
	1.3. Approval by the Vice President for Administration	None	5 minutes	Vice President, OVPA
2. Receive the approved request for the grant	2. Release of application form	None	1 minute	Senior Personnel Specialist, UPS HRDO
TOTAL		None	20 minutes	

11. Permission to Engage in Limited Practice of Profession

This certification is issued to employees who will be practicing their profession to other government agencies, private sectors and other organizations. This must be performed outside of regular work and after office hours.

Office or Unit:	UP System HRDO
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All regular employees who will be practicing their profession to other organizations
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished application form duly endorsed by the Unit Head and the Vice President, or the Secretary or the EVP	UP Diliman HRDO – Benefits Section or UP Diliman HRDO website and Requesting Employee



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the duly accomplished form to UPS HRDO	1. Receive and check the form	None	30 seconds	Senior Personnel Specialist, UPS HRDO
	1. 1. Process and certify the form	None	1 minute	Senior Personnel Specialist, UPS HRDO
	1. 2. Recommending approval by the UPS HRDO Director	None	1 minute	Director, UPS HRDO
	1.3. Approval by the Vice President for Administration (VPA)	None	2 minutes	Vice President, OVPA
2. Receive the duly signed Application Form	2. Release of application form	None	30 seconds	Senior Personnel Specialist, UPS HRDO
TOTAL		None	5 minutes	

12. Personnel Clearance of Authority to Travel

This clearance is a prerequisite for the issuance of a travel order.

Office or Unit:	UP System HRDO			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All regular employees with application for authority to travel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter duly endorsed by the Unit Head and the Vice President or Secretary or the EVP Duly endorsed leave application		UP System HRDO Requesting Employee		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all the required documents as stated in the checklist of requirements	1. Receive and check the documents	None	1 minute	Senior Personnel Specialist, UPS HRDO
	1.1. Process the form	None	5 minutes	Senior Personnel



				Specialist, UPS HRDO
	1.2. Personnel clearance by the UPS HRDO Director	None	2 minutes	Director, UPS HRDO
	1.3. Release to OVPA for approval by the Vice President for Administration	None	1 minute	Senior Personnel Specialist, UPS HRDO
TOTAL		None	8 minutes	

13. Submission of Quarterly Report on Accession to CSC

The report on accession is submitted to the CSC Field Office on a quarterly basis. This contains the information of newly hired or transferred employees to the UP System.

Office or Unit:	UP System HRDO			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	CSC Field Office			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request from CSC		Requesting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request to UP System HRDO	1. Receive the request (request letter or email request)	None	1 minute	Senior Personnel Specialist, UPS HRDO
	1.1. Process the request 1.1. Encoding of data 1.2. Verification of encoded data 1.3. Signature by the staff who prepared the report	None	30 minutes	Senior Personnel Specialist, UPS HRDO
	1.4. Certified Correct by the UPS HRDO Director	None	2 minutes	Director, UPS HRDO
	1.5. Noted by the Vice President for Administration	None	3 minutes	Vice President, OVPA
	1.6. Submit in two (2) original copies to CSC Field Office	None	2 minutes	Senior Personnel Specialist, UPS HRDO
TOTAL		None	38 minutes	





Office of the Vice President for Academic Affairs (OVPAA)



INTERNAL SERVICES

1. Processing of the PhD and Master's Fellowship Grant

Priority will be given to PhD and MS fellowships directly aligned with the niches of each of UP's constituent universities, as well as support for MS/PhD sandwich programs to enable the pursuit of theses/dissertations in foreign universities. The length of a PhD Fellowship that can be enjoyed is up to five years. The program supports tuition and hiring of a teacher substitute. For foreign study, the round-trip airfare and living allowance will also be covered.

Office or Unit:	Office of the Vice President for Academic Affairs			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Faculty, REPS, Administrative Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of the following fully accomplished forms: FRASDP Form 11.2 (Application Form) Progress Report Form Application for Renewal Form Terminal Report Form		OVPAAs website for the Form 11.2 The rest are emailed to the Fellow.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(1) The Client submits Form 11.2 (Application Form)	1. The OVPAAs Staff receives the application form which has been endorsed by the Chancellor. 1.1. The AVP reviews/evaluates/recommends approval to the VPAA the application. 1.2. The VPAA endorses the application for approval by the President. 1.3. The President approves the application. 1.4. The OVPAAs staff prepares a letter to the Client notifying him about the approval of his fellowship. The VPAA signs the letter. 1.5. The OVPAAs Staff prepares a letter of request to the VPPF for the transfer	None	2 weeks	Junior Project Assistant



	of funds to the Fellow's CU as initial release of the Fellowship fund.			
2. The Fellow submits a Midyear Progress Report	2. The Midyear Progress Report is approved by the VPAA. 2.1. The OVPAA staff prepares a letter of request to the VPPF for the transfer of funds to the Fellow's CU the remaining balance for the year of the Fellowship fund.	None	1 week	
3. The Fellow submits the Application for Renewal Form (endorsed by the Chancellor)	3. The AVPAA reviews/evaluates/endorsees to the VPAA the renewal of the fellowship. 3.1. The VPAA approves the renewal of the fellowship. 3.1. The OVPAA staff prepares a letter to the Grantee notifying him about the renewal of his fellowship. The VPAA signs the letter. 3.2. The OVPAA Staff prepares a letter of request to the VPPF for the transfer of funds to the Fellow's CU as initial release (for the 2 nd year) of the Fellowship fund.	None	1 week	
4. The Fellow submits the Terminal Report Form	4. The Terminal Report is approved by the VPAA. 4.1. The OVPAA staff prepares a letter of request to the VPPF for the transfer of funds to the Fellow's CU the remaining balance for the year of the Fellowship fund.	None	3 days	
TOTAL		None	30 days	



2. Processing of the International Publication Award (IPA)

The purpose of the award is to encourage faculty, REPS and students to contribute to the body of knowledge in their respective fields/discipline by publishing in internationally respected journals that are peer-reviewed and adhere to high standards of scholarship.

Office or Unit:	OVPAA			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Faculty members, REPS, Administrative staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of the following fully accomplished forms: IPA Form 4.1 IPA Form 4.2 IPA Form 4.3 IPA Form 4.4		OVPAA website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of fully accomplished IPA forms to the OVPAA	1. The VPAA approves the application; 1.1. The OVPAA staff requests the transfer of funds to the applicant's CU; 1.2. The applicant's unit prepares the voucher for the UP author(s) Cash Award/Institutional Share; 1.3. The CU Accounting Office processes and releases the Cash Award/Institutional Share;	None	7 working days	Junior Project Assistant
TOTAL		None	7 days	

3. Issuance of Travel Authority

A Travel Authority allows a Faculty Member or REPS to travel abroad.

Office or Unit:	OVPAA
Classification:	Simple



Type of Transaction:	G2G			
Who may avail:	Faculty members and REPS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of request approved by the UP President				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. A Faculty/REPS submits an approved* request to travel to the OVPAA *President's approval	1.1. OVPAA staff prepares memo authorizing the travel of a faculty/member/REPS 1.2. The VPAA approves, on behalf of the President, the travel authority	None	2 days	University Research Associate II
TOTAL		None	2 days	

4. Processing of Research Dissemination Grant

It is awarded to outstanding faculty and REPS researchers who receive invitations or gain acceptance to present their research papers in prestigious international conferences.

Office or Unit:	Office of the Vice President for Academic Affairs			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Faculty Members and REPS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Submission of the following fully accomplished forms: RDG Form 6.0 Application Form RDG Form 6.1 Conference Report RDG Form 6.2 Promissory Note		OVPAA Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The Client submits Form 6.0 Application Form	1. The OVPAA Staff receives the application form which has been endorsed by the Chancellor. 1.1. The AVP reviews/evaluates/	None	1 Month	Junior Project Assistant



	<p>recommends approval to the VPAA the application.</p> <p>1.2. The VPAA endorses the application for approval by the President.</p> <p>1.3. The President approves the application.</p> <p>1.4. The OVPAA staff notifies the grantee through email about the approval of his grant</p>			
2. The Grantee submits Form 6.2 Promissory Note	<p>2. Upon receipt of Form 6.2, the OVPAA staff prepares the voucher for the Grantee.</p> <p>2.1. The VPAA approves the voucher.</p> <p>2.2. The voucher is submitted to the Accounting Office.</p>			
3 The Grantee submits Form 6.1 Conference Report	<p>3. The Conference Report is presented to the VPAA.</p> <p>3.1. The OVPAA staff encodes/uploads the Conference Report to the OVPAA Website.</p>			
TOTAL		None	1 month	

5. Processing of Teaching Assistantships (Teaching Associates and Teaching Fellows)

Office or Unit:	Office of the Vice President for Academic Affairs			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	MA and PhD Students of UP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>Submission of the following fully accomplished forms:</p> <p>OVPAA 13.2 TATF Application Form</p> <p>OVPAA 13.3 TATF Application for Renewal Form</p>		OVPAA website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(1) The Client submits OVPAA	(1) The OVPAA Staff receives the	None	2 weeks	AVP & OVPAA Staff



<p>Form 13.2 (Application Form)</p>	<p>application form which has been endorsed by the Chancellor. (2) The AVP reviews/evaluates/recommends approval to the VPAA the application. (3) The VPAA endorses the application for approval by the President. (4) The President approves the application. (5) The OVPAA staff forwards to the Client's OVCAA the original copy of the President's approval of his Fellowship. (6) The TA submits his Form 5 and Workload for the Semester to the OVPAA. (6) The OVPAA Staff prepares a letter of request to the VPPF for the transfer of funds to the Fellow's CU. The said amount is 50% of the Grant. The Fellow's CU will provide the remaining 50% as counterpart.</p>			
<p>(2) The TA submits OVPAA Form 13.3 (Application for Renewal Form)</p>	<p>(1) The OVPAA Staff receives the application for renewal form which has been endorsed by the Chancellor. (2) The AVP reviews/evaluates/recommends approval to the VPAA the application for renewal. (3) The VPAA endorses the application for</p>	<p>None</p>	<p>1 week</p>	<p>AVP & OVPAA Staff</p>



	<p>approval by the President.</p> <p>(4) The President approves the application for renewal.</p> <p>(5) The OVPAA staff forwards to the Client's OVCAA the original copy of the President's approval of his Fellowship.</p> <p>(6) The TA submits his Form 5 and Workload for the Semester to the OVPAA.</p> <p>(6) The OVPAA Staff prepares a letter of request to the VPPF for the transfer of funds to the Fellow's CU. The said amount is 50% of the Grant. The Fellow's CU will provide the remaining 50% as counterpart.</p>			
TOTAL			3 weeks	



PHILIPPINE GENOME CENTER (PGC)



EXTERNAL SERVICES

A. Core Facility for Bioinformatics

1. Direct Access Service and Data Storage

DA clients can use the CFB's compute and storage systems for data analysis and storage, as well as program development. Our systems contain a multitude of tools and databases for bioinformatics analysis and other applications. Clients are also given user support which include, among others, installation of new software and troubleshooting.

Office or Unit:	Philippine Genome Center - Core Facility for Bioinformatics			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Direct Access Request Form, Billing Address		PGC Website, Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download Direct Access Form from PGC Website.	1.			<i>Client</i>
2. Fill out Direct Access Form.	2.			<i>Client</i>
3. Have Direct Access form signed by project leader/lab head.	3.			<i>Client</i>
4. Submit to PGC-CFB.	4. Assess form details if correct.		3 hours	<i>PGC-CFB Staff</i>
5. If application is successful, schedule an orientation.	5. If application is successful, schedule an orientation		8 hours	<i>PGC-CFB Staff, Client</i>
6. Attend orientation.	6. Conduct orientation.		30 minutes to 1.5 hours	<i>PGC-CFB Staff, Client</i>
7. Pass the quiz.	7. Give the quiz.		30 minutes to 8 hours	<i>Client, PGC-CFB Staff</i>
8. Receive Direct Access details.	8. Give Direct Access details.		1 hour	<i>PGC-CFB Staff</i>
9. Connect to and use the PGC-CFB servers.	9. Bill the client of the usage.	4.0 Php per resource-hour, 140 Php Submission Fee, 50 Php	1 Month	<i>PGC-CFB Staff, Client</i>



		per terabyte chunk		
TOTAL				

2. Custom Bioinformatics Service

The CFB also offers customized analysis pipeline design, execution, custom scripting, and consultation depending on our clients' needs or research questions.

Office or Unit:	Philippine Genome Center - Core Facility for Bioinformatics			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Custom Service Request Form, Billing Address Input Data Desired Output		PGC Website, Client ClientClient		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download Custom Service Request from PGC Website.	1.			<i>Client</i>
2. Fill out Custom Service Request Form.	2.			<i>Client</i>
3. Have Custom Service Request form signed by project leader/lab head.	3.			<i>Client</i>
4. Submit to PGC-CFB.	4. Assess form details if correct.		3 hours	<i>PGC-CFB Staff</i>
5. If application is successful, schedule a meeting.	5. If application is successful, schedule a meeting.		8 hours	<i>PGC-CFB Staff, Client</i>
6. Attend meeting, and come up with and agree with the workflow, pricing, tools to use, and other analysis details.	6. Attend meeting, and come up with and agree with the workflow, pricing, tools to use, and other analysis details.		1 to 2 hours	<i>PGC-CFB Staff, Client</i>
7. Provide decisions about the analysis.	7. Implement analysis. Consult		2 - 3 months	<i>Client, PGC-CFB Staff</i>



	decision points with clients.			
8. Receive final report, and data	8. Craft final report, and give it to the client along with all of the data produced.		8 hours	<i>PGC-CFB Staff, Client</i>
9. Give payment for service.	9. Receive payment for service.	4.0 Php per resource-hour, 140 Php Submission Fee, 50 Php per terabyte chunk, 360 Php Man-hours	1 month	<i>PGC-CFB Staff, Client</i>
TOTAL				

3. Bioinformatics Trainings and Workshops (Commissioned)

Researchers who want to enhance their knowledge on the latest advances in genomics and bioinformatics may request trainings.

Office or Unit:	Philippine Genome Center - Core Facility for Bioinformatics			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Training Request Form, Billing Address		PGC Website, Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download Training Request Form from PGC Website.	1.			<i>Client</i>
2. Fill out Training Request Form.	2.			<i>Client</i>
3. Have Training Request form signed by project leader/lab head.	3.			<i>Client</i>
4. Submit to PGC-CFB.	4. Assess form details if correct.		3 hours	<i>PGC-CFB Staff</i>
5. If application is successful, schedule a meeting.	5. If application is successful, schedule a meeting.		8 hours	<i>PGC-CFB Staff, Client</i>



6. Attend meeting, and come up with training topics, and other details.	6. Attend meeting, and come up with training topics, and other details.		1 to 2 hours	<i>PGC-CFB Staff, Client</i>
7. Organize and attend training.	7. Organize and attend training.		3 to 5 days	<i>Client, PGC-CFB Staff</i>
8. Give payment for service.	8. Receive payment for service.	2,750 per head	1 month	<i>PGC-CFB Staff, Client</i>
TOTAL				

4. Bioinformatics Trainings and Workshops (Public)

The CFB also organizes public trainings and workshops, which aim to increase the bioinformatics awareness and capacity in the country.

Office or Unit:	Philippine Genome Center - Core Facility for Bioinformatics			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Training Request Form, Billing Address		PGC Website, Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for public training and workshop.	1. Offer public training and workshops.		1 - 3 months	<i>Client, PGC-CFB Staff</i>
2. Fill out training application form.	2. Filter and inform applicants.		1 week	<i>Client, PGC-CFB Staff</i>
3. Attend training.	3. Organize and attend training.		5 days	<i>Client, PGC-CFB Staff</i>
4. Give payment for service.	4. Receive payment for service.	2,750 per head	3 hours	<i>PGC-CFB Staff</i>
TOTAL				

B. DNA Sequencing Core Facility

1. DNA Extraction

DNA extraction involves the isolation of nucleic acid material from cells. It includes the extraction of genomic DNA from tissues, microbial isolates, plants, whole blood, and environmental samples.

Office or Unit:	DNA Sequencing Core Facility
------------------------	------------------------------



Classification:	Highly Technical				
Type of Transaction:	G2C G2B G2G				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
First Time Client <ul style="list-style-type: none"> Client Information Sheet (1 copy) Order Form (1 copy) Client Conforme (2 copies) Old Client <ul style="list-style-type: none"> Order Form (1 copy) Client Conforme (2 copies) 		PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of sequencing service or contact through the following details: a. telephone: (02)981-8500, local 4707 b. e-mail: dnasequencing@pgc.up.edu.ph		1.1 Answer the phone call or reply to an email inquiry. 1.2 Receive the walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>Research Associates</i>
2. Official quotation may be requested. Request or download Order Form and Client Conforme from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.		2.1 Acknowledge the request. 2.2 Send the official quotation, Order Form and Client Conforme or refer the client to download the forms from the PGC website. 2.3 Provide sample submission requirements.	None	1 Hour	<i>Research Associates</i>
3. Send samples along with the filled out Order Form, Client Conforme and Client Information Sheet (for a new client) in the DSCF room 111 A (Receiving		3.1 Receive the samples. 3.2 Inspect for improper/damaged packaging,	None	10 Minutes	<i>Junior Office Assistant</i>



<p>Room) or via service courier to DNA Sequencing Core Facility address. For walk-in clients, fill out all the required necessary documents prior to submission.</p> <p><i>Take note that DSCF does not accept Category A pathogens (for isolates only).</i></p>	<p>sample spillage, or any visible signs of contamination.</p> <p>3.3 Check whether the sample labeling corresponds to the encoded information in the Order Form.</p> <p>3.4 Update the Client and Projects Tracking file and designate a Client ID (for a new client) and Project Number.</p>			
<p>4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>4.1 Verify the information listed.</p> <p>4.2 DSCF reviews the documents.</p> <p>4.3 If there are no lacking details or documents, DSCF will issue the Acknowledging Receipt (AR) to the client.</p> <p>4.4 Reiterate the service availed, turnaround time and terms of payment.</p>	None	10 Minutes	<i>Junior Office Assistant</i>
<p>5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff.</p> <p><i>*The project is in effect upon receipt of AR.</i></p>	<p>5.1 Implement the project.</p> <p>5.2 Perform the extraction.</p> <p>5.3 For samples that yield good</p>	None	2 days	<i>Research Associates</i>



	<p>results proceed to Step 8.</p> <p>5.4 For the sample/s that failed the extraction, e-mail the client.</p> <p>5.5 If the client wants to continue with the processing of failed samples, send a waiver releasing the DSCF of any liability regarding the quality of the results and proceed to Step 6.</p> <p>5.6 For resubmission of samples, proceed to Step 7.</p>			
6. Acknowledge the report and sign the waiver.	<p>6.1 Acknowledge the signed waiver.</p> <p>6.2 Continue with the processing of the samples.</p> <p>6.3 Go to Step 8.</p>	None	1 day	<i>Research Associates</i>
7. Resend samples that failed the QC.	<p>7.1 Wait for the sample resubmission.</p> <p>7.2 Go to Step 5.2.</p> <p>*Every repetition of extraction would cost an additional fee.</p>	None	1 day	<i>Research Associates</i>
8. Wait for the project completion.	8.1 Once the project is done, send an e-mail	None	1 day	<i>Research Associates</i>



	of completion and billing statement to the client.			
9. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	9.1 Acknowledge receipt of the proof of payment. 9.2 Release the results. 9.3 Release official receipt (OR). 9.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.	*Please see the price list below.	1 day	<i>Junior Office Assistant, Research Associates</i>
TOTAL			6 days, 2 hours and 20 mins	
Method	Price (Php)		Unit	
Spin-column	694.00		Per sample	
Magnetic -bead (Blood)	836.00		Per sample	
Magnetic - bead (Cell and Tissue)	578.00		Per sample	
Organic-Liquid Extraction	1,379.00		Per sample	



2. Nucleic Acid Quantification/ Characterization

For sample quality and quantitation assessment using NanoDrop Spectrophotometer, Qubit Fluorometer, MultiNA, and TapeStation.

Office or Unit:	DNA Sequencing Core Facility			
Classification:	Highly Technical			
Type of Transaction:	G2C G2B G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
First Time Client <ul style="list-style-type: none"> Client Information Sheet (1 copy) Order Form (1 copy) Client Conforme (2 copies) Old Client <ul style="list-style-type: none"> Order Form (1 copy) Client Conforme (2 copies) 	PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of service or contact through the following details: a. telephone: (02) 981-8500, local 4707 b. e-mail: dnasequencing@pgc.up.edu.ph	1.1 Answer the phone call or reply to an e-mail inquiry. 1.2 Receive the walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>Research Associates</i>
2. Official quotation may be requested. Request or download Order Form and Client Conforme from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.	2.1 Acknowledge the request. 2.2 Send the official quotation, Order Form and Client Conforme or refer the client to download the forms from the PGC website. 2.3 Provide Sample Submission Requirements.	None	1 Hour	<i>Research Associates</i>



<p>3. Send samples along with the filled out Order Form, Client Conformance and Client Information Sheet (for a new client) in the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility address. For walk-in clients, fill out all the required necessary documents prior to submission.</p>	<p>3.1 Receive the samples. 3.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination. 3.3 Check whether the sample labeling corresponds to the encoded information in the Order Form. 3.4 Update the Client and Projects Tracking file and designate a Client ID (for a new client) and Project Number.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Junior Office Assistant</i></p>
<p>4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>4.1 Verify the information listed. 4.2 DSCF reviews the documents. 4.3 If there are no lacking details or documents, DSCF will issue the Acknowledging Receipt (AR) to the client. 4.4 Reiterate the service availed, turnaround time and terms of payment.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Junior Office Assistant</i></p>
<p>5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff. <i>*The project is in effect upon receipt of AR.</i></p>	<p>5.1 Implement the project. 5.2 Perform assay.</p>	<p>None</p>	<p>2 hours</p>	<p><i>Research Associates</i></p>
<p>6. Wait for the project completion.</p>	<p>6. Once the project is done, send an e-mail of completion and</p>	<p>None</p>	<p>5 Hours</p>	<p><i>Research Associates</i></p>



	billing statement to the client.			
7. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	7.1 Acknowledge receipt of the proof of payment. 7.2 Release the results. 7.3 Release official receipt (OR). 7.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.	*Please see the price list below.	1 Hour	<i>Junior Office Assistant, Research Associates</i>
TOTAL			10 hours and 20 minutes	
Method	Price (Php)	Unit		
Qubit 2.0 fluorometric	292.00	per sample		
MultiNA microchip electrophoresis (DNA)	194.00	per sample		
MultiNA microchip electrophoresis (RNA)	240.00	per sample		
TapeStation (Genomic DNA)	1,460.00	per sample		
TapeStation (D1000)	1,540.00	per sample		
TapeStation (D5000)	1,090.00	per sample		
TapeStation (HS - D1000)	1,400.00	per sample		
TapeStation (HS - D5000)	1,520.00	per sample		
TapeStation (RNA)	920.00	per sample		
TapeStation (HS - RNA)	1,090.00	per sample		
Agarose Gel Electrophoresis	354.00	per run		
Pulsed-field gel electrophoresis	5,190.00	per run		

3. Polymerase Chain Reaction (PCR)

Polymerase Chain Reaction (PCR) targets and amplifies your DNA region of interest using pre-designed primers.

Office or Unit:	DNA Sequencing Core Facility		
Classification:	Highly Technical		
Type of Transaction:	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government		
Who may avail:	All		
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE		



<p>First Time Client</p> <ul style="list-style-type: none"> • Client Information Sheet (1 copy) • Order Form (1 copy) • Client Conforme (2 copies) <p>Old Client</p> <ul style="list-style-type: none"> • Order Form (1 copy) • Client Conforme (2 copies) 	PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of sequencing service or you may contact through the following details: a. telephone: (02) 981-8500, local 4707 b. e-mail: dnasequencing@pgc.up.edu.ph	1.1 Answer the phone call or reply to an email inquiry. 1.2 Receive the walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>Research Associates</i>
2. Official quotation may be requested. Request or download Order Form and Client Conforme from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.	2.1 Acknowledge the request. 2.2 Send the official quotation, Order Form and Client Conforme or refer the client to download the forms from the PGC website. 2.3 Provide Sample Submission Requirements.	None	1 Hour	<i>Research Associates</i>
3. Send samples along with the filled out Order Form, Client Conforme and Client Information Sheet (for new clients) in the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility address. For walk-in clients, fill out all the required	3.1 Receive the samples. 3.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination. 3.3 Check whether the sample	None	10 Minutes	<i>Junior Office Assistant</i>



necessary documents prior to submission.	labeling corresponds to the encoded information in the Order Form. 3.4 Update the Client and Projects Tracking file and designate a Client ID (for a new client) and Project Number.			
4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).	4.1 Verify the information listed. 4.2 DSCF reviews the documents. 4.3 If there are no lacking details or documents, DSCF will issue the Acknowledging Receipt (AR) to the client. 4.4 Reiterate the service availed, turnaround time and terms of payment.	None	10 Minutes	<i>Junior Office Assistant</i>
5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff. <i>*The project is in effect upon receipt of AR.</i>	5.1 Implement the project. 5.2 Perform quality check. 5.3 For samples that passed the QC proceed to Step 8 . 5.4 For the sample/s that failed the QC, email client. 5.5 If the client wants to continue with the processing of failed samples, send a waiver releasing the DSCF of any liability regarding the quality of the	None	1 day	<i>Research Associates</i>



	results and proceed to Step 6. 5.6 For resubmission of samples, proceed to Step 7.			
6. Acknowledge the report and sign the waiver.	6.1 Acknowledge the signed waiver. 6.2 Continue with the processing of the samples. 6.3 Go to Step 8.	None	1 day	<i>Research Associates</i>
7. Resend samples that failed the QC.	7.1 Wait for the sample resubmission. 7.2 Go to Step 5.2.	None	2 days	<i>Research Associates</i>
8. Wait for the project completion.	8.1 Once the project is done, send an e-mail of completion and billing statement to the client.	None	3 days	<i>Research Associates</i>
9. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	9.1 Acknowledge receipt of the proof of payment. 9.2 Release the results. 9.3 Release official receipt (OR). 9.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.	*Please price list below.	1 Hour	<i>Junior Office Assistant, Research Associates</i>
TOTAL			7 Days, 3 hours and 20 Minutes	
Method	Price (Php)	Unit		
PCR	200.00	per sample		

4. DNA/PCR Purification

Purification of PCR amplicons using enzymatic, spin-column and bead-based methods for downstream applications.

Office or Unit:	DNA Sequencing Core Facility
------------------------	------------------------------



Classification:	Highly Technical			
Type of Transaction:	G2C G2B G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
First Time Client <ul style="list-style-type: none"> Client Information Sheet (1 copy) Order Form (1 copy) Client Conforme (2 copies) Old Client <ul style="list-style-type: none"> Order Form (1 copy) Client Conforme (2 copies) 		PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIB LE
1. Consult DSCF for the type of sequencing service or contact through the following details: a. Telephone: (02) 981-8500, local 4707 b. E-mail: dnasequencing@pgc.up.edu.ph	1.1 Answer the phone call or reply to an e-mail inquiry. 1.2 Receive the walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>Research Associates</i>
2. Official quotation may be requested. Request or download Order Form and Client Conforme from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.	2.1 Acknowledge the request. 2.2 Send the official quotation, Order Form and Client Conforme or refer the client to download the forms from the PGC website. 2.3 Provide Sample Submission Requirements.	None	1 Hour	<i>Research Associates</i>
3. Send samples along with the filled out Order Form, Client Conforme and Client Information Sheet (for a new client) in the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility	3.1 Receive the samples. 3.2 Inspect for improper/ damaged packaging, sample spillage,	None	10 Minutes	<i>Junior Office Assistant</i>



<p>address. For walk-in clients, fill out all the required necessary documents prior to submission.</p>	<p>or any visible signs of contamination. 3.3 Check whether the sample labeling corresponds to the encoded information in the Order Form. 3.4 Update the Client and Projects Tracking file and designate a Client ID (for a new client) and Project Number.</p>			
<p>4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>4.1 Verify the information listed. 4.2 DSCF reviews the documents. 4.3 If there are no lacking details or documents, DSCF will issue the Acknowledging Receipt (AR) to the client. 4.4 Reiterate the service availed, turnaround time and terms of payment.</p>	None	10 Minutes	<i>Junior Office Assistant</i>
<p>5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff. <i>*The project is in effect upon receipt of AR.</i></p>	<p>5.1 Implement the project. 5.2 Perform quality check. 5.3 For samples that passed the QC proceed to Step 8. 5.4 For the sample/s that failed the QC, e-mail the client.</p>	None	1 day	<i>Research Associates</i>



	<p>5.5 If the client wants to continue with the processing of failed samples, send a waiver releasing the DSCF of any liability regarding the quality of the results and proceed to Step 6.</p> <p>5.6 For resubmission of samples, proceed to Step 7.</p>			
6. Acknowledge the report and sign the waiver.	<p>6.1 Acknowledge the signed waiver.</p> <p>6.2 Continue with the processing of the samples.</p> <p>6.3 Go to Step 8.</p>	None	1 day	<i>Research Associates</i>
7. Resend samples that failed the QC.	<p>7.1 Wait for the sample resubmission.</p> <p>7.2 Go to Step 5.2.</p>	None	2 days	<i>Research Associates</i>
8. Wait for the project completion.	<p>8.1 Once the project is done, send an e-mail of completion and billing statement to the client.</p>	None	3 days	<i>Research Associates</i>
9. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	<p>9.1 Acknowledge receipt of the proof of payment.</p> <p>9.2 Release the results.</p> <p>9.3 Release official receipt (OR).</p>	*Please price list below.	1 Hour	<i>Junior Office Assistant, Research Associates</i>



	9.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.			
TOTAL			7 Days, 3 hours and 20 Minutes	
Method	Price (Php)	Unit		
Enzymatic cleanup	202.00	per sample		
Magnetic bead-based cleanup	342.00	per sample		
Gel Excision (recovery kit)	367.00	per sample		
Gel Excision (freeze and Squeeze)	818.00	per sample		

5. Sanger Sequencing

Capillary or Sanger sequencing by capillary electrophoresis is the gold standard sequencing of purified PCR products/amplicons up to 1000 bp and plasmids.

Office or Unit:	DNA Sequencing Core Facility			
Classification:	Highly Technical			
Type of Transaction:	G2C G2B G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
First Time Client <ul style="list-style-type: none"> ● Client Information Sheet (1 copy) ● Order Form (1 copy) ● Client Conforme (2 copies) Old Client <ul style="list-style-type: none"> ● Order Form (1 copy) ● Client Conforme (2 copies) 	PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of sequencing service or contact	1.1 Answer the phone call or reply to an e-mail inquiry.	None	1 Hour	<i>Research Associates</i>



<p>through the following details:</p> <p>a. telephone: (02) 981-8500, local 4707</p> <p>b. e-mail: dnasequencing@pgc.up.edu.ph</p>	<p>1.2 Receive walk-in consultation.</p> <p>1.3 Determine the type of service to be availed.</p>			
<p>2. Official quotation may be requested. Request or download Order Form and Client Conforme from the PGC website. For first-time client, download and fill out the Client Information Sheet and submit to DSCF.</p>	<p>2.1 Acknowledge the request.</p> <p>2.2 Send the official quotation, Order Form and Client Conforme or refer the client to download the forms from the PGC website.</p> <p>2.3 Provide sample Sample Submission Requirements.</p>	None	1 Hour	<i>Research Associates</i>
<p>3. Send samples along with the filled out Order Form, Client Conforme and Client Information Sheet (for a new client) in the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility. For walk-in clients, fill out all the required necessary documents prior to submission.</p>	<p>3.1 Receive the samples.</p> <p>3.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination.</p> <p>3.3 Check whether the sample labeling corresponds to the encoded information in the Order Form.</p> <p>3.4 Encode sample submission to the Client and Projects Tracking and designate a Project Number. Assign a Client ID for the new clients.</p>	None	10 Minutes	<i>Junior Office Assistant</i>
<p>4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>4.1 Verify the information listed.</p> <p>4.2 DSCF reviews the documents.</p> <p>4.3 If there are no lacking details or documents, DSCF will issue the Acknowledging Receipt (AR) to the client.</p>	None	10 Minutes	<i>Junior Office Assistant</i>



	4.4 Reiterate the service availed, turnaround time and terms of payment.			
5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff. <i>*The project is in effect upon receipt of AR.</i>	5.1 Implement the project. 5.2 Perform quality check assays prior to downstream analysis. 5.3 For samples that passed the QC proceed to Step 8 . 5.4 For the sample/s that failed the QC, e-mail the client. 5.5 If the client wants to continue with the processing of failed samples, send a waiver releasing the DSCF of any liability regarding the quality of the results and proceed to Step 6 . 5.6 For resubmission of samples, proceed to Step 7 .	None	5 days	<i>Research Associates</i>
6. Acknowledge the report and sign the waiver.	6.1 Acknowledge the signed waiver. 6.2 Continue with the processing of the samples. 6.3 Go to Step 8 .	None	1 day	<i>Research Associates</i>
7. Resend samples that failed the QC.	7.1 Wait for the sample resubmission. 7.2 Go to Step 5.2 .	None	2 days	<i>Research Associates</i>
8. Wait for the project completion.	8.1 Once the project is done, send a service report and billing statement to the client via e-mail.	None	1 day	<i>Research Associates</i>
9. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	9.1 Acknowledge receipt of the proof of payment. 9.2 Release the results. 9.3 Release official receipt (OR). 9.4 For direct payment to the UP	PHP 250.00 per single pass reaction of purified sample	1 Hour	<i>Junior Office Assistant, Research Associates</i>



	System Cash Office, the client may directly claim the OR.			
TOTAL	PHP 250.00 per pass reaction of purified PCR sample	9 days, 3 hours 20 minutes		

6. Fragment Analysis

Fluorescent-tagged fragments of DNA are sized by capillary electrophoresis comparison to a size standard. Its applications include microsatellite (STR) analysis, SNP genotyping, fingerprinting, and relative fluorescence quantitation.

Office or Unit:	DNA Sequencing Core Facility			
Classification:	Highly Technical			
Type of Transaction:	G2C G2B G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
First Time Client <ul style="list-style-type: none"> Client Information Sheet (1 copy) Order Form (1 copy) Client Conformance (2 copies) Old Client <ul style="list-style-type: none"> Order Form (1 copy) Client Conformance (2 copies) 		PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of sequencing service or contact through the following details: <ul style="list-style-type: none"> a. telephone: (02) 981-8500, local 4707 b. e-mail: dnasequencing@pgc.up.edu.ph 	1.1 Answer the phone call or reply to an e-mail inquiry. 1.2 Receive the walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>Research Associates</i>



<p>2. Official quotation may be requested. Request or download Order Form and Client Conformance from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.</p>	<p>2.1 Acknowledge the request. 2.2 Send the official quotation, Order Form and Client Conformance or refer the client to download the forms from the PGC website. 2.3 Provide Sample Submission Requirements.</p>	<p>None</p>	<p>1 Hour</p>	<p><i>Research Associates</i></p>
<p>3. Send samples along with the filled out Order Form, Client Conformance and Client Information Sheet (for a new client) in the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility address. For walk-in clients, fill out all the required necessary documents prior to submission.</p>	<p>3.1 Receive the samples. 3.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination. 3.3 Check whether the sample labeling corresponds to the encoded information in the Order Form. 3.4 Update the Client and Projects Tracking file and designate a Client ID (for a new client) and Project Number.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Junior Office Assistant</i></p>
<p>4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>4.1 Verify the information listed. 4.2 DSCF reviews the documents. 4.3 If there are no lacking details or documents, DSCF will issue the</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Junior Office Assistant</i></p>



	Acknowledging Receipt (AR) to the client. 4.4 Reiterate the service availed, turnaround time and terms of payment.			
5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff. <i>*The project is in effect upon receipt of AR.</i>	5.1 Implement the project. 5.2 Perform the service requested.	None	1 Day	<i>Research Associates</i>
6. Wait for the project completion.	6.1 Once the project is done, send an e-mail of completion and billing statement to the client.	None	1 Day	<i>Research Associates</i>
7. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	7.1 Acknowledge receipt of the proof of payment. 7.2 Release the results. 7.3 Release official receipt (OR). 7.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.	*Please price list below.	1 Hour	<i>Junior Office Assistant, Research Associates</i>
TOTAL			2 days, 3 hours and 20 minutes	
Method	Price (Php)	Unit		
Fragment Analysis	210.00	Per Sample		

7. Next-Generation Sequencing (NGS)

Depending on the desired quality, yield, read length, and cost, PGC offers next generation sequencing using different platforms to generate high-resolution sequence data. This includes library preparation and the actual sequencing run.



Office or Unit:	DNA Sequencing Core Facility			
Classification:	Highly Technical			
Type of Transaction:	G2C G2B G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
First Time Client <ul style="list-style-type: none"> • Client Information Sheet (1 copy) • Order Form (1 copy) • Client Conforme (2 copies) Old Client <ul style="list-style-type: none"> • Order Form (1 copy) • Client Conforme (2 copies) 	PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of sequencing service or contact through the following details: <ol style="list-style-type: none"> a. Telephone: (02) 981-8500, local 4707 b. Email: dnasequencing@pgc.up.edu.ph 	1.1 Answer the phone call or reply to an e-mail inquiry. 1.2 Receive the walk-in consultation. 1.3 Determine the type of service to be availed. 1.4 A project manager will be assigned.	None	1 Hour	<i>Research Associates</i>
2. Consult the Project Manager for the project plan.	2.1 Discuss and plan the project. 2.2 Prepare the Final Project plan. 2.3 Provide Sample Submission Requirements.	None	1 Hour	<i>Research Associates</i>
3. Request the official quotation and Order Form from the PGC. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.	3.1 Send the official quotation and Order Form or refer the client to download the forms from the PGC website. 3.2 Update the Client and Projects Tracking file and designate a Client ID (for a new client) and Project Number. 3.3 Prepare the final project plan.	None	1 Hour	<i>Research Associates</i>



<p>4. Receive and acknowledge the final project plan.</p>	<p>4.1 Provide Sample Submission Requirements.</p>	<p>None</p>	<p>1 Hour</p>	<p><i>Research Associates</i></p>
<p>5. Send samples along with the filled out Order Form at the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility address.</p>	<p>5.1 Receive the samples. 5.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination. 5.3 Check whether the sample labeling corresponds to the encoded information in the Order Form.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Junior Office Assistant, Research Associates</i></p>
<p>6. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>6.1 Verify the information listed. 6.2 DSCF reviews the documents. 6.3 If there are no lacking details or documents, DSCF will issue the Acknowledging Receipt (AR) to the client. 6.4 Reiterate the service availed, turnaround time and terms of payment.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Junior Office Assistant</i></p>
<p>7. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff. <i>*The project is in effect upon receipt of AR.</i></p>	<p>7.1 Implement the project. 7.2 Perform quality check assays. 7.3 For samples that passed the QC proceed to Step 10. 7.4 For the sample/s that failed the QC, e-mail QC report to the client. 7.5 If the client wants to continue with the processing of failed samples, send a waiver releasing the DSCF of any liability regarding the quality of the results and proceed to Step 8. 7.6 For resubmission of samples, proceed to Step 9.</p>	<p>None</p>	<p>1 day</p>	<p><i>Research Associates</i></p>



8. Acknowledge the report and sign the waiver.	8.1 Acknowledge the signed waiver. 8.2 Continue with the processing of the samples. 8.3 Go to Step 10.	None	1 day	<i>Research Associates</i>
9. Resend samples that failed the QC.	9.1 Wait for the sample resubmission. 9.2 Go to Step 7.2. *Every repetition of the process would cost an additional fee.	None	2 days	<i>Research Associates</i>
10. Wait for the project completion.	10.1 Once the project is done, send the Service Report and billing statement to the client.	None	15 days	<i>Research Associates</i>
11. Acknowledge the email and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a copy of the proof of payment.	11.1 Acknowledge receipt of the proof of payment. 11.2 Release the results. 11.3 Release official receipt (OR). For direct payment to the UP System Cash Office, the client may directly claim the OR. 11.4 Issue an Acknowledgement of Project Completion (APC).	*Please see below the price list.	1 Hour	<i>Junior Office Assistant, Research Associates</i>
12. Acknowledge and sign the Acknowledgement of Project Completion (APC)	12.1 File the signed Acknowledgement of Project Completion (APC) and close the project.	None	1 Hour	<i>Senior Research Associate DSCF</i>
TOTAL			19 days, 6 hours and 20 minutes	
Method	Price (Php)		Unit	
Library Preparation				
16S Metagenomics	2,725.00		per sample	
Nextera XT	8,700.00		per sample	
Nextera DNA Flex	10,194.00		per samples	
Nextera Mate Pair	30,750.00		per samples	
TruSeq DNA PCR-free	10,493.00		per sample	
TruSeq DNA Nano	10,058.00		per sample	
TruSeq Stranded mRNA	16,474.00		per sample	
TruSeq Stranded Total RNA (Plant)	26,871.00		per sample	
TruSeq Stranded Total RNA (H/M/R)	29,817.00		per sample	



TruSeq Small RNA	32,771.00	per sample
Nextera Exome	22,155.00	per sample
TruSeq DNA Exome	29,349.00	per sample
ForenSeq DNA Signature	12,070.00	per sample
PacBio Diffusion Loading for WGS of Small Genomes/Microbes/Amplicons	49,085.00	per sample
PacBio Diffusion Loading for WGS of Large Genomes	46,498.00	per sample
Ion Xpress Plus Fragment Library kit	11,974.00	per sample
Ion AmpliSeq	20,778.00	per sample
Sequencing Kits		
Miseq FGx Reagent Micro Kit (DPMA:36 samples; DPMB: 12 samples)	140,344.00	per run
Miseq FGx Reagent Kit (DPMA: 96 samples; DPMB: 32 samples)	327,469.00	per run
MiSeq Reagent Nano kit v2 (300 cycles)	52,497.00	per run
MiSeq Reagent Nano kit v2 (500 cycles)	62,658.00	per run
MiSeq Reagent Micro kit v2 (300 cycles)	78,745.00	per run
MiSeq Reagent Kit v2 kit (300 cycles)	187,972.00	per run
MiSeq Reagent Kit v2 kit (500 cycles)	210,834.00	per run
MiSeq Reagent Kit v3 kit (150 cycles)	162,571.00	per run
MiSeq Reagent Kit v3 kit (600 cycles)	275,184.00	per run
NextSeq 500/550 Mid Output v2.5 kit (150 cycles)	193,899.00	per run
NextSeq 500/550 Mid Output v2.5 kit (300 cycles)	312,440.00	per run
NextSeq 500/550 High Output v2.5 kit (75 cycles)	265,871.00	per run
NextSeq 500/550 High Output v2.5 kit (150 cycles)	509,726.00	per run
NextSeq 500/550 High Output v2.5 kit (300 cycles)	816,238.00	per run
NovaSeq 6000 SP Reagent Kit (2 x 50 bp)	381,024.00	per run
NovaSeq 6000 SP Reagent Kit (2 x 150 bp)	651,975.00	per run
NovaSeq 6000 SP Reagent Kit (2 x 250 bp)	931,392.00	per run
NovaSeq 6000 S1 Reagent Kit (2 x 50 bp)	706,709.00	per run
NovaSeq 6000 S1 Reagent Kit (2 x 100 bp)	948,024.00	per run



NovaSeq 6000 S1 Reagent Kit (2 x 150 bp)	1,117,670.00	per run
NovaSeq 6000 S2 Reagent Kit (2 x 50 bp)	1,637,496.00	per run
NovaSeq 6000 S2 Reagent Kit (2 x 100 bp)	2,240,784.00	per run
NovaSeq 6000 S2 Reagent Kit (2 x 150 bp)	2,582,496.00	per run
NovaSeq 6000 S4 Reagent Kit (2 x 100 bp)	4,521,485.00	per run
NovaSeq 6000 S4 Reagent Kit (2 x 150 bp)	5,212,409.00	per run
Sequel SMRT Cell 1M v3 (inclusive of equipment use)	219,340.00	per run
Sequel SMRT Cell 1M v3 LR (inclusive of equipment use)	259,119.00	per run
Ion Sequencing	229,290.00	per run

8. Equipment/ Laboratory Use

Laboratory and equipment use allow researchers to conduct experiments for the research needs using the available resources at PGC, subject to availability.

Office or Unit:	DNA Sequencing Core Facility				
Classification:	Highly Technical				
Type of Transaction:	G2C G2B G2G				
Who may avail:	All				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE			
First Time Client: <ul style="list-style-type: none"> Client Information Sheet (1 copy) Equipment/Laboratory Use Form (1 copy) Client Conforme (2 copies) Old Client: <ul style="list-style-type: none"> Equipment/Laboratory Use Form (1 copy) Client Conforme (2 copies) 		PGC website/DSCF e-mail request/ DSCF 111A Receiving Room			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of sequencing service or contact through the following details:		1.1 Answer the phone call or reply to an e-mail inquiry.	None	1 Hour	All Laboratory Personnel DSCF



<p>a. telephone: (02) 981-8500, local 4707</p> <p>b. e-mail: dnasequencing@pgc.up.edu.ph</p>	<p>1.2 Receive the walk-in consultation.</p> <p>1.3 Determine the type of service to be availed.</p>			
<p>2. Submit through email a copy of the protocol to be used in the experiment, including the list of equipment and samples to be used.</p>	<p>2.1 Assess the experiment/protocol for machine requirements and compatibility issues.</p> <p>2.2 Send compatible kits for each equipment.</p>	None	1 Day	<i>All Laboratory Personnel DSCF</i>
<p>3. Official quotation may be requested. Request or download Equipment/Laboratory Use Form and Client Conformance from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.</p>	<p>3.1 Acknowledge the request.</p> <p>3.2 Send the official quotation, Equipment/Laboratory Use Form and Client Conformance or refer the client to download the forms from the PGC website.</p> <p>3.3 Provide Sample Submission Requirements.</p>	None	1 Hour	<i>Research Associates</i>
<p>4. Request your schedule of equipment and laboratory use.</p>	<p>4.1 Check the availability of the equipment and laboratory.</p> <p>4.2 Schedule and reserve the equipment and laboratory.</p>	None	1 Day	<i>All Laboratory Personnel DSCF</i>
<p>5. Send back the filled out Equipment/ Laboratory Use Form and Client Conformance.</p>	<p>5.1 Acknowledge receipt of the required documents.</p> <p>5.2 Log in the new client details to</p>	None	10 Minutes	<i>All Laboratory Personnel DSCF</i>



	the Client and Project Tracking file.			
6. Come to DSCF at the specified starting date of request and secure a laboratory pass. *The laboratory pass should be worn conspicuously at all times inside the laboratory.	6.1 Inform guard on duty at the lobby for access to the laboratory.	None	10 Minutes	All Laboratory Personnel DSCF
7. Declare the items for lab entry at the Guard in the lobby.	7.1 Inspect the items declared. Undeclared items cannot be allowed to leave the premise of the laboratory.	None	10 Minutes	All Laboratory Personnel DSCF
8. Fill out the necessary fields in the Logbook for Equipment/ Laboratory Use in the laboratory.	8.1 Give the Logbook for Equipment/ Laboratory Use 8.2 Update the Equipment/ Laboratory Use tracking file.	None	5 Minutes	All Laboratory Personnel DSCF
9. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff. *The project is in effect upon receipt of AR.	9.1 Implement the project. 9.2 Perform the service requested.	None	10 Minutes	Junior Office Assistant, Research Associates
10. Conduct equipment/ laboratory use.	10.1 Facilitate equipment/ laboratory use. 10.2 Assist in the first run of the equipment or experiment.	None	1 Day	All Laboratory Personnel DSCF
11. Inform DSCF staff after the experiment.	11.1 Inspect the equipment and laboratory room. 11.2 Send the billing statement.	*Please see price list below	10 Minutes	All Laboratory Personnel DSCF
12. Pay the outstanding balance through one of the modes of payment stipulated in the billing	12.1 Acknowledge receipt of the proof of payment.	None	5 Minutes	All Laboratory Personnel DSCF



statement. Send a scanned copy of the proof of payment.	12.2 Release the results. 12.3 Release official receipt (OR). 12.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.			
13. Submit oneself for inspection upon leaving the establishment.	13.1 Inspect for any questionable objects/items belonging to the establishment.	None	10 Minutes	Security Guard PGC Lobby
TOTAL			3 days, 4 hours and 10 minutes	
Equipment	Price (Php)	Unit		
ABI 7500 fast real-time PCR	2,267.00	per run		
Varioskan flash/lux multimode multiplate reader	462.00	per run		
Covaris ultrasonicator	276.00	per sample		
Pippin prep library size selection	432.00	per sample		
3730 xl for MSI Analysis	4,013.00	per sample		
3730 xl for Fragment Analysis	8,697.00	per plate (96 samples)		

9. Training

It involves lecture and laboratory training from basic to advanced molecular biology techniques for genomics, sequencing workflows.

Office or Unit:	DNA Sequencing Core Facility	
Classification:	Highly Technical	
Type of Transaction:	G2C G2B G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
First Time Client: <ul style="list-style-type: none"> Client Information Sheet (1 copy) Equipment/Laboratory Use Form (1 copy) Client Conforme (2 copies) Old Client: <ul style="list-style-type: none"> Equipment/Laboratory Use Form (1 		PGC website/ DSCF E-mail request/ DSCF 111A Receiving Room



copy) • Client Conforme (2 copies)					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBL E
1. Consult DSCF for the type of sequencing service or contact through the following details: a. telephone: (02) 981-8500, local 4707 b. e-mail: dnasequencing@pgc.up.edu.ph	1.1 Answer the phone call or reply to an e-mail inquiry. 1.2 Receive the walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>All Laboratory Personnel</i> DSCF	
2. Official quotation may be requested. Request or download Training Form and Client Conforme from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.	2.1 Acknowledge the request. 2.2 Send the official quotation, Sample Training Form and Client Conforme or refer the client to download the forms from the PGC website.	None	1 Hour	<i>All Laboratory Personnel</i> DSCF	
3. Send back the filled out Training	3.1 Acknowledge receipt of the required documents.	None	10 Minutes	<i>All Laboratory Personnel</i> DSCF	



Form and Client Conforme.	Log in the new client details in the Client and Project Tracking file. Give the official quotation, Training Form and Client Conforme. Discuss the training guidelines.			
4. Come to DSCF at the specified starting date of request.	4.1 Brief on the General Safety Guidelines.	None	10 Minutes	<i>All Laboratory Personnel</i> DSCF
5. Fill out the necessary fields in the Logbook for Trainings in the laboratory.	5.1 Give the Logbook for Training. 5.1 Update the Training tracking file.	None	5 Minutes	<i>All Laboratory Personnel</i> DSCF
6. Immerse in the training.	6.1 Facilitate training. 6.2 Give laboratory orientation. 6.3 Lecture on the requested training. 6.4 Provide the workshop.	None	5 Days	<i>All Laboratory Personnel</i> DSCF
7. Get a copy of the billing statement after the request expires.	7.1 Send billing statement.	None	5 Minutes	<i>All Laboratory Personnel</i> DSCF
8. Pay the billing statement and send a scanned copy of the proof of payment.	8.1 Acknowledge receipt of the proof of payment. Release official receipt (OR). For direct payment to the UP System Cash Office, the client may directly claim the OR.		1 Hour	<i>All Laboratory Personnel</i> DSCF and <i>Junior Office Assistant</i> Admin's Office
TOTAL			5 days, 3 hours and 30 minutes	

Module	Price (Php)	Unit
Basic Molecular Biology Techniques for Next-Generation Sequencing (5 days training including hands-on exercises and lectures)	4,800.00	per person
Basic Library Preparation for Next-Generation Sequencing (5	33,500.00	per person



days training including hands-on exercises and lectures)		
--	--	--

INTERNAL SERVICES

A. Administrative Services Department

1. DV Creation for Non-up Salary (UP FMIS)

Maintains payroll information by collecting, calculating and entering data on the Financial Management Information System of UP. Will ensure compliance with government regulations, establishing and implementing policies on matters such as payroll calculation to employees.

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	Simple			
Type of Transaction:	G2C , G2G			
Who may avail:	Non- UP Contractuals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Daily Time Record or Certificate of Service		Admin forms Section		
Copy of Contract of Services or Job Order				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DTRs signed by the Head of Unit / Project Leader.	1. Consolidate the required documents and check for completeness. 1.2 Create Payroll thru UIS and send screen shot to the person-in-charge (Accounting Office) to run the payroll. 1.3 A confirmation from Accounting will mark the start of encoding the payroll to FMIS. 1.4 Print Payroll Disbursement Voucher for signature of the Executive Director. 1.5 Scan all documents including the	None	1 day	<i>Junior Office Manager (Administrative Officer)</i>



	signed voucher to be attached to FMIS. 1.6 Submit original copies to Accounting for payroll processing.			
TOTAL			1 day	

2. DV Creation for UP Employees' Honoraria (FMIS)

PGC has projects from different CUs. The processing of Honoraria are being done every month/ quarter. This will ensure compliance with government regulations, establishing and implementing policies on matters such as honoraria calculation to UP employees.

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	Simple			
Type of Transaction:	G2C , G2G			
Who may avail:	UP Employees (and from other CUs) Project Leaders, Project Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Certificate of Service		Admin forms section		
Copy of the Appointment Paper / Admin Order				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Certificate of Service signed by the Head of Unit.	1. Consolidate the required documents and check for completeness. 1.2 Encode the Honorarium pay in FMIS 1.3 Print Disbursement Voucher for signature of the Executive Director of the Center. 1.5 Scan all documents	none	1 day	<i>Junior Office Manager (Administrative Officer)</i>



	including the signed voucher to be attached to FMIS. 1.6 Submit original copies to Accounting for Honorarium processing.			
TOTAL			1 day	

3. DV Creation of Payment to Suppliers

Payment for Supplies/Materials/Equipment procured for a certain project.

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Suppliers and other government agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Sales Invoice / Official Receipt		Issued by the Supplier upon completion of delivered items/ services		
Complete set of attachments such as: NOA, signed P.O., Inspection reports, ARE or PAR (and other pertinent procurement documents)		Aside from the copies saved by the center, copies of the original documents can be requested from UPS Procurement Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Issue an Official Receipt or Sales Invoice.	1.Consolidate the documents and check for completeness. 1.2 Submit IAR to SPMO for the Inspection of Unit/Supplies. 1.3 After Inspection of SPMO, will proceed to the encoding in FMIS for DV printing. 1.4 DV will be signed by the head of Unit. 1.5 Scan all documents	none	3 days	<i>Junior Office Associate (Supply Officer) and Junior Office Manager (Admin Officer)</i>



	including the signed voucher to be attached in FMIS. 1.6 Submit DV and its attachments to Accounting Office for payment processing.			
TOTAL			2 days	

4. Preparation of Request for Cash Advance

Preparation of Requests for Cash Advances to provide limited amounts to faculty/ directors/ researchers for payment of their travel and/or project expenses.

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP Regular employee, Directors, Program and Project Leaders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request Letter		Admin Section		
Budget Clearance		UPS Budget Office, Office of the Vice President		
For Project use: Proof as a bonded person (Cash bond) and breakdown of expenses		Bureau of Treasury		
For travel use: Itinerary of Travel, Invitation, Program, Travel Authority/ Travel Order, Line-Item-Budget		Admin Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For Program/ Project use: Write a request letter for budget clearance address to Vice President for Planning and Finance thru Vice President for Academic Affairs with LIB and breakdown of expenses	1. Will endorse the letter to Vice President for Academic Affairs and Vice President for Planning and Finance for budget approval 1.2 Once approved, encode to FMIS for DV generation 1.3	none	3 days	<i>Project Staff, AO</i> <i>AO, Accounting Staff</i>
2. For Travel Use:	2. Will endorse the letter to Vice	none	3 days	<i>Project Staff,</i>



1. Submit summary of expenses and other attachments such as the approved request letter , budget clearance and original copies of receipts/ sales invoices.	1.Check submitted requirements for completeness. 1.1 Encode in FMIS for DV generation. 1.2 DV will be signed by the head of Unit. 1.3 Scan all documents including the signed voucher to be attached in FMIS. 1.4 Submit DV and its attachments to Accounting Office for processing.	none	3 days	Project Staff, AO
TOTAL			3 days	

6. DV Creation for Reimbursements

Creation of Disbursement Voucher for reimbursements of a project/ program, Staff and Directors

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	Complex			
Type of Transaction:	G2G, G2C			
Who may avail:	UP Regular employee, Directors, Program and Project Leaders, Staff , Consultants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Disbursement Voucher		Admin Section		
Budget Clearance		UPS Budget Office		
Summary of Expenses using the COA Memo No. 83-333 template		Project and/or Admin		
Original Receipt (OR) / Sales Invoice (SI)/ Certification of Expenses Not Requiring receipts (CENRR) for expenses Php300 and below and/or Reimbursement expense receipt (RER) for expenses Php301 and above		Project and/or Admin		
Three (3) canvass or quotations and Abstract of Quotation for expenses Php1,000 and above		Project and/or Admin		
For equipment / maintenance expenses : Pre-inspection Report form				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Submit summary of expenses and other attachments such as original copies of receipts/ sales invoices.</p>	<p>1. Check submitted requirements for completeness. 1.2 Encode in FMIS for DV generation. 1.3 DV will be signed by the Head of Unit. 1.4 Scan all documents including the signed voucher to be attached in FMIS. 1.5 Submit DV and its attachments to Accounting Office for payment processing.</p>	<p>none</p>	<p>2 days</p>	<p><i>Project Staff, AO</i></p>
<p>2. For equipment / maintenance expenses: OR/ SI and Pre-Inspection Report</p>	<p>2. Submit Pre-Inspection Report to SPMO, 2.1 Check submitted documents for completeness. 2.2 Encode in FMIS for DV generation. 2.3 DV will be signed by the Head of Unit. 2.4 Scan all documents including the signed voucher to be attached in FMIS. 2.5 Submit DV and its attachments to Accounting Office for payment processing.</p>		<p>2 days</p>	<p><i>Junior Office Associate</i></p> <p><i>Junior Office Manager</i></p>
TOTAL			<p>4 days</p>	



7. Issuance of Certificate of Service (For active Non-UP Contractual) with Center's seal

Certificate of Service is issued instead of Certificate of employment for Non-UP Contractual for the following purposes: For applications such as VISA, Job, Training/Workshop etc.

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	Non- UP Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter stating the purpose of request		Admin Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter of request addressed to the Executive Director of the Center.	1. Check the purpose of request/s. 1.2 Check Staff's 101 file 1.3 Create the Certificate of Service. 1.2 For approval and signature of the Executive Director 1.3 Issue the Certificate of Service (with seal).	none	2 days	<i>Junior Office Manager</i>
2. Receive the document by signing the receiving copy of the center.	2. Keep the receiving copy for filing.			
TOTAL			1 days	

8. Preparation of Contracts (Admin and Core Facilities)

A contract for services is a formal, legally binding agreement between UP System and a self-employed individual. The "no employee-employer relationship" is also reflected in the contract.

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	HT			
Type of Transaction:	G2B, G2G			
Who may avail:	Non- UP Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		



2. Receive the document by signing the receiving copy of the center.	2.1 The center will give the client a photocopy of the approved contract of services. 2.2 Original contract will be an attachment for the client's first salary.		1 day	
TOTAL			18 days	

9. Preparation of Research Proposals

A document proposing a research project generally constitutes a request for sponsorship/grant. These proposals are evaluated on the cost and potential impact to the Filipino Community.

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	HT			
Type of Transaction:	G2B, G2G			
Who may avail:	Research Professors, Directors, Project Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Line-Item-Budget		Admin Section		
Work plan				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit proposal.	1. Review submitted proposal for its completeness. 1.2 Endorse to Program Director for Technical Review.	none	3 days 3 days	Senior Office Manager
TOTAL			6 days	

10. Preparation of Financial Reports

Financial reports are being prepared monthly/ quarterly and annually. It is a way of presenting the research's financial status and activities.

Office or Unit:	Philippine Genome Center (Administrative Department)
Classification:	HT



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit updated Resume.	1. Create Basic Paper, completely filled out 1.2 For signature of Executive Director 1.3 Submit Basic Paper w/ resume and LIB to OVPAA for signature.	none	1 day	Senior Office Manager
TOTAL			1 day	

12. Preparation of Annual Operational Budget

Preparation of Annual Operational Budget for the center. It contains the estimated total value of resources/ utilities for the performance of the center's operations.

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	C			
Type of Transaction:	G2G			
Who may avail:	OVPAA, OVPPF, OP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Previous Line-Item-Budget		Admin Section		
Workplan				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Issue memo on the submission of Proposed Line Item budget.	1. All facilities will create their proposed budget for the incoming year. 1.2 Admin will consolidate the budget proposals from each team. 1.3 Utilities will be prepared by the building engineer and AO. 1.4 Submit budget proposal to OVPAA for endorsement to OVPPF.	none	5 days	Senior Office Manager, Junior Office Manager, Building engineer, Executive Director, Program Directors
TOTAL			5 days	

13. Preparation of Purchase Request (Admin Office)

Document prepared by the center to request / order materials/ equipment/ supplies

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	S			
Type of Transaction:	G2G			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SPCMIS Generated PR (UIS)		Admin Section		
PR Technical Specifications				
PPMP * or as advised				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Request documents as required for 50k below threshold.	1. Review and affix control number (unit) and Docutrack Number (UP Control Number). 1.2 Endorse for signature of PGC ED. 1.3 Scan and email copy to End	none	1 day	Junior Office Associate



	User for the UIS attachment, submission, approval, and P.O.).			
2. Attach emailed copy of PR to respective UIS account, then submit.	<p>2. Monitor submission from End User, then inform UIS approver (Unit Level).</p> <p>2.1 Pickup Budget Utilization Request (BUR) from System Budget Office.</p> <p>2.2 Re-scan PR files with BUR, then review attached quotation.</p> <p>2.3 Process award documents to lowest bidder and/or preferred supplier as justified (AOQ, PO).</p> <p>2.4 Email end user Purchase Order, duly signed by PGC ED, for send out to winning supplier.</p>		1 day	Senior Office Aide (Messenger)
			1 day	Junior Office Associate (Supply Officer)
TOTAL			2 days	

14. Facilitate Purchase Request *50k below (Core Offices and Projects)

A document prepared by the center, a project or program to request / order materials/ equipment/ supplies.

Office or Unit:	Philippine Genome Center (Administrative Department)	
Classification:	S	
Type of Transaction:	G2G	
Who may avail:		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
SPCMIS Generated PR (UIS)		Admin Section
PR Technical Specifications		
PPMP * or as advised		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Request documents as required for 50k below threshold.	1. Review and affix control number (unit) and Docutrack Number (UP Control Number). 1.2 Endorse for signature of PGC ED. 1.3 Scan and email copy to End User for the UIS attachment, submission, approval, and P.O.).	none	1 day	<i>Junior Office Associate</i>
2. Attach emailed copy of PR to respective UIS account, then submit.	2. Monitor submission from End User, then inform UIS approver (Unit Level). 2.1 Pickup Budget Utilization Request (BUR) from System Budget Office. 2.2 Re-scan PR files with BUR, then review attached quotation.		1 day	<i>Senior Office Aide (Messenger)</i>
	2.3 Process award documents to lowest bidder and/or preferred supplier as justified (AOQ, PO). 2.4 Email end user Purchase Order, duly signed by PGC ED, for send out to winning supplier.		1 day	<i>Junior Office Associate (Supply Officer)</i>
TOTAL			3 days	



15. Facilitate Purchase Request *50k above (Core Offices and Projects)

A document prepared by the center, a project or program to request/ order materials/ equipment/ supplies amounting to Php50,000 and below.

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	S			
Type of Transaction:	G2G			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
SPCMIS Generated PR (UIS)		Admin Section		
PR Technical Specifications				
PPMP * or as advised				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Purchase Request documents as required for 50k Above Threshold.	1. Review and affix control number (Unit) and Docutrack Number (UP Control Number).	none	1 day	<i>Junior Office Associate</i>
	1.2 Endorse for signature of PGC ED.		1 day	
	1.3 Scan and email copy to End User for the UIS attachment, submission and approval.			
	2. Monitor submission from End User, then inform UIS approver (Unit Level – A.O. & Head of Unit).	none	1 day	<i>Junior Office Associate</i>
	2.1 Pickup Budget Utilization Request (BUR) from System Budget Office.			<i>Senior Admin Aide (messenger)</i>
	2.2 Re-scan PR files with BUR for e-filing.		1 day	
	2.3 Prepare the PR Files for			<i>Junior Office Associate</i>



	endorsement to SVP or PB.			
TOTAL			2 days	

16. Venue / Office / Guest Room Rentals

A document prepared by the center, a project or program to request / order materials/ equipment/supplies.

Office or Unit:	Philippine Genome Center (Administrative Department)			
Classification:	S			
Type of Transaction:	G2G, G2C, G2B			
Who may avail:	PGC clients, suppliers, UP employees, Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Request		Admin Section		
Facilities Reservation Form		Admin Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request.	1. Check availability of room/venue 1.2. For Approval of the Executive Director.		1 hour	<i>Junior Office Manager</i>
2. Request Billing Statement.	2. Create Billing statement and endorse to Executive Director for signature. 2.1 Release billing statement conformed by the client.		1 day	<i>Junior Office Manager</i>
3. Pay rental fees at UP Cash Office and submit photocopy of OR to Admin Office.	3. Receive copy of OR as proof of payment.	LGF Cafeteria (6,000/8hrs) LGF Lounge (3,000/8hrs) UGF big Conference Room (3,500/8hrs)	1 hour	<i>Junior Office Manager</i>



		UGF Small Conference Room (2,000/8hrs) CFB Conference Room (2,500/8hrs) Guest Room (1,500/day)		
TOTAL			1 day and 2 hours	

B. Core Facility of Bioinformatics

1. Direct Access Service and Data Storage

DA clients can use the CFB's compute and storage systems for data analysis and storage, as well as program development. Our systems contain a multitude of tools and databases for bioinformatics analysis and other applications. Clients are also given user support, which include, among others, installation of new software and troubleshooting.

Office or Unit:	Philippine Genome Center - Core Facility for Bioinformatics			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Direct Access Request Form, Billing Address		PGC Website, Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download Direct Access Form from PGC Website.	1.			<i>Client</i>
2. Fill out Direct Access Form.	2.			<i>Client</i>
3. Have Direct Access form signed by project leader/lab head.	3.			<i>Client</i>
4. Submit to PGC-CFB.	4. Assess form details if correct.		3 hours	<i>PGC-CFB Staff</i>
5. If application is successful,	5. If application is		8 hours	<i>PGC-CFB Staff, Client</i>



schedule an orientation.	successful, schedule an orientation.			
6. Attend orientation.	6. Conduct orientation.		30 minutes to 1.5 hours	<i>PGC-CFB Staff, Client</i>
7. Pass the quiz.	7. Give the quiz.		30 minutes to 8 hours	<i>Client, PGC-CFB Staff</i>
8. Receive Direct Access details.	8. Give Direct Access details.		1 hour	<i>PGC-CFB Staff</i>
9. Connect to and use the PGC-CFB servers.	9. Bill the client of the usage.	3.0 Php per resource-hour, 100 Php Submission Fee, 30 Php per terabyte chunk	1 Month	<i>PGC-CFB Staff, Client</i>
TOTAL		N/A		

2. Custom Bioinformatics Service

The CFB also offers customized analysis pipeline design, execution, custom scripting, and consultation depending on our clients' needs or research questions.

Office or Unit:	Philippine Genome Center - Core Facility for Bioinformatics			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Custom Service Request Form, Billing Address Input Data Desired Output		PGC Website, ClientClientClient		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Download Custom Service Request from PGC Website.	1.			Client
2.Fill out Custom Service Request Form.	2.			Client



3. Have Custom Service Request form signed by project leader/lab head.	3.			Client
4. Submit to PGC-CFB.	4. Assess form details if correct.		3 hours	PGC-CFB Staff
5. If application is successful, schedule a meeting.	5. If application is successful, schedule a meeting.		8 hours	PGC-CFB Staff, Client
6. Attend meeting, and come up with and agree with the workflow, pricing, tools to use, and other analysis details.	6. Attend meeting, and come up with and agree with the workflow, pricing, tools to use, and other analysis details.		1 to 2 hours	PGC-CFB Staff, Client
7. Provide decisions about the analysis.	7. Implement analysis. Consult decision points with clients.		2 - 3 months	Client, PGC-CFB Staff
8. Receive final report and data.	8. Craft final report and give it to the client along with all of the data produced.		8 hours	PGC-CFB Staff, Client
9. Give payment for service.	9. Receive payment for service.	3.0 Php per resource-hour, 100 Php Submission Fee, 30 Php per terabyte chunk, 300 Php Man-hours	1 month	PGC-CFB Staff, Client
TOTAL		N/A		

3. Bioinformatics Trainings and Workshops (Commissioned)

Researchers who want to enhance their knowledge on the latest advances in genomics and bioinformatics may request trainings.

Office or Unit:	Philippine Genome Center - Core Facility for Bioinformatics
Classification:	Highly Technical
Type of Transaction:	G2C, G2B, G2G
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



Training Request Form, Billing Address		PGC Website, Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download Training Request Form from PGC Website.	1.			Client
2. Fill out Training Request Form.	2.			Client
3. Have Training Request form signed by project leader/lab head.	3.			Client
4. Submit to PGC-CFB.	4. Assess form details if correct.		3 hours	PGC-CFB Staff
5. If application is successful, schedule a meeting.	5. If application is successful, schedule a meeting.		8 hours	PGC-CFB Staff, Client
6. Attend meeting, and come up with training topics, and other details.	6. Attend meeting, and come up with training topics, and other details.		1 to 2 hours	PGC-CFB Staff, Client
7. Organize and attend training.	7. Organize and attend training.		3 to 5 days	Client, PGC-CFB Staff
9. Give payment for service.	9. Receive payment for service.	2,500 per head	1 month	PGC-CFB Staff, Client
TOTAL		N/A		

4. Bioinformatics Trainings and Workshops (Public)

The CFB also organizes public trainings and workshops which aim to increase the bioinformatics awareness and capacity in the country.

Office or Unit:	Philippine Genome Center - Core Facility for Bioinformatics			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Training Request Form, Billing Address		PGC Website, Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for public training and workshop.	1. Offer public training and workshops.		1 - 3 months	Client, PGC-CFB Staff



2. Fill out training application form.	2. Filter and inform applicants.		1 week	Client, PGC-CFB Staff
3. Attend training.	3. Organize and attend training.		5 days	Client, PGC-CFB Staff
4. Give payment for service.	4. Receive payment for service.	2,500 per head	3 hours	PGC-CFB Staff
TOTAL		N/A		

C. Core Facility of Bioinformatics

1. DNA Extraction

DNA extraction involves the isolation of nucleic acid material from cells. It includes the extraction of genomic DNA from tissues, microbial isolates, plants, whole blood, and environmental samples.

Office or Unit:	DNA Sequencing Core Facility			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
First Time Client <ul style="list-style-type: none"> ● Client Information Sheet (1 copy) ● Order Form (1 copy) ● Client Conforme (2 copies) Old Client <ul style="list-style-type: none"> ● Order Form (1 copy) ● Client Conforme (2 copies) 			PGC website/ DSCF E-mail request/ DSCF 111A Receiving Room	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of sequencing service or contact through the following details: a. Telephone: (02)981-8500, local 4707 b. e-mail: dnasequencing@pgc.up.edu.ph	1.1 Answer the phone call or reply to an e-mail inquiry. 1.2 Receives the walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>Research Associates</i>
2. Official quotation may be requested. Request or	2.1 Acknowledge the request. 2.2 Send the official	None	1 Hour	<i>Research Associates</i>



<p>download Order Form and Client Conformance from the PGC website. For first-time client, download and fill out the Client Information Sheet and submit to DSCF.</p>	<p>quotation, Order Form and Client Conformance or refer the client to download the forms from the PGC website. 2.3 Provide sample submission requirements.</p>			
<p>3. Send samples along with the filled out Order Form, Client Conformance and Client Information Sheet (for a new client) in the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility address. For walk-in clients, fill out all the required necessary documents prior to submission.</p> <p><i>Take note that DSCF does not accept Category A pathogens (for isolates only).</i></p>	<p>3.1 Receive the samples. 3.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination. 3.3 Check whether the sample labeling corresponds to the encoded information in the Order Form. 3.4 Update the Client and Projects Tracking file and designate a Client ID (for a new client) and Project Number.</p>	None	10 Minutes	<i>Junior Office Assistant</i>
<p>4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>4.1 Verify the information listed. 4.2 DSCF reviews the documents. 4.3 If there are no lacking details or documents, DSCF will issue the Acknowledging</p>	None	10 Minutes	<i>Junior Office Assistant</i>



	<p>Receipt (AR) to the client.</p> <p>4.4 Reiterate the service availed, turnaround time and terms of payment.</p>			
<p>5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff.</p> <p><i>*The project is in effect upon receipt of AR.</i></p>	<p>5.1 Implement the project.</p> <p>5.2 Perform the extraction.</p> <p>5.3 For samples that yield good results proceed to Step 8.</p> <p>5.4 For the sample/s that failed the extraction, email the client.</p> <p>5.5 If the client wants to continue with the processing of failed samples, send a waiver releasing the DSCF from any liability regarding the quality of the results and proceed to Step 6.</p> <p>5.6 For resubmission of samples, proceed to Step 7.</p>	None	2 days	<i>Research Associates</i>
<p>6. Acknowledge the report and sign the waiver.</p>	<p>6.1 Acknowledge the signed waiver.</p> <p>6.2 Continue with the processing of the samples.</p> <p>6.3 Go to Step 8.</p>	None	1 day	<i>Research Associates</i>
<p>7. Resend samples that failed the QC.</p>	<p>7.1 Wait for the sample resubmission.</p> <p>7.2 Go to Step 5.2.</p> <p><i>*Every repetition of extraction would</i></p>	None	1 day	<i>Research Associates</i>



	cost an additional fee.			
8. Wait for the project completion.	8.1 Once the project is done, send an email of completion and billing statement to the client.	None	1 day	<i>Research Associates</i>
9. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	9.1 Acknowledge receipt of the proof of payment. 9.2 Release the results. 9.3 Release official receipt (OR). 9.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.	*Please see below the price list.	1 day	<i>Junior Office Assistant, Research Associates</i>
TOTAL			6 days, 2 hours and 20 mins	
Method	Price (Php)			Unit
Spin-column	298.00			Per sample
Magnetic -bead (Blood)	594.00			Per sample
Magnetic - bead (Cell and Tissue)	407.00			Per sample
Organic-Liquid Extraction	978.00			Per sample

2. Nucleic Acid Quantification/ Characterization

The quality and quantity of the samples are determined and assessed using NanoDrop, Qubit, MultiNA, and/or TapeStation.

Office or Unit:	DNA Sequencing Core Facility	
Classification:	Highly Technical	
Type of Transaction:	G2G - Government to Government	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<p>First Time Client</p> <ul style="list-style-type: none"> • Client Information Sheet (1 copy) • Order Form (1 copy) • Client Conforme (2 copies) <p>Old Client</p> <ul style="list-style-type: none"> • Order Form (1 copy) • Client Conforme (2 copies) 	PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Consult DSCF for the type of service or contact through the following details:</p> <ol style="list-style-type: none"> Telephone: (02) 981-8500, local 4707 Email: dnasequencing@pgc.up.edu.ph 	<ol style="list-style-type: none"> 1.1. Answer the phone call or reply to an email inquiry. 1.2. Receive the walk-in consultation. 1.3. Determine the type of service to be availed. 	None	1 Hour	<i>Research Associates</i>
<p>2. Official quotation may be requested. Request or download Order Form and Client Conforme from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.</p>	<ol style="list-style-type: none"> 2.1 Acknowledge the request. 2.2 Send the official quotation, Order Form and Client Conforme or refer the client to download the forms from the PGC website. 2.3 Provide Sample Submission Requirements. 	None	1 Hour	<i>Research Associates</i>
<p>3. Send samples along with the filled out Order Form, Client Conforme and Client Information Sheet (for a new client) in the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility address. For walk-in clients, fill out all the required necessary documents prior to submission.</p>	<ol style="list-style-type: none"> 3.1 Receive the samples. 3.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination. 3.3 Check whether the sample labeling corresponds to 	None	10 Minutes	<i>Junior Office Assistant</i>



	<p>the encoded information in the Order Form.</p> <p>3.4 Update the Client and Projects Tracking file and designate a Client ID (for a new client) and Project Number.</p>			
<p>4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>4.1 Verify the information listed.</p> <p>4.2 DSCF reviews the documents.</p> <p>4.3 If there are no lacking details or documents, DSCF will issue the Acknowledging Receipt (AR) to the client.</p> <p>4.4 Reiterate the service availed, turnaround time and terms of payment.</p>	None	10 Minutes	<i>Junior Office Assistant</i>
<p>5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff.</p> <p><i>*The project is in effect upon receipt of AR.</i></p>	<p>5.1 Implement the project.</p> <p>5.2 Perform assay.</p>	None	2 hours	<i>Research Associates</i>
<p>6. Wait for the project completion.</p>	<p>6.1 Once the project is done, send an e-mail of completion and billing statement to the client.</p>	None	5 Hours	<i>Research Associates</i>
<p>7. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.</p>	<p>7.1 Acknowledge receipt of the proof of payment.</p> <p>7.2 Release the results.</p> <p>7.3 Release official receipt (OR).</p>	*Please see the price list below.	1 Hour	<i>Junior Office Assistant, Research Associates</i>



	7.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.			
TOTAL			10 hours and 20 minutes	
Method	Price (Php)			Unit
Qubit 2.0 Fluorometry	208.00			per sample
MultiNA microchip electrophoresis (DNA)	138.00			per sample
MultiNA microchip electrophoresis (RNA)	171.00			per sample
TapeStation (Genomic DNA)	980.00			per sample
TapeStation (D1000)	1,030.00			per sample
TapeStation (D5000)	730.00			per sample
TapeStation (HS - D1000)	940.00			per sample
TapeStation (HS - D5000)	1,020.00			per sample
TapeStation (RNA)	620.00			per sample
TapeStation (HS - RNA)	730.00			per sample
Agarose Gel Electrophoresis	354.00			per run
Pulsed-field gel electrophoresis	3,490.00			per run

3. Polymerase Chain Reaction (PCR)

Polymerase Chain Reaction (PCR) targets and amplifies your DNA region of interest using pre-designed primers.

Office or Unit:	DNA Sequencing Core Facility			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
First Time Client <ul style="list-style-type: none"> Client Information Sheet (1 copy) Order Form (1 copy) Client Conforme (2 copies) Old Client <ul style="list-style-type: none"> Order Form (1 copy) Client Conforme (2 copies) 		PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of service or contact through the following details:	1.1 Answer the phone call or reply to an email inquiry.	None	1 Hour	<i>Research Associates</i>



<p>a. Telephone: (02) 981-8500, local 4707</p> <p>b. Email: dnasequencing@pgc.up.edu.ph</p>	<p>1.2 Receives the walk-in consultation.</p> <p>1.3 Determine the type of service to be availed.</p>			
<p>2. Official quotation may be requested. Request or download Order Form and Client Conformance from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.</p>	<p>2.1 Acknowledge the request.</p> <p>2.2 Send the official quotation, Order Form and Client Conformance or refer the client to download the forms from the PGC website.</p> <p>2.3 Provide Sample Submission Requirements.</p>	None	1 Hour	<i>Research Associates</i>
<p>3. Send samples along with the filled out Order Form, Client Conformance and Client Information Sheet (for new clients) in the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility address. For walk-in clients, fill out all the required necessary documents prior to submission.</p>	<p>3.1 Receive the samples.</p> <p>3.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination.</p> <p>3.3 Check whether the sample labeling corresponds to the encoded information in the Order Form.</p> <p>3.4 Update the Client and Projects Tracking file and designate a Client ID (for new clients) and Project Number.</p>	None	10 Minutes	<i>Junior Office Assistant</i>
<p>4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>4.1 Verify the information listed in the logbook and documents.</p>	None	10 Minutes	<i>Junior Office Assistant</i>



	<p>4.2 If there are no lacking details or documents, issue the Acknowledging Receipt (AR) to the client.</p> <p>4.3 Reiterate the service availed, turnaround time and terms of payment.</p>			
<p>5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff.</p> <p><i>*The project is in effect upon receipt of AR.</i></p>	<p>5.1 Implement the project.</p> <p>5.2 Perform quality check (QC).</p> <p>5.3 For samples that passed the QC proceed to Step 8.</p> <p>5.4 For the sample/s that failed the QC, e-mail the client.</p> <p>5.5 If the client wants to continue with the processing of failed samples, send a waiver releasing the DSCF from any liability regarding the quality of the results and proceed to Step 6.</p> <p>5.6 For resubmission of samples, proceed to Step 7.</p>	None	1 day	<i>Research Associates</i>
<p>6. Acknowledge the report and sign the waiver.</p>	<p>6.1 Acknowledge the signed waiver.</p> <p>6.2 Continue with the processing of the samples.</p> <p>6.3 Go to Step 8.</p>	None	1 day	<i>Research Associates</i>
<p>7. Resend samples that failed the QC.</p>	<p>7.1 Wait for the sample resubmission.</p>	None	2 days	<i>Research Associates</i>



	7.2 Go to Step 5.2.			
8. Wait for the project completion.	8.1 Once the project is done, send an e-mail of completion and billing statement to the client.	None	3 days	<i>Research Associates</i>
9. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	9.1 Acknowledge receipt of the proof of payment. 9.2 Release the results. 9.3 Release official receipt (OR). 9.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.	*Please price list below.	1 Hour	<i>Junior Office Assistant, Research Associates</i>
TOTAL			7 Days, 3 hours and 20 Minutes	
Method	Price (Php)	Unit		
PCR	200.00	per sample		

4. DNA/ PCR Purification

Purification of PCR amplicons using enzymatic, spin-column, and bead-based methods for downstream applications.

Office or Unit:	DNA Sequencing Core Facility	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
First Time Client <ul style="list-style-type: none"> ● Client Information Sheet (1 copy) ● Order Form (1 copy) ● Client Conformance (2 copies) Old Client <ul style="list-style-type: none"> ● Order Form (1 copy) ● Client Conformance (2 copies) 		PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of service or contact through the following details: a. Telephone: (02) 981-8500, local 4707 b. E-mail: dnasequencing@pgc.up.edu.ph	1.1 Answer the phone call or reply to an email inquiry. 1.2 Receives the walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>Research Associates</i>
2. Official quotation may be requested. Request or download Order Form and Client Conforme from the PGC website. For first-time clients, download and fill out the Client Information Sheet and submit to DSCF.	2.1 Acknowledge the request. 2.2 Send the official quotation, Order Form and Client Conforme or refer the client to download the forms from the PGC website. 2.3 Provide Sample Submission Requirements.	None	1 Hour	<i>Research Associates</i>
3. Send samples along with the filled out Order Form, Client Conforme and Client Information Sheet (for new clients) to the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility address. For walk-in clients, fill out all the required necessary documents prior to submission.	3.1 Receive the samples. 3.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination. 3.3 Check whether the sample labeling corresponds to the encoded information in the Order Form. 3.4 Update the Client and Projects Tracking file and designate a Client ID (for a	None	10 Minutes	<i>Junior Office Assistant</i>



	new client) and Project Number.			
4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).	4.1 Verify the information listed. 4.2 DSCF reviews the documents. 4.3 If there are no lacking details or documents, DSCF will issue the Acknowledging Receipt (AR) to the client. 4.4 Reiterate the service availed, turnaround time and terms of payment.	None	10 Minutes	<i>Junior Office Assistant</i>
5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff. <i>*The project is in effect upon receipt of AR.</i>	5.1 Implement the project. 5.2 Perform quality check. 5.3 For samples that passed the QC proceed to Step 8 . 5.4 For the sample/s that failed the QC, e-mail the client. 5.5 If the client wants to continue with the processing of failed samples, send a waiver releasing the DSCF from any liability regarding the quality of the results and proceed to Step 6 . 5.6 For resubmission of samples, proceed to Step 7 .	None	1 day	<i>Research Associates</i>
6. Acknowledge the report and sign the waiver.	6.1 Acknowledge the signed waiver.	None	1 day	<i>Research Associates</i>



	6.2 Continue with the processing of the samples. 6.3 Go to Step 8.			
7. Resend samples that failed the QC.	7.1 Wait for the sample resubmission. 7.2 Go to Step 5.2.	None	2 days	<i>Research Associates</i>
8. Wait for the project completion.	8.1 Once the project is done, send an e-mail of completion and billing statement to the client.	None	3 days	<i>Research Associates</i>
9. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	9.1 Acknowledge receipt of the proof of payment. 9.2 Release the results. 9.3 Release official receipt (OR). 9.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.	*Please price list below.	1 Hour	<i>Junior Office Assistant, Research Associates</i>
TOTAL			7 Days, 3 hours and 20 Minutes	
Method	Price (Php)	Unit		
Enzymatic cleanup	144.00	per sample		
Magnetic bead-based cleanup	251.00	per sample		
Gel Excision (recovery kit)	265.00	per sample		
Gel Excision (freeze and squeeze)	577.00	per sample		

5. Sanger Sequencing

Capillary or Sanger sequencing by capillary electrophoresis is the gold standard sequencing of purified PCR products/amplicons up to 1000 bp and plasmids.

Office or Unit:	DNA Sequencing Core Facility
Classification:	Highly Technical
Type of Transaction:	G2G



Who may avail:	All			
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE			
First Time Client <ul style="list-style-type: none"> Client Information Sheet (1 copy) Order Form (1 copy) Client Conforme (2 copies) Old Client <ul style="list-style-type: none"> Order Form (1 copy) Client Conforme (2 copies) 	PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room			
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCES SING TIME	PERSON RESPONS IBLE
1. Consult DSCF for the type of sequencing service or contact through the following details: <ul style="list-style-type: none"> a. Telephone: (02) 981-8500, local 4707 c. e-mail: dnasequencing@pgc.up.edu.ph 	1.1 Answer the phone call or reply to an e-mail inquiry. 1.2 Receives walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>Research Associates</i>
2. Official quotation may be requested. Request or download Order Form and Client Conforme from the PGC website. For first-time clients, download and fill out the Client Information Sheet and submit to DSCF.	2.1 Acknowledge the request. 2.2 Send the official quotation, Order Form and Client Conforme or refer the client to download the forms from the PGC website. 2.3 Provide Sample Submission Requirements.	None	1 Hour	<i>Research Associates</i>
3. Send samples along with the filled out Order Form, Client Conforme and Client Information Sheet (for new clients) at the DSCF room 111 A (Receiving Room) or via service courier to DNA	3.1 Receive the samples. 3.2 Inspect for improper/damaged packaging, sample spillage, or any visible	None	10 Minutes	<i>Junior Office Assistant</i>



<p>Sequencing Core Facility. For walk-in clients, fill out all the required necessary documents prior to submission.</p>	<p>signs of contamination. 3.3 Check whether the sample labeling corresponds to the encoded information in the Order Form. 3.4 Encode sample submission to the Client and Projects Tracking and designate a Project Number. Assign a Client ID for the new clients.</p>			
<p>4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>4.1 Review and verify the information listed in the documents. 4.2 If there are no lacking details or documents, the DSCF will issue the Acknowledging Receipt (AR) to the client. 4.3 Reiterate the service availed, turnaround time and terms of payment.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Junior Office Assistant</i></p>
<p>5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff. <i>*The project is in effect upon receipt of AR.</i></p>	<p>5.1 Perform quality check assays prior to downstream analysis. 5.2 For samples that passed the QC proceed to Step 8. 5.3 For the sample/s that failed the QC, e-mail the client. 5.4 If the client wishes to</p>	<p>None</p>	<p>1 day</p>	<p><i>Research Associates</i></p>



	<p>continue with the processing of QC-failed samples, send a waiver releasing the DSCF of any liability regarding the quality of the results and proceed to Step 6.</p> <p>5.5 For resubmission of samples, proceed to Step 7.</p>			
6. Acknowledge the report and send the signed waiver to the DSCF.	<p>6.1 Acknowledge the signed waiver.</p> <p>6.2 Continue with the processing of the samples.</p> <p>6.3 Go to Step 8.</p>	None	1 day	<i>Research Associates</i>
7. Resend samples that failed the QC.	<p>7.1 Wait for the sample resubmission.</p> <p>7.2 Go to Step 5.1.</p>	None	2 days	<i>Research Associates</i>
8. Wait for the project completion.	<p>8.1 Implement the project.</p> <p>8.2 Once the project is done, send a service report and billing statement to the client via e-mail.</p>	None	5 days	<i>Research Associates</i>
9. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	<p>9.1 Acknowledge receipt of the proof of payment.</p> <p>9.2 Release the results.</p> <p>9.3 Release official receipt (OR).</p> <p>9.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.</p>	PHP 250.00 per single pass reaction of purified sample	1 Hour	<i>Junior Office Assistant, Research Associates</i>
TOTAL	PHP 250.00 per single pass reaction of purified PCR sample		9 days, 3 hours, 20 minutes	



6. Fragment Analysis

Fluorescent-tagged fragments of DNA are sized by capillary electrophoresis in comparison to a size standard. Its applications include microsatellite (STR) analysis, SNP genotyping, fingerprinting and relative fluorescence quantitation.

Office or Unit:	DNA Sequencing Core Facility			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
First Time Client <ul style="list-style-type: none"> ● Client Information Sheet (1 copy) ● Order Form (1 copy) ● Client Conforme (2 copies) Old Client <ul style="list-style-type: none"> ● Order Form (1 copy) ● Client Conforme (2 copies) 		PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of service or contact through the following details: <ol style="list-style-type: none"> a. telephone: (02) 981-8500, local 4707 b. e-mail: dnasequencing@pgc.up.edu.ph 	1.1 Answer the phone call or reply to an email inquiry. 1.2 Receive the walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>Research Associates</i>
2. Official quotation may be requested. Request or download Order Form and Client Conforme from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.	2.1 Acknowledge the request. 2.2 Send the official quotation, Order Form and Client Conforme or refer the client to download the forms from the PGC website. 2.3 Provide Sample	None	1 Hour	<i>Research Associates</i>



	Submission Requirements.			
<p>3. Send samples along with the filled out Order Form, Client Conformance and Client Information Sheet (for a new client) in the DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility address. For walk-in clients, fill out all the required necessary documents prior to submission.</p>	<p>3.1 Receive the samples. 3.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination. 3.3 Check whether the sample labeling corresponds to the encoded information in the Order Form. 3.4 Update the Client and Projects Tracking file and designate a Client ID (for a new client) and Project Number.</p>	None	10 Minutes	<i>Junior Office Assistant</i>
<p>4. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>4.1 Verify the information listed. 4.2 DSCF reviews the documents. 4.3 If there are no lacking details or documents, DSCF will issue the Acknowledging Receipt (AR) to the client. 4.4 Reiterate the service availed, turnaround time and terms of payment.</p>	None	10 Minutes	<i>Junior Office Assistant</i>
<p>5. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff.</p> <p><i>*The project is in effect upon receipt of AR.</i></p>	<p>5.1 Implement the project. 5.2 Perform the service requested.</p>	None	1 Day	<i>Research Associates</i>



6. Waits for the project completion.	6.1 Once the project is done, send an e-mail of completion and billing statement to the client.	None	1 Day	Research Associates
7. Receive the e-mail and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	7.1 Acknowledge receipt of the proof of payment. 7.2 Release the results. 7.3 Release official receipt (OR). 7.4 For direct payment to the UP System Cash Office, the client may directly claim the OR.	*Please price list below.	1 Hour	Junior Office Assistant, Research Associates
TOTAL			2 days, 3 hours and 20 minutes	
Method	Price (Php)	Unit		
Fragment Analysis	149.00	Per Sample		

7. Next-Generation Sequencing (NGS)

Depending on the desired quality, yield, read length, and cost, PGC offers next generation sequencing using different platforms to generate high-resolution sequence data. This includes library preparation and the actual sequencing run.

Office or Unit:	DNA Sequencing Core Facility
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
First Time Client <ul style="list-style-type: none"> ● Client Information Sheet (1 copy) ● Order Form (1 copy) ● Client Conforme (2 copies) Old Client <ul style="list-style-type: none"> ● Order Form (1 copy) ● Client Conforme (2 copies) 	PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room



CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCES SING TIME	PERSON RESPONS IBLE
1. Consult DSCF for the type of sequencing service or contact through the following details: a. telephone: (02) 981-8500, local 4707 b. e-mail: dnasequencing@pgc.up.edu.ph	1.1 Answer the phone call or reply to an e-mail inquiry. 1.2 Receives the walk-in consultation. 1.3 Determine the type of service to be availed. 1.4 A project manager will be assigned.	None	1 Hour	<i>Research Associates</i>
2. Consult the Project Manager for the project plan.	2.1 Discuss and plan the project. 2.2 Prepare the Final Project plan. 2.3 Provide Sample Submission Requirements.	None	1 Hour	<i>Research Associates</i>
3. Request the official quotation and Order Form from the PGC. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.	3.1 Send the official quotation and Order Form or refer the client to download the forms from the PGC website. 3.2 Update the Client and Projects Tracking file and designate a Client ID (for a new client) and Project Number. 3.3 Prepare the final project plan.	None	1 Hour	<i>Research Associates</i>
4. Receive and acknowledge the final project plan.	4.1 Provide Sample Submission Requirements.	None	1 Hour	<i>Research Associates</i>
5. Send samples along with the filled out Order Form at the	5.1 Receive the samples.	None	10 Minutes	<i>Junior Office Assistant,</i>



<p>DSCF room 111 A (Receiving Room) or via service courier to DNA Sequencing Core Facility address.</p>	<p>5.2 Inspect for improper/damaged packaging, sample spillage, or any visible signs of contamination. 5.3 Check whether the sample labeling corresponds to the encoded information in the Order Form.</p>			<p><i>Research Associates</i></p>
<p>6. Fill out the necessary fields in the Logbook for Receipt of Samples at the DSCF Receiving Room (111A).</p>	<p>6.1 Verify the information listed. 6.2 DSCF reviews the documents. 6.3 If there are no lacking details or documents, DSCF will issue the Acknowledging Receipt (AR) to the client. 6.4 Reiterate the service availed, turnaround time and terms of payment.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Junior Office Assistant</i></p>
<p>7. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff.</p> <p><i>*The project is in effect upon receipt of AR.</i></p>	<p>7.1 Implement the project. 7.2 Perform quality check assays. 7.3 For samples that passed the QC proceed to Step 10. 7.4 For the sample/s that failed the QC, e-mail QC report to the client. 7.5 If the client wants to continue with the processing of failed samples, send a waiver releasing the DSCF of any liability regarding</p>	<p>None</p>	<p>1 day</p>	<p><i>Research Associates</i></p>



	the quality of the results and proceed to Step 8 . 7.6 For resubmission of samples, proceed to Step 9 .			
8. Acknowledge the report and sign the waiver.	8.1 Acknowledge the signed waiver. 8.2 Continue with the processing of the samples. 8.3 Go to Step 10 .	None	1 day	<i>Research Associates</i>
9. Resend samples that failed the QC.	9.1 Wait for the sample resubmission. 9.2 Go to Step 7.2 . *Every repetition of the process would cost an additional fee.	None	2 days	<i>Research Associates</i>
10. Waits for the project completion.	10.1 Once the project is done, send the Service Report and billing statement to the client.	None	15 days	<i>Research Associates</i>
11. Acknowledge the email and pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a copy of the proof of payment.	11.1 Acknowledge receipt of the proof of payment. 11.2 Release the results. 11.3 Release official receipt (OR). For direct payment to the UP System Cash Office, the client may directly claim the OR. 11.4 Issue an Acknowledgement of Project Completion (APC).	*Please see below the price list.	1 Hour	<i>Junior Office Assistant, Research Associates</i>
12. Acknowledge and sign the Acknowledgement of Project Completion (APC)	12.1 File the signed Acknowledgement of Project Completion (APC)	None	1 Hour	<i>Senior Research Associate DSCF</i>



	and close the project.		
TOTAL			19 days, 6 hours and 20 minutes
Method	Price (Php)	Unit	
Library Preparation			
16S Metagenomics	1,886.00	per sample	
Nextera XT	5,851.00	per sample	
Nextera DNA Flex	6,847.00	per samples	
Nextera Mate Pair	20,581.00	per samples	
TruSeq DNA PCR-free	6,995.00	per sample	
TruSeq DNA Nano	6,706.00	per sample	
TruSeq Stranded mRNA	10,983.00	per sample	
TruSeq Stranded Total RNA (Plant)	17,999.00	per sample	
TruSeq Stranded Total RNA (H/M/R)	19,963.00	per sample	
TruSeq Small RNA	21,948.00	per sample	
Nextera Exome	14,770.00	per sample	
TruSeq DNA Exome	19,566.00	per sample	
ForenSeq DNA Signature	8,047.00	per sample	
PacBio Diffusion Loading for WGS of Small Genomes/Microbes/Amplicons	32,723.00	per sample	
PacBio Diffusion Loading for WGS of Large Genomes	30,999.00	per sample	
Ion Xpress Plus Fragment Library kit	8,493.00	per sample	
Ion AmpliSeq	14,738.00	per sample	
Sequencing Kits			
MiSeq FGx Reagent Micro Kit (DPMA:36 samples; DPMB: 12 samples)	93,563.00	per run	
MiSeq FGx Reagent Kit (DPMA: 96 samples; DPMB: 32 samples)	218,313.00	per run	
MiSeq Reagent Nano kit v2 (300 cycles)	34,998.00	per run	
MiSeq Reagent Nano kit v2 (500 cycles)	41,772.00	per run	
MiSeq Reagent Micro kit v2 (300 cycles)	52,497.00	per run	
MiSeq Reagent Kit v2 kit (300 cycles)	125,315.00	per run	
MiSeq Reagent Kit v2 kit (500 cycles)	140,556.00	per run	
MiSeq Reagent Kit v3 kit (150 cycles)	108,381.00	per run	
MiSeq Reagent Kit v3 kit (600 cycles)	183,456.00	per run	



NextSeq 500/550 Mid Output v2.5 kit (150 cycles)	129,266.00	per run
NextSeq 500/550 Mid Output v2.5 kit (300 cycles)	208,294.00	per run
NextSeq 500/550 High Output v2.5 kit (75 cycles)	177,247.00	per run
NextSeq 500/550 High Output v2.5 kit (150 cycles)	339,817.00	per run
NextSeq 500/550 High Output v2.5 kit (300 cycles)	544,159.00	per run
NovaSeq 6000 SP Reagent Kit (2 x 50 bp)	245,016.00	per run
NovaSeq 6000 SP Reagent Kit (2 x 150 bp)	434,645.00	per run
NovaSeq 6000 SP Reagent Kit (2 x 250 bp)	620,928.00	per run
NovaSeq 6000 S1 Reagent Kit (2 x 50 bp)	471,140.00	per run
NovaSeq 6000 S1 Reagent Kit (2 x 100 bp)	632,016.00	per run
NovaSeq 6000 S1 Reagent Kit (2 x 150 bp)	745,114.00	per run
NovaSeq 6000 S2 Reagent Kit (2 x 50 bp)	1,091,664.00	per run
NovaSeq 6000 S2 Reagent Kit (2 x 100 bp)	1,493,856.00	per run
NovaSeq 6000 S2 Reagent Kit (2 x 150 bp)	1,721,664.00	per run
NovaSeq 6000 S4 Reagent Kit (2 x 100 bp)	3,014,324.00	per run
NovaSeq 6000 S4 Reagent Kit (2 x 150 bp)	3,474,939.00	per run
Sequel SMRT Cell 1M v3 (inclusive of equipment use)	129,266.00	per run
Sequel SMRT Cell 1M v3 LR (inclusive of equipment use)	208,294.00	per run
Ion Sequencing	162,636.00	per run

8. Equipment/ Laboratory Use

Laboratory and equipment use allow researchers to conduct experiments for the research needs using the available resources at PGC, subject to availability.

Office or Unit:	DNA Sequencing Core Facility
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	All
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
First Time Client: <ul style="list-style-type: none"> Client Information Sheet (1 copy) 	PGC website/DSCF e-mail request/ DSCF 111A Receiving Room



<ul style="list-style-type: none"> ● Equipment/Laboratory Use Form (1 copy) ● Client Conforme (2 copies) <p>Old Client:</p> <ul style="list-style-type: none"> ● Equipment/Laboratory Use Form (1 copy) ● Client Conforme (2 copies) 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Consult DSCF for the type of service or contact through the following details:</p> <p>a. telephone: (02) 981-8500, local 4707</p> <p>b. e-mail: dnasequencing@pgc.up.edu.ph</p>	<p>1.1 Answer the phone call or reply to an e-mail inquiry.</p> <p>1.2 Receive the walk-in consultation.</p> <p>1.3 Determine the type of service to be availed.</p>	None	1 Hour	<i>All Laboratory Personnel DSCF</i>
<p>2. Submit through email a copy of the protocol to be used in the experiment including the list of equipment and samples to be used.</p>	<p>2.1 Assess the experiment/protocol for machine requirements and compatibility issues.</p> <p>2.2 Send a list of compatible kits for each equipment.</p>	None	1 Day	<i>All Laboratory Personnel DSCF</i>
<p>3. Official quotation may be requested. Request or download Equipment/Laboratory Use Form and Client Conforme from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.</p>	<p>3.1 Acknowledge the request.</p> <p>3.2 Send the official quotation, Equipment/Laboratory Use Form and Client Conforme or refer the client to download the forms from the PGC website.</p> <p>3.3 Provide Sample Submission Requirements.</p>	None	1 Hour	<i>Research Associates</i>



<p>4. Request your schedule of equipment and laboratory use.</p>	<p>4.1 Acknowledge the request. 4.2 Check the availability of the equipment and laboratory. 4.3 Schedule and reserve the equipment and laboratory.</p>	<p>None</p>	<p>1 Day</p>	<p><i>All Laboratory Personnel DSCF</i></p>
<p>5. Send back the filled out Equipment/ Laboratory Use Form and Client Conformance.</p>	<p>5.1 Acknowledge receipt of the required documents. 5.2 Log in the new client details (for new clients) and project details to the Client and Project Tracking file.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>All Laboratory Personnel DSCF</i></p>
<p>6. Come to DSCF at the specified starting date of request and secure a laboratory pass.</p> <p><i>*The laboratory pass should be worn conspicuously at all times inside the laboratory.</i></p>	<p>6.1 Inform guard on duty at the lobby for access to the laboratory.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>All Laboratory Personnel DSCF</i></p>
<p>7. Declare the items for lab entry at the Guard in the lobby.</p>	<p>7.1 Inspect the items declared. Undeclared items cannot be allowed to leave the premise of the laboratory.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>All Laboratory Personnel DSCF</i></p>
<p>8. Fill out the necessary fields in the Logbook for Equipment/ Laboratory Use in the laboratory.</p>	<p>8.1 Give the Logbook for Equipment/ Laboratory Use 8.2 Update the Equipment/ Laboratory Use tracking file.</p>	<p>None</p>	<p>5 Minutes</p>	<p><i>All Laboratory Personnel DSCF</i></p>
<p>9. Receive the Acknowledging Receipt (AR) of the samples from the receiving DSCF staff.</p> <p><i>*The project is in effect upon receipt of AR.</i></p>	<p>9.1 Implement the project. 9.2 Perform the service requested.</p>	<p>None</p>	<p>10 Minutes</p>	<p><i>Junior Office Assistant, Research Associates</i></p>



10. Conduct equipment/ laboratory use	10.1 Facilitate equipment/laboratory use. 10.2 Assist in the first run of the equipment or experiment.	None	1 Day	All Laboratory Personnel DSCF
11. Inform DSCF staff after the experiment.	11.1 Inspect the equipment and 11.2 laboratory room. 11.3 Send the billing statement.	*Please see price list below	10 Minutes	All Laboratory Personnel DSCF
12. Pay the outstanding balance through one of the modes of payment stipulated in the billing statement. Send a scanned copy of the proof of payment.	12.1 Acknowledge receipt of the proof of payment. 12.2 Release the results. Release official receipt (OR). 12.3 For direct payment to the UP System Cash Office, the client may directly claim the OR.	None	5 Minutes	All Laboratory Personnel DSCF
13. Submit oneself for inspection upon leaving the establishment.	13.1 Inspect for any questionable objects/items belonging to the establishment.	None	10 Minutes	Security Guard PGC Lobby
TOTAL			3 days, 4 hours and 10 minutes	
Equipment	Price (Php)	Unit		
ABI 7500 fast real-time PCR	1,608.00	per run		
Varioskan flash/lux multimode multiplate reader	328.00	per run		
Covaris ultrasonicator	196.00	per sample		
Pippin prep library size selection	307.00	per sample		
3730 xl for Fragment Analysis	6,169.00	per plate		
3730 xl for MSI Analysis	2,846.00	per sample		

9. Training

It involves lecture and laboratory training from basic to advanced molecular biology techniques for genomics, sequencing workflows.

Office or Unit:	DNA Sequencing Core Facility	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



First Time Client: <ul style="list-style-type: none"> • Client Information Sheet (1 copy) • Equipment/Laboratory Use Form (1 copy) • Client Conforme (2 copies) Old Client: <ul style="list-style-type: none"> • Equipment/Laboratory Use Form (1 copy) • Client Conforme (2 copies) 		PGC website/ DSCF e-mail request/ DSCF 111A Receiving Room		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Consult DSCF for the type of service or contact through the following details: a. telephone: (02) 981-8500, local 4707 b. e-mail: dnasequencing@pgc.up.edu.ph	1.1 Answer the phone call or reply to an e-mail inquiry. 1.2 Receives the walk-in consultation. 1.3 Determine the type of service to be availed.	None	1 Hour	<i>All Laboratory Personnel DSCF</i>
2. Official quotation may be requested. Request or download Training Form and Client Conforme from the PGC website. For the first-time client, download and fill out the Client Information Sheet and submit to DSCF.	2.1 Acknowledge the request. 2.2 Send the official quotation, Sample Training Form and Client Conforme or refer the client to download the forms from the PGC website.	None	1 Hour	<i>All Laboratory Personnel DSCF</i>
3. Send back the filled out Training Form and Client Conforme.	3.1 Acknowledge receipt of the required documents. Log in the new client details to the Client and Project Tracking file. 3.2 Give the official quotation, Training Form and Client Conforme. 3.3 Discuss the training guidelines.	None	10 Minutes	<i>All Laboratory Personnel DSCF</i>
4. Come to DSCF at the specified starting date of request.	4.1 Brief on the General Safety Guidelines.	None	10 Minutes	<i>All Laboratory Personnel DSCF</i>



5. Fill out the necessary fields in the Logbook for Trainings in the laboratory.	5.1 Give the Logbook for Training. 5.2 Update the Training tracking fil.	None	5 Minutes	All Laboratory Personnel DSCF
6. Immerse in the training.	6.1 Facilitate training. 6.2 Give laboratory orientation. 6.3 Lecture on the requested training. 6.4 Provide the workshop	None	5 Days	All Laboratory Personnel DSCF
7. Get a copy of the billing statement after the request expires.	7.1 Send billing statement.	None	5 Minutes	All Laboratory Personnel DSCF
8. Pay the billing statement and send a scanned copy of the proof of payment.	8.1 Acknowledge receipt of the proof of payment. Release official receipt (OR). For direct payment to the UP System Cash Office, the client may directly claim the OR.		1 Hour	All Laboratory Personnel DSCF and Junior Office Assistant Admin's Office
TOTAL			5 days, 3 hours and 30 minutes	

Module	Price (Php)	Unit
Basic Molecular Biology Techniques for Next-Generation Sequencing (5 days training including hands-on exercises and lectures)	4,800.00	per person
Basic Library Preparation for Next-Generation Sequencing (5 days training including hands-on exercises and lectures)	33,500.00	per person



**CENTER FOR WOMEN'S AND
GENDER STUDIES
(CWGS)**



EXTERNAL SERVICES

1. Publication and Research Service

Monographs, Occasional Paper Series, and Other Publications

The UPCWGS has two regular publications: the *Pananaw* and the [Review of Women's Studies](#) (RWS). The *Pananaw* is a newsletter on gender-related activities within and outside the University System, while the *Review of Women's Studies* is a peer-reviewed journal with international readership. It features empirical studies, research reports, essays, interviews, fiction, poetry and visual art.

The Center also publishes two occasional publications, launched in 2011 and 2016, respectively: the *UPCWS Occasional Papers and Monographs Series* and the *Kasarian: Occasional Papers on Sex and Gender*.

In the last 29 years, the Center has produced over a hundred books, journal issues, primers, and advocacy materials now widely used in the University and in other schools here and abroad, as well as in policy and program development of government agencies and non-governmental organizations.

Office or Unit:	Publication and Research Program			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Faculty, researchers, students from within and outside UP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Article on women's and gender issues		Articles are accepted during office hours, Monday-Friday, 8:00 am - 5:00 pm		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit article for publication.	1. Receive article from contributor.	None	1 day	University Researcher
	1.1 Send article to editor.	None	1 day	University Researcher
	2a.1 Reject article.	None	1 day	Editor/ Deputy Director for Research and Publication
	2a.2 Inform contributor of rejection of article.	None	1 day	University Researcher
	2b.1 Accept article.	None	1 day	Editor/ Deputy Director for Research and Publication



	2b.2 Inform contributor of acceptance of article.	None	1 day	University Researcher
	3. Edit article.	None	1 month	Editor/ Deputy Director for Research and Publication
	4. Send edited article/editor's comments to contributor.	None	1 day	University Researcher
2. Revise article.		None	1 month	Contributor
3. Submit revised article.	3. Receive revised article from contributor.	None	1 day	University Researcher
	3.1 Send revised article to editor.	None	1 day	University Researcher
	3.2 Send approved articles to layout artist.	None	1 day	University Researcher
	3.3 Layout articles and design publication cover.	None	1 month	Layout Artist
	3.4 Send soft copy of publication to editor.	None	1 day	Layout Artist/ University Researcher
	3.5 Approve layout and cover design of publication.	None	2 weeks	Editor/ Deputy Director for Research and Publication
	3.6 Send printing specifications to Administrative Officer/ University Research Associate for PhilGEPS posting.	None	1 day	University Researcher
	3.7 Post printing specifications on PhilGEPS.	None	1 month	Administrative Officer/ University Research Associate
	3.8 Send soft copy of publication to printing press.	None	1 day	University Researcher/ Administrative Officer/ University Research Associate



	3.9 Send sample of printed publication to editor.	None	1 day	Printing Press/ University Researcher
	3.10 Approve sample of printed publication.	None	1 week	Editor/ Deputy Director for Research and Publication
	3.11 Printing of publication.	None	1 month	Printing Press
	3.12 Delivery of printed publication.	None	1 day	Printing Press
	3.13 Inform contributor of publication of article in publication.	None	1 day	University Researcher
4. Claim copy of publication.		None	1 day	Contributor
TOTAL			Exceeds 20 days	

2. Training, Extension, and Outreach Service

The training, extension and outreach program focuses on building the capacity of the faculty to integrate women's/gender theories and topics into their regular courses, aside from providing technical expertise on gender mainstreaming and gender sensitivity projects.

This program includes the design, content, and evaluation of training seminars geared towards addressing women and gender issues and concerns, which take into account innovations and advances in the area. The target recipients of the program are the UP constituent units as well as other state universities and colleges, government, non-government, and civil society groups.

Among the training programs the Center has conducted are the following:

- seminars on gender sensitization and skills enhancement training for curriculum development;
- establishment of women-friendly and gender-responsive school services and facilities;
- GAD mainstreaming;
- gender planning and budgeting;
- intersections of gender and women's issues with governance, labor, migration, the environment, etc.

Part of the commitment of the Center is to conduct outreach activities that include the provision of training and technical assistance to groups outside the University.

Office or Unit:	Training, Extension, and Outreach Program
Classification:	Complex
Type of Transaction:	G2C, G2B, G2G
Who may avail:	UP employees, UP students, UP community, National Agencies, Non-government organizations, LGUs



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Walk in – none Phone call – none Email/ website/Facebook queries – none; The service provider may request a letter indicating the type of service to avail and addressed to the Director.		UP CWGS		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to the guard or the administrative staff	1. Inquire on the nature of the request to determine the appropriate program to refer to. Provide client with the Client Request Form.	none	1-5 minutes	Guard or Admin. staff
2. Proceed to the office of the responding program (Training and Extension Program).	2. Review the request and provide the necessary information and/or technical assistance.	none	15-30 minutes or beyond (depending on the client's needs)	Assigned staff of the Training and Extension Program
3. Accomplish and drop the Technical Assistance Evaluation Form (TAEF) in the Suggestion Box located at the lobby.	3. Provide the client with a printed copy of the TAEF.	none	1-5 minutes	Assigned staff of the Training and Extension Program
TOTAL			17-40 mins.	
For telephone inquiries				
1. Contact UPCWGS +6329206950 (direct line) or +6329818500 (UP trunk line) and request to be connected to extension numbers: loc. 4226 (Admin. Office); loc. 4228 (UPCWGS Training and Extension Program)	1. Accept the call and record the nature of the request or inquiry. Refer to the Concerned UPCWGS Training, Advocacy and Extension Program.	none	5-10 minutes	Admin. staff or the assigned staff at the Training and Extension Program
	1.2 Provide the necessary information and/or referral for needed	none	15-30 minutes or beyond (depending on	Assigned staff from the Training and



	assistance from other service providers.		the client's need)	Extension Program
For email / website / Facebook queries				
1. Send the request or query to UPCWGS via email: cws@up.edu.ph facebook: https://www.facebook.com/upcws/?ref=br_rs website: http://cws.up.edu.ph/	1. Check the nature of the request.	none	10-15 minutes	Assigned staff to handle emails
	2. Reply to the email regarding nature of the request to determine the appropriate action.	none	1-3 working days for simple requests and 1-7 working days for complex requests (depending on the client's need)	Assigned staff from the Training, Advocacy and Extension Program

3. Counseling Service

Feminist/Gender-Sensitive Peer Counseling and Psycho-Social Assistance:

The UPCWGS offers feminist and gender-sensitive peer counseling/psycho-social assistance for women and LGBT persons. In our view, gender and other forms of social inequality lead to beliefs and behavior that can harm women and other marginalized persons. We seek to provide a psychological safe space that fully recognizes the harm done to those who have experienced sexual assault and other forms of gender-based violence.

Office or Unit:	Counseling			
Classification:	Simple			
Type of Transaction:	G2C,G2G			
Who may avail:	Members of the UP community (UP students, employees, alumni, residents) and other referrals			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		CWGS (to be scheduled)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Inquire about the service at UP CWGS in person, through phone or online.	1. Information Desk provides client the contact information (mobile no and email address: upcws.counseling@gmail.com) for scheduling.	None	10-15 minutes	Information staff
2. Contact peer counselor for scheduling via email or text, and provide necessary information.	2. Peer counselor acknowledges queries, asks for initial information, and, if applicable, schedules session for next available time on Tuesdays/Thursdays, or provides referral information to other services as needed.	None	1-2 days (<i>peer counselor is part-time and has other responsibilities</i>)	Peer counselor
3. Keep scheduled peer counseling appointment.	3. Provide psycho-social assistance service and set continuing appointments for as long as needed	None	Peer counseling session: 45 minutes to 2 hours	Peer counselor
		TOTAL	2 days, 2 hours, and 15 minutes	

4. Day Care Service

The Kalinga Day Care Center (KDCC) is a non-formal, non-structured alternative learning environment. Our goals are to provide a comfortable and safe environment for children ages 1.6 to 5.5 years; to meet the developmental needs of children in a gender-fair and peaceful environment, and; to promote positive self-concept in children.

The philosophy in child-care we follow sees the child as an actively developing person with a body, mind, feelings, and abilities that are unique to him/her. As teacher-facilitators, we prepare the environment for and facilitate learning, and provide activities and materials that promote a child's total development. We believe that learning occurs when children actively practice and refine their abilities, use their senses, and solve problems and interact in a stimulating environment. Parents and guardians are the primary and most important providers of care and nurture; they are the teachers' partners in the children's care and education.

Office or Unit:	Kalinga Day Care Center
Classification:	Highly Technical
Type of Transaction:	G2C, G2B, G2G
Who may avail:	Children of UP students, UP employees, UP alumni, UP residents, and others (Non-UP).
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Application Form	CWGS or KDCC



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire at UPCWGS regarding enrollment.	1. UPCWGS will give application form to the parent/or guardian	None	5 mins	KDCC Administrative staff and Head Facilitator
	1.2 UPCWGS will evaluate the application.	None	1 week	Deputy Director for Training and Outreach
2. Receive approved application.	2. Process for enrollment.	UP wholeday- P2,700.00 UP halfday- P2,100.00 Non-UP- wholeday P4,160.00 Non-UP halfday P3,200.00	2-3 days	
TOTAL			10 days and 5 minutes	

INTERNAL SERVICES

1. Library Service

Resource Collection

The Center has a collection of research papers – published and unpublished – video materials and documentary films on women’s studies for classroom teaching and gender sensitivity seminars and workshops.

In the mid-2000s, the UCWS spearheaded the creation of a regional information resource e-facility for women in local government with the support of UNESCAP.

Office or Unit:	CWGS Library			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	UP students and Non- UP students, UP employees and Non-UP employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
ID	UPCWGS			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present ID at the front desk.	1. Check the ID	None	1 minute	Library staff
2. Inquire on what book to borrow and availability.	2. Check book availability.	None	1 minute	Library staff
	2.1 If on shelf, get the book and give the book to the borrower.	None	1-3 hours	Library staff
3. After using, leave the book on the table.	3. For shelving	None	1 minute	Library staff
TOTAL			3 hours and 1 minute	



**OFFICE OF ADMISSIONS
UNIVERSITY OF THE PHILIPPINES**



EXTERNAL SERVICES

A. Law Aptitude Exam (LAE) Test Administration

All eligible applicants to the UP College of Law (COL) are required to take the UP Law Aptitude Exam (LAE) as part of the college selection process for its incoming freshmen students. The Office of Admissions (OA) oversees the administration of the LAE for the UP College of Law. The OA-appointed personnel (e.g. special examiners) administer the LAE to examinees in designated LAE testing centers during the appointed test date.

Office or Unit:	UP Office of Admissions			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All eligible examinees (BS/BA graduates) as processed by COL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid LAE test permit for the LAE (Original copy)		College of Law		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES-SING TIME	PERSON RESPONSIBLE
1. Go to LAE test center specified in the test permit during the appointed time.	LAE test personnel prepares test materials in the test center/room.	Application fee (P1,500) is paid to the COL during the application period.		OA Director as Overall Supervisor OA-appointed test examiners and proctors
2. Present test permit and line up according to instructions of Examiner/Proctor.	Guide examinees to testing room in testing hall.	None	Depends on testing room capacity	OA-appointed test proctors
3. Follow seating arrangements and instructions of examiner.	Give DRRM instructions; and administer LAE.	None	The exam duration is 5 hours.	OA-appointed examiner
4. Exit testing room and hall.	Guide examinees out	None	Depends on testing room capacity	OA-appointed test proctors
Total		None	6 hours	

LAE TEST Administration qualified for multi-stage processing.



B. UP College Admissions Test (UPCAT)

1. Applications for Incoming Freshmen to UP BA/BS Programs

Admission to all undergraduate degree programs in UP require qualification through the UPCAT, except for eligible international applicants and applicants covered by Republic Act. No.10648, also known as the Iskolar ng Bayan Law of 2014, who may avail of qualification by automatic admission.

The UPCAT application period, usually opens in July and closes in August. The dates of application are announced each year.

Office or Unit:	UP Office of Admissions	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	<ol style="list-style-type: none"> 1. Senior high school students expecting to graduate (eligible to enter tertiary education during the UPCAT SY applied for) from a DepEd-accredited high school or an accredited secondary school abroad before the start of the schoolyear applying for; OR 2. Graduates of a DepEd- accredited high school or an accredited secondary school abroad; AND 3. Must have final grades for three (3) high school years preceding the year of graduation; or 4. Must not have taken any college subject/s prior to taking the UPCAT; AND 5. Must not have taken the UPCAT before. 	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
All UPCAT applicants:		
1. Recent 2X2 ID photographs of applicant (4 identical signed copies)	Any place that can take and print photos	
2. UPCAT Application Form 1 (1 printed copy) Fully accomplished online, printed and signed by applicant and parent	UPCAT Online Application website https://upcatonline.up.edu.ph/ (Manual forms only available for special cases in regions with no internet access)	
3. Form 2 Secondary School Record (1 printed copy) Fully accomplished and signed by high school principal/head of school or authorized signatory; Applicant must sign in appropriate box in page 1	UPCAT Online Application website https://upcatonline.up.edu.ph/ (Manual forms only available for special cases in regions with no internet access)	
If applicant is graduating from a new private/public high school:		
4. Certificate of DepEd accreditation, recognition, or permit to operate Must be attached to Form 2 (1 certified true copy)	High school of applicant	



If applicant is already a high school graduate:	
5. High School Diploma (1 certified true copy)	High school of applicant
6. SHS Form 138 (original must be presented, 1 certified true copy)	High school of applicant
If applicant has completed the DepEd Alternative Learning System (ALS) program and is a passer of the DepEd Accreditation and Equivalency (A&E) Tests - HS level	
7. Authenticated (with seal) Certification as a High School Graduate eligible for admission to University based on the Certificate of Rating or COR (1 original and 1 certified true copy)	Relevant DepEd School Division Office Superintendent/Testing Coordinator
8. DepEd Certificate of Rating (COR) (1 copy attached to DepEd Certification of ALS completion as a High School Graduate)	Bureau of Educational Assessment (BEA)
If applicant is a transferee (i.e. has taken subjects from another high school):	
9. Permanent Secondary School Record (F137) from the other school with all the grades earned within (1 certified clear photocopy)	High school of applicant
If applicant is a child of UP employee	
10. UP HRDO certification (1 original)	UP HRDO
If applicant is a person with disability (PWD) requiring special attention	
11. Medical certificate describing disability issued by a licensed doctor (1 original)	Licensed doctor
If applicant is a foreign citizen:	
12. Proof of payment of UPCAT application fee (1 photocopy) (Applicants with Filipino citizenship are exempt from payment of the application fee as provided by Republic Act 1093)	Bank where payment was made
If person submitting application is a representative of the applicant:	
13. Signed Authorization letter (1 original or printed copy)	Applicant being represented
14. School ID of the Applicant (1 original or 1 clear photocopy)	Applicant being represented
15. Government-issued or valid company ID of the representative (1 clear photocopy)	BIR, Post Office, DFA, PSA, SSS, GSIS, Pag-IBIG, LTO, or Company of representative



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Sign up for an UPCAT account at the UPCAT Online Application website using an active email address - https://upcatonline.up.edu.ph - and read instructions on how to apply.	1. Online System provides instructions and sends an activation link via email notice.	None	Based on internet speed	ITDC/ OA IT UNIT
2. Click on the activation link sent via email to access your application account with your valid email address and password.	2. Online System activates the account.	None	Based on system response time	ITDC/ OA IT unit
3. Fill out application Form 1 completely online and printout pdf (NOT DRAFT) copy.	3. Send pdf copy of accomplished Form 1 after completion, and blank Form 2	None	Based on system response time	ITDC/ OA IT unit
4. Print out and sign accomplished copy of Form 1 and blank Form 2; Then send Form 2 to principal to fill out and sign.	4. Send copy of blank Form 2 along with accomplished Form 1.	None	Based on system response time	IT Unit
5. FOR NON-FILIPINO CITIZENS ONLY: Pay the UPCAT Application fee .	-	Php 450 for resident foreign applicants; \$50 for non-resident foreign applicants	Based on Bank/ applicant response time	(Applicant/ Bank)
6. Submit UPCAT Forms 1 and 2 and other required documents to the OA during application period.	6. Receive application documents and check for completeness; issue claim stub if pick up of test	None	5 minutes after receipt per applicant if docs are complete	Assigned OA staff to receiving windows



	permit is indicated in application form.			
7. Claim test permit at OA upon notification of availability; OR Wait for test permit to be mailed back to you if using prepaid return courier pouch.	7. Issue test permit.	None	5 minutes after receipt of claim stub Based on courier service response time	Assigned OA staff (Courier service)
IF APPLICATION BY BATCH PROCESSING				
Follow Steps 1 to 4 as with all other applicants.	Same as above	None	-	Same as above
5. FOR NON-FILIPINO CITIZENS ONLY: Pay the UPCAT Application fee.	-	Php 450 for resident foreign applicants; \$50 for non-resident foreign citizens	-	(Applicant/ Bank)
6. Submit UPCAT Forms 1 and 2 and other required documents to the school representative during application period.	-	None	-	(Applicant)
7. School representative will submit all required documents together with the list of applicants (signed by each applicant to authorize school representative).	7. Receive application and checks each for completeness. Encode batch application information. Check/verify test permit entries in database.	None	20 minutes per batch of 20 applicants 30 minutes per batch of 20 apps 20 minutes per batch of 20 apps	Assigned OA staff Assigned OA staff Assigned OA staff



8. School representative indicates if test permits are for pick-up or mailing.	8. Accomplish batch application cover sheet and indicate date of pick up (if applicable).	None	15 mins per batch of 20 apps	Assigned OA staff
9. School representative picks up test permits on appointed day.	9. Affix UP seal, sign and release test permit.	None	3 mins per applicant	Assigned OA staff

UPCAT Applications qualified for multi-stage processing

2. UPCAT Test Administration

All eligible applicants to UP undergraduate baccalaureate programs are required to take the UPCAT as part of the UP admissions process for its incoming freshmen students.

The Office of Admissions (OA) oversees the administration of the UPCAT for the whole UP System. The OA-appointed personnel (e.g. special examiners, proctors, etc) administer the UPCAT to all examinees in 90+ designated testing centers nationwide during the appointed test dates.

Office or Unit:	UP Office of Admissions			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	All UPCAT examinees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UPCAT test permit		Office of Admissions		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Go to the UPCAT test center specified in his/her test permit during the appointed time	Prepare UPCAT materials in the testing room of the testing hall.	None	30 minutes (may be longer – depends on testing room capacity)	OA Director as Overall Supervisor OA-appointed test Examiners and Proctors
2. Present test permit and line up according to instructions of Examiner/Proctor.	Guide examinees to testing room in testing hall.	None	30 minutes (may be longer - depends on testing	OA-appointed test Proctors



			room capacity)	
3. Follow seating arrangements as instructed.	Give DRRM instructions; and administer UPCAT to examinee.	None	The exam duration is 5 hours aside from instructions per subtest.	OA-appointed Examiner
4. Exit testing room and hall as instructed.	Guide examinees out of testing room and hall.	None	30 minutes (may be longer - depends on testing room capacity)	OA-appointed test proctors
Total		Php 450/\$50 for non-exempted applicants	6.5 hours	

UPCAT Administration qualified for multi-stage processing.

3. UPCAT Release of Results

The target date of availability of UPCAT results is announced to the examinees in the UPCAT online application website. The UPCAT results are based on data processing involving multi-stages. Encoding takes long because many high schools are unable to provide digital data and because of the large number of examinees.

The UPCAT results show the list of examinees selected to receive an offer of admissions to one of the degree programs they applied for in their application form based on the outcome of UPCAT data processing. The list is posted at the lobby of the Office of Admissions for a limited time. The individual UPCAT results for all examinees may be viewed online but only by examinees.

Office or Unit:	UP Office of Admissions			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	All eligible examinees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid UPCAT application account		Office of Admissions		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Go to the UPCAT main website https://upcat.up.edu.ph	1. The UPCAT Online application portal is opened for the release of results.	None	Based on internet speed	ITDC/ OA IT unit
2. Click on the Application status button.	2. Instructions to proceed will be provided.	None	Based on internet speed	ITDC/ OA IT unit
3. Log in with the email address and password that were used in your application to view your UPCAT results If Manual applicant , use the email you indicated in your application	3. Application status can be viewed. The System provides the applicant with his/her results by email.	None	Based on System response time and demand	ITDC/ OA IT unit
Total		None		

UPCAT Results Release qualified for multi-stage processing.

4. UPCAT Data Requests

The Office of Admissions receives many requests all year round for UPCAT data. These requests may be from current UPCAT examinees, or previous UPCAT examinees who wish to know their UPCAT scores. Data requests can also come from public or private high schools who wish to know the performance of their students in the UPCAT, or from researchers from various sectors and universities.

All data requests require a signed Limited Use and Release Form and are released in compliance with the Data Privacy Act of 2012 (RA10173).

Office or Unit:	UP Office of Admissions	
Classification:	Simple to Highly Technical	
Type of Transaction:	G2C, G2G	
Who may avail:	All	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Written letter of request indicating the data being requested, the format of the data, time period covered, mode of release of data	Person/Agency/Institution making request	



2. Signed Limited Use and Release Form (LURF), indicating agreement to the terms of the data release, including ownership and limitations in use of data		Office of Admissions		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Write letter of request addressed to the OA Director.	1. Receive letter.	None	Depends on amount of data requested	OA Director or staff from Test Development and Research Unit
2. Sign LURF.	2. Sign LURF if request is acceptable.	None		OA Director
3. Claim data request.	3. Release data.	Based on total billing (see below)		
Total		Data Request fees: Type of list per year (of UPCAT results) – PHP750; UPCAT data Per table generated per UPCAT year (tabulated using SAS/SPSS) - PHP500 Per individual score sheet requested - PHP50 UPCAT data requests from UP faculty, colleges or institutes, and/or students <u>conducting</u>		



	<u>research</u> are not charged (1195 th BOR meeting approval, 2005)		
--	---	--	--

UPCAT Data Requests are covered by RA10173.

INTERNAL SERVICES

1. Masters Admission Test in Education (MATE): Scanning of MATE Test Data & Scoring

The Masters Admission Test in Education (MATE) is required for applicants to the UP College of Education MA in Education program for the professional advancement of teachers and education personnel. Applicants must pass the test in order to be admitted into the program. The Office of Admissions provides MATE scanning and scoring services for the College Of Education.

Office or Unit:	UP Office of Admissions			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	College of Education			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written letter of request for the services indicating the number of examinees and the expected date of release of results		College of Education		
2. Relevant materials		College of Education		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Write request letter addressed to OA Director with deadline and accompanying materials. 1.1 Specify deliverables.	1. Process letter. 1.1 Assign OA staff based on capability and availability.		1 day 5 days	OA Director
2. Claim deliverables at OA.	2. Submit deliverables before the deadline.	Based on no. of answer sheets and	Max of 45 days	OA assigned staff



		no. of data files (see below)		
	Total	Scanning and scoring fees/answer sheet – PHP40; Validation and cleaning of data – PHP1,320 (for current year 2019) Data Files stored in CD – PHP165/file Printed copies of files – PHP4/page		

2. Undergraduate Admissions Test (UGaT): Scoring and Processing of UGaT Results

Office or Unit:	UP Office of Admissions			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Open University			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Written letter of request for the services indicating the number of examinees and the expected date of release of results		Open University		
2. Relevant materials		Open University		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES- SING TIME	PERSON RESPONSIBLE
1. Write letter of request addressed to the OA Director with expected date of submission and accompanying materials.	1. Receive letter and notify/ assigned available OA staff.	None	3 days	OA Director
2. Claim deliverables at OA.	2. Submit deliverables	Cost of supplies only	Max 45 days for	OA assigned staff



	before deadline.	(paper and printer ink) – PHP2,500 (for current year)	more than 100 examinees	
	Total	As above		



OFFICE OF INTERNATIONAL LINKAGES (OIL)



INTERNAL SERVICES

1. Signing of Memorandum of Agreement/ Understanding

Facilitates Signing of Memorandum of Agreement/ Understanding between UP Proponent and Partner University/ Institution

Office or Unit:	Office of International Linkages System (UPS OIL)			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Proponent from the UP Constituent University (Official, Faculty or Researcher)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft Agreement Proposal (1 original)		UP Proponent		
Background Information (1 original)		Partner University / Institution		
Implementation / Activity Plan (1 original)		UP Proponent		
Certificate of No Budgetary Outlay (1 Original)		Office of International Linkages		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to Receiving Area. *Reminder: Kindly leave the contact details of the UP Proponent.	1. Receive and scan the proposal request. 1.1. Submit the proposal to staff in charge.	None	10 minutes	<i>Administrative Assistant</i> UPS OIL
2. Standby for any feedback or update.	2. Review the proposal and arrange a meeting with Dean, Faculty on Academic Merits of the proposal, if needed. 2.1. Forward the proposal to OVPLA for review.	None	5 working days	<i>Director</i> UPS OIL <i>and</i> <i>Senior Project Assistant</i> UPS OIL
	2.2 Review the proposal and send back proposal with comments.	None		<i>Lawyer-in-Charge</i> Office of the Vice President for Legal Affairs
	2.3. Incorporate comments from OVPLA in the proposal.	None	4 working days	<i>Senior Project Assistant</i> Office of International Linkages



	2.4. Send the revised proposal with OVPLA comments to UP Proponent.			
3. Review the revised proposal with OVPLA comments and inform OIL for any further revisions or changes.	3.. Submit revised proposal with UP Proponent comments to OVPLA.	None	4 working days	Senior Project Assistant Office of International Linkages
	3.1. Review the revised proposal and inform OIL that the document is in order.	None		Lawyer-in-Charge Office of the Vice President for Legal Affairs
	3.2. Submit draft proposal to partner university/institution.	None	4 working days	Senior Project Assistant Office of International Linkages
4. Review the revised proposal with OVPLA comments and inform OIL for any further revisions or changes.	4. Incorporate comments from partner university/institution, upon receipt of the comments. 4..1. Submit final agreement to OVPLA for endorsement.	None	4 working days	Senior Project Assistant Office of International Linkages
	4.2. Review the final agreement and inform OIL that the document is in order. <i>Note: if the agreement is not yet in order, steps 7 – 8 will repeat until the agreement is finalized.</i>	None		Lawyer-in-Charge Office of the Vice President for Legal Affairs
	4.3. Prepare execution copies of the agreement.	None	2 working days	Senior Project Assistant Office of International Linkages



	4.4. Submit to OVPLA for countersignature.			
	4.5. Endorse the agreement to the Office of the President for UP President's signature.	None		<i>Vice President for Legal Affairs</i> Office of the Vice President for Legal Affairs
	4.6. Forward the signed document to OIL.	None		<i>University Secretary</i> Office of the Secretary of the University
5. Assist in verifying the mailing address of the university / institution.	5. Inform the UP Proponent about the signed agreement. 5.1. Verify the mailing address of the university/ institution to facilitate signing process on their end. 5.2. Send the signed agreement via post to the university/institution.	None	3 working days	<i>Senior Project Assistant</i> Office of International Linkages
	5.3. Receive the signed agreement from university/ institution. 5.4. Forward the signed agreement to staff in charge.	None	5 minutes	<i>Administrative Assistant</i> Office of International Linkages
	5.5. Submit signed agreement for notarization. 5.6. Submit notarized signed agreement to OSU for Board of Regents Confirmation.	None	4 working days	<i>Senior Project Assistant</i> Office of International Linkages
	5.7. Confirmation of Agreement of the Board of Regents (BOR)	None		<i>University Secretary</i> Office of the Secretary of the University



6. Implement the program / activity based on the agreement.	6. Inform the UP CU Proponent about the confirmation of the agreement.	None	10 minutes	Senior Project Assistant Office of International Linkages
TOTAL		None	30 working days, 25 minutes	

2. Processing of Inbound Student Exchange Application

Inbound Exchange Student Program provides opportunities for foreign undergraduate student of partner universities to study for 1 semester or 1 year in any of the UP Constituent Universities. As stipulated in the Memorandum of Student Exchange/Bilateral Agreement/Network Agreement, the tuition fee of participants in this program is waived.

Office or Unit:	Office of International Linkages (UPS OIL)			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Foreign Undergraduate students from Partner Universities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished Inbound Student Exchange Application Form (scanned copy)		Office of International Linkages System website		
Nomination Letter (scanned copy)		Applicant's host university's International Relations Office		
Transcript of Records (scanned copy)		Applicant's host university		
Proof of English Language Proficiency (scanned copy)		Applicant (for English Proficiency Test Scores) Applicant's host university (for Certification of English Language Proficiency by a professor)		
AUN-ACTS Online Generated Application Form (for AUN-ACTS applicants only) (scanned copy)		AUN-ACTS Online Web Portal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant's Host University's International Relations Office: Submit complete application document through email.	1. Receive and acknowledge receipt of the application documents.	None	5 minutes	Research Associate UPS OIL
	1.1. Review and screen application documents.	None	2 working days	Research Associate UPS OIL



	1.2. Endorse successful applicants to UP CU..	None	1 working day	Director UPS OIL
	1.3. UP CU reviews the application and directly informs the applicant of the procedure for application to the UP CU.	None		UP CU
2. Applicant: Comply with and submit the requirements of the UP CU.	2. UP CU reviews the application documents of the applicant.	None		UP CU
	2.1. UP CU informs the applicant of the result of the application.	None		UP CU
TOTAL		None	3 working days, 5 minutes	

3. Processing of Mobility for Vigor and Excellence – University of the Philippines (MOVE-UP)

Mobility for Vigor and Excellence – University of the Philippines (MOVE-UP) Outbound Student Exchange Program provides opportunities for UP undergraduate students to study for 1 semester or 1 year in any of UP Partner Universities. As stipulated in the Memorandum of Student Exchange/Bilateral Agreement/Network Agreement, the tuition fee of participants in this program is waived.

Office or Unit:	Office of International Linkages (UPS OIL)
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	UP Undergraduate Students
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Accomplished MOVE-UP Outbound Student Exchange Application Form (original)	Office of International Linkages System website
Curriculum Vitae (original)	Applicant
True copy of grades (original)	Applicant's College/Department
Certification of Cumulative General Weighted Average (original)	Applicant's College/Department
Certification of Remaining Units (original)	Applicant's College/Department
Recommendation Letter (original)	Applicant's previous professor/instructor
Approved Study Plan (original)	Form available in OIL System Website



	Applicant's program adviser			
500-word essay	Applicant			
Copy of Form 5 and UP ID	Applicant			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application documents to UP CU OVCAA/OIL.	1. Receive complete documents.	None		UP CU OIL/OVCAA
	1.1. VCAA/OIL Director signs the application form and transmit the same to UPS OIL.	None		UP CU OIL/OVCAA
UP System OIL will process the application documents after the deadline.				
	1.2. Invite the applicant to a Committee interview.	None	2 working days	Research Associate UPS OIL
	1.3. Prepare logistics for the interview.	None	5 working days	Research Associate UPS OIL
	1.4. Interview the applicant.	None	10 minutes	Student Exchange Selection Committee and Secretariat
	1.5. Process the results of the interview.	None	3 working days	Research Associate UPS OIL
	1.6. Inform the applicant of the result of the application (acceptance and host university placement).	None	2 working days	Research Associate UPS OIL
2. Send conforme regarding participation in the host university placement.	2. Nominate the student to the Host University.	None	1 working day	Research Associate UPS OIL
Processing of the application of the applicant to the host university depends on the timeline of the host university.				
	2.1. Inform the applicant of the requirements of the Host University.	None	30 minutes	Research Associate UPS OIL



3. Submit complete application documents (email/hard-copy depending on the instructions of host university).	3. Receive application documents.	None	5 minutes	Research Associate UPS OIL
	3.1. Review submitted documents.	None	1 hour	<i>Research Associate</i> UPS OIL
	3.2. Endorse application documents to partner host university.	None	1 working day	<i>Director</i> UPS OIL
	3.3. Inform applicant that the documents have been transmitted to host university.	None	5 minutes	<i>Research Associate</i> UPS OIL
Letter of Acceptance is sent by host universities 5 weeks (25 working days) after their deadline of application.				
	3.4. Inform the applicant of the result of the application in the host university.	None	5 minutes	<i>Research Associate</i> UPS OIL
TOTAL		None	14 days, 1 hour, and 55 minutes	

4. Processing of Mobility for Vigor and Excellence – University of the Philippines (MOVE-UP) Financial Assistance

Mobility for Vigor and Excellence – University of the Philippines (MOVE-UP) Financial Assistance provides financial support to enable UP undergraduate students to take courses, undertake sandwich thesis work, or attend a degree-related training in an International Higher Education Institutions, especially those where UP has exchange agreements with.

Office or Unit:	Office of International Linkages (UPS OIL)
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	UP Undergraduate Student (all levels except freshmen)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Accomplished MOVE-UP Financial Assistance Application Form (original)	Office of International Linkages System website



Socialized Tuition System Bracket Certification (photocopy)		Office of Student Services and Scholarships (for UP Diliman) or Office of Student Activities (for other CUs)		
1-page Curriculum Vitae (original)		Applicant		
True Copy of Grades (original)		Applicant's College/Department		
Certification of Cumulative General Weighted Average (original)		Applicant's College/Department		
Certification of Remaining Units (original)		Applicant's College/Department		
Letter of Acceptance from Host University		Host University		
2 Letters of References from previous/current professors (2 originals)		Applicant's College/Department		
Letter of Consent and Waiver from Parent/Guardian (with photocopy of parent's ID or proof legal guardianship for legal guardian) (1 original)		Applicant's College/Department		
Copy of Form 5 and UP ID (1 photocopy)		Applicant's College/Department		
Additional documents for student exchange applicant:				
Approved Study Plan		Form available in OIL System Website Applicant's program adviser		
Additional documents for thesis/sandwich program applicants:				
Copy of thesis proposal endorsed by thesis adviser (1 photocopy)		Applicant's College/Department		
Gantt chart/work plan for thesis research activities/work (1 photocopy)		Applicant's College/Department		
Additional documents for degree-related training:				
Approved Study Plan		Form available in OIL System Website Applicant's program adviser		
Certification of Department Chair or Adviser on the relevance of the short-term training (1 original)		Applicant's College/Department		
Additional documents to be provided by the student once the application is approved				
Approved Cross-registration (for exchange students and degree-related training applicants) or Travel Authority issued by Dean (for Thesis/Sandwich Program applicants)		Applicant		
Contract signed by the undergraduate student grantee and parent(s)/legal guardian(s) and notarial fee		Office of International Linkages System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit complete application form to UP CU OIL/OVCAA.	1. Receive complete application documents.	None		UP CU OIL/OVCAA
	1.1. UP CU OIL/OVCAA facilitates the signing of the document on the level of the Chancellor.	None		UP CU OIL/OVCAA
	1.2. OC transmits signed documents to UP System OIL.	None		UP CU Office of the Chancellor
UP System OIL will process the application documents after the deadline.				
	1.3. Evaluate of the application.	None	10 working days	MOVE-UP Selection Committee and Secretariat
	1.4. Release evaluation results.	None	2 working days	Research Associate UPS OIL
2. Submit Letter of Acceptance from Host University (if not yet submitted).	2. Receive document from Host University.	None	5 minutes	Research Associate UPS OIL
	2.1. Recommend the application.	None	1 working day	Director UPS OIL
	2.2. Forward application for recommendation of OVPAA.	None	1 working day	Research Associate UPS OIL
	2.3. OVPAA recommendation of application and forward application to OP	None		Vice President for Academic Affairs OVPAA
	2.4. Approval of application and sending back of approved application to OIL	None		University President OP
	2.5. Send out letter of confirmation with request to submit an approved cross-registration letter.	None	2 working days	Research Associate UPS OIL
3. Submit approved cross-registration.	3. Prepare contract between UP and the undergraduate student grantee.	None	1 working day	Research Associate UPS OIL



4. Submit signed contract.	4. OIL Director	None	1 working day	Research Associate UPS OIL
	4.1. VPAA signs the contract.	None		Vice President for Academic Affairs OVPA
	4.2. Have the signed contract notarized.	₱ 200.00	2 working days	Research Associate UPS OIL
	4.3. Prepare and send out voucher for the release of funds.	None	1 working day	Research Associate UPS OIL
	4.4. Voucher processing	None		System Accounting Office and System Budget Office
	4.5. Preparation and check release	None		System Cash Office
TOTAL		₱ 200.00	21 days, 5 minutes	

5. Liquidation Report for MOVE-UP

Liquidation report is prepared for MOVE UP Grantees.

Office or Unit:	Office of International Linkages
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	UP Undergraduate Student (all levels except freshmen)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Copy of MOVE UP confirmation Letter	Applicant
Itinerary of Travel signed by the OIL Director (1 original)	Applicant
Copy of Letter of Acceptance	Host University
Copy of Approved Cross-registration letter	Applicant
Certificate of travel completed signed by applicant and dean (1 original)	Applicant Applicant's College
Student Post-Study report	Applicant
Official Receipt of airline tickets (1 original)	Airline Carrier
Boarding Pass and Flight Itinerary (1 original and 1 photocopy) including all connecting flights	Airline Carrier
In case of lost, submit Travel Certification from the airlines	



Official Receipt of insurance (1 original)		Insurance Provider		
Copy of Insurance Policy		Insurance Provider		
Proof of payment of accommodation (1 original)		Host/Accommodation		
Copy of official transcript or report of grades (1 photocopy)		Host University		
Diploma or certification of completion of program (1 photocopy)_		Host University		
<p>Summary of Expenses in Philippine Peso with corresponding bank selling rate and printed copy of currency rate dated on the date of purchased for airfare, insurance and first day of arrival for stipend.</p> <p>Note: For STIPEND, the total amount reflected in the Summary of Expenses and Itinerary of Travel should be the Approved Entitlement.</p> <p>Statement of Account for expenses charged through credit/debit card. Actual amount of expenses from SOA should be reflected in the Summary of Expenses and Itinerary of Travel.</p>		Applicant		
Liquidation Report (1 original)		Applicant		
Accomplishment report detailing the activities undertaken by the Grantee while studying at the host university		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents upon receipt of Transcript of Records.	1. Receive Liquidation Report.	None	5 minutes	Administrative Assistant UPS OIL
2. Discuss liquidation report with OIL.	2. Evaluate and discuss the Liquidation Report with the student.	None	2 hours	Administrative Assistant UPS OIL
3. Return excess amount to UP based on the evaluation of Liquidation Report and provide OIL with receipt from UP System Cash Office.	3. Receive official receipt.	None	5 minutes	Administrative Assistant UPS OIL
	3.1. Recommend signing of	None	1 working day	Administrative Assistant UPS OIL



	Liquidation Report to OIL Director.			
	3.2. Submit liquidation report to UPSAO.	None	1 working day	<i>Administrative Assistant UPS OIL</i>
TOTAL		None	2 working days, 2 hours, 10 minutes	

6. Continuous Operational and Outcomes-Based Partnership for Excellence in Research and Academic Training Enhancement (COOPERATE)

For graduate students at early thesis or dissertation or proposal stage, needing to undertake research/creative work at a foreign university

UP research adviser may undertake a short-term visit to foreign potential research/creative work co-adviser/group; for continuing research/creative work collaboration and publication/productivity.

Office or Unit:	Office of International Linkages	
Classification:	Complex	
Type of Transaction:	G2G	
Who may avail:	UP Faculty (Thesis/Dissertation Adviser)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Accomplished UP OIL COOPERATE Form #2 (1 original and 1 photocopy)	Office of International Linkages System website	
Memorandum of Understanding/ Memorandum of Agreement or Statements from University Officials (2 photocopies)	Office of International Linkages of CU OVCAA of CU Applicant's College/Department	
1 to 2-page curriculum vitae (1 original and 1 photocopy)	UP Faculty Applicant	
Proof of collaboration with host university (invitation letter specifying ongoing or specifying potential research collaboration) (1 original and 1 photocopy)	Applicant Host University	
Appointment as Adviser/Co-Adviser of the Graduate Student Applicant (1 original and 1 photocopy)	Applicant's College/Department	
Detailed Work plan (1 original and 1 photocopy)	Applicant	
Line-item budget (1 original and 1 photocopy) a. Transportation Expenses a.1. Roundtrip Economy Airticket (inclusive of travel tax)	Office of International Linkages System website	



a.2. Land Transportation (local and in the host country, include airport transfers) b. Visa Fee c. Travel and Health Insurance d. Per diem use (attach UNDP-DSA rate) d.1. Accommodation (50% of per diem) d.2. Food Allowance (30% of per diem) d.3. Incidental Expenses (20% of per diem)				
Contract signed by the UP Faculty Adviser grantee and notarial fee		Office of International Linkages System website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application form to Office of International Linkages at least six (6) months before the proposed research activity.	1. Receive and check application.	None	30 minutes	<i>Administrative Assistant</i> UPS OIL
UP System OIL will process the application documents once it receives adequate amount of applications for committee evaluation				
	1.1. Evaluate application.	None	14 working days	<i>COOPERATE Committee</i>
2. Acknowledge email from OIL and its attachments.	2. Release evaluation results.	None	1 working day	<i>Administrative Assistant</i> UPS OIL
	2.1. Recommend application.	None	1 working day	<i>Director</i> UPS OIL
	2.2. Forward application for recommendation of OVPAA.	None	1 working day	<i>Administrative Assistant</i> UPS OIL
	2.3. OVPAA recommendation of application and forward application to OP	None		<i>Vice President for Academic Affairs</i> OVPAA
	2.4. Approval of application and sending back of approved application to OIL	None		Office the President
	2.5. Prepare approval letter and	None	2 working days	<i>Administrative Assistant</i> UPS OIL



	contract between UP and the UP Faculty Adviser.			
	2.6. OIL Director signs the contract.	None	1 working day	Director UPS OIL
	2.7. VPAA signs the contract.	None		Vice President for Academic Affairs OVPA
	2.8. Have the signed contract notarized.	₱ 200.00	1 working day	Administrative Assistant UPS OIL
	2.9. Submit letter of request for transfer of funds to OVPPF.	None	2 working days	Administrative Assistant UPS OIL
	2.10. Forwarding of request to the System Budget Office	None		Vice President for Finance OVPPF
	2.11. Preparation of Funding Check Memo (FCM)	None		System Budget Office
	2.12. Approval of transfer of funds and signing of FCM	None		Vice President for Finance OVPPF
	2.13. Transfer of Funds to the UP CU	None		System Accounting Office
3. Acknowledge email from OIL and its attachments. 3.1. Coordinate with UP CU Accounting Office for accessing of funds.	3. Letter of FCM notice with attached FCM	None	1 working day	Administrative Assistant UPS OIL
	TOTAL	₱ 200.00	24 working days, 30 minutes	

7. Liquidation Report for COOPERATE

Preparation of liquidation and activity report for COOPERATE grantees.

Office or Unit:	Office of International Linkages
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	UP Faculty (Thesis/Dissertation Adviser)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



Liquidation Report (1 original)		UP Faculty Applicant		
Signed Research Activity Report (1 original)		UP Faculty Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and discuss liquidation report with CU Accounting Office one (1) month after return to the Philippines	1. Receive Liquidation Report 1.1. Evaluate and discuss the Liquidation Report with the applicant	None		CU Accounting Office
2. Return excess amount to UP based on the evaluation of Liquidation Report and provide OIL with receipt from UP CU Cash Office	2. Receive excess amount and provide official receipt	None		System Cash Office
3. Submit Activity report and copy of liquidation report	3. Receive activity report and copy of liquidation	None	10 minutes	<i>Administrative Assistant</i> UPS OIL
TOTAL		None	10 minutes	

8. Continuous Operational and Outcomes-Based Partnership for Excellence in Research and Academic Training Enhancement (COOPERATE)

For graduate students at early thesis or dissertation or proposal stage, needing to undertake research/creative work at a foreign university

UP research adviser may undertake a short-term visit to foreign potential research/creative work co-adviser/group; for continuing research/creative work collaboration and publication/productivity.

Office or Unit:	Office of International Linkages		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	UP Graduate Student (Master's Thesis/ Ph.D. Dissertation Level)		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Accomplished UP OIL COOPERATE Form #1 (1 original and 1 photocopy)		Office of International Linkages System website	
Memorandum of Understanding/ Memorandum of Agreement or Statements from University Officials (2 photocopies)		Office of International Linkages of CU OVCAA of CU Applicant's College/Department	



1 to 2-page curriculum vitae (1 original and 1 photocopy)	Applicant			
Dissertation/thesis proposal endorsed by adviser (1 original and 1 photocopy)	Thesis Adviser			
Certified transcript of records/true copy of grades (2 photocopies)	Office of International Linkages of CU OVCAA of CU Applicant's College/Department			
Host University Professor acceptance or invitation letter (2 photocopies)	Host University			
2 Letters of References from previous/current professor (2 originals)	Applicant's College/Department			
Detailed Work plan (1 original and 1 photocopy)	Applicant			
Line-item budget (1 original and 1 photocopy) a. Transportation Expenses a.1. Roundtrip Economy Airticket (inclusive of travel tax) a.2. Land Transportation (local and in the host country, include airport transfers) b. Visa Fee c. Travel and Health Insurance d. Accommodation e. Food Allowance	Office of International Linkages System website			
Contract signed by the graduate student grantee and notarial fee	Office of International Linkages System website			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application form to Office of International Linkages at least six (6) months before the proposed research activity.	1. Receive and check the application.	None	30 minutes	<i>Administrative Assistant</i> UPS OIL
UP System OIL will process the application documents once it receives adequate amount of applications for committee evaluation				
	1.1. Evaluate application.	None	14 working days	<i>COOPERATE Committee</i>
2. Acknowledge email from OIL and its attachments.	2. Release evaluation results.	None	1 working day	<i>Administrative Assistant</i> UPS OIL
	2.1. Recommend the application.	None	1 working day	<i>Director</i> UPS OIL
	2.2. Forward the application for	None	1 working day	<i>Administrative Assistant</i> UPS OIL



	recommendation of OVPAA.			
	2.3. OVPAA recommendation of application and forward application to OP	None		<i>Vice President for Academic Affairs</i> OVPAA
	2.4. Approval of application and sending back of approved application to OIL	None		Office the President
	2.5. Prepare approval letter and contract between UP and the UP Faculty Adviser.	None	1 working day	<i>Administrative Assistant</i> UPS OIL
	2.6. OIL Director signs the contract.	None	1 working day	<i>Director</i> UPS OIL
	2.7. VPAA signs the contract.	None		<i>Vice President for Academic Affairs</i> OVPAA
	2.8. Have the signed contract notarized.	₱ 200.00	1 working day	<i>Administrative Assistant</i> UPS OIL
	2.9. Prepare and send out voucher for the release of funds.	None	1 working day	<i>Administrative Assistant</i> UPS OIL
	2.10. Voucher processing	None		System Accounting Office
	2.11. Preparation and check release	None		System Cash Office
	2.12. Notify student on claiming of check.	None	10 minutes	<i>Administrative Assistant</i> UPS OIL
	TOTAL	₱ 200.00	21 working days, 40 minutes	

9. Liquidation Report for COOPERATE

Liquidation and activity reports are prepared for COOPERATE grantees.

Office or Unit:	Office of International Linkages
Classification:	Simple
Type of Transaction:	G2C
Who may avail:	UP Graduate Student (Master's Thesis/ Ph.D. Dissertation Level)



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Authority to Travel for UP Employee only (1 original)		Applicant's College/Department		
Itinerary of Travel signed by the adviser and the dean (1 original)		Applicant's College/Department		
Certificate of appearance (1 photocopy)		Host university		
Certificate of travel completed signed by student, adviser and the dean (1 original)		Applicant		
Signed research activity report		Applicant		
Boarding Passes (1 original and 1 photocopy) (In case of lost submit certificate of travel)		Airline Carrier and Applicant		
Summary of expenses in Philippine Peso with corresponding bank selling rate and printed copy of currency rate dated to your first day of arrival (1 original) Note: Each individual expense should be recorded as one entry		Applicant		
All receipts arranged based on the summary of expenses (1 original and 1 photocopy each) <ul style="list-style-type: none"> a. Accommodation information and official receipt (if included in the grant) b. Airline ticket/e-ticket with the amount of airfare c. Airline official receipt (for reimbursement) d. Official receipt for terminal fees e. Other receipts of expenses e.g. meals/ transportation (Note: Taxi Fare-please indicate the plate no. and witness signature) 		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and discuss liquidation report with OIL one (1) month after return to the Philippines.	1. Receive Liquidation Report. 1.1. Evaluate and discuss the Liquidation Report with the applicant.	None	30 minutes	<i>Administrative Assistant</i> UPS OIL
2. Return excess amount to UP based on the evaluation of Liquidation Report and provide OIL	2. Receive official receipt.	None	5 minutes	<i>Administrative Assistant</i> UPS OIL



with receipt from UPSCO.				
	2.1. Recommend signing of Liquidation Report to OIL Director.	None	1 working day	<i>Administrative Assistant</i> UPS OIL
	2.2. Submit liquidation report to UPSAO.	None	1 working day	<i>Administrative Assistant</i> UPS OIL
TOTAL		None	2 working days, and 35minutes	

10. Research/ Creative Work Presentation in International Conferences (Travel Grant)

Support for researchers and graduate students for paper presentation at international conferences is provided. Co-funding of Constituent Unit (CU) or other agencies is preferred.

Office or Unit:	Office of International Linkages	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	UP Faculty who are pursuing graduate studies (M.S. or Ph.D.) or REPS	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Accomplished UP OIL Travel Grant Form #1 (1 original)		Office of International Linkages System website
Abstract of the paper (For Faculty/REPS, include the citation of a recent research in an ISI-listed publication or its equivalent) (1 original)		Applicant
2-page curriculum vitae (1 original) For Faculty/Graduate Student, include copy of Form 5 or a certification that you are enrolled on the period of travel		Applicant
Official invitation or acceptance letter from the conference, which indicates the title of the invited lecture or accepted paper (1 photocopy)		Conference Organizer
Information about the conference (1 original) a. Conference Announcement b. History and Track Record (i.e. how many years has the conference been ongoing) c. Board members d. Publication		Conference Organizer



Recommendation letter from the adviser endorsed by the Chancellor/Dean/Head of the Institute/Adviser (1 original)		Applicant		
Details of financial assistance (e.g. amount, coverage, proposed utilization)		Office of International Linkages System website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application form to Office of International Linkages at least three (3) months before the proposed travel.	1. Receive and check the application.	None	5 minutes	<i>Administrative Assistant</i> UPS OIL
	1.1. Evaluate application.	None	3 working days	<i>Director</i> UPS OIL and <i>Junior Project Assistant</i> UPS OIL
2. Acknowledge email from OIL and its attachments.	2. Release evaluation results.	None	1 working day	<i>Junior Project Assistant</i> UPS OIL
	2.1. Recommend the application.	None	3 working days	<i>Director</i> UPS OIL
	2.2. Forward application for recommendation of OVPAA.	None	1 working day	<i>Junior Project Assistant</i> UPS OIL
	2.3. OVPAA recommendation of application and forward application to OP	None		<i>Vice President for Academic Affairs</i> OVPAA
	2.4. Approval of application and sending back of approved application to OIL	None		Office the President
	2.5. Prepare and send out voucher for the release of funds.	None	3 working days	<i>Junior Project Assistant</i> UPS OIL
	2.6. Voucher processing	None		System Accounting Office
	2.7. Preparation and check release	None		System Cash Office



TOTAL	None	11 working days, 5 minutes	
--------------	-------------	-----------------------------------	--

11. Liquidation Report and Reimbursement requirements for Travel Grant

Liquidation reports and reimbursement requirements for Travel Grant grantees are prepared.

Office or Unit:	Office of International Linkages			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP Faculty who are pursuing graduate studies (M.S. or Ph.D.) or REPS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Liquidation Report (1 original)		Applicant		
Signed Travel Report (1 original)		Applicant's College/Department		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and discuss liquidation report with OIL one (1) month after return to the Philippines.	1. Receive Liquidation Report. 1.1. Evaluate and discuss the Liquidation Report with the applicant.	None	2 hours and 5 minutes	<i>Junior Project Assistant</i> UPS OIL
2. Return excess amount to UP based on the evaluation of Liquidation Report and provide OIL with receipt from UPSCO.	2. Receive official receipt.	None	5 minutes	<i>Junior Project Assistant</i> UPS OIL
	2.1. Recommend signing of Liquidation Report to OIL Director.	None	1 working day	<i>Junior Project Assistant</i> UPS OIL
	2.2. Submit liquidation report to UPSAO.	None	1 working day	<i>Junior Project Assistant</i> UPS OIL
TOTAL		None	2 working days, 2 hours, 10 minutes	



12. Research/ Creative Work Presentation in International Conferences (Travel Grant)

Support for researchers and graduate students for paper presentation at international conferences is provided. Co-funding of Constituent Unit (CU) or other agencies is preferred.

Office or Unit:	Office of International Linkages			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	UP Graduate Students			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished UP OIL Travel Grant Form #1 (1 original)		Office of International Linkages System website		
Abstract of the paper (For Faculty/REPS, include the citation of a recent research in an ISI-listed publication or its equivalent) (1 original)		Applicant		
2-page curriculum vitae (1 original) For Faculty/Graduate Student, include copy of Form 5 or a certification that you are enrolled on the period of travel		Applicant		
Official invitation or acceptance letter from the conference, which indicates the title of the invited lecture or accepted paper (1 photocopy)		Conference Organizer		
Information about the conference (1 original) a. Conference Announcement b. History and Track Record (i.e. how many years has the conference been ongoing) c. Board members d. Publication		Conference Organizer		
Recommendation letter from the adviser endorsed by the Chancellor/Dean/Head of the Institute/Adviser (1 original)		Applicant		
Details of financial assistance (e.g. amount, coverage, proposed utilization)		Office of International Linkages System website		
Tax Identification Number		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application form to Office of International Linkages at least three (3) months	1. Receive and check the application.	None	5 minutes	<i>Administrative Assistant</i> UPS OIL



before the proposed travel.				
	1.1. Evaluate application.	None	3 working days	<i>Director</i> UPS OIL and <i>Junior Project Assistant</i> UPS OIL
2. Acknowledge email from OIL and its attachments.	2. Release evaluation results	None	1 working day	<i>Junior Project Assistant</i> UPS OIL
	2.1. Recommend the application.	None	3 working days	<i>Director</i> UPS OIL
	2.2. Forward application for recommendation of OVPAA.	None	1 working day	<i>Junior Project Assistant</i> UPS OIL
	2.3. OVPAA recommendation of application and forward application to OP	None		<i>Vice President for Academic Affairs</i> OVPAA
	2.4. Approval of application and sending back of approved application to OIL	None		Office the President
	2.5. Prepare and send out voucher for the release of funds.	None	3 working days	<i>Junior Project Assistant</i> UPS OIL
	2.6. Voucher processing	None		System Accounting Office
	2.7. Preparation and check release	None		System Cash Office
	TOTAL	None	11 working days, 5 minutes	

13. Liquidation Report and Reimbursement Requirements for Travel Grant

Liquidation report and reimbursement requirements for Travel Grant grantees are prepared.

Office or Unit:	Office of International Linkages
Classification:	Simple
Type of Transaction:	G2C



Who may avail:	UP Graduate Students
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Authority to Travel for UP Employee only (1 original)	Applicant's College/Department
Itinerary of Travel signed by the OIL Director (1 original)	Office of International Linkages System
Letter of Invitation, program and registration form (1 photocopy)	Conference Organizer
Certificate of appearance/attendance/seminar participation/list of participants (1 photocopy)	Conference Organizer
Certificate of travel completed signed by applicant and dean (1 original)	Applicant Applicant's College/Department
Travel Grant Report Form signed by the Adviser (1 original)	Applicant and Adviser
Boarding Passes (1 original and 1 photocopy)	Airline Carrier and Applicant
In case of lost, submit Travel Certification from the airlines	
Summary of expenses in Philippine Peso with corresponding bank selling rate and printed copy of currency rate dated to your first day of arrival (1 original)	Applicant
Note: Each individual expense should be recorded as one entry except STIPEND.	
For STIPEND, the total amount reflected in the Summary of Expenses and the Itinerary of Travel should be the "APPROVED AMOUNT" in the line item budget.	
All receipts arranged based on the summary of expenses (1 original and 1 photocopy): <ul style="list-style-type: none"> a. Hotel accommodation information and official receipt (if included in the stipend) b. Airline ticket/e-ticket with the amount of airfare c. Airline official receipt (for reimbursement) AIRFARE including travel tax– Official receipt, E-ticket/ Itinerary receipt. If the airline issued system is generated official receipt, kindly print it out. Official receipt for terminal fees (this is included in land transportation. (Stipend) 	Applicant



<p>d. Other receipts of expenses e.g. meals/ transportation. For the STIPEND meals, hotel accommodation and land transportation (the total amount reflected in the Summary of Expenses and the Itinerary of Travel should be the “APPROVED AMOUNT” in the line item budget.</p> <p>e. Statement of Account for expenses charged through credit/debit card. Actual amount of expenses from SOA should be reflected in the Summary of Expenses and Itinerary of Travel.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents and discuss liquidation report with OIL one (1) month after return to the Philippines.	1. Receive Liquidation Report. 1.1. Evaluate and discuss the Liquidation Report with the applicant.	None	2 hours and 5 minutes	<i>Junior Project Assistant</i> UPS OIL
2. Return excess amount to UP based on the evaluation of Liquidation Report and provide OIL with receipt from UPSCO.	2. Receive official receipt.	None	5 minutes	<i>Junior Project Assistant</i> UPS OIL
	2.1. Recommend the signing of Liquidation Report to OIL Director.	None	1 working day	<i>Junior Project Assistant</i> UPS OIL
	2.2. Submit liquidation report to UPSAO.	None	1 working day	<i>Junior Project Assistant</i> UPS OIL
TOTAL		None	2 working days, 2 hours, 10 minutes	

13. UP System Supported Constituent Unit Hosted International Conferences (Hosting)

UP System and CUs host international conferences, meetings, and workshops in line with the University’s vision and mission



Office or Unit:	Office of International Linkages			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP Faculty or REPS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished UP System Supported CU Hosted International Conference Form #1 (1 original)		Office of International Linkages System website		
International Conference Proposal (1 original)		Applicant		
Estimated International Conference Budget (Annex A) (1 original)		Office of International Linkages System website		
Tentative Schedule of Activities (1 original)		Applicant		
Plan for Utilization of Estimated Income Generated from the International Conference (if applicable) (1 original)		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application form to UP CU Office of the Chancellor at least three (3) months before the event.	1. Receive complete application documents. 1.1. OC Staff facilitates the signing of the document on the level of the Chancellor. 1.2. Signed documents are submitted to UP System OIL.	None		UP CU Office of the Chancellor
UP System OIL will process the application documents as received from the OC.				
2. Standby for any feedback or update regarding the application.	2. Receive and check application.	None	3 working days	<i>Administrative Assistant</i> UPS OIL and <i>Senior Project Assistant</i> UPS OIL
	2.1. Evaluate application.	None	15 working days	HOSTING and WELS Committee



	<i>Note: Committee evaluation will begin once an adequate amount of applications is received.</i>			
	2.2. Recommend the application.	None	3 working days	<i>Director UPS OIL</i>
	2.3. Forward application for recommendation of OVPAA.	None	2 working days	<i>Senior Project Assistant UPS OIL</i>
	2.4. OVPAA recommendation of application and forwarding application to OP	None		<i>Vice President for Academic Affairs OVPAA</i>
	2.5. Approval of application and sending back of approved application to OIL	None		<i>Executive Vice President Office the President</i>
3. Acknowledge email from OIL and its attachments.	3. Release evaluation results. 3.1 Submit letter of request for transfer of funds to OVPPF.	None	2 working days	<i>Senior Project Assistant UPS OIL</i>
	3.2. Forward request to the System Budget Office	None		<i>Vice President for Finance OVPPF</i>
	3.3. Preparation of Funding Check Memo (FCM)	None		System Budget Office
	3.4. Approval of transfer of funds and signing of FCM	None		<i>Vice President for Finance OVPPF</i>
	3.5. Transfer of Funds to the UP CU	None		System Accounting Office
4. Acknowledge email from OIL and its attachments. 4.1. Coordinate with UP CU Accounting Office for accessing of funds.	4. Letter of Approval with attached FCM	None	2 working days	<i>Senior Project Assistant UPS OIL</i>
TOTAL		None	27 working days	



14. Liquidation Report for Hosting

Liquidation and conference reports for Hosting grantees are prepared.

Office or Unit:	Office of International Linkages			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP Faculty or REPS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Liquidation Report (1 original)		Office of International Linkages System		
Conference Report (1 original)		Office of International Linkages System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit reports one (1) month after the event. Note: Liquidation should be done through UP CU Accounting Office.	1. Receive submitted reports.	None	5 minutes	<i>Administrative Assistant</i> UPS OIL
2. Standby for any feedback or update.	2. Check and review the submitted reports. 2.1. Request return of excess funds (if applicable).	None	3 working days	<i>Senior Project Assistant</i> UPS OIL
<i>(If applicable)</i> 3. Submit documents for return of excess funds to System Cash Office. 3.1. Send a copy of the official receipt to OIL Email (oil@up.edu.ph).	3. Acknowledge receipt of the official receipt. 3.1. Record the receipt in the database. 3.2. Send a copy of updated summary of return of excess funds to System Budget Office.	None	2 working days	<i>Senior Project Assistant</i> UPS OIL
TOTAL		None	5 working days, 5 minutes	



15. World Experts Lecture Series (WELS)

Support is provided for air travel, accommodations and per diem for one week, arrangements for the convocations, publicity of the event, social functions for invited eminent world leaders in academe, government, and industry to give special lectures in UP.

Office or Unit:	Office of International Linkages			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP Faculty or REPS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished UP OIL World Experts Lecture Series Form #1 (1 original)		Office of International Linkages System website		
Official letter of invitation to the world expert/leader/artist by the UP Faculty/Staff (1 photocopy)		Applicant		
2- to 3-page curriculum vitae of the world leader/expert/artist and proofs/documents of the eminence of world leader/expert/artist (including first pages of enumerated selected publications) (1 original)		Invited Expert		
Acceptance Letter by eminent expert/leader/artist (1 photocopy)		Invited Expert		
1-page estimated budget breakdown (Annex A) (1 original)		Office of International Linkages System website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete application form to UP CU Office of the Chancellor at least six (6) months before the scheduled lectures.	1. Receive complete application documents. 1.1 OC Staff facilitates the signing of the document on the level of the Chancellor. 1.2. The signed documents are transmitted to UP System OIL.	None		UP CU Office of the Chancellor
UP System OIL will process the application documents as received from the OC.				
2. Standby for any feedback or update regarding the application.	2. Receive and check application.	None	3 working days	Administrative Assistant UPS OIL and



				Senior Project Assistant UPS OIL
	2.1. Evaluate application. <i>Note: Committee evaluation will begin once an adequate amount of applications is received.</i>	None	15 working days	HOSTING and WELS Committee
	2.2. Recommendation application.	None	3 working days	Director UPS OIL
	2.3. Forward application for recommendation of OVPAA.	None	2 working days	Senior Project Assistant UPS OIL
	2.4. OVPAA recommendation of application and forwarding application to OP	None		Vice President for Academic Affairs OVPAA
	2.5. Approval of application and sending back of approved application to OIL	None		Executive Vice President Office the President
3. Acknowledge email from OIL and its attachments.	3. Release evaluation results. 3.1. Letter of request for transfer of funds to OVPPF	None	2 working days	Senior Project Assistant UPS OIL
	3.2. Forwarding of request to the System Budget Office	None		Vice President for Finance OVPPF
	3.3. Preparation of Funding Check Memo (FCM)	None		System Budget Office
	3.4. Approval of transfer of funds and signing of FCM	None		Vice President for Finance OVPPF
	3.5. Transfer of Funds to the UP CU	None		System Accounting Office
4. Acknowledge email from OIL and its attachments.	4. Letter of Approval with attached FCM	None	2 working days	Senior Project Assistant UPS OIL



4.1. Coordinate with UP CU Accounting Office for accessing of funds.				
TOTAL		None	27 working days	

16. Liquidation Report for WELS

Liquidation and conference reports for WELS grantees are prepared.

Office or Unit:	Office of International Linkages			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP Faculty or REPS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Liquidation Report (1 original)		Office of International Linkages System		
Activity Report (1 original)		Office of International Linkages System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit reports one (1) month after the lectures. Note: Liquidation should be done through UP CU Accounting Office.	1. Receive submitted reports.	None	5 minutes	<i>Administrative Assistant</i> UPS OIL
2. Standby for any feedback or update.	2. Check and review the submitted reports. 2.1. Request to return excess funds (if applicable).	None	3 working days	<i>Senior Project Assistant</i> UPS OIL
(If applicable) 3. Submit documents for return of excess funds to System Cash Office. 3.1. Send a copy of the official receipt	3. Acknowledge receipt of the official receipt. 3.1. Record the receipt in the database. 3.2. Send a copy of updated summary	None	2 working days	<i>Senior Project Assistant</i> UPS OIL



to OIL Email (oil@up.edu.ph).	of return of excess funds to System Budget Office.			
TOTAL		None	5 working days, 5 minutes	



CENTER FOR INTEGRATIVE AND DEVELOPMENT STUDIES (CIDS)



EXTERNAL SERVICES

1. Receiving of Letters, Memorandum, Contract of Service, Job Orders, Bills, etc.

All documents which are sent to UP CIDS are received and subsequently addressed, processed or referred to the proper personnel, by the UP CIDS Administrative Office.

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All UP and Non-UP units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (1 Copy of Bills, Official Receipts, and Sales Invoice)		UP and Non-UP Units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Bills, Official Receipts, and Sales Invoice	1. Acknowledge receipt	None	3 minutes	Administrative Staff
	1.1. Endorsement of the document to the person concerned	None	5 minutes	Administrative Staff
	1.2. Send a preliminary response to the sender (if needed)	None	5 minutes	Administrative Staff
TOTAL		None	13 minutes	

2. Processing of Payment to Supplier

Payments of approved procurements of UP CIDS are initiated in the UP CIDS Administrative Office.

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit			
Classification:	Highly Technical			
Type of Transaction:	G2C G2G			
Who may avail:	UP CIDS Program Staff Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (Disbursement Voucher (DV) Form)		UP CIDS Programs		
Document 2 (Summary of Expenses)		UP CIDS Programs		



Document 3 (Inspection and Acceptance Report – Supply and Procurement Management Office Form (SPMO))		UP CIDS Programs		
Document 4 (Original Receipts/CENRR Form/RER Form)		UP CIDS Programs		
Document 5 (Attendance Sheet)		UP CIDS Programs		
<i>*Additional attachments if reimbursement for travel expenses (land, accommodation, transportation, and airfare):</i>				
Document 6 - 10 (Travel Documents: Travel Authority, Travel Order, Certificate of Travel Completed, Original Boarding Pass, and Itinerary of Travel)		UP CIDS Programs		
<i>*Additional attachments if there is an expense more than one thousand pesos</i>				
Document 11 and 12 (Three Canvass Sheets and Abstract of Quotation) Document 13 (Stock Position Sheet)		UP CIDS Programs		
Document 14 (Manual and Online Purchase Request)		UP CIDS Administrative Office		
Document 15 (Allotment Obligation Slip ALBOS)		Systems Budget Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1 Acknowledge receipt	None	3 minutes	Finance Staff
	1.1. Assessment on documents received	None	10 minutes	Finance Staff
	1.2. Endorsement of the documents for Executive Director's approval and signature	None	10 minutes	Finance Staff
	1.3. Creating of Document Tracking System (DTS) number	None	10 minutes	Finance Staff
	1.4. Generating of Disbursement Voucher (DV) number to University Information System (UIS)	None	20 minutes	Finance Staff
	1.5. Recording of documents for out-going (For SPMO Inspection)	None	2 minutes	Finance Staff
	1.6. Coordination with SPMO	None	2 days	Finance Staff



	1.7. Scanning of documents and uploading of file online (UIS)	None	20 minutes	Finance Staff
	1.8. Recording of document for out-going	None	5 minutes	Messenger
	1.9. Coordination with SAO	None	7 days	Finance Staff
	1.10 Updating the Program Staff concerned for the releasing of supplier's check at Systems Cashier Office	None	2 minutes	Finance Staff
TOTAL		None	9 days, 1 hour, and 22 minutes	

3. Addressing Inquiries from External Entities in Relation to UP CIDS Research Functions and Activities

Inquiries from external entities pertaining to UP CIDS or any of its research programs or projects are usually received through the main communication channels of UP CIDS, which is usually through the Administrative Office. These inquiries are referred to the proper persons concerned or already addressed if possible and applicable by the Administrative Office itself.

Office or Unit:	UP CIDS Administrative Office			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Any person who has a reasonable interest or any inquiry regarding the research work and activities of UP CIDS			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Formal letter (printed or digital) of inquiry or request for research collaboration or coordination addressed to the UP CIDS Administrative Office			To be provided by <i>client</i> themselves	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of formal letter to UP CIDS (physically at the UP CIDS Office premises, or	1. Confirming receipt and either, preliminarily addressing the inquiry or request made with pertinent information, and if necessary,	None	20 minutes	Senior Administrative Office II or University Research Associate I



through the UP CIDS official e-mail)	referring inquiry or request to concerned UP CIDS Research Program/Project/personnel for proper action			
TOTAL		None	20 minutes	

3. Processing of Policy Insights, Book Reviews, And Essays for The UP CIDS *Philippine Journal of Public Policy*

The procedure for the processing and publication of book reviews, essays, and policy insights for the UP CIDS' in-house journal.

Office or Unit:	Center for Integrative and Development Studies (OVPAA) – Publications			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Scholars, faculty, researchers from and writing about the Philippines and East Asia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Electronic copy of policy insight/book review/essay		From Author		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Policy Insight/Book Review/Essay.	1. Acknowledge receipt of policy insight/book review/essay.	None	1 day	Managing Editor – Publications Unit
	1.1. Conduct Technical review.	None	1 day	Managing Editor – Publications Unit
	1.2. Return to author for technical edits (if there are any).	None	1 day	Managing Editor – Publications Unit
	1.3. Forward to editorial consultant, copyeditors, and layout artist.	None	7 days	Managing Editor – Publications Unit
2. Apply comments arising from copyedited manuscript.	2. Upload book reviews/essays in UP CIDS page and social media.	None	1 day	Associate Editor – Publications Unit
TOTAL		None	11 days	



4. Processing of Manuscripts for The UP CIDS *Philippine Journal of Public Policy*

Publication of articles for the UP CIDS' in-house journal

Office or Unit:	Center for Integrative and Development Studies (OVPAA) – Publications			
Classification:	Highly Technical (may exceed 20 working days)			
Type of Transaction:	G2C			
Who may avail:	Scholars, faculty, researchers from and writing about the Philippines and East Asia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Electronic copy of manuscript		From Author		
Peer review guide questions		UP CIDS Publications Staff		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit manuscript.	1. Acknowledge receipt of manuscript.	None	15 Minutes	Managing Editor – Publications Unit
	1.1. Conduct technical review.	None	1 Day	Managing Editor – Publications Unit
	1.2. Return to author for technical edits (if there are any).	None	15 Minutes	Managing Editor – Publications Unit
2. Receive technical edits – Submission of manuscript with revised technical edits – Online correspondence.	2. Conduct substantive preliminary editorial review.	None	5 Days	Editor-in-Chief, Managing Editor, Associate Editor – Publications Unit
.	2.11. Return substantive preliminary comments to author.	None	15 Minutes	Managing Editor – Publications Unit
	2.2. Decide on manuscript status. 2.2.a. Reject manuscript. 2.2.b. Accept manuscript.	None	1 Day	Editor-in-Chief, Managing Editor, Associate Editor – Publications Unit
	2.3. Inform author of rejection/acceptance.	None	15 Minutes	Managing Editor – Publications Unit



	2.4.a. Keep manuscript on file, if rejected. 2.4.b. Send manuscript with revised preliminary substantive edits, if accepted.			
3. Acknowledge receipt of accepted manuscript – Online correspondence	3. Forward to three (3) peer reviewers.	None	5 Days	Managing Editor – Publications Unit
	3.1. Facilitate peer review process.	None	20 Days (may reach up to 30 Days)	Editor-in-Chief, Managing Editor – Publications Unit
	3.2. Forward reviewers' comments to author.	None	15 Minutes	Managing Editor – Publications Unit
4. Receive reviewers' comments – Revise manuscript according to reviewers' comments – Online correspondence.	4. Conduct second deliberation on author manuscript. 4.1. Accept manuscript. 4.2. Return manuscript to author for further edits.	None	1 Day	Editor-in-Chief, Managing Editor, Associate Editor – Publications Unit
	4.3. Inform author of results of second deliberation.	None	15 Minutes	Managing Editor – Publications Unit
5. Receive deliberated manuscript – Revise manuscript further, or acknowledge receipt of acceptance – Online correspondence.	5. Forward to editorial consultant, copyeditors, and layout artist.	None	8 Hours	Managing Editor – Publications Unit
	5.1. Coordinate with the editorial consultant, copyeditors, and layout artist for copyediting and layout of manuscript.	None	7 Days	Editor-in-Chief, Managing Editor – Publications Unit
	5.2. Conduct final review.	None	1 Day	Managing Editor, Associate Editor – Publications Unit



	5.3. Final review of the Editor-in-Chief	None	1 Day	Editor-in-Chief – Publications Unit
	5.4. Upload articles in UP CIDS page and social media.	None	30 Minutes	Associate Editor – Publications Unit
TOTAL		None	1 month, 4 days, 10 hours (min.)	

5. Use of Library and Resource Center of UP CIDS

This refers to the use and access of all resources and facilities available in the library.

Office or Unit:	UP CIDS Library And Resource Center			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	UP students and employees, Students, Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP, School, or Company ID and/or Letter of Endorsement				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID and/or Letter of Endorsement from office or school and/or office.	1. Check ID and/or Letter of Endorsement.	None	2 Minutes	Library staff
2. Provide or search for title or author or subject needed thru the OPAC.	2. Check OPAC for availability; If available, get the book/research material then give it to the client for room use.	None	15 minutes	Library staff
3. Read and/or study book/research material provided.		None		
4. Leave the book/research material on the table or give to the library staff after use.	4. Check the borrowed material then return to shelf.	None	5 Minutes	Library staff
TOTAL		None	22 minutes	



INTERNAL SERVICES

1. Processing of Purchase Request (not more than 50,000.00 pesos) for the UP CIDS Program Events

Purchase requests are made prior to carrying out send-bill transactions which are usually availed of by the various Programs and Projects of UP CIDS in carrying out their various research activities and events. It is through and in coordination with the UP CIDS Administrative Office that these Purchase Requests for the program expenses are made.

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP CIDS Program Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (1 Copy of Manual Purchase Request (PR) Form)		UP CIDS Programs		
Document 2 (Online PR Form)		University Information System (UIS)		
Document 3 (1 Copy of Signed PR)		UP CIDS Administrative Office		
Document 4 (1 Copy of Allotment and Obligation Slip (ALOBS))		Systems Budget Office and UP CIDS Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of manual Purchase Request	1. Acknowledge receipt	None	3 minutes	Administrative Staff
	1.1/ Generating of online Purchase Request (PR) thru University Information System (UIS)	None	10 minutes	Administrative Staff
	1.2. Printing of the generated online PR from UIS	None	5 minutes	Administrative Staff
	1.3. Endorsement of the PR form for signature of the UP CIDS Executive Director	None	10 minutes	Administrative Staff
	1.4. Uploading of the signed PR to UIS	None	10 minutes	Administrative Staff
	1.5. Coordination with Systems Budget Office	None	2 days	Administrative Staff
2. Receiving of approved PR and ALOBS	2. Releasing of the signed PR and Allotment and	None	5 minutes	Administrative Staff



	Obligation Slip (ALOBS) from Systems Budget Office			
TOTAL		None	2 days, 43 minutes	

2. Processing of Purchase Request (more than 50,000.00 pesos) for the UP CIDS Program Events

Expenses for the research Program and Projects of UP CIDS which are more substantial and exceeds fifty-thousand pesos also require Purchase Requests. The Purchase requests are prepared by the UP CIDS Administrative Office and are further coordinated with the Procurement Office for bidding purposes.

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	UP CIDS Program Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (Manual Purchase Request (PR) Form)		UP CIDS Programs		
Document 2 (Online PR Form)		University Information System (UIS)		
Document 3 (Printout and signed PR)		UP CIDS Administrative Office		
Document 4 (Printout Allotment Obligation Slip (ALOBS))		Systems Budget Office and UP CIDS Administrative Office		
Document 5 (Three Canvass Sheets/Quotations)		UP CIDS Programs		
Documents 6 (Technical Specifications)		UP CIDS Administrative Office		
Documents 7 (Technical Evaluation Report)		UP CIDS Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of manual Purchase Request	1. Acknowledge receipt	None	3 minutes	Administrative Staff
	1.1. Generating of online Purchase Request (PR) thru University Information System (UIS)	None	10 minutes	Administrative Staff
	1.2. Printing of the generated online PR from UIS	None	5 minutes	Administrative Staff
	1.3. Endorsement of the PR form for	None	10 minutes	Administrative Staff



	signature of the UP CIDS Executive Director			
	1.4. Uploading of the signed PR to UIS	None	10 minutes	Administrative Staff
	1.5. Coordination with Systems Budget Office	None	2 days	Administrative Staff
2. Submission of 3 canvass sheets/quotations	2. Acknowledge receipt	None	3 minutes	Administrative Staff
	2.1. Filling out of Technical Specification Form	None	30 minutes	Administrative Staff
	2.2. Forwarding of complete documents (PR, ALOBS, 3 Canvass sheets/Quotations, and Technical Specification Form) to Procurement Office	None	5 minutes	Administrative Staff
	2.3. Coordination with Procurement Office	None	22 days	Administrative Staff
	2.4. Receiving of documents from Procurement Office	None	3 minutes	Administrative Staff
	2.5. Filling out and forwarding of Technical Evaluation Report to Procurement Office	None	30 minutes	Administrative Staff
	2.6. Follow up of documents from Procurement Office	None	7 days	Administrative Staff
	2.7. Receiving of documents from Procurement Office	None	3 minutes	Administrative Staff
3. Receiving of documents	3. Releasing of documents from Procurement Office to UP CIDS Program Staff, for Disbursement Voucher Preparation.	None	3 minutes	Administrative Staff
	TOTAL	None	24 days, 1 hour, 55 minutes	



3. Processing of Contract of Service/s, Straight Fee/s, and Job order/s

Contracts of Services and Job Orders are processed to hire personnel to address the research and non-research needs of the Center and its programs and projects.

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	UP CIDS Programs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (1 Copy of Request Letter Waiver)		UP CIDS Programs		
Document 2 (1 Copy of Cover Letter)		UP CIDS Administrative Office		
Document 3 (1 Copy of Matrix)		UP CIDS Administrative Office		
Document 4 (1 Copy of Waiver Signed by VP Nestor G. Yunque)		Office of the Vice President for Administration		
Document 4 (1 Copy of Budget Cleared Contract of Service/Job Order)		UP CIDS Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter of Request for Waiver	1. Acknowledge receipt	None	3 minutes	Administrative Staff
	1.1. Drafting of Cover Letter and Matrix	None	30 minutes	Administrative Staff
	1.2. Endorsement of the Request Letter, Cover Letter, and Matrix for approval and signature of the UP CIDS Executive Director	None	10 minutes	Administrative Staff
	1.3. Creating of Document Tracking number and forwarding of complete documents (Request Letter, Cover Letter, and Matrix) to Office of the Vice President for Academic Affairs (OVPA)	None	20 minutes	Administrative Staff
	1.4. Follow up of documents to concerned offices (OVPA, OVPA,	None	7 days	Administrative Staff



	OVPF, and Budget Office)			
	1.5. Receiving of documents (signed Waiver, Matrix, budget cleared Contract of Service, Job Order) from Office of the Vice President for Finance)	None	3 minutes	Administrative Staff
2. Receiving of complete documents	2. Releasing of documents to UP CIDS Program Staff	None	3 minutes	Administrative Staff
TOTAL		None	7 days, 1 hour, 9 minutes	

4. Processing of Requisition Issue Slip (RIS) for UP CIDS Programs

Requisition Issue Slips are processed for UP CIDS Programs and Projects to address and supply for their need of common-use office supplies.

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government,			
Who may avail:	UP CIDS Programs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (1 Copy of RIS Form)		UP CIDS Programs		
Document 2 (1 Copy of Disbursement Voucher)		UP CIDS Programs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requisition Issue Slip	1. Acknowledge receipt	None	3 minutes	Administrative Staff
	1.1. Creating of Document Tracking number and Forwarding of RIS Form to Supply and Procurement Management Office (SPMO)	None	5 minutes	Administrative Staff
	1.2. Receiving of the evaluated RIS Form from SPMO	None	5 minutes	Administrative Staff



2. Receiving of the RIS Form	2. Releasing of RIS Form to UP CIDS Program Staff for Disbursement Voucher (DV) preparation	None	5 minutes	Administrative Staff
3. Submission of RIS Form with Disbursement Voucher	3. Acknowledge receipt	None	3 minutes	Administrative Staff
	3.1. Forwarding of RIS and DV to SPMO	None	3 minutes	Administrative Staff
	3.2. Receiving of office supplies purchased	None	10 minutes	Administrative Staff
4. Receiving of office supplies	4. Releasing of office supplies purchased from UPS Storeroom	None	3 minutes	Administrative Staff
TOTAL		None	37 minutes	

5. Processing of Reimbursements for UP CIDS Programs

The Administrative Office receives, compiles, and prepares the necessary documents to reimburse the expenses advanced by the Program and Project personnel in carrying out their research activities.

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	UP CIDS Program Staff	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Document 1 (Disbursement Voucher (DV) Form)	UP CIDS Programs	
Document 2 (Summary of Expenses)	UP CIDS Programs	
Document 3 (Inspection and Acceptance Report Form)	UP CIDS Programs	
Document 4 (Original Receipts/CENRR Form/RER Form)	UP CIDS Programs	
Document 5 (Attendance Sheet)	UP CIDS Programs	
<i>*Additional attachments if reimbursement for travel expenses (land, accommodation, transportation, and airfare):</i>		
Document 6 - 10 (Travel Documents: Travel Authority, Travel Order, Certificate of Travel Completed, Original Boarding Pass,	UP CIDS Programs	



Certificate of Appearance, and Itinerary of Travel)				
<i>*Additional attachments if there is an expense more than one thousand pesos</i>				
Document 11 and 12 (Three Canvass Sheets and Abstract of Quotation) Document 13 (Stock Position Sheet)		UP CIDS Programs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1. Acknowledge receipt	None	3 minutes	Finance Staff
	1.1. Assessment on documents received	None	10 minutes	Finance Staff
	1.2. Endorsement of the documents for Executive Director's approval and signature	None	10 minutes	Finance Staff
	1.3. Generating of Disbursement Voucher (DV) number to University Information System (UIS) and scanning of documents	None	20 minutes	Finance Staff
	1.4. Creating of Document Tracking System (DTS) number	None	10 minutes	Finance Staff
	1.5. Recording of document for out-going	None	5 minutes	Messenger
TOTAL		None	58 minutes	

6. Processing of Payment for Honoraria/Straight Fee/Personnel

The compensation for all personnel contracted by UP CIDS, including honoraria for Job Order personnel or those contracted to perform specific parcels of work, are initiated in the UP CIDS Administrative Office.

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	UP CIDS Program Staff
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



Document 1 (Certificate of Services Rendered)		UP CIDS Programs		
Document 2 (Disbursement Voucher Form)		UP CIDS Programs		
Document 3 (Signed and Budget Cleared Job Order/Office Order/Contracts)		UP CIDS Programs		
Document 4 (Output)		UP CIDS Programs		
Document 5 (Program of the Event)		UP CIDS Programs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1. Acknowledge receipt	None	3 minutes	Finance Staff
	1.1. Assessment on the documents received	None	10 minutes	Finance Staff
	1.2. Endorsement of the documents for Executive Director's approval and signature	None	10 minutes	Finance Staff
	1.3. Generating of Disbursement Voucher (DV) number to University Information System (UIS) and scanning of documents	None	20 minutes	Finance Staff
	1.4. Creating of Document Tracking System (DTS) number	None	10 minutes	Finance Staff
	1.5. Recording of document for out-going	None	5 minutes	Messenger
TOTAL		None	58 minutes	

7. Processing of Payment of Salaries for UP CIDS Non-UP Contractuals (Program/Research Staff)

The compensation for all personnel contracted by UP CIDS, including the monthly/bi-monthly salaries of Non-UP Contractuals, are initiated in the UP CIDS Administrative Office.

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government



Who may avail:	UP CIDS Program Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (Certificate of Services Rendered)		UP CIDS Programs		
Document 2 (Disbursement Voucher Form)		UP CIDS Administrative Office		
Document 3 (Signed and Budget Cleared Job Order/Contracts)		UP CIDS Administrative Office		
Document 4 (General Payroll)		UP CIDS Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Certificate of Services Rendered	1. Acknowledge receipt	None	3 minutes	Finance Staff
	1.1. Assessment on the documents received	None	3 minutes	Finance Staff
	1.2. Uploading of number of days to Human Resource Information System (HRIS)	None	10 minutes	Finance Staff
	1.3. Sending of data from HRIS to the payroll personnel of System Accounting Office (SAO)	None	3 minutes	Finance Staff
	1.4. Coordination with the SAO Payroll Personnel for the General Payroll	None	1 day	Finance Staff
	1.5. Printing of General Payroll	None	1 minute	Finance Staff
	1.6. Generating of Disbursement Voucher (DV) number to University Information System (UIS) and scanning of documents	None	20 minutes	Finance Staff
	1.7. Endorsement of the documents for Executive Director's approval and signature	None	10 minutes	Finance Staff
	1.8. Generating of Disbursement Voucher (DV) number to University Information System	None	20 minutes	Finance Staff



	(UIS) and scanning of documents			
	1.9. Creating of Document Tracking System (DTS) number	None	10 minutes	Finance Staff
	1.10. Recording of document for out-going	None	5 minutes	Messenger
TOTAL		None	1 day, 1 hour, 25 minutes	

8. Approval of Research Program/ Project Proposals

UP CIDS receives research proposals from all UP units, which it may accept or reject based on the review and discretion of its Executive Director, in coordination with its Administrative Staff. Research proposals which are approved are constituted into research programs or projects which are then funded by UP CIDS.

Office or Unit:	UP CIDS Administrative Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP Employees (Faculty, REPS, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Research Proposal (with at least a one-year research agenda specified)		To be provided by <i>client</i> themselves		
Budget Proposal (to cover a one-year research agenda)		To be provided by <i>client</i> themselves		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Required Documents	1. Receiving Research Program or Project proposals	None	10 minutes	University Research Associate I OR any Administrative Staff present or available
2. Attend possible meetings or deliver presentations to more effectively clarify the proposed Research Program or Project (as requested by the UP CIDS)	2. Review and Approval of Proposed Research Programs or Projects	None	7 working days	UP CIDS Executive Director in coordination with other Administrative and Research Personnel



Administrative Office/Executive Director)				
3. Submission of the revised and finalized (1) Research and Budget Proposal as previously agreed upon with the UP CIDS Administrative Office, and (2) the necessary personnel documents for those who will be	3. Negotiation, preparation and finalization of necessary documents pertaining to (1) administrative and finance matters, and (2) to personnel appointments, to formally institute a Research Program or Project	None	8 working days (documents are afterwards endorsed to other UP System Offices for approval)	University Research Associate, in coordination with Administrative and Finance Personnel
TOTAL		None	15 days and 10 minutes	

9. Hiring of Non-UP Contractual Research Personnel

The Research Programs and Projects under UP CIDS are usually in need of researchers and research assistants with very specific expertise, skill sets and areas of interest which are not usually addressed through the regular hiring process of UP employees. UP CIDS thus contracts researchers/research assistants well-fit to work on its various research programs and projects.

Office or Unit:	UP CIDS Administrative Office	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Any person, not-affiliated with UP, who has been pre-selected or pre-determined by the UP CIDS Programs/Projects and the UP CIDS Administrative Office to be contracted for services to be rendered and paid based on a daily compensation rate (i.e. Non-UP Contractual personnel)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Formal letter of request to hire a Non-UP contractual personnel, addressed to the UP CIDS Executive Director with the following attachments: <ol style="list-style-type: none"> 1. Strong justification of hiring; 2. List of duties and responsibilities of person to be hired; 3. Photocopy of a valid government issued ID; 		To be provided by <i>client</i> themselves; Format or template may be provided by the UP CIDS Administrative Office



<p>4. Curriculum vitae reflecting work experience and academic qualifications including number of graduate units finished and number of relevant training hours completed;</p> <p>5. Program/Project functional-organizational chart;</p> <p>6. List of existing Non-UP Contractual Research Personnel of the research Program/Project, and their corresponding positions and compensation rates.</p>				
Filled-out UP CIDS Personal Data Sheet		Form to be provided by the UP CIDS Administrative Office		
2x2 ID Photo		To be provided by <i>client</i> themselves;		
Accomplished Contract of Services (CoS) Information Sheet		To be provided by the UP CIDS Administrative Office		
Three printed copies of the CoS signed on all pages by (1) the personnel to be hired and (2) the Program/Project Head		Soft copy of CoS to be sent by the UP CIDS Administrative Office to the concerned personnel		
At least two notarized copies of the CoS of the Non-UP Contractual Research Personnel		CoS signed by the UP CIDS Executive Director and witness to be given to the concerned personnel by the UP CIDS Administrative Office; Notarization to be facilitated by <i>client</i> themselves		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of (1) letter of request for hiring Non-UP Contractual Personnel with necessary attachments, (2) Filled-out UP CIDS Personal Data Sheet, and (3) 2x2 ID Photo	1. Checking correctness and completeness of letter of request and necessary attachments; Receiving submission from client when correct and complete; advising client regarding any errors or insufficiencies with the submission	None	10 minutes	University Research Associate I
	1.1. Reviewing and endorsing request to concerned UP System Offices (Office of the Vice President for Academic Affairs, Office of the Vice President for Planning and Development, Office of the Vice President for Administration, Office of the Vice President for	None	30 minutes	University Research Associate I



	Planning and Finance, Office of the President)			
	<i>Review and Processing outside UP CIDS (in other UP System Offices)</i>	<i>None</i>	<i>40 days (based on previous experience)</i>	<i>Other UP System Offices</i>
	1.2. Informing Program personnel once the request for hiring has been approved by the Office of the President; Instructing the concerned personnel to fill up the UP CIDS CoS Information Sheet	None	5 minutes	Senior Administrative Assistant II; University Research Associate I
2. Accomplish CoS Information Sheet	2. Preparation of Contract of Services for concerned Non-UP Contractual Research Personnel and forwarding soft copy to concerned personnel for checking and printing	None	45 minutes	University Research Associate I
3. Submission of CoS signed by personnel and Program/Project Head	3. Receipt of CoS submission; having said CoS signed by witness for UP CIDS and UP CIDS Executive Director; Return of completely signed CoS to Program personnel	None	30 minutes	Senior Administrative Assistant II; University Research Associate
4. Submission of notarized CoS	4. Receipt of CoS submission; Endorsement to UP System Budget Office for Budget Clearance	None	20 minutes	University Research Associate I
	<i>Review and grant of budget clearance by the UP System Budget Office (outside UP CIDS)</i>	<i>None</i>	<i>5 working days (based on experience)</i>	<i>UP System Budget Office</i>
	4.1. Informing Program of approved and budget cleared CoS, ready for subsequent processing of payment	None	10 minutes	University Research Associate I
TOTAL		None	2 hours and 30 minutes (+45 days for processing and approval)	



		outside UP CIDS)	
--	--	------------------	--

10. Processing of Hiring of Job Order Personnel for Research Activities

The activities and events carried out by the various Research Programs and Projects under UP CIDS usually demand the participation and assistance of additional personnel to carry out specific work and submit outputs such as activity, event, and project documentations, transcriptions etc. These are hired through Job Orders which grant compensation for particular parcels of work.

Office or Unit:	UP CIDS Administrative Office			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Any person, not-affiliated with UP, who has been pre-selected or pre-determined by the UP CIDS Programs/Projects and the UP CIDS Administrative Office to be contracted for a specific parcel of services to be rendered and paid through Job Orders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal letter of request to hire a Job Order personnel with the following attachments: 1. Photocopy of a valid government issued ID; 2. Job Order signed by personnel to be hired.		To be provided by <i>client</i> themselves; Format or template may be provided by the UP CIDS Administrative Office		
Filled-out UP CIDS Personal Data Sheet		Form to be provided by the UP CIDS Administrative Office		
2x2 ID Photo (if the Job Order personnel will be utilizing UP CIDS Office		To be provided by <i>client</i> themselves;		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of (1) letter of request for hiring Non-UP Contractual Personnel with necessary attachments, (2) Filled-out UP CIDS Personal Data Sheet, and (3) 2x2 ID Photo	1. Checking correctness and completeness of letter of request and necessary attachments; Receiving submission from client when correct and complete; advising client regarding any errors or insufficiencies with the submission	None	10 minutes	University Research Associate I
	1.1. Reviewing and endorsing request to concerned UP System Offices (Office of the Vice President for Academic Affairs, Office of the Vice	None	30 minutes	University Research Associate I



	President for Administration)			
	<i>Review, processing and approval outside UP CIDS (in other UP System Offices)</i>	None	10 days (based from previous experience)	Other UP System Offices
	1.2. Informing Program personnel once the request for hiring has been approved by the Office of the Vice President for Administration	None	5 minutes	Senior Administrative Assistant II; University Research Associate I
	1.3. Endorsement of Job Order/s to the UP System Budget Office for Budget Clearance	None	20 minutes	University Research Associate I
	<i>Review and grant of budget clearance by the UP System Budget Office (outside UP CIDS)</i>	None	5 working days (based on experience)	UP System Budget Office
	1.4. Informing Program of approved and budget cleared Job Order, ready for subsequent processing of payment	None	10 minutes	Senior Administrative Assistant II; University Research Associate I
	TOTAL	None	1 hour and 15 minutes (+15 days for processing and approval outside UP CIDS)	

11. Processing of Additional UP CIDS Appointments for UP Employees Participating in UP CIDS Programs or Projects

The UP CIDS, following its mandate to harness the resources and expertise of the University towards research initiatives, sources the convenors, heads, and fellows of its Research Programs and Projects from various UP Units. Faculty members, REPS or any UP Employee may be accepted and given additional appointments under UP CIDS to carry out research work. These appointments are formalized and compensated through Office Orders.

Office or Unit:	UP CIDS Administrative Office
Classification:	Highly Technical
Type of Transaction:	G2G



Who may avail:	Any UP Employee who has been pre-determined by the UP CIDS Administrative Office, or the UP CIDS Program or Projects Heads, to be granted an additional appointment under UP CIDS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled-out UP CIDS Office Order Information Sheet		To be provided by <i>client</i> themselves; Format or template may be provided by the UP CIDS Administrative Office		
Printed Copy of Office Order, signed by the UP Employee to be given an appointment under UP CIDS		To be provided by the <i>client</i> themselves		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Filling-out the UP CIDS Office Order Information Sheet	1. Preparing of Office Order for concerned personnel based on information entered into the Office Order Information Sheet; Forwarding the soft copy of the Office Order to concerned personnel for printing and signing	None	25 minutes	University Research Associate I
2. Submission of printed Office Order, already signed by the concerned personnel to be appointed under UP CIDS	2. Having the Office Order signed by the UP CIDS Executive Director and endorsing the Office Order for approval and budget clearance to other UP System Offices (Office of the Vice President for Academic Affairs, UP System Budget Office)	None	25 minutes	University Research Associate I
	<i>Approval from the Office of the Vice President for Academic Affairs; Review and grant of budget clearance by the UP System Budget Office (outside UP CIDS)</i>	<i>None</i>	<i>10 working days (based on experience)</i>	<i>UP System Budget Office</i>
	2.1. Informing Program of approved and budget cleared Office Order, ready for subsequent processing of payment	None	10 minutes	Senior Administrative Assistant II; University Research Associate I
TOTAL		None	1 hour	



		(+10 days for processing and approval outside UP CIDS)	
--	--	--	--

12. Request for Hiring Records for All UP CIDS Research Personnel (Contract of Services, Job Orders, Office Orders)

The variety of appointments and contractual agreements relating to personnel matters and concerns made under the UP CIDS require the Administrative Office to be able to provide records and certifications upon the request of various persons who have existing agreements with the Center. These records usually include certificates of employment, certificates of employment with compensation etc.

Office or Unit:	UP CIDS Administrative Office			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	Any person contracted by UP CIDS under a CoS or a Job Order, or any UP employee granted additional appointment under UP CIDS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal letter (printed or digital) for specific hiring record needed, approve or noted by the direct UP CIDS supervisor of the requesting personnel		To be provided by <i>client</i> themselves		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of formal letter to UP CIDS	1. Reviewing for correctness of the request for hiring records and confirming receipt	None	5 minutes	University Research Associate I
	1.1. Preparation of hiring records	None	30 minutes	University Research Associate I
	1.2. Informing concerned personnel of availability of record for pick up at the UP CIDS Administrative Office	None	5 minutes	Senior Administrative Assistant II; University Research Associate I
TOTAL		None	40 minutes	

13. Addressing Inquiries and Requests from UP CIDS Programs and Projects



The UP CIDS Administrative Office offers administrative, financial, and publications support for the Programs and Projects which it houses. The Office regularly receives and entertains various inquiries as to the administrative processes which may be involved in the various research activities carried out by its programs and projects.

Office or Unit:	UP CIDS Administrative Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Any personnel from the UP CIDS research program or project			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Formal letter (printed or digital) of inquiry or request			To be provided by <i>client</i> themselves	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of formal letter to UP CIDS (physically at the UP CIDS Office premises, or through the UP CIDS official e-mail)	1. Confirming receipt and either, preliminarily addressing the inquiry or request made with pertinent information, and if necessary, referring inquiry or request to concerned UP CIDS personnel best fit to address inquiry, request or concern	None	15 minutes	Senior Administrative Office II; or University Research Associate I
TOTAL		None	15 minutes	

14. Publication of Serial Publications (Policy Briefs, Discussion Papers, Monographs)

Processing and publication of serial publications or publications that are more regular and are not peer-reviewed (e.g., policy briefs, discussion papers, monographs)

Office or Unit:	Center for Integrative and Development Studies (OVPAA) – Publications		
Classification:	Highly Technical (may exceed 20 days)		
Type of Transaction:	G2G		
Who may avail:	UP CIDS Research Programs and Projects		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Electronic copy of manuscript		UP CIDS Publications Unit	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit manuscript through electronic mail.	1. Receive and conduct technical/guideline compliance review on manuscript. 1.1. Acknowledge receipt of manuscript. 1.2. Conduct technical/guideline compliance review on manuscript. 1.3. If there are technical/guideline non-compliance comments, return manuscript to client.	None	1 day	Publications Staff
2. Address technical/guideline non-compliance comments and send revised manuscript.	2. Receive and re-check revised manuscript. 2.1. Acknowledge receipt of revised manuscript. 2.2. Re-check revised manuscript if comments are addressed. 2.3. If there are additional technical/guideline non-compliance comments, repeat step 1.3; if none, proceed to step 2.4. 2.4. Copyedit manuscript.	None	7 days	Publications Staff



	2.5. Send edited manuscript to client.			
3. Address substantive edits and queries on manuscript, revise accordingly, and send edited manuscript.	<p>3. Receive and re-check edited manuscript.</p> <p>3.1. Acknowledge receipt of edited manuscript.</p> <p>3.2. Re-check revised manuscript if comments are addressed.</p> <p>3.3. If there are additional comments, repeat step 2.5; if none, proceed to step 3.4.</p> <p>3.4. Forward finalized manuscript for layout/ preparation of publication proof.</p> <p>3.5. Proofread preliminary proof and revise accordingly, if applicable.</p> <p>3.6. Send publication proof to client.</p>	None	7 days	Publications Staff
4. Review, comment on and/or approve publication proof.	<p>4. Apply comments on proof or release publication if approved.</p> <p>4.1. If there are comments from client, apply accordingly.</p> <p>4.2. If there are no more comments from client, prepare publication for online release and printing.</p>	None	5 days	Publications Staff
TOTAL		None	20 days	



**TECHNOLOGY TRANSFER AND
BUSINESS DEVELOPMENT OFFICE
(TTBDO)**



EXTERNAL SERVICES

1. Application for Trademark License

Facilitate and grant commercial license to use UP trademarks.

Office or Unit:	UP System Technology Transfer and Business Development Office			
Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	Business Owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Application 2. Business documents such as DTI/SEC registration, BIR registration, LGU Business Permit 3. Business Plan		1. Personal 2. DTI/SEC; BIR; LGU 3. Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all requirements.	1. Evaluate requirements.	none	2 days	University Extension Associate II (TTBDO)
2. Discuss the terms with TTBDO.	2. Discuss the terms with the Applicant.	none	1 day	University Extension Associate II (TTBDO)
	2.1. Draft License.		1 day	University Extension Associate II (TTBDO)
	2.2. Issue License.	P35,000.00 upfront fee + 10% royalty fee	1 day	Director (TTBDO)
TOTAL		P35,000.00	5 days	



INTERNAL SERVICES

1. Filing and Prosecution of Patent Application for Registration with IPOPHL

Filing and prosecution of Patent application for registration with the Intellectual Property Office of the Philippines.

Office or Unit:	UP System Technology Transfer and Business Development Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Deed of Assignment Request Form for a Grant of Philippine Patent TTBDO Execom Approval 		<ol style="list-style-type: none"> UPS-TTBDO Intellectual Property Office of the Philippines TTBDO Executive Committee 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol style="list-style-type: none"> Accomplishment of Request Form for a Grant of Philippine Patent <ol style="list-style-type: none"> Claims drafting Drawings (if any) Description Abstract 	<ol style="list-style-type: none"> Accomplishment of Request Form for a Grant of Philippine Patent <ol style="list-style-type: none"> Claims drafting Drawings (if any) Description Abstract 	None	10 days	Inventions Patents and Technology Management Officer, Law firm and UP Researcher
<ol style="list-style-type: none"> Filing of Request Form for a Grant of Philippine Patent 	<ol style="list-style-type: none"> Filing of Request Form for a Grant of Philippine Patent 	2,000.00 pesos	1 day	Inventions Patents and Technology Management Officer
<ol style="list-style-type: none"> Formality Examination 	<ol style="list-style-type: none"> Formality Examination 	None	10 days	IPO Philippines Patent Examiner
<ol style="list-style-type: none"> Reply to Formality Examination 	<ol style="list-style-type: none"> Reply to Formality Examination 	None	1 day	Inventions Patents and Technology Management



				Officer, Law firm
5. Publication of Unexamined Application in IP Gazette	5. Publication of Unexamined Application in IP Gazette	920.00 pesos	1 day	Inventions Patents and Technology Management Officer
6. Substantive Examination	6. Substantive Examination	2,010.00 pesos	10 days	IPO Philippines Patent Examiner
7. Response to Substantive Examination	7. Response to Substantive Examination	None	5 days	Inventions Patents and Technology Management Officer, Law firm and UP Researcher
8. Decision to Grant Patent Registration or Decision of Refusal	8. Decision to Grant Patent Registration or Decision of Refusal	None	10 days	IPO Philippines Patent Examiner
9. Issuance of Letters Patent certificate (Invention)	9. Issuance of Letters Patent certificate (Invention)	600.00 pesos	1 day	Inventions Patents and Technology Management Officer
10. Publication of Issued Patent in IP Gazette	10. Publication of Issued Patent in IP Gazette	920.00 pesos	1 day	Inventions Patents and Technology Management Officer
TOTAL		6,450 pesos	50 days	

2. Application for Trademark Registration

Filing and prosecution of Trademark application for registration with the IPOPHL.

Office or Unit:	UP System Technology Transfer and Business Development Office	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	UP Researchers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Letter of Request to file		1. Endorsed by the Head of Unit



2. Copy of the mark to be filed 3. Deed of Assignment 4. Approval of the Office of the President on the filing of IP Application 5. IPOPHL Application Form		2. Endorsed by the Head of Unit 3. UPS TTBDO 4. UPS TTBDO 5. IPOPHL Website		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Request with attached copy of trademark to be filed.	1. Prepare TM application form and budget request. 1.1. Budget clearance 1.2. Request approval of the President, thru channels.	None	1 day 5 days 5 days	University Extension Associate II (TTBDO) OVPAA, OVPPF, Budget Office OVPAA, OVPLA, OSU, OP
2. Sign Deed of Assignment.	2. Draft Deed of Assignment. 2.1. Legal review 2.2. For signature of the President 2.3. Notarize.	None	1 day 5 days 2 days 1 day	University Extension Associate II (TTBDO) OVPLA OSU, OP Notary Public
	2.4 . File application with IPOPHL.	1,200 per class	1 day	University Extension Associate II (TTBDO)
TOTAL		1,200	21 days	

3. Sponsorship Grant for Local Workshop/ Conference Related to IP and Technology Transfer

Grant support to qualified IP & Technology Transfer Officer to cover registration fee and allowances during the workshop/conference.

Office or Unit:	UP System Technology Transfer and Business Development Office
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	UP TTBDO Executive, UP Technology Transfer Officer/Intellectual Property Officer,
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter for sponsorship grant	1. Endorsed by the Head of Unit



<ol style="list-style-type: none"> 2. Approved Application 3. Invitation to attend the workshop/conference or other related training 4. Proposed Itinerary 5. Completion Certificate 6. Financial Report 7. Workshop/Conference Completion Report 		<ol style="list-style-type: none"> 2. Endorsed by the Head of Unit 3. From Institutions that focuses on Intellectual Property/Trademark 4. Endorsed by the Head of Unit 5. From the Training Institution 6. Endorsed by the Head of Unit 7. Endorsed by the Head of Unit 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter for Sponsorship Grant with attached approved application, invitation, proposed itinerary.	1. Draft request for budget clearance and Fund Transfer.	None	1 day	Junior Office Associate
	1.1 For approval of TTBD0 Director		1 day	TTBD0 Director OVPAA
	1.2 For approval and endorsement of VPAA to VPPF		1 day	OVPFF
	1.3 For approval and endorsement of VPPF to UPS-BO		1 day	UPS-BO
	1.4 Approved budget c/o UPS-BO. For re-endorsement to VPPF		2 days	VPPF
	1.5 Preparation of Fund Check Memo		2 days	UPS-AO
	1.6 Fund Check Memo validation		2 days	Junior Office Associate
2. Forward Fund Check Memo details to client.	1 day	Junior Office Associate		
2. Submit Completion and Financial Report upon completion of the workshop / conference.	2. Review the financial and completion report.	None	2 days	Junior Office Associate
	2.1 Draft Acknowledgement letter.		1 day	Junior Office Associate
	2.2 For signature of TTBD0 Director		1 day	TTBD0 Director
	2.3 Forward the acknowledgement letter to the client.		1 day	Junior Office Associate
TOTAL		None	16 days	



4. Sponsorship Grant for Local Workshop/ Conference Related to IP and Technology Transfer

Grant support to qualified IP & Technology Transfer Officer to cover registration fee and allowances during the workshop/conference.

Office or Unit:	UP System Technology Transfer and Business Development Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP TTBDO Executive, UP Technology Transfer Officer/Intellectual Property Officer,			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Request Letter for sponsorship grant 2. Approved Application 3. Invitation to attend the workshop/conference or other related training 4. Proposed Itinerary 5. Completion Certificate 6. Financial Report 7. Workshop/Conference Completion Report 		<ol style="list-style-type: none"> 1. Endorsed by the Head of Unit 2. Endorsed by the Head of Unit 3. From Institutions that focuses on Intellectual Property/Trademark 4. Endorsed by the Head of Unit 5. From the Training Institution 6. Endorsed by the Head of Unit 7. Endorsed by the Head of Unit 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter for Sponsorship Grant with attached approved application, invitation, proposed Itinerary.	1. Draft request for budget clearance and Fund Transfer.	none	1 day	Junior Office Associate
	1.1 For approval of TTBDO Director		1 day	TTBDO Director
	1.2 For approval and endorsement of VPAA to VPPF		1 day	OVPAA
	1.3 For approval and endorsement of VPPF to UPS-BO		1 day	OVPFF
	1.4 Approved budget c/o UPS-BO. For re-endorsement to VPPF		2 days	UPS-BO
	1.5 Preparation of Fund Check Memo		2 days	VPPF
	1.6 Fund Check Memo validation		2 days	UPS-AO
	2. Forward Fund Check Memo details to client.		1 day	Junior Office Associate



2. Submit Completion and Financial Report upon completion of the workshop / conference.	2. Review the financial and completion report.	none	2 days	Junior Office Associate
	2.1 Draft Acknowledgement letter.		1 day	Junior Office Associate
	2.2 For signature of TTBD0 Director		1 day	TTBD0 Director
	2.3 Forward the acknowledgement letter to the client.		1 day	Junior Office Associate
TOTAL		None	17 days	



KOREA RESEARCH CENTER (KRC)



1. Core Research Project and Journal Publication

Application process for the annual core research project and journal publication under UP KRC

Office or Unit:	UP Korea Research Center			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP Faculty, Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CV, Research Proposal, and Research Plan		UP KRC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit an abstract of his/her research plan along with curriculum vitae via email	1. Review the pool of applicants	NONE	10 days	UP KRC Team
2. Wait for an email if the recipient will get the grant or not.	2. Dissemination of information for the approved applicants	NONE	5 days	UP KRC Team
3. If the recipient will be accepted, he/she must go to the office to sign a contract/office order for the said grant.	3. Prepare the office order/contract for the approved grantee.	200.00 for each contract c/o UP KRC.	5 days	Admin Staff
		Php 200.00	20 days	



2. Workshop, Conferences, Lecture Series, Film Festival, Essay Contests

Organizing the said services in order to enrich and strengthen the Korean studies in the Philippines

Office or Unit:	UP Korea Research Center			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G, G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
CV, Research Plan, and Program		UP KRC		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a proposal for the said call of papers/invitation.	1. Review the pool of applicants	None	10 days	UP KRC Team
2. Wait for the email if they got accepted.	2. Dissemination of information for the approved applicants	None	5 days	UP KRC Team
3. Follow the instruction on what are the said requirements that needs to fill out and send back to KRC's email. For example: study case, power point of the research, program of the said event, ie.	3. Prepare documents such as PR, program of the event, travel docs, ie.	None	5 days	Admin Staff
TOTAL		None	20 days	



**OFFICE OF THE VICE PRESIDENT
FOR DEVELOPMENT
(OVPD)**

**INFORMATION TECHNOLOGY
DEVELOPMENT CENTER
(ITDC)**

**OFFICE OF THE
DESIGN AND PLANNING INITIATIVES
(ODPI)**

**PROJECT MANAGEMENT OFFICE
(PMO)**



1. Review of Technical Proposals from External Stakeholders

Technical proposals include Architectural and Engineering plans, IT Infrastructure plans, and other proposals related to development

Office or Unit:	Office of the Vice President for Development (OVPD) Information Technology Development Center (ITDC) Office of the Design and Planning Initiatives (ODPI) Project Management Office (PMO)			
Classification:	Highly Technical <i>(Review may exceed 20 days, depending on the complexity of the proposal.)</i>			
Type of Transaction:	G2G G2B			
Who may avail:	Other SUCs, government agencies, and private developers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
N/A		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Technical Proposal	1. Review the Technical Proposal.	None	20 days or more depending on the complexity of the proposal	OVPD HQ ITDC ODPI PMO
	1.1. Recommend for approval/disapproval of the President.	None		Vice President for Development
3	1.2. Provide feedback to the stakeholder on the result of the evaluation.	None		OVPD HQ



2. Review of Technical Proposals from Internal Stakeholders

Technical proposals include Architectural and Engineering plans, IT Infrastructure plans, and other proposals related to development

Office or Unit:	Office of the Vice President for Development (OVPD) Information Technology Development Center (ITDC) Office of the Design and Planning Initiatives (ODPI) Project Management Office (PMO)			
Classification:	Highly Technical <i>(Review may exceed 20 days, depending on the complexity of the proposal.)</i>			
Type of Transaction:	G2G			
Who may avail:	UP Constituent Units and UP System Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplish Capital Outlay (CO) Proposal and Forms <i>(OVPD Memorandum on Capital Outlay (CO) Proposals and Forms dated 08 June 2018)</i>		OVPD HQ		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Technical Proposal	1. Review the Technical Proposal.	None	20 days or more depending on the complexity of the proposal	OVPD HQ ITDC ODPI PMO
	1.1. Recommend for approval/disapproval of the President.	None		Vice President for Development
	1.2. Provide feedback to UP CUs/UP System Offices on the result of the evaluation.	None		OVPD HQ



**OFFICE OF THE
VICE PRESIDENT FOR LEGAL AFFAIRS
(OVPLA)**



INTERNAL SERVICES

1. Render legal advice, opinion, and assistance to the Board, the President of the university, and to other officials within the UP System

Office or Unit:	Office of the Vice President for Legal Affairs			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	The Board, President of the University and other officials within the UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. A written request for advice, opinion, or assistance with a narration of all pertinent facts; and, 2. Copies of all relevant documents.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME¹	PERSON RESPONSIBLE
1. Submit letter request and basic papers to OVPLA.	I. Receiving, docutracking and routing of documents			
	a. Receive request/referral (stamp and acknowledge receipt).	None	3 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	b. Record the request/referral; and designate docutrack number and/or encode in the database.	None	15 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	c. Transmits the basic papers to the Executive Assistant.	None	3 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	d. Transmit the basic papers to the administrative staff (in charge of	None	3 minutes	<i>Executive Assistant</i>

¹ The processing time of 20 days is sufficient and ideal for a single request. However, considering the volume of the requests submitted and pending with the OVPLA and the limited number of lawyers in the office, the ULC does not necessarily commence his/her review of the request immediately or soon after he/she receives the basic papers.



	records) of the concerned Deputy General Counsel (DGC).			
	e. Note in logbook to reflect the details of the request and endorse the documents to the DGC for assignment to the ULC.	None	10 minutes	<i>Administrative Officer/Assistant (for records)</i>
	f. Assign the basic papers for review to the ULC with appropriate instruction.	None	15 minutes	<i>DGC</i>
	g. Retrieve basic papers; record the name of the assigned ULC and distribute to the ULC.	None	10 minutes	<i>Administrative Officer/Assistant (for records)</i>
	II. Review of Request (Basic Papers) (on a per referral basis)			
	a. Review the request; evaluate the supporting papers/documents; and conduct necessary research. (This includes referring the matter back to the client for completion of documents or information.)	None	10 days	<i>ULC with the assistance of the Legal Researcher</i>
	b. Prepare initial draft memorandum in reply to the request together with the appropriate action document (e.g. position paper, pleading, letter, administrative order,	None	2 days	<i>ULC</i>



	memorandum, etc.) and forward to the administrative staff (encoder). (This includes preparation of revised draft as instructed by the DGC or the VPLA.)			
	c. Review/ edit the draft prepared by the ULC. (This includes discussions with ULC, as well as requests for redrafting the opinion by the ULC as needed.)	None	3 days	<i>DGC</i>
	e. Finalize the memorandum/legal opinion in proper form, and designate the memo with its reference number (e.g. Memorandum No. HDDU 2017-C-xxx).	None	1 hour	<i>Administrative Assistant (encoder)</i>
	d. Review the final draft, and commend the memorandum for the approval and signature of the Vice President for Legal Affairs (VPLA).	None	1 hour	<i>DGC</i>
	f. Review and approve the memorandum. (This includes discussions with ULC and/or DGC and giving instructions to revise the memorandum as needed.)	None	3 days	<i>VPLA</i>
	III. Releasing			



	a. Note the date of release of the OVPLA memorandum in the logbook.	None	10 minutes	<i>Administrative Assistant (for records)</i>
	b. Photocopy the basic papers and the OVPLA memorandum and action document/s, if any.	None	1 hour	<i>Administrative Assistant/Aide</i>
	c. Record and encode the memorandum in the OVPLA database.	None	15 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	d. Endorse the OVPLA memorandum and basic papers for delivery.	None	10 minutes	<i>Administrative Assistant (receiving and releasing)</i>
2. Receive the legal memo/ opinion.	e. Deliver the OVPLA memorandum and basic papers to the requesting unit and ensure receipt.	None	1 hour	<i>Administrative Aide (messenger)</i>
	IV. Recording			
	a. Receive the copy stamped "received" by the client from the messenger	None	10 minutes	<i>Records Custodian</i>
	b. Record the receiving copy and scan the same.	None	30 minutes	<i>Records Custodian</i>
	c. File the hard copy.	None	3 minutes	<i>Records Custodian</i>
TOTAL			20 days	



2. Handle all judicial cases wherein the university or its officials is a party thereto, provided that said official was in the lawful and valid performance of her/his official duties, in good faith as evaluated by the Vice President for Legal Affairs

Office or Unit:	Office of the Vice President for Legal Affairs			
Classification:	Not a government service/Governed by the Rules of Court and other special laws and rules			
Type of Transaction:	G2G			
Who may avail:	The Board, President of the university and other officials within the UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. A written request for legal assistance as counsel in regional courts, administrative offices and quasi-judicial bodies. 2. Interview with client 3. Submission of evidence, documentary object and testimonial 				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Letter request	I. Receiving, docutracking and routing of documents			
	a. Receive request/referral (stamp and acknowledge receipt.	None	3 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	b. Record the request/referral; and designate docutrack number and/or encode in the database.	None	15 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	c. Transmit the basic papers to the Executive Assistant.	None	3 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	d. Transmit the basic papers to the administrative staff (in charge of records) of the	None	3 minutes	<i>Executive Assistant</i>



	concerned Deputy General Counsel (DGC).			
	e. Note in logbook to reflect the details of the request and endorse the documents to the DGC for assignment to the ULC.	None	10 minutes	<i>Administrative Officer/Assistant (for records)</i>
	f. Assign the basic papers for review to the ULC with appropriate instructions.	None	15 minutes	<i>DGC</i>
	g. Retrieve basic papers; record the name of the assigned ULC and distribute to the ULC.	None	10 minutes	<i>Administrative Officer/Assistant (for records)</i>
	II. Review of documents (on a per referral basis)			
2. Meets and discusses the case with OVPLA.	a. Conduct interview with client.	None	Variable	<i>ULC</i>
	b. Organize facts and evidence.	None	Variable	<i>ULC</i>
	c. Conduct legal research.	None	Variable	<i>ULC/Researcher</i>
	d. Prepare appropriate pleading and forward to administrative staff for printing	None	Variable	<i>ULC</i>
	e. Review pleading prepared by ULC and endorse the same to the VPLA.	None	Variable	<i>DGC</i>
	f. Review and approve the pleading.	None	Variable	<i>VPLA</i>



	g. File the pleadings with the concerned court, administrative office or quasi-judicial body.	None	Variable	<i>Administrative staff</i>
	h. Appear for hearing of cases as scheduled by the court, administrative office or quasi-judicial body.	None	Variable	<i>ULC</i>
	i. Present evidence.	None	Variable	<i>ULC</i>
	j. Elevate the case on appeal, if necessary. (The same process of review of the new related documents will be undertaken.)	None	Variable	<i>ULC</i>
	III. Releasing			
	a. Note the date of release of the OVPLA pleading in the logbook.	None	10 minutes	<i>Administrative Assistant (for records)</i>
	b. Photocopy the basic papers and the pleading.	None	1 hour	<i>Administrative Assistant/Aide</i>
	c. Record and encode the pleading in the OVPLA database.	None	15 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	d. Endorse the pleading for delivery.	None	10 minutes	<i>Administrative Assistant (receiving and releasing)</i>
3. Receive a copy of the pleading.	e. Deliver the pleading to the concerned court, administrative office or quasi-judicial body and the other party; and furnish copy to client; ensure receipt by all concerned.	None	4 hours	<i>Administrative Aide (messenger)</i>



IV. Recording				
	a. Receive the copy stamped "received" by the concerned parties from the messenger.	None	10 minutes	<i>Records Custodian</i>
	b. Record the receiving copy and scan the same.	None	30 minutes	<i>Records Custodian</i>
	c. File the hard copy.	None	3 minutes	<i>Records Custodian</i>
TOTAL				

3. Handle judicial and administrative cases involving any of the landholdings of the University

Office or Unit:	Office of the Vice President for Legal Affairs			
Classification:	Not a government service/Governed by the Rules of Court and other special laws and rules			
Type of Transaction:	G2G			
Who may avail:	The Board, President of the university and other officials within the UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. A written request for legal assistance as counsel in regional courts, administrative offices and quasi-judicial bodies. 2. Interview with client 3. Submission of evidence, documentary object and testimonial				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request to OVPLA.	I. Receiving, docutracking and routing of documents			
	a. Receive request/referral (stamp and acknowledge receipt).	None	3 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	b. Record the request/referral; and designate	None	15 minutes	<i>Administrative Assistant</i>



	docutrack number and/or encode in the database.			<i>(receiving and releasing)</i>
	c. Transmit the basic papers to the Executive Assistant.	None	3 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	d. Transmit the basic papers to the administrative staff (in charge of records) of the concerned Deputy General Counsel (DGC).	None	3 minutes	<i>Executive Assistant</i>
	e. Note in logbook to reflect the details of the request and endorse the documents to the DGC for assignment to the ULC.	None	10 minutes	<i>Administrative Officer/Assistant (for records)</i>
	f. Assign the basic papers for review to the ULC with appropriate instructions.	None	15 minutes	<i>DGC</i>
	g. Retrieve basic papers; record the name of the assigned ULC and distribute to the ULC.	None	10 minutes	<i>Administrative Officer/Assistant (for records)</i>
	II. Review of Documents (on a per referral basis)			
2. Meets and discusses the case with the OVPLA.	a. Conduct interview with client.	None	Variable	<i>ULC</i>
	b. Organize facts and evidence.	None	Variable	<i>ULC</i>
	c. Conduct legal research.	None	Variable	<i>ULC/Legal Researcher</i>
	d. Conduct ocular inspection.	None	Variable	<i>ULC</i>



	e. Prepare appropriate pleading and forward to administrative staff for printing.	None	Variable	<i>ULC</i>
	f. Review pleading prepared by ULC and endorse to VPLA for approval.	None	Variable	<i>DGC</i>
	g. Review and approve the pleading.	None	Variable	<i>VPLA</i>
	h. File pleadings with the court, administrative office, or quasi-judicial body.	None	Variable	<i>Administrative staff</i>
	i. Appear for hearing of cases.	None	Variable	<i>ULC</i>
	j. Present evidence.	None	Variable	<i>ULC</i>
	k. Elevate the case on appeal. (The same process of review of the new related documents will be undertaken.)	None	Variable	<i>ULC</i>
	III. Releasing			
	a. Note the date of release of the OVPLA pleading in the logbook.	None	10 minutes	<i>Administrative Assistant (for records)</i>
	b. Photocopy the basic papers and the pleading.	None	1 hour	<i>Administrative Assistant/Aide</i>
	c. Record and encode the pleading in the OVPLA database.	None	15 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	d. Endorse the pleading for delivery.	None	10 minutes	<i>Administrative Assistant (receiving and releasing)</i>
3. Receive a copy of the pleading.	e. Deliver the pleading to the concerned court, administrative	None	4 hours	<i>Administrative Aide (messenger)</i>



	office or quasi-judicial body and the other party; and furnish copy to client; ensure receipt by all concerned.			
	IV. Recording			
	a. Receive the copy stamped "received" by the concerned parties from the messenger.	None	10 minutes	<i>Records Custodian</i>
	b. Record the receiving copy and scan the same.	None	30 minutes	<i>Records Custodian</i>
	c. File the hard copy.	None	3 minutes	<i>Records Custodian</i>
TOTAL				

4. Review of contracts, documents or undertakings which would require the signature of the President or action by the Board as provided under university rules

Office or Unit:	Office of the Vice President for Legal Affairs	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	The Board, President of the university and other officials within the UP System	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
<ol style="list-style-type: none"> 1. A written referral or request for review containing a background or information surrounding the document for review; 2 A copy of the contract, document, agreement, or undertaking for review, together with all annexes and documents referred to therein; and 3. When the document is signed by the Chancellor: (a) an endorsement by the Chancellor; (b) a review from the legal office of the constituent university on the legality or propriety of the document for review, and (b) 		



<p>a certification from the constituent university's budget office that the contract does not require any special budgetary outlay.</p> <p>4. For procurement-related documents, the requirements under Republic Act No. 9184 and its IRR complied with.</p>				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME ²	PERSON RESPONSIBLE
1. Submit letter request and basic papers to OVPLA.	I. Receiving, docutracking and routing of documents			
	a. Receive request/referral (stamp and acknowledge receipt).	None	3 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	b. Record the request/referral; and designate docutrack number and/or encode in the database.	None	15 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	c. Transmit the basic papers to the Executive Assistant.	None	3 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	d. Transmit the basic papers to the administrative staff (in charge of records) of the concerned Deputy General Counsel (DGC).	None	3 minutes	<i>Executive Assistant</i>
	e. Note in logbook to reflect the details of the request and endorse the documents to the DGC for assignment to the ULC.	None	10 minutes	<i>Administrative Officer/Assistant (for records)</i>

² See Footnote 1. Procurement-related documents for review are subject to RA 9184 and its IRR. It is not covered by the 3-7-20 rule.



	f. Assign the basic papers for review to the ULC with appropriate instructions.	None	15 minutes	<i>DGC</i>
	g. Retrieve basic papers; record the name of the assigned ULC and distribute to the ULC.	None	10 minutes	<i>Administrative Officer/Assistant (for records)</i>
	II. Review of Request (Basic Papers) (on a per referral basis)			
	a. Review the request; evaluate the supporting papers/documents; and conduct necessary research. (This includes referring the matter back to the client for completion of documents or information.)	None	10 days	<i>ULC with the assistance of the Legal Researcher</i>
	b. Prepare initial draft memorandum in reply to the request together with the appropriate action document (e.g. position paper, pleading, letter, administrative order, memorandum, etc.) and forward to the administrative staff (encoder). (This includes preparation of revised draft as instructed by the DGC or the VPLA.)	None	2 days	<i>ULC</i>
	c. Review/edit the draft prepared by the ULC. (This	None	3 days	<i>DGC</i>



	includes discussions with ULC, as well as requests for redrafting the opinion by the ULC as needed.)			
	e. Finalize the memorandum/legal opinion in proper form, and designate the memo with its reference number (e.g. Memorandum No. HDDU 2017-C-xxx).	None	1 hour	<i>Administrative Assistant (encoder)</i>
	d. Review the final draft, and commend the memorandum for the approval and signature of the Vice President for Legal Affairs (VPLA).	None	1 hour	<i>DGC</i>
	f. Review and approve the memorandum. (This includes discussions with ULC and/or DGC and giving instructions to revise the memorandum as needed.)	None	3 days	<i>VPLA</i>
	III. Releasing			
	a. Note the date of release of the OVPLA memorandum in the logbook.	None	10 minutes	<i>Administrative Assistant (for records)</i>
	b. Photocopy the basic papers and the OVPLA memorandum and action document/s, if any.	None	1 hour	<i>Administrative Assistant/Aide</i>



	c. Record and encode the memorandum in the OVPLA database.	None	15 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	d. Endorse the OVPLA memorandum and basic papers for delivery.	None	10 minutes	<i>Administrative Assistant (receiving and releasing)</i>
2. Receive the legal memo/opinion	e. Deliver the OVPLA memorandum and basic papers to the requesting unit and ensure receipt.	None	1 hour	<i>Administrative Aide (messenger)</i>
	IV. Recording			
	a. Receive the copy stamped "received" by the client from the messenger.	None	10 minutes	<i>Records Custodian</i>
	b. Record the receiving copy and scans the same.	None	30 minutes	<i>Records Custodian</i>
	c. File the hard copy.	None	3 minutes	<i>Records Custodian</i>
TOTAL			20 days	

5. Coordinate and deal with the Civil Service Commission, Commission on Audit, the Ombudsman, the Sandiganbayan and other government agencies in the legislative, executive or judicial branch of the government, particularly on matters and concerns that will affect the operations and exercise of the institutional autonomy of the UP System and any of its units

Office or Unit:	Office of the Vice President for Legal Affairs
Classification:	Not a government service/Governed by the Rules of Court and other special laws and rules
Type of Transaction:	G2G
Who may avail:	The Board, President of the university and other officials within the UP System
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. A written request for assistance in coordinating and dealing with other government agencies that contains	



a narration of all relevant facts and information; and, 2. Copies of related documents				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request and basic papers to OVPLA.	I. Receiving, docutracking and routing of documents			
	a. Receive request/referral (stamps and acknowledges receipt).	None	3 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	b. Record the request/referral; and designate docutrack number and/or encode in the database.	None	15 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	c. Transmit the basic papers to the Executive Assistant.	None	3 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	d. Transmit the basic papers to the administrative staff (in charge of records) of the concerned Deputy General Counsel (DGC).	None	3 minutes	<i>Executive Assistant</i>
	e. Note in logbook to reflect the details of the request and endorse the documents to the DGC for assignment to the ULC.	None	10 minutes	<i>Administrative Officer/Assistant (for records)</i>
	f. Assign the basic papers for review to the ULC with appropriate instructions.	None	15 minutes	<i>DGC</i>
	g. Retrieve basic papers; record the name of the	None	10 minutes	<i>Administrative Officer/Assistant (for records)</i>



	assigned ULC and distribute to the ULC.			
	II. Review of Request (Basic Papers) (on a per referral basis)			
	a. Review the request; evaluate the supporting papers/documents ; and conduct necessary research. (This includes referring the matter back to the client for completion of documents or information.)	None	10 days	<i>ULC with the assistance of the Legal Researcher</i>
	b. Prepare initial draft memorandum in reply to the request together with the appropriate action document (e.g. position paper, pleading, letter, administrative order, memorandum, etc.) and forward to the administrative staff (encoder). (This includes preparation of revised draft as instructed by the DGC or the VPLA.) OR meet with the client for discussion and formulation of strategies as necessary; make representations with the concerned government	None	2 days	<i>ULC, DGC and/or VPLA</i>



	agency; and, prepare a written report on the highlights/decisions/ action points of the meeting.			
	c. Review/edit the draft prepared by the ULC. (This includes discussions with ULC, as well as requests for redrafting the opinion by the ULC as needed.)	None	3 days	<i>DGC</i>
	e. Finalize the memorandum/ legal opinion in proper form, and designate the memo with its reference number (e.g. Memorandum No. HDDU 2017-C-xxx).	None	1 hour	<i>Administrative Assistant (encoder)</i>
	d. Review the final draft and commend the memorandum for the approval and signature of the Vice President for Legal Affairs (VPLA) OR confirm or follow through the action points.	None	1 hour	<i>DGC</i>
	f. Review and approve the memorandum. (This includes discussions with ULC and/or DGC and giving instructions to revise the memorandum as needed.) OR confirm or follow	None	3 days	<i>VPLA</i>



	through the action points.			
	III. Releasing			
	a. Note the date of release of the OVPLA memorandum in the logbook.	None	10 minutes	<i>Administrative Assistant (for records)</i>
	b. Photocopy the basic papers and the OVPLA memorandum and action document/s, if any.	None	1 hour	<i>Administrative Assistant/Aide</i>
	c. Record and encode the memorandum in the OVPLA database.	None	15 minutes	<i>Administrative Assistant (receiving and releasing)</i>
	d. Endorse the OVPLA memorandum and basic papers for delivery.	None	10 minutes	<i>Administrative Assistant (receiving and releasing)</i>
2. Receive the legal memo/opinion/report.	e. Deliver the OVPLA memorandum and basic papers/report to the requesting unit and ensure receipt.	None	1 hour	<i>Administrative Aide (messenger)</i>
	IV. Recording			
	a. Receive the copy stamped "received" by the client from the messenger.	None	10 minutes	<i>Records Custodian</i>
	b. Record the receiving copy and scans the same.	None	30 minutes	<i>Records Custodian</i>
	c. File the hard copy.	None	3 minutes	<i>Records Custodian</i>
TOTAL			20 days	



**OFFICE OF THE
VICE PRESIDENT FOR PLANNING AND
FINANCE
(OVPPF)**



EXTERNAL SERVICES

1. Updating of Annual Reports in the Transparency Seal

Updating of Annual Reports in the Transparency Seal in compliance with PBB requirements (for posting of MPRO).

Office or Unit:	OVPPF			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	IATF			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Soft copy (.pdf file) of submitted reports			SBO/SAO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Email signed and submitted reports (.pdf) to OVPPF	1. Forward to MPRO for posting in the UP Transparency Seal	None	7 days	EAIV/ AOIV
TOTAL		None	7 days	

INTERNAL SERVICES

1. Approval of Budgetary Reportorial Requirements for Submission to Government Agencies

As mandated by COA and DBM Circulars, UP is required to submit various reports (Financial Statements, Budget and Financial Accountability Reports (BFARs), Schedule of Cash Advances) to COA and DBM.

Office or Unit:	OVPPF			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	SAO, SBO			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Generated reports			SAO/SBO	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Bring/send Generated reports to OVPPF	1. Review of reports 1.1. If found in order, reports are approved and signed by the VPPF	None	20 days	VPPF
TOTAL		None	20 days	

2. Review and Approval of Schedule of Investments/ Investment Order Form (IOFs)

In order to manage cash in banks, the System Investment Office monitors and prepares the placements of the University's income in various government depository banks.

Office or Unit:	OVPPF			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	SAO, SIO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft Schedule of Investments Generated IOFs		SAO SIO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send Generated IOFs and draft schedule of Investments to OVPPF	1. Review of generated IOFs and draft schedule of Investments 2. If found in order, reports and IOFs are approved 3. Reports/IOFs are forwarded to the System Cash Office for transmittal to banks	None	7 days	VPPF
TOTAL		None	7 days	

3. Confirmation of Budget Clearance



Confirmation of Budget Clearance as follows: (a) Basic Paper for original appointment of UP Contractual Personnel, (b) Original and Renewal of Contracts of Services and Job Orders of Non-UP Contractual Personnel, (c) Funding request charged against UPSA Units' IOBs (d) Funding request charged against UPSA Units' Trust Funds

Office or Unit:	OVPPF			
Classification :	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	SBO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request with complete pertinent attachments, with budget clearance from the SBO		Requesting UPSA Unit/s, SAO (if applicable), SBO		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Bringsend requests with complete attachments and SBO budget clearance to OVPPF	1. Review request 1.1.a. If found in order, budget clearance is confirmed and signed 1.1.b. If not in order, return to requesting unit for further justification/supportin g documents	None	20 days	VPPF
TOTAL		None	20 days	

4. Approval of Checks

As one of the UP Authorized Signatories, the VPPF signs checks for MDS and non-MDS accounts of the University

Office or Unit:	OVPPF		
Classification:	Simple		
Type of Transaction:	G2G		
Who may avail:	SCO		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Prepared Check		SCO	



CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send prepared Checks with Advice of Checks Issued and Cancelled (ACIC) from SCO to OVPPF	1. Review of Check and Advice of Checks Issued and Cancelled (ACIC) 1.1. If found in order, Check is signed by the VPPF	None	3 days	VPPF
TOTAL		None	3 days	

5. Review of Request for Funding

Review of request for funding as follows: (a) To be charged against UPSA Units' IOBs, (b) To be charged against UPSA Units' Trust Funds (i.e Research Projects), (c) To be charged against UGTFI/GTFI, (d)realignment/reallocation of previously approved/budget cleared requests (IOB-MOOE/PS/CO), (e) Financial assistance/Sponsorship request to be charged against EME / SME.

Office or Unit:	OVPPF			
Classification :	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UPSA units, University students, University Organizations, CUs, University Faculty/REPS/Admin Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request with complete pertinent attachments		Requesting Unit/Person/Organization, SAO (if applicable)		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send requests with complete attachments to OVPPF	1. Review request 1.1.a. If found in order, request is referred to SBO for monitoring and budget clearance 1.1.b. If not in order, return to requesting unit/organization/person for further	None	20 days	VPPF



	justification/supporting documents			
TOTAL		None	20 days	

6. Endorsement of Request to President

Endorsement of request for the President's approval: (a) To be charged against UGTFI/GTFI, (b) Equipment Outlay (EO) and Capital Outlay (CO), (c) Various financial assistance/Sponsorships

Office or Unit:	OVPPF			
Classification :	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UPSA units, University students, University Organizations, CUs, University Faculty/REPS/Admin Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request with complete pertinent attachments		Requesting Unit/Person/Organization, SAO (if applicable)		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send requests with complete attachments to OVPPF	1. Review request 1.1.a. If found in order, request is forwarded to OP and recommended for the President's approval 1.1.b. If not in order, return to requesting unit/organization/person for further justification/supporting documents	None	20 days	VPPF
TOTAL		None	20 days	

7. Endorsement of Request to the Board of Regents (BOR)

Endorsement of request for the Board's approval: (a) Reprogramming (b) Programming, (c) Budget Realignment / reallocation of previously approved budget, (d) Creation of Trust Fund and corresponding Utilization, (e) Internal Operating Budget (IOB), (f) Budget Proposal



Office or Unit:	OVPPF			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UPSA Units, Cus			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter request with complete supporting documents		Requesting UPSA Units/CUs		
Draft recommendation letter		SBO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send requests with complete attachments and draft recommendation letter from SBO to OVPPF	1. Review request 1.1.a. If found in order, request is forwarded to OSU and recommended for the Board's approval 1.1.b. If not in order, return to requesting UPSA unit/CU for further justification/ supporting documents	None	20 days	VPPF
TOTAL		None	20 days	

8. Review of Requests for Board Approval

Review of requests from other Units/Offices, such as OVPA, OVPA, OVPA, CUs, among others, for the Board's approval: (a) Personnel benefits, (b) Awards, (c) Cash Grants (d) Creation of New Programs, (e) Change in Compensation of University personnel (i.e., non-UP contractual personnel, University lecturers, etc.), (f) Change in Rental Rates for University properties, (g) Creation/Elevation of Offices/Units, (h) Entitlements of Appointed UP Personnel, (i) Memorandum of Agreement with Fiscal Requirements, (j) Creation/Elevation of Offices/Units

Office or Unit:	OVPPF			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UPSA Units, CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		



Draft request with complete supporting documents		Requesting UPISA Units/CUs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send requests with complete attachments to OVPPF	1. Review request 1.1.a. If found in order, request is forwarded to OSU and recommended for the Board's approval 1.1.b. If not in order, return to requesting UPISA unit/CU for further justification/supporting documents	None	20 days	VPPF
TOTAL		None	20 days	

9. Approval of Funds Transferred to CUs

Approval of Funds Transferred to CUs thru the following: (a) Funding Check Memo (FCM) charged against General, Trust, and Revolving Funds and corresponding Obligation request (ObR) and Budget Utilization Request (BUR), (b) Sub Special Allotment Release Order (SARO)

Office or Unit:	OVPPF			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	SBO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request with budget clearance and President's approval (if applicable)		SBO, OVPPF, OP (if applicable)		
Issued Notice of Cash Allocation (NCA)		DBM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send FCM/ SubSARO to OVPPF	1. Review of FCM/SubSARO	None	7 days	VPPF



	1.1. If found in order, FCM and SubSARO are approved 1.2. FCM/SubSARO are forwarded to SBO for processing			
TOTAL		None	7 days	

10. Review and Approval of Letter Request to DBM

Review and approval of letter request to DBM for the release of SARO/NCA; and LDDAP as follows: (a) Terminal leave benefits of employees, (b) Projects in the GAA classified as “For Later Release”/ “Multi-Year Obligational Authority”, (c) Release of Legal Research Fund (LRF), (d) Personnel Benefits (ie., bonus, reclassification of items, newly-filled items, promotion, etc.), (e) Authority to Purchase Motor Vehicles, (f) Request for Creation of Additional Items, (g) List of Due and Demandable Accounts Payable -Advice to Debit Account (LDDAP-ADA)

Office or Unit:	OVPPF			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	SBO/SAO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft letter addressed to DBM with complete attachments		SBO/SAO		
LDDAP Forms		SAO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/Send draft letter/ LDDAP Forms to OVPPF	1. Review of draft letter/LDDAP forms 1.1. If found in order, DBM letter is signed 1.2.a. If found in order, LDDAP Forms are signed and DBM cover letter is forwarded to OP for EVP’s signature	None	20 days	VPPF



	1.2.b. If not in order, request/LDDAP form is returned to requesting units			
TOTAL		None	20 days	

11. Review and Approval of Budget Forms and List of Priority Projects

Review and approval of Budget Forms and List of Priority Projects for possible Insertion in support of UP Budget, for submission to DBM/ Congress/ Senate and other external agencies

Office or Unit:	OVPPF			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	SBO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft letter addressed to DBM/ Congress/ Senate/ other External Agencies with complete attachments		SBO, OVDP (if applicable), OVPA (if applicable)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send draft letter and list of priority projects to OVPPF	1. Review of draft letter and list of priority projects 1.1.a. If found in order, letter is forwarded to OP for the President's signature 1.1.b. If not in order, request/list of priority projects is returned to SBO/OVDP (if applicable)/ OVPA (if applicable)	None	20 days	VPPF
TOTAL		None	20 days	



12. Review, Preparation, and Submission of Billing Reports for Submission to CHED-UNIFAST

Review and preparation of billing reports and other documentary requirements from various CUs for submission to CHED-UniFAST, in connection with RA 10931.

Office or Unit:	OVPPF			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	OSFA, CUs, OVPA, SAO, OP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Consolidated billing reports with complete attachments		OSFA/CUs/SAO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send consolidated billing reports from OSFA to OVPPF	1. Review of billing reports and attachments 1.1.. Details of Form 1 is forwarded to SAO	None	3 days 1 day	EAIV EAIV
2. Form 1 is prepared by SAO and sent to OVPPF	2. Forms (including Form 1) are forwarded to OP for the President's signature		1 day	VPPF
3. Forms are signed by the President	3. Cover letter is drafted and signed by the VPPF 3.1.. Complete report is submitted to CHED-UniFAST		1 day	AOIV, VPPF Messenger
TOTAL		None	7 days	



13. Review and Approval of Presentation Materials to RDC, DBM, Congress/Senate

Review and approval of presentation materials to RDC, DBM, Congress/Senate

Office or Unit:	OVPPF			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	SBO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft PowerPoint presentation to RDC/ DBM/ Congress/ Senate		SBO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send draft presentation materials to OVPPF	1. Review of draft presentation materials 1.1.a. If found in order, presentation is forwarded to OP for review of the President 1.1.b. If not in order, presentation is returned to SBO for editing	None	7 days	VPPF
TOTAL		None	7 days	

14. Review, Consolidation, and Submission of CAAR AND AAPSI

Review, consolidation and submissions of CAAR and AAPSI updates from CUs, as well as response on individual AOMs pertaining to cash advance, etc., for submission to COA

Office or Unit:	OVPPF	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	CUs, UPISA Units	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
Draft response and pertinent attachments	CUs, UPISA Units OVPLA	



Legal Basis (if applicable)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send draft response and pertinent attachments, including legal basis (if applicable) to OVPPF	1. Review draft response 1.1.a. If in order, response and cover letter is prepared, signed by the VPPF and submitted to COA 1.1.b. If observations/recommendations are sensitive issues, matter is referred to ExeCom/PAC	None	20 days	VPPF
TOTAL		None	20 days	

15. Review and Approval of PBB Requirements

Review and approval of PBB requirements from the UPSA Units and CUs for submission to the IATF, as well as other budgetary requirements on personnel benefits

Office or Unit:	OVPPF			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	SBO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft Consolidated PBB Reports with complete attachments		SBO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Bring/send draft Consolidated PBB Reports to OVPPF	1. Review of draft Consolidated PBB Reports 1.1.a. If found in order, PBB Reports are recommended for approval of the President	None	20 days	VPPF



	1.1.b. If not in order, PBB Reports are returned to SBO			
TOTAL		None	20 days	

16. Issuance of Various Memoranda

Issuance of memo to concerned CUs/Offices (i.e. for Data Collection through the Annual UP Statistics Book, for data collection in support of request for UP Budget, for consolidation of data for COA submission, etc.).

Office or Unit:	OVPPF			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	SBO, SAO			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Draft Memo with templates (if applicable) Pertinent Circulars/Memoranda from CHED/ DBM/ COA/ PASUC/ Senate/ Congress/ IATF		SBO/SAO CHED/ DBM/ COA/ PASUC/ Senate/ Congress/ IATF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
A. 1. Bring/Send draft Memo with templates to OVPPF or;	A. . 1.Review of draft memo with templates 1.1. If found in order, memo is signed and returned to SBO/SAO for dissemination	None	20 days	VPPF VPPF/ Messenger
B. 1. Bring/send pertinent circulars/memoranda to OVPPF	1.. Memo and templates (if applicable) are drafted and signed by the VPPF 1.1.. Memo with templates are			EAIV/AOIV VPPF/AOIII/ Messenger



	sent to CUs/UPSA units			
TOTAL		None	20 days	



SYSTEM ACCOUNTING OFFICE



EXTERNAL SERVICES

1. Prepares electronic remittances for GSIS, HDMF, PHIC premiums and loan repayments

It is mandatory for agencies to remit directly to GSIS and PHIC, their employees' and employers' contributions, within the first 10 days of the calendar month following the month to which the contributions apply while for Pag-ibig (HDMF), within the first 15 days of the calendar month following the month to which the contributions apply.

Office or Unit:	UP System Accounting – Payroll Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Government Agencies (GSIS, HDMF, PHIC)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Billing from the Agencies 2. List of Employees from monthly payroll deduction.		1. GSIS, HDMF & PHILHEALTH Offices 2. UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAI D	PROCESSI NG TIME	PERSON RESPONSIB LE
1. Send thru email billing to UP System	1.. Print soft copies of billing	none	5 mins	Administrative Officer - Payroll Section
	1.1. Posting of deductions, premium to each every employee name.	none	5 days	Administrative Officer - Payroll Section
	1.2. Prepare the Excel Format for PHIC/HDMF	none	2 mins	Administrative Officer - Payroll Section
	1.3. Generate the SPA (Statement of Premium Account) from the posted contribution to EPRS.	none	2 mins	Administrative Officer - Payroll Section
	1.4. Print the SPA, requirement when	none	45 mins	Administrative Officer -



	paying to bank. (PHIC/HDMF)			Payroll Section
	1.5. Prepare the List of employees for premium and loans with the required format for paying the remittances to HDMF/PHIC	none	10 mins	Administrative Officer - Payroll Section
	1.6. Send the list thru email (HDMF)	none	2 mins	Administrative Officer - Payroll Section
	1.7. Prints the Remittance List as required when paying to the HDMF/PHIC offices.	none	3 mins	Administrative Officer - Payroll Section
	1.8 Upload to EBCS once approved there will be a SOT (Statement of Threshold) issued by the program.	none	2 mins	Administrative Officer - Payroll Section
	1.9. Prepares the disbursement voucher	none	2 mins	Administrative Officer - Payroll Section
	1.10. Register/Create the DV to UIS	none	10 mins	Administrative Assistant – General Service Section
	1.11. Scan all DV attachments and post to UIS	none	1 min	Administrative Officer - Payroll Section
	1.12. Initiate DV for Budget fund allocation	none	10 mins	Administrative Officer - Payroll Section
	1.13. Issuance of OBR/BUR	N/A	N/A	N/A
	1.14. Forward to Staff to monitor DV's awaiting for issuance of obligation request /	None	2 mins	Administrative Officer - Payroll Section



	Budget utilization request from Budget Office.			
	1.15. Monitor DV's details	None	5 mins	Administrative Aide - Bookkeeping Section
	1.16. Processing Obligation Budget Request /Budget Utilization Request	n/a	n/a	n/a
	1.17. Receive copy of obligation from Budget Office.	None	10 mins	Administrative Assistant – General Service Section
	1.18. Record the Obligation to the corresponding Disbursement Voucher to the Book of Monitoring.	none	20 mins	Administrative Assistant – General Service Section
	1.19. Prepare accounting entries, print and attach it to the DV.	None	15 mins	Administrative Officer - Payroll Section
	1.20. Encode the same accounting entries to UIS made, as to attach to DV.	None	25 mins	Administrative Officer - Payroll Section
	1.21 Review accounting entries and the supporting documents attached to it then signify approval in UIS	None	15 mins	Administrative Officer - Payroll Section supervisor
	1.22 Sign DV and indicate approval in UIS	None	3 mins	Director
	1.23 Validate entries in UIS	None	2 mins	Accountant II
	1.24. Prepare monitoring list and release thru Dokuttract tracking system	None	5 mins	Administrative Assistant – General Service Section
	1.25. Deliver signed and approved DVs to Cash Office	None	10 mins.	Administrative Aide



	1.26. Prepare Check to PHIC/HDMF	n/a	n/a	n/a
	1.27. Pick up Check to Cash Office	None	15 minutes	Administrative Aide
	1.28. Deliver Check to PHIC/HDMF	none	1hr & 30 mins	Administrative Aide
	1.29. Post accounting entries to UIS. (HDMF/PHIC)	none	1hr & 30mins	Administrative Officer - Payroll Section
	1.30. Post PHIC contributions to EPRS with necessary adjustment to those with changes on salary rates.	none	2 mins	Administrative Officer - Payroll Section
TOTAL		None	5 days and 6 hours	

2. Delivery of Checks to National Government Agencies for remittances to GSIS, Pag-ibig, PHIC

It is mandatory for agencies to remit directly to GSIS and PHIC, their employees' and employers' contributions, within the first 10 days of the calendar month following the month to which the contributions apply while for Pag-ibig (HDMF), within the first 15 days of the calendar month following the month to which the contributions apply.

Office or Unit:	UP System Accounting - Payroll Section
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	Government Agencies
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Remittance List for Premium, Loans & Others for HDMF	1. UPS Accounting Office
2. LBP Checks	2. UPS Cash Office
3. Statement of Premium Account (SPA)	3. PHIC EPRS (Electronic Payment Remittance System)
4. Letter of Intent to Pay _Arrears	4. UPS Accounting Office



5. LBP Checks 6. Summary of Totals (SOT) 7. LBP Checks		5. UPS Cash Office 6. GSIS EBCS (Electronic Billing and Collection System) 7. UPS Cash Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. HDMF due date is every 15th day of the current month.	1. Pay the remittances over the counter thru HDMF Branch Office with its corresponding receipt HDMF	none	30mins	Administrative Aide- General Service Section
2. PHIC due date is every 10th day of the following month.	2. Remittances paid to authorized collecting bank with its corresponding Bank receipt 2.1 Pay the remittance for arrears over the counter thru PHIC Branch Office with its corresponding PHIC receipt	none	10min	Administrative Aide- General Service Section
3. GSIS due date is every 10th day of the following month.	3.1 Pay the remittance over the counter thru GSIS Branch Office with its corresponding GSIS receipt	none	30 mins	Administrative Aide- General Service Section
		none	30mins	Administrative Aide- General Service Section
TOTAL		None	1 hour & 40 mins	



3. Update of Employee's Records to GSIS

Section 11 of the Revised Implementing Rules and Regulations of RA 8291 approved on June 23, 2010 under Board Resolution No. 88 provides that the rate of contribution payable by the member and the government agency shall be nine (9) per cent and 12 per cent, respectively, based on the actual monthly salary of the member. Employees who have salary increment or adjustments, UPSAO needs to update their records and withheld arrears, if any.

Office or Unit:	UP System Accounting – Payroll Section			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Form A 2. Form B 3. Form C 4. Form D 5. Form E		1. Government Service Insurance System 2. Government Service Insurance System 3. Government Service Insurance System 4. Government Service Insurance System 5. Government Service Insurance System		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Notice of Update will be send by the GSIS	1. Review shared forms submitted			
	1.1. Receive the Notification from GSIS. 1.2. Review the reports to know the cause of clarification.	None	2mins 1 hour	Administrative Officer- Payroll Section Administrative Officer- Payroll Section



	1.3. Prepare the designated form for any changes that did not passed to GSIS in excel file.	None	5 hours	Administrative Officer- Payroll Section
	1.4. Reiterate the process of transmitting the reports if there's any discrepancies sent back by GSIS.	None	2 days	Administrative Officer- Payroll Section
	1.5. Conversion of excel files to Newly prescribed (webmsp.gsis software) online forms. Resending the reports again	None	1 day	Administrative Officer- Payroll Section Supervisor
	1.6. Process reports by GSIS within 5 days. GSIS will notify that reports are completely done or updated.		5 days	Administrative Officer- Payroll Section
TOTAL		None	7 days 6hrs & 2mins	

4. Payment of goods amounting to P50,000.00 and above for UP System Accounting Office

The different mode of paying goods and services P50,000.00 and above are through direct payment to suppliers and reimbursements to UP employees and staff. UPSAO review the transactions' propriety and availability of funds.



Office or Unit:	UP System Accounting Office – Pre audit Section	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Supplier	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Three (3)copies of Disbursement Voucher	End User	
2. Inspection and Acceptance Report	SPMO	
3. Original Billing Statement/ Sale invoice	Client/Supplier	
4. Delivery Receipt, if available	Client/Supplier	
5. Purchase Order, conformed by the supplier and COA received	End User	
6. Stock Position sheet, for consumable expenses 1,000.00 and above	End User	
7. Inventory Custodian Slip, for semi-expendable equipment/ below 15,000.00	SPMO	
8. Property Acceptance Report, for equipment 15,000.00 and above	SPMO	
9. Abstract of Quotation	End User	
10. Canvass from three (3) reputable suppliers	End User	
11. UIS issued Purchase Request	End User	
12. excerpt from PPMP/APP, if applicable	End User	
13. Notice to Proceed	Procurement Office	
14. Notice of Award	Procurement Office	
15. BAC Resolution, if applicable	Procurement Office	
16. Technical Evaluation	Procurement Office	
17. Technical Specification	Procurement Office	
18. Philgeps Posting	Procurement Office	
19. Financial Requirements, if above 1 Million	Procurement Office	
20. All attached documents submitted by the Procurement Office	Procurement Office	
21. Justification, if the delivery exceeds the delivery term and the end user does not want to impose penalty	End User	
20. Amendment to Order, if applicable	Procurement Office	



21. VAT or NON VAT		Supplier		
22. Certificate of tax exemption, if applicable		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents such as but not limited to the following: Statement of Account/Billing and Delivery Receipt	1. Receive the Billing and the Delivery Receipt and comply with the necessary document as stated above after making sure that the delivery of service or goods are made. After completing the documents, submit the duly complied DV to the receiving section for proper process.	None	2-5 days	Administrative Officer- General Services Section
	1.1. Receive and tag DV number	None	1 min	Administrative Assistant- General Services Section
	1.2. Distribute voucher to assigned processor for pre-audit.	None	1 min	Administrative Assistant- General Services Section
	1.3 Pre-audit documents and initiate for approval to UIS	None	30 mins	Administrative Assistant II - Pre Audit Section
	1.4. Forward initiated DVs to staff for monitoring	None	1 min	Senior Office Aide- General Services Section
	1.5. Processing of BUR/ OBR	None	N/A	UP System Budget Office
	1.6. Receive of BUR/OBR and forward to the monitoring staff	None	1 min	Administrative Assistant- General Services Section



	1.7. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	None	5 mins	Senior Office Aide- General Services Section
	1.8. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	None	5 mins	Administrative Assistant II - Pre Audit Section
	1.9. verify/check pre-audited DV manually and in the UIS.	None	5 mins	Accountant III
	1.10. Sign the Disbursement voucher	None	1 mins	Director
	1.11. Validate DV in the UIS	None	1 min	Accountant II- Bookkeeping Section
	1.12. Encode DV in the cash monitoring report for release to UPS Cash Office	None	1 min	Administrative Assistant- General Services Section
	1.13. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	None	2 mins	Administrative Assistant- General Services Section
	1.14. Deliver DV to UPS Cash Office for payment	None	5 mins	Administrative Aide- General Services Section
	TOTAL	None	1 hour and 16 min	

5. Payment of goods amounting to P50,000.00 and below



The different mode of paying goods and services P50,000.00 and below are through direct payment to suppliers and reimbursements to UP employees and staff. UPSAO review the transactions' propriety and availability of funds.

Office or Unit:	UP System Accounting Office – Pre audit Section			
Classification:	Simple			
Type of Transaction:	G2B			
Who may avail:	Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3)copies of Disbursement Voucher		End User		
2. Inspection and Acceptance Report		SPMO/ End User		
3. Original Billing Statement/ Sale invoice		Supplier		
4. Delivery Receipt, if available		Supplier		
5. Purchase Order, conformed by the supplier and COA received		End User		
6. Stock Position sheet, for consumable expenses 1,000.00 and above		End User		
7. Inventory Custodian Slip, for semi-expendable equipment/ below 15,000.00		SPMO		
8. Property Acceptance Report, for equipment 15,000.00 and above		SPMO		
9. Abstract of Quotation		End User		
10. Canvass from three (3) reputable suppliers		End User		
11. UIS issued Purchase Request		End User		
12. excerpt from PPMP/APP, if applicable		End User		
13. Justification, if canvass does not equal to 3 reputable suppliers		End User		
14. Certification of Sole Distributor, if the supplier is Sole Distributor		End User		
15. VAT or NON VAT		Supplier		
16. Certificate of tax exemption, if applicable		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Submit all necessary documents such as but not limited to the following: Statement of Account/Billing and Delivery Receipt</p>	<p>1. Receive the Billing and the Delivery Receipt and comply with the necessary document as stated above after making sure that the delivery of service or goods are made.</p> <p>After completing the documents, submit the duly complied DV to the receiving section for proper process.</p>	None	2-5 days	Administrative Officer- General Services Section
	1.1. Receive and tag DV number	none	1 min	Administrative Assistant- General Services Section
	1.2. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant- General Services Section
	1.3. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.4. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.5. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.6. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant- General Services Section
	1.7. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section



	1.8. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.9. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.10. Sign the Disbursement voucher	none	1 mins	Director
	1.11. Validate DV in the UIS	none	1 min	Accountant II-Bookkeeping Section
	1.12. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant-General Services Section
	1.13. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant-General Services Section
	1.14. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL		None	1 hour and 1 min	

6. Payment of accommodation amounting to 50,000.00 and below

Processes payment of accommodation amounting to P50,000.00 and below and verify propriety of transactions and availability of funds. Claims for actual accommodation expenses for travel more than 50 km. radius shall be supported with receipts and as per Section 8 of EO No. 77, All Officials and employees are encouraged to patronize the Department of Tourism (DOT) accredited accommodations to ensure availment of adequate but reasonably-priced services and amenities.

Office or Unit:	UP System Accounting Office – Pre Audit Section
Classification:	Complex
Type of Transaction:	G2B



Who may avail:		Supplier		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3)copies of Disbursement Voucher		End User		
2. Inspection and Acceptance Report		SPMO		
3. Original Billing Statement/ Sale invoice		Supplier		
4. Delivery Receipt, if available		Supplier		
5. Purchase Order, conformed by the supplier and COA received		End User		
6. List of personnel who stayed		End User		
7. Travel documents of each government employee (Travel Order, Itinerary of Travel, Certificate of Travel Completed, Certificate of Appearance, and Photocopy of Boarding Pass and Eticket, if applicable)		End User		
8. Letter of invitation indicating that the accommodation will be paid by the University and certificate of appearance, if the guest is not a government employee		End User		
9. Abstract of Quotation		End User		
10. Canvass from three (3) reputable suppliers		End User		
11. UIS issued Purchase Request		End User		
12. excerpt from PPMP/APP, if applicable		End User		
13. Justification, if canvass does not equal to 3 reputable suppliers		End User		
14. Certification of Sole Distributor, if the supplier is Sole Distributor		End User		
15. VAT or NON VAT		Supplier		
16. Certificate of tax exemption, if applicable		BIR		
17. Program of activities		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents such as but not limited to the following: Statement of	1. Receive the Billing and the Delivery Receipt and comply with the necessary document as stated above after making sure	None	2-5 days	Administrative Officer- General Services Section



Account/Billing and Delivery Receipt	that the delivery of service or goods are made. After completing the documents, submit the duly complied DV to the receiving section for proper process.			
	1. Receive and tag DV number	None	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	None	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	None	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	None	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	None	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	None	1 min	Administrative Assistant-General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	None	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	None	5 mins	Administrative Assistant II - Pre Audit Section



	1.8. verify/check pre-audited DV manually and in the UIS.	None	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	None	1 min	Director
	1.10. Validate DV in the UIS	None	1 min	Accountant II-Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	None	1 min	Administrative Assistant-General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	None	2 mins	Administrative Assistant-General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	None	5 mins	Administrative Aide- General Services Section
TOTAL			70 mins	

7. Payment of accommodation expenses amounting to above P50,000.00

Accommodation to name a few is an example of service incurred during travel and seminar workshop are made through direct payment. Procurement of services for room/hotel rentals must be conducted in an open and competitive environment to ensure that prices paid are reasonable. Purchasing activities of goods and services are conducted in Procurement Office. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to RA 9184 regulations, and compliance with University of the Philippines System policies.

Office or Unit:	UP System Accounting Office – Pre audit Section	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Supplier	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Three (3)copies of Disbursement Voucher		End User



2. Inspection and Acceptance Report		SPMO		
3. Original Billing Statement/ Sale invoice		Supplier		
4. Delivery Receipt, if available		Supplier		
5. Purchase Order, conformed by the supplier and COA received		End User		
6. List of personnel who stayed		End User		
7. Travel documents of each government employee (Travel Order, Itinerary of Travel, Certificate of Travel Completed, Certificate of Appearance, and Photocopy of Boarding Pass and Eticket, if applicable)		End User		
8. Letter of invitation indicating that the accommodation will be paid by the University and certificate of appearance, if the guest is not a government employee		End User		
9. Abstract of Quotation		End User		
10. Canvass from three (3) reputable suppliers		End User		
11. UIS issued Purchase Request		End User		
12. excerpt from PPMP/APP, if applicable		End User		
13. Notice to Proceed		Procurement Office		
14. Notice of Award		Procurement Office		
15. BAC Resolution, if applicable		Procurement Office		
16. Technical Evaluation		Procurement Office		
17. Technical Specification		Procurement Office		
18. Philgeps Posting		Procurement Office		
19. Financial Requirements, if above 1 Million		Procurement Office		
20. All attached documents submitted by the Procurement Office		Procurement Office		
21. Justification, if the delivery exceeds the delivery term and the end user does not want to impose penalty		End User		
20. Amendment to Order, if applicable		Procurement Office		
21. VAT or NON VAT		Supplier		
22. Certificate of tax exemption, if applicable		BIR		
23. Program of activities		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE



		BE PAID		
1. Submit all necessary documents such as but not limited to the following: Statement of Account/Billing and Delivery Receipt	1. Receive the Billing and the Delivery Receipt and comply with the necessary document as stated above after making sure that the delivery of service or goods are made. After completing the documents, submit the duly complied DV to the receiving section for proper process.	None	2-5 days	Administrative Officer- General Services Section
	1.. Receive and tag DV number	None	1 min	Administrative Assistant- General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	None	1 min	Administrative Assistant- General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	None	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	None	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	None	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	None	1 min	Administrative Assistant- General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the	None	5 mins	Senior Office Aide- General Services Section



	monitoring report (excel)			
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	None	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	None	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	None	1 mins	Director
	1.10. Validate DV in the UIS	None	1 min	Accountant II-Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	None	1 min	Administrative Assistant-General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	None	2 mins	Administrative Assistant-General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	None	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

8. Payment of services amounting to P50,000.00 and below

Procurement of services for the university such as plane fare from travel agencies, catering services for meetings, trainings, seminars, workshops among others must be conducted in an open and competitive environment to ensure that prices paid are reasonable.



Purchasing activities are conducted in Procurement Office. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to Memorandum No. NGY 17-76 dated 10 July 2017 Guidelines on the Simplified Process of Shopping Method of Procurement equal to Php 50,000.00 and below.

Office or Unit:	UP System Accounting Office – Pre Audit	
Classification:	Complex	
Type of Transaction:	G2B	
Who may avail:	Suppliers	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Three (3)copies of Disbursement Voucher 2. Inspection and Acceptance Report 3. Original Billing Statement/ Sale invoice 4. Delivery Receipt, if available 5. Purchase Order, conformed by the supplier and COA received 6. Pre-inspection report, for repairs 7. Waste Material Report, for those repairs needs replacement 8. Abstract of Quotation 9. Canvass from three (3) reputable suppliers 10. UIS issued Purchase Request 11. excerpt from PPMP/APP, if applicable 12. Justification, if canvass does not equal to 3 reputable suppliers 13. Certification of Sole Distributor, if the supplier is Sole Distributor 14. VAT or NON VAT 15. Certificate of tax exemption, if applicable (additional requirements for travel agency) 16. Travel documents of each government employee (Travel Order, Itinerary of Travel, Certificate of Travel Completed, Certificate of Appearance) 17. Letter of invitation indicating that the accommodation will be paid by the University and certificate of appearance, if the guest is not a government employee 	<p>End User</p> <p>SPMO</p> <p>Supplier</p> <p>Supplier</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>Supplier</p> <p>BIR</p> <p>End User</p> <p>End User</p>



18. Original Boarding Pass and etickets		End User		
19. Invitation letter/ Program of Activity		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents such as but not limited to the following: Statement of Account/Billing and Delivery Receipt	1. Receive the Billing and the Delivery Receipt and comply with the necessary document as stated above after making sure that the delivery of service or goods are made. After completing the documents, submit the duly complied DV to the receiving section for proper process.	None	2-5 days	Administrative Officer- General Services Section
	1. Receive and tag DV number	None	1 min	Administrative Assistant- General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	None	1 min	Administrative Assistant- General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	None	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	None	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	None	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	None	1 min	Administrative Assistant- General Services Section



	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	None	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	None	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	None	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	None	1 min	Director
	1.10. Validate DV in the UIS	None	1 min	Accountant II- Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	None	1 min	Administrative Assistant- General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	None	2 mins	Administrative Assistant- General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	None	5 mins	Administrative Aide- General Services Section
TOTAL			63 mins	

9. Payment of services amounting to above P50,000.00

Procurement of services for the university such as plane fare from travel agencies, catering services for meetings, trainings, seminars, workshops among others must be



conducted in an open and competitive environment to ensure that prices paid are reasonable. Purchasing activities are conducted in Procurement Office.

Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to RA 9184 regulations, and compliance with University of the Philippines System policies.

Office or Unit:	UP System Accounting Office – Pre Audit Section	
Classification:	Highly Technical	
Type of Transaction:	G2B	
Who may avail:	Suppliers	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Three (3)copies of Disbursement Voucher	End User	
2. Inspection and Acceptance Report	SPMO	
3. Original Billing Statement/ Sale invoice	Supplier	
4. Delivery Receipt, if available	Supplier	
5. Purchase Order, conformed by the supplier and COA received	End User	
6. Pre-inspection report, for repairs	End User	
7. Waste Material Report, for those repairs needs replacement	End User	
8. All attached documents submitted by the Procurement Office	Procurement Office	
9. Abstract of Quotation	End User	
10. Canvass from three (3) reputable suppliers	End User	
11. UIS issued Purchase Request	End User	
12. excerpt from PPMP/APP, if applicable	End User	
13. Notice to Proceed	Procurement Office	
14. Notice of Award	Procurement Office	
15. BAC Resolution, if applicable	Procurement Office	
16. Technical Evaluation	Procurement Office	
17. Technical Specification	Procurement Office	
18. Philgeps Posting	Procurement Office	
19. Financial Requirements, if above 1 Million	Procurement Office	
20. Justification, if the delivery exceeds the delivery term and the end user does not want to impose penalty	End User	



21. Amendment to Order, if applicable 22. VAT or NON VAT 23. Certificate of tax exemption, if applicable (additional requirements for travel agency) 24. Travel documents of each government employee (Travel Order, Itinerary of Travel, Certificate of Travel Completed, Certificate of Appearance) 25. Letter of invitation indicating that the accommodation will be paid by the University and certificate of appearance, if the guest is not a government employee 26. Original Boarding Pass and etickets		Procurement Office		
		Supplier		
		BIR		
		End User		
		End User		
		End User		
27. Invitation letter/ Program of Activity 28. Guest List, in case of Meals 29. Justification, if the number or actual guest does not equate the number of pax in the bill		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents such as but not limited to the following: Statement of Account/Billing and Delivery Receipt	1. Receive the Billing and the Delivery Receipt and comply with the necessary document as stated above after making sure that the delivery of service or goods are made. After completing the documents, submit the duly complied DV to the receiving section for proper process.	None	2-5 days	Administrative Officer- General Services Section



	1. Receive and tag DV number	None	1 min	Administrative Assistant- General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	None	1 min	Administrative Assistant- General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	None	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	None	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	None	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	None	1 min	Administrative Assistant- General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	None	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	None	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	None	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	None	1 min	Director



	1.10. Validate DV in the UIS	None	1 min	Accountant II-Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	None	1 min	Administrative Assistant-General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	None	2 mins	Administrative Assistant-General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	None	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

10. Payment for Communication Expenses

Communication expenses are incurred to facilitate information inquiry, response and dissemination. Examples of this expenses are cellphone loads (prepaid and postpaid) and internet expenses.

Office or Unit:	UP System Accounting Office – Pre Audit Section			
Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	Supplier			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3)copies of Disbursement Voucher 2. Original Billing Statement/Sales Invoice 3. Certificate of Official Use 4. Official Receipt Issued by UPS Cash Office, if calls made were not official		End User Supplier End User End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. Submit all necessary documents such as but not limited to the following: Statement of Account/Billing and Delivery Receipt</p>	<p>1. Receive the Billing and the Delivery Receipt and comply with the necessary document as stated above after making sure that the delivery of service or goods are made.</p> <p>After completing the documents, submit the duly complied DV to the receiving section for proper process.</p>	None	2-5 days	Administrative Officer- General Services Section
	<p>1. Receive and tag DV number</p>	None	1 min	Administrative Assistant- General Services Section
	<p>1.1. Distribute voucher to assigned processor for pre-audit.</p>	None	1 min	Administrative Assistant- General Services Section
	<p>1.2. Pre-audit documents and initiate for approval to UIS</p>	None	30 mins	Administrative Assistant II - Pre Audit Section
	<p>1.3 Forward initiated DVs to staff for monitoring</p>	None	1 min	Senior Office Aide- General Services Section
	<p>1.4 Processing of BUR/ OBR</p>	None	N/A	UP System Budget Office
	<p>6. Receive of BUR/OBR and forward to the monitoring staff</p>	None	1 min	Administrative Assistant- General Services Section
	<p>1.5 stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)</p>	none	5 mins	Senior Office Aide- General Services Section



	1.6 Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	None	5 mins	Administrative Assistant II - Pre Audit Section
	1.7. verify/check pre-audited DV manually and in the UIS.	None	5 mins	Accountant III
	1.8. Sign the Disbursement voucher	None	1 min	Director
	1.9. Validate DV in the UIS	None	1 min	Accountant II-Bookkeeping Section
	1.10. Encode DV in the cash monitoring report for release to UPS Cash Office	None	1 min	Administrative Assistant-General Services Section
	1.11. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	None	2 mins	Administrative Assistant-General Services Section
	1.12. Deliver DV to UPS Cash Office for payment	None	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

11. Payment for Security and Janitorial Expenses

Under Section 5 (h) of Republic Act No. 9184 (R.A. 9184), as reiterated in Section 5 (k) of its Implementing Rules and Regulations Part A (IRR-A), procurement of general support services, including non-personal or contractual services, such as security and janitorial services, falls under the definition of goods. Thus, in the procurement of security or janitorial services, the winning bid is determined by the lowest calculated and responsive bid. It is recognized, however, that the proper and efficient procurement of security and janitorial services should be based not solely on cost, but should also take into consideration a range of other factors, such as, but not limited to, length of contract, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.



Office or Unit:	UP System Accounting Office – Pre Audit Office			
Classification:	Complex			
Type of Transaction:	G2B			
Who may avail:	Supplier			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3)copies of Disbursement Voucher 2. Duly received Statement of Account 3. Notarized Contract of Service 4. Daily Time Record or Certification of Service signed by UP Representative 5. Certification of remittance to various Government Agencies like BIR, PHILHEALTH, SSS, etc., if applicable		End User Supplier Supplier Supplier Supplier		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents such as but not limited to the following: Statement of Account/Billing and Delivery Receipt	1. Receive the Billing and the Delivery Receipt and comply with the necessary document as stated above after making sure that the delivery of service or goods are made. After completing the documents, submit the duly complied DV to the receiving section for proper process.	None	2-5 days	Administrative Officer- General Services Section
	1. Receive and tag DV number	None	1 min	Administrative Assistant- General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	None	1 min	Administrative Assistant- General Services Section
	1.2. Pre-audit documents and	None	30 mins	Administrative Assistant II - Pre Audit Section

	initiate for approval to UIS			
	1.3. Forward initiated DVs to staff for monitoring	None	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	None	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	None	1 min	Administrative Assistant- General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	None	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	None	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	None	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	None	1 min	Director
	1.10. Validate DV in the UIS	None	1 min	Accountant II- Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	None	1 min	Administrative Assistant- General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file,	None	2 mins	Administrative Assistant- General Services Section



	bundle monitoring report			
	1.13. Deliver DV to UPS Cash Office for payment	None	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

12. Generation of Financial Statements

The purpose of financial statements is to provide monetary information about the results of operations, financial position and cash flows of the University of the Philippines System Administration. This assist top administration to estimate the liquidity, investment and plan future projects for Research and Academic. Generally, financial statements increase accountability and transparency which is a tool on improving the performance and trust of the public and private stakeholders. These form part of the UPSA reportorial requirements to COA, DBM, Congress, and Senate.

Office or Unit:	UP System Accounting Office – Bookkeeping Section			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	COA, DBM, HOUSE OF REPRESENTATIVE, SENATE and Other UP System stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) RDA/NB Bundles 2) Report of Collection and Deposits Bundles 3) Report of Disbursement Bundles for Liquidation Reports 4) Reports of LDDAP requests 5) Journal Entry Vouchers		1) UP System Cash Office 2) UP System Cash Office 3) UP System Offices Special Disbursing Officers and UP System Accounting Office 4) UP System Offices Accounting Office 5) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1) COA - Agency to send hardcopy financial statements as scheduled	1.1 Receive request as scheduled/inquired	none	1 min	Accountant
	1.2 Receive RDA, RC and RD Bundles	none	3 days	Administrative Assistant - General Service Section , UPSAO

1.3 Encode in the Excel file the monthly transactions of UP System Administration	none	2 weeks	Administrative Assistant - General Service Section , UPSAO
1.4 Check for correctness of entry: RDA, RC, RD Bundles	none	1 week	Accountant
1.5 Prepare and consolidate JEV	none	2 days	Accountant
1.6 Consolidate RDA, RC, RD and JEV: Subsidiary Ledger	none	1 day	Accountant
1.7 Prepare Working Papers	none	10 mins	Accountant
1.8 Prepare Pre-Closing Trial Balance (monthly)	none	30 mins	Accountant
1.9 Prepare Post-closing Trial Balance, Statement of Cash Flow, Financial Performance, Financial Position and Changes of Net Asset and Equity (quarterly)	none	1 week	Accountant
1.10 Prepare Statement of Management Responsibility, Notes to Financial Statements and Statement of Comparison of Budget and Actual Amount (yearly)	none	1 week	Accountant
1.11 Review Financial Statements	none	4 hours	Accountant
1.12 Approve Financial Statements	none	1 hour	Director
1.13 Prepare transmittal of Financial Statement	none	1 min	Accountant



	1.14 Forward documents for OVPPF signatory	none	10 mins	Administrative Assistant - General Service Section, UPSAO
	1.15 Approve transmittal of Financial Statement	none	n/a	Vice President for Planning and Finance
2.1) Receive Transmittal with Financial Statements 2.2) Stamp receiving copy and return back to Agency	2.1 Forward transmittal with Financial Statements	none	30 mins	Administrative Assistant - General Service Section, UPSAO
	2.2 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant - General Service Section, UPSAO
	2.3 Scan and file receiving copy and financial statements	none	10 mins	Accountant
TOTAL			5 weeks, 6 days, 7 hrs and 22 mins.	

13. Maintains General and Subsidiary ledger

The general ledger comprises financial position accounts (assets, liabilities and equity) and financial performance accounts (income and expenses, gains and losses). This is an electronic file to facilitate generation of UP System Administration's financial statements.

The subsidiary ledger contains the details to support the general ledger account showing the particulars of receipts and disbursements transactions, the date and amount incurred, the source of funds and reference on the evidence of payments, collections and deposits and adjusting entries for erroneous classification of entries, reversal or mispunching.

Office or Unit:	UP System Accounting Office – Bookkeeping Section
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	COA, other NGAs/LGUs



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) RDA Bundles 2) Report of Collection Bundles 3) Report of Disbursement Bundles 4) Journal Entry Vouchers (JEV) Bundle 5) Subsidiary Ledger of Previous periods		1) UP System Cash Office 2) UP System Cash Office 3) UP System Accounting Office 4) UP System Accounting Office 5) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1) COA - Agency to send hardcopy financial statements as scheduled 1.2) UP System stakeholders - Letter of Request to head of Accounting Office	1.1 Receive request as scheduled/inquired	None	1 min	Administrative Assistant - Receiving/Releasing Section
	1.2 Receive the bundles for OR, Checks and RDA payments	None	3 days	Administrative Assistant - Receiving/Releasing Section
	1.3 Encode in the Excel file the monthly transactions of UP System Administration	None	2 weeks	Administrative Aide - Receiving/Releasing Section
	1.4 Share the monthly transactions in the UPSAO network	None	1 hour	Administrative Aide - Receiving/Releasing Section



	1.5 Check for correctness of entry: RDA, RC, RD Bundles	None	1 week	Accountant
	1.6 Prepare and consolidate JEV	None	2 days	Accountant
	1.7 Consolidate RDA, RC, RD and JEV to generate the Subsidiary Ledger	None	1 day	Accountant
	1.8 Update the previous period's Subsidiary Ledger by including the current transactions	None	30 mins	Accountant
2.1) Receive soft copies of Subsidiary ledgers	2.1 Forward soft copies of Subsidiary ledger	None	30 mins	Accountant
TOTAL			3 weeks, 6 days, 2 hrs and 1 min.	

14. Reconciles all bank accounts including real and nominal accounts

Bank reconciliation statement is a report which compares the bank balance as per UPSA'S authorized Depository Government banks accounting records with the balance stated in the bank statement. The purpose of preparing a Bank Reconciliation Statement is to identify any discrepancies between the accounting records of the entity and the bank besides those due to normal timing differences.



Bank reconciliation statement forms part as a supporting Schedule to the generated Financial Statement.

Office or Unit:	UP System Accounting Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	COA –UPS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Subsidiary Ledger 2) Trial Balance 3) Bank Statement 4) Passbook		1) UP SAO 2) UP System Accounting Office 3) Authorized Government Depository Bank 4) UP System Cash Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2) UP System Offices (OP/OVPPF/Investment Committee) Letter of Request to head of Accounting Office	1.1 Receive request as scheduled/inquired	None	1 min	Accountant
	1.2 Call or Request the System Cash Office for a copy of the passbook accounts; Call or Request the banks for a copy of the bank statements	None	20 mins	Accountant
	1.3 Filter the Cash in Bank accounts in the Subsidiary Ledger for the month	None	1 hour	Accountant



	1.4 Reconcile bank statement with subsidiary ledger and Prepare Bank Reconciliation Statement	None	3 days	Accountant
	1.5 Review Bank Reconciliation document	None	1 hour	Accountant
	1.6 Approve Bank Reconciliation document	None	10 mins	Director
	1.7 Prepare transmittal of Bank Reconciliation documents	None	1 min	Accountant
	1.8 Forward documents for OVPPF signatory	None	10 mins	Administrative Assistant – General Service Section
	1.9 Approve transmittal of Bank Reconciliation documents	None	n/a	Vice President for Planning and Finance
2.1) Receive Transmittal with Bank Reconciliation Statements	1.10 Forward transmittal with Bank Reconciliation documents	None	30 mins	Administrative Assistant – General Service Section
2.2) Stamp receiving copy and return back to Agency	1.11 Forward receiving copy back to Agency	None	30 mins	Administrative Assistant – General Service Section
	1.12 Scan and file receiving copy and financial documents	None	10 mins	Accountant
TOTAL			3 days, 3 hrs. And 52 mins.	

15. Prepare Financial Accountability Reports (4 and 5) for the specific period - monthly, quarterly

FAR 4 refers to the Monthly Report of Disbursements that indicates all disbursements of the University of the Philippines System maintaining Special Account in the General Fund, showing type of allotment class and disbursements authority. It also includes



disbursements against NCA made thru MDS Checks and Advices to Debit Account and the monthly Tax Remittances Advices for remittances of taxes withheld.

FAR 5 – Quarterly Report of Revenue and Other Receipts reflects UPS actual revenue and other receipts/collections from all sources remitted to the Bureau of Treasury or deposited in the authorized government depository banks.

As cited in DBM and COA Joint Circular No. 2019-1 dated 01 January 2019, submission of BFARS shall be subject to encoding in urs of DBM and only hard copies of BFARS generated from urs and duly signed by the head of the department/agency/OU of his/her authorized representative shall be accepted as official agency submission.

Office or Unit:	UP System Accounting Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	COA, DBM, Technical Working Group of PBB, UP System stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) RDA/NB Bundles 2) Report of Collections and Deposits 3) Report of Disbursement Bundles 4) Journal Entry Vouchers 5) Subsidiary Ledger 6) Trial Balance 7) FAR reports from other CUs		1) UP System Cash Office 2) UP System Cash Office 3) UP System Cash Office/Accounting Office (for Liquidation Reports) 4) UP System Accounting Office 5) UP System Accounting Office 6) UP System Accounting Office 7) CUs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1) COA/DBM - Agency to send hardcopy financial statements as scheduled	1.1) Prepare FAR as provided in the PBB Guidelines 1.2) Receive request as scheduled/ inquired	none	1 min	Accountant



	1.3 Receive RDA, RC and RD Bundles 1.4 Receive FAR reports and other documents from other CUs	none	3 days	Administrative Assistant - General Service Section
	1.5 To check for correctness of entry: RDA, RC, RD Bundles	none	1 week	Accountant
	1.6 To prepare and consolidate JEV	none	2 days	Accountant
	1.7 To consolidate RDA, RC, RD and JEV: Subsidiary Ledger	none	1 day	Accountant
	1.8 Prepare manual FAR 1.9 Encode in DBM urs	none	1 day	Accountant
	1.10 Review FAR 1.11 Approve FAR (manual and online)	none	4 hours	Director
	1.12 Prepare transmittal of FAR	none	1 min	Accountant
	1.13 Forward documents for UP System Budget and OVPPF signatory	none	10 mins	Administrative Assistant - General Service Section
	1.4 Approve transmittal and FAR	none	n/a	Director (Budget office) and OVPPF
2.1) Receive Transmittal with FAR documents 2.2) Stamp receiving copy and return back to Agency	2.1 Forward transmittal with FAR documents	none	30 mins	Administrative Assistant - General Service Section
	2.2 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant - General Service Section
	2.3 Scan and file receiving copy and FAR documents	none	10 mins	Accountant



TOTAL	2 weeks, 5 hours and 22 mins.
--------------	--------------------------------------

16. Prepare Financial Accountability Report No. 3 for the specific period – Annually

FAR 3 refers to the Aging of Unpaid Obligations reporting any Due and Demandable Obligations and not yet due and demandable obligations. This report is submitted annually on or before the 30th day following the end of the year.

As cited in DBM and COA Joint Circular No. 2019-1 dated 01 January 2019, submission of BFARs shall be subject to encoding in urs of DBM and only hard copies of BFARS generated from urs and duly signed by the head of the department/agency/OU of his/her authorized representative shall be accepted as official agency submission.

Office or Unit:	UP System Accounting Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	COA, DBM, Technical Working Group of PBB			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Subsidiary Ledger 2) Trial Balance 3) FAR 3 reports of CUs 4) List and Aging of Accounts Payable for UPSA		1) UP System Accounting Office 2) UP System Accounting Office 3) CUs 4) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1) COA - Agency to send hardcopy financial document as scheduled	1.1 Receive request as scheduled/in quired	None	1 min	Accountant
	1.2 Filter the UPSA creditors that will be paid	None	1 day	Accountant



through LDDAP (DBM-funded) from the List and Aging of Accounts Payable report. This should also include mobilization and retention fees. Please note that this report is for DBM only.			
1.3 Prepare manual FAR 3 for UPSA	None	1 day	Accountant
1.4 Consolidate FAR 3 submitted by the CUs and upload it in the DBM URS website	None	3 days	Accountant
1.5 Review and Approve FAR 3 in the DBM URS website (system wide)	None	4 hours	Director of UPSAO & UPSBO
1.6 Approve and Submit FAR 3 in the DBM URS website (system wide)	None	2 hours	Vice President for Planning and Finance
1.7 Print URS-generated FAR 3 (System wide) and prepare transmittal of FARs	none	1 hour	Budget Officer of UPSBO



2.1) Receive Transmittal with Financial Statements 2.2) Stamp receiving copy and return back to Agency	1.8 Forward documents for UP System Budget and OVPPF signatory	None	10 mins	Administrative Assistant – General Service Section
	1.9 Approve transmittal and FAR	None	n/a	Director (Budget office) and OVPPF
	2.1 Forward transmittal with FAR documents to COA and DBM	None	30 mins	Administrative Assistant – General Service Section
	2.2 Forward receiving copy back to Agency	None	30 mins	Administrative Assistant – General Service Section
	2.3 Scan and file receiving copy and FAR documents	None	10 mins	Accountant
TOTAL			5 days, 8 hrs and 21 mins.	

17. Generates List and Aging of Accounts Payable for a specific period (quarterly, yearly)

The schedule of accounts payable is a master listing of all creditors of the University of the Philippines System. The majority of the Accounts Payable are obligations set up for Infrastructure Projects which the Supplier/Contractor bills UPS through progress billing or percentage of accomplishments. Utilities, security and janitorial services, scholarship and research expenses which are paid in the following year are accrued.

Office or Unit:	UP System Accounting Office	
Classification:	Complex	
Type of Transaction:	G2G	
Who may avail:	COA-UPS, DBM	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



1) Subsidiary Ledger 2) Trial Balance 3) List of Obligation Requests 4) List of Accounts Payable (previous report)		1) UP System Accounting Office 2) UP System Accounting Office 3) UP System Budget Office 4) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 1.1) COA - Agency to send hardcopy financial document as scheduled	1.1 Receive request as scheduled/inquired	None	1 min	Accountant
	1.2 Compare the List of Obligations for the year received from System Budget Office and compare it with the list of Disbursements made for the year (GF & RF)	None	2 weeks	Accountant
	1.3 Prepare JEV for the set-up of Accounts Payable for the year	None	1 week	Accountant
	1.4 Consolidate the current and previous month's Subsidiary Ledger	none	1 hour	Accountant



1.5 Filter the Accounts Payable account in the Subsidiary Ledger	None	1 hour	Accountant
1.6 Update the previously prepared List of Accounts Payable by deducting the charges made for the current period	None	2 hours	Accountant
1.7 Update the previously prepared List of Accounts Payable by adding the additional set-up of Accounts Payables for the year (GF & RF)	None	1 week	Accountant
1.8 Prepare the List and Aging of Accounts Payable report (make sure it is equal to the balance in the Trial Balance)	None	1 day	Accountant
1.9 Review List and Aging of Payables report	None	30 mins	Accountant



	10) Review and approve List and Aging of Payables report	None	1 hour	Director
	1.10 Prepare transmittal of Accounts payable report	None	1 min	Accountant
	1.11 Forward documents for OVPPF signatory	None	10 mins	Administrative Assistant – General Service Section
	1.12 Approve transmittal of Accounts Payable report	None	n/a	OVPPF
2.1) Receive Transmittal with Financial Statements 2.2) Stamp receiving copy and return back to Agency	2.1 Forward transmittal with Accounts Payable	None	30 mins	Administrative Assistant – General Service Section
	2.2 Forward receiving copy back to Agency	None	30 mins	Administrative Assistant – General Service Section
	2.3 Scan and file receiving copy and Accounts payable report	None	10 mins	Accountant
TOTAL			4 weeks, 1 day, 6 hrs and 52 mins.	

18. Generates Schedule of Investment for a specific period (monthly, quarterly, semi or annually)



Section 24 of RA 9500 known as an Act to strengthen the University of the Philippines as a National University authorizes the Board of Regent to manage the University of the Philippines System funds thru the Independent Trust Committee. They shall recommend to the Board five universal banks selected on a prudent basis which trust departments shall manage the corporate and other funds thru trust agreements which shall be for a period of not more than two (2) years.

Office or Unit:	UP System Accounting Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	COA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Subsidiary Ledger 2) Trial Balance 3) Investment Order Forms 4) Schedule of Investment (previous report)		1) UP System Accounting Office 2) UP System Accounting Office 3) UP System Investment Office 4) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. COA - Agency to send hardcopy financial document as scheduled	1.1 Receive request as scheduled/inquired	None	1 min	Accountant
	1.2 Monitor through excel report the data in the investment order forms (IOF)	None	30 mins	Accountant
	1.3 Prepare JEV for the interest income from the Investments made	none	1 hour	Accountant



1.4 Consolidate the current and previous month's Subsidiary Ledger	None	1 hour	Accountant
1.5 Filter the Time Deposit and Other Investment account in the Subsidiary Ledger	None	1 hour	Accountant
1.6 Update the previously prepared Schedule of Investments by adding/deducting the transactions made through Time deposits or Other Investments	None	2 hours	Accountant
1.7 Prepare the Schedule of Investments (make sure it is equal to the Trial Balance)	None	1 day	Accountant
1.8 Review and approve the Schedule of Investments	None	1 hour	Director
1.9 Prepare transmittal of Schedule of Investment	None	1 min	Accountant
1.10 Forward documents for OVPPF signatory	None	10 mins	Administrative Assistant – General Service Section
1.11 Approve transmittal of Schedule of Investment	none	n/a	OVPPF



2.1) Receive Transmittal with Financial Statements	2.1 Forward transmittal with Schedule of Investment	None	30 mins	Administrative Assistant – General Service Section
2.2) Stamp receiving copy and return back to Agency	2.2 Forward receiving copy back to Agency	None	30 mins	Administrative Assistant – General Service Section
	2.3 Scan and file receiving copy and Schedule of Investment	None	10 mins	Accountant
TOTAL			1 day, 1 hour and 2 mins	

19. Prepares Schedule of other General Ledger and Subsidiary Ledger accounts

The general ledger comprises financial position accounts (assets, liabilities and equity) and financial performance accounts (income and expenses, gains and losses). This is an electronic file to facilitate generation of UP System Administration’s financial statements.

The subsidiary ledger contains the details to support the general ledger account showing the particulars of receipts and disbursements transactions, the date and amount incurred, the source of funds and reference on the evidence of payments, collections and deposits and adjusting entries for erroneous classification of entries, reversal or mispunching.

Office or Unit:	UP System Accounting Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	COA, UP System stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Subsidiary Ledger 2) Trial Balance		1) UP System Accounting Office 2) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1 COA - Letter of Request to head of Accounting Office	1.1 Receive request as scheduled/inquired	none	1 min	Accountant
	1.2 Consolidate the current and previous month's Subsidiary Ledger	none	1 hour	Accountant
	1.3 Filter the General Ledger account code (particular account code) in the Subsidiary Ledger	none	1 hour	Accountant
	1.4 Update the previously prepared Schedule of General Ledger Code (particular account code) by including the current transactions	none	2 hours	Accountant
	1.5 Prepare the Schedule of a particular general ledger account code (make sure it is equal to the balance in the Trial Balance)	none	1 day	Accountant
	1.6 Review Schedule of a particular general ledger account code	none	30 mins	Accountant
	1.7 Review and approve the Schedule of a particular general ledger account code	none	1 hour	Director
	1.8 Prepare transmittal report	none	1 min	Accountant
	1.9 Forward documents for OVPPF signatory	none	10 mins	Administrative Assistant – General Service Section



	1.10 Approve transmittal report	none	n/a	OVPPF
2.1) Receive Transmittal with the requested Schedule of General Ledger code 2.2) Stamp receiving copy and return back to Agency	2.1 Forward transmittal report together with the Schedule of a particular General Ledger account code	none	30 mins	Administrative Assistant – General Service Section
	2.2 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant – General Service Section
	2.3 Scan and file receiving copy and Accounts payable report	none	10 mins	Accountant
TOTAL			1 day, 5 hours, 2 mins	

20. Request payment for the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) of UPSA

The List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) of UPSA refers to an accountable form integrating the ADA with LDDAP which is a list reflecting the names of creditors/payees to be paid by UPSA and the corresponding amounts of their unpaid claims, duly certified and approved by the heads of accounting unit and the agency, or authorized officials. (Reference: CL 2013-16).

The Bureau of Treasury (BTr) issued Treasury Circular No. 3-2018 on the handling of the LDDAP-ADA by the NGAs and GSBs whereby processing can only be done if both the LDDAP-ADA and the covering Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE), the document equivalent to Advice of Check Issued and Cancelled (ACIC) are both submitted.

Office or Unit:	UP System Accounting Office - Bookkeeping Section
Classification:	Highly Technical
Type of Transaction:	G2G, G2B and G2C
Who may avail:	End User of the Project, UP System Administration Units (CUs)
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



<ol style="list-style-type: none"> 1. List of Due and Demandable Accounts Payable- Advice to Debit Accounts (LDDAP-ADA Form, 2 copy) 2. Summary of (LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE 2 copy) 3. Letter for NCA Request (1 copy) 4. Advice of Check Issued and Cancelled (ACIC, 2 copy) 5. Letter Memo for NCA Advice (1 copy) 6. Disbursement Voucher 7. Contractor's Billing 8. Certificate of Work Accomplishment/Payment Due 9. Progress of Work Report for the Period Covered 10. Pictures of Project Progress of Work 11. Contract Original 12. Contractor's Bid Proposal Documents 13. Affidavit of Project Obligations 14. Abstract of Bids 15. Notice of Award 16. Notice to Proceed 17. Request for Contract Review 18. PCAB Certificate 19. Performance Bond 20. Budget Utilization Request/Obligation Request 21. Philgeps Posting 22. Invitation to Bid/Newspaper Posting 23. Receipts of Utilities Payment 24. Approved time extensions 25. Funding source 	<ol style="list-style-type: none"> 1. University of the Philippines Campus - Accounting Office and University of the Philippines System Accounting Office 2. UP Accounting System Office 3. UP Accounting System Office 4. UP Accounting System Office 5. UP Accounting System Office <p style="text-align: center;">UP System Unit (end-user)</p>	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
CLIENT STEPS	AGENCY ACTION			



1. Submit Disbursement Voucher (DV) in favor of the supplier(end-user)	1. Receive the DV and its pertinent documents	None	2 minutes	Administrative Assistant - General Service Section
	1.1. Pre-audit the DVs (Equipment Outlay) and initiate in UIS; in case there's a problem, prepare a referral slip and return the DV to end user	None	30 minutes	Administrative Assistant - Pre-Audit Section
	1.2. Pre-audit the DVs (Capital Outlay) and initiate in UIS; in case there's a problem, prepare a referral slip and return the DV to end user	None	30 minutes	Accountant
	1.3. Prepare Obligation requests (for current year funding) and approve in the UIS; if for prior year funding, then approve only in the UIS	N/A	N/A	the System Budget Office (UPSBO)
	1.4. Review and approve in the UIS	None	N/A	the System Budget Office (UPSBO)
	1.5. Send the hard copy of the OBR/BUR to the System Accounting Office	None	N/A	the System Budget Office (UPSBO)
2. Submit the OBR/BUR (UPSBO)	2. Receive the OBR/BUR from the System Budget Office	None	2 minutes	Administrative Assistant - General Service Section
	2.1. Monitor the OBR/BURs in the excel file	None	3 minutes	Senior Office Aide
	2.2. Attach the OBRs/BURs in the DV and prepare necessary entries (manual and UIS); Compute for the withholding taxes if applicable and any necessary deductions	None	30 minutes	Accountant



	2.3. Monitor the charges made in the excel file	None	5 minutes	Accountant
	2.4. Prepare the LDDAP request form	None	5 minutes	Accountant
	2.5. Print corresponding entries	None	2 minutes	Accountant
	2.6 Forward the DV together with the LDDAP-ADA form to the person-in-charge of LDDAP requests	None	2 minutes	Accountant
3. Submit LDDAP-ADA request form (UPSAO)	3. Receive the DV & LDDAP form and check/review the details in the document	None	5 minutes	Accountant
	3.1 Verify and check whether the LDDAP request is included in the FAR 3	None	5 minutes	Accountant
	3.2 Prepare the SLIIE and cover letter for the NCA Request (this is on a per batch basis and usually done weekly or every two weeks)	None	10 minutes	Accountant
	3.3 Review and affix signature on the LDDAP-ADA form, BIR Tax form and DV and affix initial on the cover letter	None	5 minutes	Director
	3.4. Forward the Letter for NCA request, SLIIE, and the LDDAP form to OVPPF	None	30 minutes	Administrative Assistant - General Service Section
4. Submit the letter of NCA Request together with the pertinent documents	4. Receive by the receptionist and forward to the Vice President for Planning and Finance.	None	1 Minute	Administrative Assistant - OVPPF
	4.1. Check, review and sign the received documents	None	30 minutes	Vice President for Planning and Finance
	4.2. Forward to liaison	None	1 minutes	
	4.3. Submit the (Letter for NCA request, SLIIE, and the LDDAP form) to Office of the Secretary	None	30 Minutes	Administrative Aide - General



				Service Section
5 Received submitted documents	5. Receive by the receptionist and forward to the Executive of Vice President.	None	1 minutes	Administrative Assistant - General Service Section
	5.1 Check, review and sign the receive documents	None	n/a	Office of the President
	5.2 Forward to liaison	None	n/a	
	5.3 Liaison submit the (Letter for NCA request, SLIIE, and the LDDAP form) to U.P Accounting System	None	n/a	Office of the President
6 Received submitted documents	6. Receive by the receptionist and forward to Accountant	None	1 minute	Administrative Assistant - General Service Section
	6.1 Check and review if all documents was completely sign by the proper signatory. Separate the 2nd copy of SLIIE and LDDAP form the 1st Copy will be forwarded to Department of Budget and management for NCA request and the Other Copy will be submit to Land bank for payment.	None	20 minutes	Accountant
	6.2 Forward to liaison	None	1 minute	
	6.3 Liaison submit the (Letter for NCA request, SLIIE, and the LDDAP form) to UP System Budget Office	None	30 minutes	Administrative Aide - General Service Section
7 Received submitted documents	7. Recieve and forward to Liaison	None	1 minute	Administrative Assistant - General Service Section
	7.1 Liaison will be deliver the received documents to	None	3 Hours	Administrative Aide - General



8. Received submitted documents	Department of Budget and Management. 8. Received and forward to the person handle and process the NCA request 8.1 Review, Checked, Verify and Approved the said NCA request.	None	30 Days	Service Section Administrative Assistant - General Service Section
9. Released of NCA Request.	9. Pick up by the UP System Budget office from DBM and forward the original Notice of Cash allocation for payment to UP Accounting System office 9.1 Receive and forward to the Accountant 9.2 Prepare Advice and Check Issued and Cancelled (2 Copy) attached the other LDDAP-ADA form and SLIIE. 9.3 forward to Director of UP Accounting System 9.4 Review, Checked, and Certified by the Director 9.5 forward to accountant 9.6 received and checked if the ACIC was completely sign 9.7 Forward to liaison 9.8 Deliver to the office of the Vice President for Planning and Finance	N/A None None None None None None None	N/A 1 minute 30 minutes 1minutes 5 minutes 1 minutes 3 minute 1 minute 30 minutes	UP System Budget Office Administrative Assistant - General Service Section Accountant Director Accountant Administrative Aide - General Service Section
10. Received submitted documents	10. Received by the receptionist and forward to the Vice President for Planning and Finance 10.1 Review, and approved by the VPPF 10.2 forward to liaison	None None None	1 minute 5 minutes 1 minute	Administrative Assistant - General Service Section Vice President for Planning and Finance

	10.3 Received and forward to Office of the Vice President for Administration	None	30 minutes	Administrative Aide - General Service Section
11. Received submitted documents	11.1 Received by the receptionist and forward to the Vice President for Administration	None	1 minute	Administrative Assistant - General Service Section
	11. Review, and approved by the VPA	None	5 minutes	Vice President for Administration
	11.3 forward to liaison	None	1 minute	Administrative Aide - General Service Section
	11.4 Received and forward to UP System Accounting Office	None	30 minutes	Administrative Aide - General Service Section
12. Received submitted documents	12.1 Received by the receptionist and forward to Accountant	None	1 minute	Administrative Assistant - General Service Section
	12.2 Prepare for Scan (Released NCA Letter, SLIIE, LDDAP and ACIC separate the other copy of ACIC for filling	None	1 minute	Accountant
	12.3 forward to utility	None	5 minutes	Senior Office Aide - General Service Section
	12.4 Scan and save the file.	None	3 minutes	Utility Senior Office Aide - General Service Section
	12.5 Forward to Accountant	None	1 minute	Accountant
	12.3 Receive and forward to liaison to be forwarded to Land bank for Validated LDDAP-ADA	None	1 minute	Administrative Aide - General Service Section
	12.7 Receive and deliver to Land bank.	None	30 minutes	Administrative Aide - General Service Section
13 Received submitted documents	13.1 Receive by the receptionist and forward to the Accountant of land bank	None	1 minutes	Administrative Assistant - General



	13.2 Process the Payment and Validated the LDDAP-ADA form 13.3 Photocopy LDDAP form and forwarded to liaison	None	2 days	Service Section Accountant
	13.4 Receive and forward to UP System Accounting Office	None	30 minutes	Administrative Aide - General Service Section
14. Received submitted documents	14 Receive by the receptionist and forward to the Accountant	None	1 minutes	Administrative Assistant - General Service Section
	14.2 Receive and prepare the NCA advice memo per Campus, attached LDDAP-ADA Form, SLIIE, NCA Released Letter and ACIC.	None	45 minutes	Accountant
	14.3 Forward the NCA advice memo to Director for signature.	None	1 minute	
	14.4 Checked, Review and Verify the NCA advice memo and Sign	None	5 minutes	Director
	14.5 forward to Accountant	None	1 minute	
	14.6 received and forward to Utility and advice to scan the NCA Advice Memo and save the file	None	2-minutes	Accountant
	14.7 Receive and scan the NCA Advice memo and attachments	None	5 minutes	Utility
	14.8 Forward back to Accountant	None	1 minute	
	14.9 Prepare letter and email for NCA ADVICE MEMO to all the Campuses.	None	45 minutes	Accountant
	14.10 File the NCA ADVICE MEMO and the attachment included on it.	None	2 minutes	Accountant
TOTAL			32 days, 13 hours	



		and 9 mins.	
--	--	-------------	--

21. Issue 2307 & 2306 for the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) of University of the Philippines System Administration

The BIR Form 2306 is a certificate accomplished and issued by the withholding agent (UPSAO), usually the employer, to reflect the income subjected to final tax. It should indicate the total amount paid, as well as the total taxes withheld and remitted during the period.

The BIR Form 2037 is also called the **Certificate of Creditable Tax Withheld at Source**. This certificate shows the income subjected to expanded withholding tax paid by the withholding agent (UPSAO). BIR Form 2307 in the books of accounts of the taxpayer is accounted for as an asset.

They are considered as income tax prepayments – being deductible from income tax due of the taxpayer during a quarterly or annual income tax return. They function as income tax credits or what you can consider advance income tax of the payee.

Office or Unit:	UP System Accounting Office -Bookkeeping Section			
Classification:	Simple			
Type of Transaction:	G2G, G2B and G2C			
Who may avail:	Supplier, Contractor			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Official Receipts		1.UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Contractor/Supplier to Issue Official Receipts	1 Check the Name,address,TIN and amount of the Official Receipt 1.1 Issue one copy 2306 & 2307 to the messenger of the supplier or contractor 1.2 Receive the Official Receipts and attached to the corresponding Voucher	None	3 minutes 2 minutes 1 minute	Accountant



	1.3 Detach one Copy of Voucher and forward to pre-audit section	None	1 minute	
	1.4 Forward the Voucher to the Tax Section for recording of tax	None	1 minute	
	1.5 Receive and Record the Tax attached on it	None	3 minutes	Administrative Assistant (NGW)
	1.6 Forward back to Bookkeeping section	None	1 minute	Administrative Assistant (NGW)
	1.7 Forward to Pre-audit Section for approval in UIS	None	5 Minutes	Supervisor, Pre-audit Section
	1.8 Approve DV in the UIS	None	2 minutes	Director
	1.9 Validate UIS entries	None	2 minutes	Accountant
	1.10 Monitor DV in the excel file	None	2 minutes	Administrative Aide (NGW)
	1.11 Bundle the paid DV (LDDAP) and print summary of paid LDDAP-ADA	None	5 minutes	Accountant
	1.12 Forward the bundle to General Services for encoding of entries	None	1 minute	Accountant
	TOTAL		29 minutes	

22. Request payment for the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) University of the Philippines Campus

The List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) of UPSCA refers to an accountable form integrating the ADA with LDDAP which is a list reflecting the names of creditors/payees to be paid by UPSCA and the corresponding amounts of their unpaid claims, duly certified and approved by the heads of accounting unit and the agency, or authorized officials. (Reference: CL 2013-16).

The Bureau of Treasury (BTr) issued Treasury Circular No. 3-2018 on the handling of the LDDAP-ADA by the NGAs and GSBs whereby processing can only be done if both the LDDAP-ADA and the covering Summary of LDDAP-ADAs Issued and Invalidated



ADA Entries (SLIIE), the document equivalent to Advice of Check Issued and Cancelled (ACIC) are both submitted.

Office or Unit:	Bookkeeping Section			
Classification :	Highly Technical			
Type of Transaction:	G2G, G2B and G2C			
Who may avail:	End User of the Project, Supplier, Contractor, Other National Government Agency Contract			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.List of Due and Demandable Accounts Payable- Advice to Debit Accounts (LDDAP-ADA Form, 2 copy) 2.Summary of (LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE 2 copy) 3.Letter for NCA Request (1 copy) 4.Advice of Check Issued and Cancelled (ACIC, 2 copy) 5.Letter Memo for NCA Advice (1 copy)		1. University of the Philippines Campus - Accounting Office and University of the Philippines System Accounting Office 2. UP Accounting System Office 3. UP Accounting System Office 4. UP Accounting System Office 5. UP Accounting System Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIB LE
1.Submit LDDAP-ADA with complete signature of the designated Signatory at the LDDAP-ADA Form	1.Receive and record the date of receipt and forward to the processor	None	2 minutes	Administrati ve Assistant - General Service Section
	1.1 Check and ensure the complete and complied request form.	None	1 minute	Accountant
	1.2 Wait for the Other agency to submit LDDAP-ADA Form before process the LDDAP-ADA (Minimum of 4 request)	None	5 days	



	1.3 Process and prepare Summary of (LDDAP-ADA Issued and Invalidated ADA Entries (SLIIE) (Step process, encode the LDDAP# to LDDAP ADA form, prepare SLIIE and Letter of NCA Request.) Forward the Letter of NCA Request and attached the SLIIE and LDDAP form to Director of UP System for initial (Part II)	None	2 hour	
	1.4. Check and review the received documents	None	10 minutes	Director
	1.5. Certify the SLIIE and initial the LDDAP Form	None	3 minutes	Director
	1.6. Return the documents to the Accountant	None	1 minute	Director
	1.7. Prepare the Routing Slip and forward to UP System Budget Office, Offices of the Vice President for Planning and Finance, and Office of the President.	None	10 minutes	Accountant
	1.8 Mark the section for the Signatories	None		Administrative Assistant - General Service Section
	1.9a Forward the LDDAP and all other attachments for delivery	None	1 minute	Administrative Assistant - General Service Section
	1.9b Photocopy the front page of the receipt document for receiving copy before submission to UP System Budget Office and other Offices included in the Routing Slip.	None	30 Minutes	Administrative Assistant - General Service Section
2. Received submitted documents	2. Receive and forward to the Director of UP System Budget office.	None	3 minutes	Administrative Assistant - General Service Section
	2.1 Review and sign the received documents	None	N/A	Director, System Budget Office
	2.2 Forward documents for delivery	None	N/A	
	2.3 Submit the (Letter for NCA request, SLIIE, and the LDDAP form) to OVPPF	None	N/A	System Budget Office



3. Received the submit documents	3 Receive and forward to the Office of the Vice President for Planning and Finance.	None	N/A	OVPPF
	3.1 Check the signed documents	None	N/A	Vice President for Planning and Finance
	3.2 Forward for delivery to OSU	None	N/A	
	3.3 Submit the (Letter for NCA request, SLIIE, and the LDDAP form) to the Office of the Secretary University	None	N/A	Administrative Aide - General Service Section
4. Received submitted documents	4. Receive and forward to the Office to the Executive of Vice President.	None	N/A	OSU
	4.1 Check the signed documents	None	30 Minute	Executive of Vice President
	4.2 2 Forward for delivery to UPSAO	None	1 minute	
	4.3 Submit the (Letter for NCA request, SLIIE, and the LDDAP form) to U.P Accounting System	None	30 minutes	Administrative Aide - General Service Section
5. Receive submitted documents	5. Receive and forward to the Accountant	None	1 minute	Administrative Assistant - General Service Section
	5.1 Review if all documents were completely signed by the proper signatories. Separate the 2 copies of SLIIE and LDDAP forms. One Copy will be forwarded to Department of Budget and management for NCA request and the Other Copy will be submit to Land bank for payment.	None	20 minutes	Accountant
	5.2 Forward for delivery to UPSAO	None	1 minute	
	5.3 Forward the LDDAP and all other attachments for delivery to UP System Budget Office	None	30 minutes	Liaison Administrative Aide - General Service Section
6. Receive submitted documents	6. Forward for delivery	None	1 minute	Administrative Assistant - General



				Service Section
	6.1 Deliver the documents to Department of Budget and Management.	None	N/A	SBO
7. Received submitted documents	7. Receive by the DBM staff and forward to the processor the NCA request	None	N/A	DBM
	7.1 NCA request. For LDDAP released			DBM
8. Released of NCA Request.	8.Pick up from DBM and forward the original Notice of Cash allocation for payment to UP Accounting System office	None	N/A	SBO
9. Received submitted documents	9. Receive and forward NCA to the Accountant	None	1 minute	Administrative Assistant - General Service Section
	9.1 Prepare Advice and Check Issued and Cancelled (2 Copy) attached the other LDDAP-ADA form and SLIIE.	None	30 minutes	Accountant
	9.2 Forward to Director of UP Accounting System	None	1 minute	
	9.3 Review documents and approve	None	5 minutes	Director
	9.4 Forward to accountant	None	1 minutes	
	9.5 Review if the ACIC was completely sign	None	3 minute	Accountant
	9.6 Forward for delivery	None	1 minute	
	9.7 Received and deliver to the office of the Vice President for Planning and Finance	None	30 minutes	Administrative Aide - General Service Section
10 Received submitted documents	10.Recieved by the receptionist and forward to the Vice President for Planning and Finance	None	N/A	OVPPF
	10.1 Receive and approved	None	N/A	Vice President for Planning and Finance
	10.2 Forward for delivery	None	N/A	
	10.3 Receive and forward to Office of the Vice President for Administration	None	N/A	OVPPF



11. Received submitted documents	11. Receive forward to the Vice President for Administration	None	N/A	OVPA
	11.1 Receive and approved	None	N/A	Vice President for Administration
	11.2 Forward for delivery	None	N/A	
	11.3 Receive and forward to UP System Accounting Office	None	N/A	OVPA
12. Received submitted documents	12 Receive and forward to Accountant	None	1 minute	Administrative Assistant - General Service Section
	12.1 Scan (NCA letter, SLIIE, LDDAP and ACIC separate the other copies of ACIC for filing)	None	1 minute	Accountant
	12.2 Forward for scanning	None	5 minutes	
	12.3 Scan and save the file.	None	3 minutes	Administrative Aide - General Service Section
	12.4 Return to Accountant	None	1 minute	Administrative Aide - General Service Section
	12.5 Forward for delivery to Land bank for Validated LDDAP-ADA	None	1 minute	Accountant
	12.6 Receive and deliver to Land bank.	None	30 minutes	Administrative Aide - General Service Section
13 Received submitted documents	13 Receive documents by Land bank	None	N/A	LBP
	13.1 Process the Payment and Validated the LDDAP-ADA form.	None	N/A	LBP
	Photocopy LDDAP form for delivery			
	13.2 Receive and forward to UP System Accounting Office	None	N/A	LBP



14 Received submitted documents	14 Receive by the receptionist and forward to the Accountant	None	1 minute	Administrative Assistant - General Service Section
	14.1 Receive and prepare the NCA advice memo per Campus, and attach LDDAP-ADA Form, SLIIE, NCA Released Letter and ACIC.	None	45 minutes	Accountant
	14.2 Forward the NCA advice memo to Director for signature.	None	1 minute	
	14.3 Review and approve advise letter to CUs	None	5 minutes	Director
	14.4 Forward to Accountant	None	1 minute	
	14.5 Forward NCA Advice Memo for scanning	None	2 minutes	Accountant
	14.6 Received and Scan the NCA Advice memo and also the other attach copy	None	5 minutes	Senior Office Aide – General Service Section
	14.7 Return to Accountant	None	1 minute	
	14.8 Compose and email for NCA ADVICE MEMO to CUs	None	45 minutes	Accountant
	14.8 File the NCA ADVICE MEMO and the attachment.	None	2 minutes	Accountant
TOTAL			5 days and 2 hrs	

23. Consolidate Financial Statements (Trial Balances, Statement of Financial Position, Statement of Financial Performance, Statement of Changes of Net Assets and Equity, Statements of Cash Flows and Statement of Comparison between Budget and Actual Amount) monthly, quarterly and annually and consolidate other budgetary requirements to Congress and Senate (Budget Proposal Forms, Schedule and nature of cash advances granted, List of Accounts Payables, Statement of Receipts and Expenditures

The University of the Philippines System Administration is responsible to prepare and submit the consolidated reportorial requirements to the Department of Budget and Management and Commission on Audit as per required reporting period. During budget deliberation, budgetary requirements needs to be submitted to Congress and Senate to basically provide information to the Executive branch of Government on how



the University of the Philippines performed and on how much the prior Appropriations were expended.

Office or Unit:	UP System Accounting Office – Bookkeeping Section			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	COA, DBM, Senate, Congress			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Complete set of Financial Statements, Budget proposal Reports, etc.			Different Constituent Units of UP System Accounting Offices	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Receive thru email complete set of financial statements and other reportorial requirements for COA, DBM, Congress and Senate	1. Receive email complete set of financial statements and other reportorial requirements for COA, DBM, Congress and Senate	none	1 min	Director/ Accountant Bookkeeping Section
	1.1 Forward email to respective staff/Accountant for appropriate action, review and monitoring	none	2 mins	Director
	1.2 Print and monitor and review completeness of reports	none	1 hour	Administrative Assistant – Bookkeeping Section
	1.3 Indexes in the monitoring file reports received	none	10 mins	Administrative Assistant – Bookkeeping Section



	1.4 Forward to Accountants	none	1 min	Administrative Assistant – Bookkeeping Section
	1.5 Consolidate financial reports	none	5 days	Accountant-Bookkeeping Section
	1.6 Prepare Working Papers for reconciling items	none	8 hours	Accountant-Bookkeeping Section
	1.7 Email findings to respective CUs for appropriate adjustments in their books	none	30 mins	Accountant-Bookkeeping Section
	1.8 Prepare/print the final reports	none	30 mins	Accountant-Bookkeeping Section
	1.9 Review the Consolidated Financial Statements and other reportorial requirements	none	4 hours	Accountant-Bookkeeping Section
	1.10 Approve Financial Statements and other reportorial requirements	none	1 hour	Director
	1.11 Prepare transmittal of Financial Statements and other reportorial requirements	none	1 mi	Accountant-Bookkeeping Section
	1.13 Forward documents for OVPPF signatory	none	10 mins	Administrative Assistant - General Service Section , UPSAO
	1.14 Approve transmittal of Financial Statement	none	n/a	Vice President for Planning and Finance
	1.15. Forward transmittal with Financial Statements	none	30 mins	Administrative Assistant - General Service Section , UPSAO
2.1) Receive Transmittal with Financial Statements 2.2) Stamp receiving copy and return back to Agency	2.1 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant - General Service Section , UPSAO
	2.2 Scan and file receiving copy and financial statements	none	10 mins	Accountant
TOTAL			5 days, 5 hours	



		and 5 mins.	
--	--	--------------------	--

INTERNAL SERVICES

1. Certification to open a bank account

Issuance of Certification to open payroll account to the authorized government depository bank for newly hired regular and Non-UP Contractual/JO employees.

Office or Unit:	UP System Accounting Office – Payroll Section			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System Administration newly hired Regular & Non UP Contractual/JO employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Appointment paper/Job Order/Contract of Service		1. UP System HRDO/Concerned Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy of appointment paper/ Job Order/ Contract of Service	1. Receive copy of Appointment/Job Order/Contract of Service	None	2 mins	Administrative Assistant - Payroll Section
	1.1. Prepare Bank Endorsement duly signed by SAO Director.	None	2 mins	Administrative Assistant - Payroll Section
	1.2. Affix Signature on Bank Endorsement	None	2 mins	Director



	1.3. Release Bank endorsement	None	2 mins	Administrative Assistant - Payroll Section
2. Submit certificate to the authorized government depository bank	N/A	None	N/A	N/A
TOTAL		None	8 mins	

2. Payment of Compensation of UP System Non-UP Contractual

Government agencies are authorized to enter into service contracts with other government agencies, private firms, non-government agencies or individuals for services related or incidental to their respective functions and operations, whether on a part-time or full time basis.

As provided in Sec. 9 of Joint CSC-COA-DBM Circular re Rules and Regulations Governing Contract of Service Workers in the Government Individuals hired through job order shall be paid wages equivalent to the daily wage/salary of comparable positions in government and a premium of up to 20% of such wage/salary. The payment of services shall be charged against the Maintenance and Other Operating Expenses in the approved agency budget

Processing of payment of compensation of UPS' Non-Government contractual employees are made every 15th and 30th of every month

Office or Unit:	UP System Accounting Office – Payroll Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Non UP Contractual/JO employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (3 copies)		1. UP System Concerned Unit		
2. Contract of Service, Job Order, Terms of Reference, Budget Clearance		2. UP System Concerned Unit		
3. Certificate of service/DTR		3. UP System Concerned Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the	1. Receive and tag DV number	none	1 min	Administrative Assistant-



checklist requirements				General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant - Payroll Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Administrative Assistant - Payroll Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant-General Services Section
	1.6. Stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.7. Forward OBR/BUR to staff monitoring the initiated DVs, control the OBR/BUR and attached them to DVs	none	1 min	Administrative Assistant - Bookkeeping Section
	1.8. Forward the complete set (DV, attachments and	none	1 min	Administrative Assistant - Bookkeeping Section



	OBR/BUR) to processor.			
	1.9. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant- Payroll Section
	1.10. Review pre-audited DV manually and in the UIS.	none	5 mins	Administrative Officer (Supervisor)- Payroll Section
	1.11. Sign the Disbursement voucher found to be in order	none	2 mins	Director
	1.12. Validate DV in the UIS	none	2 mins	Accountant II- Bookkeeping Section
	1.13. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant- General Services Section
	1.14. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.15. Deliver DV to UPS	none	10 mins	Administrative Aide- General Services Section



	Cash Office for payment			
TOTAL			1 hour and 20 minutes	



3. Payment of honorarium of regular employees from other CUS

Processing of payment for honorarium of regular employees from other Constituent Units who have been certified as have completed their deliverables on their additional duties not included in their regular load/tasks. The honoraria are based on DBM Budget Circular No. 2007-1 dated 23 April 2007 and Budget Circular 2007-2 dated 01 October 2007. In addition, members of the adhoc and standing committees are given honoraria rates approved by the former Assistant Vice President for Administration Cynthia Grace Gregorio with Reference Memo No. CGCG 05-06 dated 01 September 2005 and adjustments on rates of honoraria of faculty and staff with additional assignments and those appointed as PDAs, Consultants, Resource Persons and Experts issued by the former President of the UPS, Dr. Emerlinda Roman with reference EO PERR 09-01 dated 17 September 2009.

Office or Unit:	UP System Accounting Office – Payroll Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Non UP Contractual/JO employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (3 copies)		1. UP System Concerned Unit		
2. Contract of Service, Job Order, Terms of Reference, Budget Clearance		2. UP System Concerned Unit		
3. Certificate of service/DTR		3. UP System Concerned Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	none	1 min	Administrative Assistant- General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant- General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant - Payroll Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Administrative Assistant - Payroll Section



	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant- General Services Section
	1.6. Stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.7. Forward OBR/BUR to staff monitoring the initiated DVs, control the OBR/BUR and attached them to DVs	none	1 min	Administrative Assistant - Bookkeeping Section
	1.8. Forward the complete set (DV, attachments and OBR/BUR) to processor.	none	1 min	Administrative Assistant - Bookkeeping Section
	1.9. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	25 mins	Junior Office Assistant- Payroll Section
	1.10. Review pre-audited DV manually and in the UIS.	none	10 mins	Administrative Officer (Supervisor)- Payroll Section
	1.11. Sign the Disbursement	none	2 mins	Director



	voucher found to be in order			
	1.12. Validate DV in the UIS	none	2 mins	Accountant II-Bookkeeping Section
	1.13. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant- General Services Section
	1.14 Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- Payroll Section
	1.15 Deliver DV to UPS Cash Office for payment	none	10 mins	Administrative Aide- General Services Section
TOTAL			1 hour and 45 mins.	

4. Submission of Tax Records of Non-UP contractual to BIR

Non-UP contractual/Job order employees hired processed Sworn Declaration (A/B), BIR Certificate of Registration for inclusion in the listing in Annex C Income Payor/Withholding Agent's Sworn Declaration which is required to be submitted to BIR to assist UPSAO identify the type of tax rates to withhold.

Office or Unit:	UP System Accounting Office – Payroll Section	
Classification:	Complex	
Type of Transaction:	G2G	
Who may avail:	Non UP Contractual/JO employees/NGWs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Registration		1. BIR
2. Notarized Sworn Income Declaration Annex B		2. BIR
3. Validated BIR Form 1901		3. BIR
4. Official Receipt		4. BIR



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Apply Professional Tax Payer Individual	1. Receive Documents listed on checklist	None	2 mins	Administrative Assistant - Payroll Section
	1.1 Prepare Sworn Declaration Annex C	None	5 mins	Administrative Assistant - Payroll Section
	1.2 Affix Signature in Annex C	None	2 mins	Director
	1.3 Submit to BIR the documents listed on checklist received from clients together with the Notarized Sworn declaration Annex C.	None	2 hours	Administrative Assistant – General Service Section
TOTAL			2 hours and 9 mins	

5. Issuance of withholding tax certificate (BIR Form 2307)

Monthly/Quarterly BIR Form 2307 is issued and provided to Non-UP Contractual needed for their e-filing of taxes withheld.

Office or Unit:	UP System Accounting Office – Payroll Section	
Classification:	Simple	
Type of Transaction:	G2G	
Who may avail:	Non UP Contractual/JO employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1.Monthly Alphalist (MAP)		1. UPS Accounting Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for issuance of BIR Form 2307 or UPSAO prepare the forms on or before the scheduled date.	1. Receive copy of letter request for 2307	None	2 mins	Junior Office Assistant
	1.1 Encode taxes withheld in BIR Form 2307 based from MAP.	None	10 mins	Junior Office Assistant
	1.2. Print BIR Form 2307	None	2 mins	Junior Office Assistant
	1.3. Review/double check BIR Form 2307	None	4 hours	Administrative Assistant
	1.4. Sign BIR Form 2307	None	5 mins	Director
	1.5. Release BIR Form 2307	None	1 min	Administrative Assistant
TOTAL			4 hours and 20 mins.	

6. Preparation on Monthly payroll for salaries and allowances of UPSA Regular employees

The Agencies recognizes the services rendered by its employees and staff thus salaries, allowances and other benefits are process. The regular employees received their monthly payment on a weekly basis.

Office or Unit:	UP System Accounting Office – Payroll Section	
Classification :	Complex	
Type of Transaction:	G2G	
Who may avail:	UP System Administration newly hired Regular Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Billing from concerned Government Agencies such as HDMF & GSIS.		1.1 GSIS 1.2 HDMF



<p>2 Billing from private agencies.</p> <p>3. Notices of Step Increment if there's any.</p> <p>4. Notice of Salary Adjustment if there's any.</p> <p>5. Notice of Leave Without Pay & others.</p> <p>6. List of Separated Employees from the University</p>	<p>1.3 UP PGH</p> <p>2.1 UP Provident Fund Inc.</p> <p>2.2 UP Credit Union</p> <p>2.3 PHILAMLIFE</p> <p>2.4 All UP Union</p> <p>3.1 HRDO</p> <p>4.1 HRDO</p> <p>5.1 HRDO</p> <p>6.1 HRDO</p>			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No request needed, processing of Payroll is done on the 3rd week of every month for regular employees	1. Posting into SAPS of deduction for monthly amortization of Loans, premiums to every concerned employee	none	1 day	Administrative Officer- Payroll Section
	1.1. Collect all DV's paid for honorarium, overtime & other benefits for inclusion in SAPS	none	1 day	Administrative Officer- Payroll Section
	1.2. Post payment made to every employee concerned with its corresponding taxes	none	1 day	Administrative Officer- Payroll Section
2. Receipt of Notices of Salary Increment /Notice of Salary Adjustment from UPS HRDO	2. Make necessary adjustment to salaries	none	10 mins	Administrative Officer- Payroll Section



3. Notice of Leave Without Pay from UPS HRDO	3. Compute LWOP	none	5 mins	Administrative Officer- Payroll Section
	3.1. Post LWOP deduction to the concerned employee.	none	2 mins	Administrative Officer- Payroll Section
4. Submit List of Separated Employees	4. Drop from the roll the separated employees.	none	2 mins	Administrative Officer- Payroll Section
	4.1. Run SAPS process to effect all necessary adjustment made.	none	10 mins	Administrative Officer- Payroll Section
	4.2. Print the error reports to identify the data needed for correction	none	5 mins	Administrative Officer- Payroll Section
	4.3. Generate and Print Preliminary Masterlist report for review of payroll supervisor	none	10 mins	Administrative Officer- Payroll Section
	4.4 Review Preliminary Masterlist Report	none	15 mins	Administrative Officer (Supervisor) - Payroll Section
	4.5 Insert/encode corrections/adjustments, if any	none	1 hour	Administrative Officer- Payroll Section
	4.6 Repeat 4.1, 4.2 and 4.3 process to affect all necessary adjustment made.	none	10 mins	Administrative Officer- Payroll Section
	4.7 Final review. Initial on Reports (Consolidated and per bank summary of general payroll)	none	15 mins	Administrative Officer (Supervisor) - Payroll Section
	4.8 Signature on Summary Reports	none	15 mins	Director
	4.9 Print Remittance Lists to Banks (DBP, LBP & PVB)	none	30 mins	Administrative Officer- Payroll Section
	4.10 Initial and Signature on Remittance Lists to Banks	none	30 mins	Administrative Officer (Supervisor) -



				Payroll Section and the Director
	4.11 Prepare Disbursement Vouchers to the Authorized Government Depository Banks	none	15 mins	Administrative Officer- Payroll Section
	4.12 Review and sign DVs on Box A	none	15 mins	Administrative Officer (Supervisor) - Payroll Section
	4.13 Create DVs in UIS	none	5 mins	Administrative Officer- Payroll Section
	4.14 Receive and tag DV number	none	10 mins	Administrative Assistant- General Service Section
	4.15 Process DVs and prepare accounting entries (UACS and UIS distribution)	none	10 mins	Administrative Officer- Payroll Section
	4.16 Initial, Signature and make approval of DVs in UIS	None	20 mins	Administrative Officer (supervisor) - Payroll Section and the Director
	4.14 Prepare USB for LBP & PVB	none	5 mins	Administrative Officer- Payroll Section
	4.7 Send DVs & usb to Cashiers Office	none	2 mins	Administrative Assistant- General Service Section
	4.8. Print and forward Payslip to UPSA Units	none	30 mins	Administrative Officer- Payroll Section
	TOTAL		3 days, 5 hours and 52 mins	

7. Payment of Initial salaries and allowances of UPS Regular employees

Process payment of initial salaries, allowances and other remuneration of UP System Administration regular employees.



Office or Unit:	UP System Accounting Office – Payroll Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP System Administration newly hired Regular Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Appointment paper 2. Certificate of Assumption to duty 3. Oath of office 4. Statement of Assets, Liabilities and Network 5. Personal Data Sheet 7. Daily Time Record / Certificate of Service 6. Tax Identification Number 8. HDMF#, 9. PHIC#, 10. GSIS BP Number 11. Bank Account Number		1. UP System HRDO 2. UP System HRDO 3. UP System HRDO 4. UP System Office HRDO (accomplished by the employee and signed by the Head of the Proponent Unit/Office) 5. UP System HRDO 7. UP System Office (accomplished by the employee and signed by the Head of the Unit. 6. Bureau of Internal Revenue 8. Pag-ibig Fund 9. Philhealth 10. GSIS thru the AAO 11. Accredited Government Depository Bank		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copies of appointment paper and other pertinent documents (see checklist)	1. Receive copies of Appointment and other required documents	None	2 mins	Administrative Assistant - General Services Section
	1.1. Forward copies of appointments & other documents to authorized Administrative Officer.	None	2 mins	Administrative Officer - Payroll Section

	1.2 Prepare Disbursement Voucher for the initial salaries and allowances	None	25 mins	Administrative Officer - Payroll Section
	1.3 Log the Disbursement Voucher in the monitoring Record Book.	None	10 mins	Administrative Assistant - Payroll Section
	1.4 Release DV to concerned Unit for signature of Unit Head and creation of DV number sequence to UIS	None	5 mins	Administrative Assistant - General Services Section
2. Get DV to UPSAO	2. Receive Disbursement Voucher with complete required supporting documents	n/a	n/a	Administrative staff of concerned UPSEA Units
	2.1. Review and sign BOX A	n/a	n/a	Director/Head of UPSEA Unit
	2.2. Create DV in UIS and attach scanned DVs and attachments to UIS	n/a	n/a	Administrative staff of concerned UPSEA Units
	2.3. Return signed DVs with complete attachments to UPSAO	n/a	n/a	Administrative staff of concerned UPSEA Units

3. Submit signed DV with complete supporting documents.	3. Receive Disbursement Voucher with complete required supporting documents (stamp dv number, date of receipt, encode in excel list and register in Docutrak tracking system), Forward DV to concerned staff	None	30 mins	Administrative Assistant - General Services Section
	3.1. Pre-audit the Disbursement Voucher	None	25 mins	Administrative Officer - Payroll Section
	3.2. Initiate the DV to UIS for budget obligation.	None	10 mins	Administrative Officer - Payroll Section
	3.3. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	3.4. Receive copy of obligation from Budget Office.	None	10 mins	Administrative Assistant - General Services Section
	3.5. Record the Obligation to the corresponding Disbursement Voucher to the Book of Monitoring.	none	20 mins	Administrative Assistant - General Services Section



	3.6. Prepare accounting entries, print and attach it to the DV.	None	15 mins	Administrative Officer - Payroll Section
	3.7 Encode the same accounting entries to UIS made, as to attach to DV.	None	25 mins	Administrative Officer - Payroll Section
	3.8 Review accounting entries and the supporting documents attached to it then signify approval in UIS	None	15 mins	Administrative Officer (Supervisor) - Payroll Section supervisor
	3.9 Sign DV and indicate approval in UIS	None	3 mins	Director
	3.10 Validate entries in UIS	None	2 mins	Accountant II
	3.11 Prepare monitoring list and release thru Dokutrak tracking system	None	5 minutes	Administrative Assistant – General Service Section
	3.12 Deliver signed and approved DVs to Cash Office	None	10 minutes	Administrative Aide
TOTAL			4 hours	

8. Payment of honoraria, overtime, monetization of leave credits and other benefits/remuneration of regular employees

Process of honoraria, overtime, monetization of leave credits and other benefits/remuneration to regular employees for the services rendered on top of their regular tasks as member of Adhoc, Standing Committees and administration of UPCAT held every October of the year.



Office or Unit:	UP System Accounting – Payroll Section
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	UP System Administration/Diliman Regular Employees

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Certificate of Appointment 2. Certificate of Assumption to Duty 3. Certificate of Service /Daily Time Record 4. Approved Request/Authority to Render Overtime 5. Certificate of Attendance, Agenda for committee meetings, Authority to Constitute Committee 6. UP Memorandum Guidelines/DBM Circular 7. Budget Approval 8. Bank Account (indicated on DV) 9. TIN NO. (indicated on DV)	1.UP System HRDO / OSU 2.UP System HRDO 3. UP System Office (accomplished by the employee and signed by the Head of the Unit.) 4.UP System Office / SBO 5. UP System Concerned Office 6. UP Office of the President/OVPA/DBM 7.SBO 8. Accredited Depository bank / Employee 8. BIR/ Employee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher with complete pertinent documents	1. Receive Disbursement Voucher with complete required attachments and stamp DV number & date of receipt.	None	10 mins	Administrative Assistant - General Services Section
	1.1. Encode DV in monitoring excel file.	None	10 mins	Administrative Assistant - General Services Section
	1.2. Register as received in Dokutraking System	None	10 mins	Administrative Assistant - General Services Section
	1.3. Forward Disbursement Voucher to Staff concern.	None	10 mins	Administrative Assistant - General Services Section
	1.4. Pre-audit and initiate DV to UIS for obligation	None	10 mins	Administrative Officer - Payroll Section



	1.5. Forward to Staff to monitor DV's awaiting for issuance of obligation request / Budget utilization request from Budget Office.	None	2 mins	Administrative Officer - Payroll Section
	1.6. Monitor DV's details	None	5 mins	Administrative Aide -Bookkeeping Section
	1.7. Process Obligation Budget Request /Budget Utilization Request	n/a	n/a	n/a
	1.8. Receive OBR / BUR and monitor in excel files after stamping date of receipt.	None	5 mins	Administrative Aide -Bookkeeping Section
	1.9. Photocopy OBR / BUR (2 copies) amd forward to awaiting staff	None	5 mins	Administrative Aide -Bookkeeping Section
	1.10. Attach OBR / BUR to the DV's and forward to Processor	None	3 mins	Administrative Aide -Bookkeeping Section
	1.11. Prepare the accounting entries and attach to DV.	None	10 mins	Administrative Aide - Payroll Section
	1.12. Encode the same accounting entries to UIS	None	10 mins	Administrative Aide - Payroll Section
	1.13. Review accounting entries and the supporting documents attached to DV, affix initial then signify approval in UIS	None	10 mins	Administrative Officer - Payroll Section Supervisor
	1.14. Sign DV and indicate approval in UIS	None	2 mins	Director
	1.15. Validate entries in UIS.	None	2 mins	Accountant II
	1.16. Prepare monitoring list and release thru	None	5 minutes	Administrative Assistant



	Docutrack tracking system			
	1.17. Deliver signed and approved DVs to Cash Office	None	10 minutes	Administrative Aide
TOTAL			2 hours	

9. Payment of Terminal Leave and other benefits of Retirees

Terminal leave pay refers to the cash value of an employee's accumulated leave credits. It refers to the commutation of the leave credits intended for old age or separation from the service (Borromeo vs. CSC, 199 SCRA 911). It is given to government employees once they leave the government due to either resignation, retirement, or death.

Office or Unit:	UP System Accounting – Payroll Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP System Administration Regular Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Service Record 2. LARP 3. University Clearance 4. Approve Application for Terminal Leave/Retirement 5. SALN (latest) 6. Undertakings with concerned UP Unit/Office/Organization (if necessary)		1. UP System HRDO 2. UP System HRDO 3. UP System HRDO 4. UP System HRDO 5. UP System HRDO 6. UP System HRDO/Concerned Unit		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCES SING TIME	PERSON RESPONSIB LE
1. Submit the necessary documents	1. Check/Review the submitted documents to determine the correctness and completeness of it	None	10 mins	Administrative Officer - Payroll Section
	1.1. Prepare Disbursement Voucher	None	5 mins	Administrative Officer - Payroll Section

	1.2. Release DV to concerned Unit for signature of Unit Head and posting to UIS	None	2 mins	Administrative Assistant - Receiving/Releasing Section
2. Get DV to UPSAO	2. Receive Disbursement Voucher with complete required supporting documents	n/a	n/a	Administrative staff of concerned UPSA Units
	2.1. Review and sign BOX A	n/a	n/a	Director/Head of UPSA Unit
	2.2. Create DV in UIS and attach scanned DVs and attachments to UIS	n/a	n/a	Administrative staff of concerned UPSA Units
	2.3. Return signed DVs with complete attachments to UPSAO	n/a	n/a	Administrative staff of concerned UPSA Units
3. Submit signed DV with complete supporting documents.	3. Receive Disbursement Voucher with complete required supporting documents (stamp dv number, date of receipt, encode in excel list and register in Docutrak tracking system), Forward DV to concerned staff	None	30 mins	Administrative Assistant - General Services Section
	3.1. Pre-audit the Disbursement Voucher	None	25 mins	Administrative Officer - Payroll Section
	3.2. Initiate the DV to UIS for budget obligation.	None	10 mins	Administrative Officer - Payroll Section
	3.3. Process Obligation Budget Request /Budget Utilization Request	n/a	n/a	UPS Budget Office
	3.4. Receive copy of obligation from Budget Office.	None	10 mins	Administrative Assistant - General Services Section



	3.5 Record the Obligation to the corresponding Disbursement Voucher to the Book of Monitoring.	none	20 mins	Administrative Assistant - General Services Section
	3.6. Prepare accounting entries, print and attach it to the DV.	None	15 mins	Administrative Officer - Payroll Section
	3.7 Encode the same accounting entries to UIS made, as to attach to DV.	None	25 mins	Administrative Officer - Payroll Section
	3.8 Review accounting entries and the supporting documents attached to it then signify approval in UIS	None	15 mins	Administrative Officer - Payroll Section Supervisor
	3.9 Sign DV and indicate approval in UIS	None	3 mins	Director
	3.10 Validate entries in UIS	None	2 mins	Accountant II
	3.11 Prepare monitoring list and release thru DocuTrack tracking system	None	5 minutes	Administrative Assistant - Receiving/Releasing Section
	3.12 Deliver signed and approved DVs to Cash Office	None	10 minutes	Administrative Aide
TOTAL			3 hours	

10. Updating of Employee's record in GSIS

Under Section 3 of RA No. 8291, membership in the GSIS shall be compulsory for all government employees receiving compensation who have not reached the compulsory retirement age, irrespective of employment status, **except** members of the Armed Forces of the Philippines and the Philippine National Police and contractual who have no employer and employee relationship with their agencies.

Section 11 of the Revised Implementing Rules and Regulations of RA 8291 approved on June 23, 2010 under Board Resolution No. 88 provides that the rate of contribution payable by the member and the government agency shall be nine (9) per cent and 12 per cent, respectively, based on the actual monthly salary of the member. Employees who have salary increment or adjustments, UPSAO needs to update their records and withheld arrears, if any.

Office or Unit:	UP System Accounting – Payroll Section
------------------------	--



Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP System Administration Regular Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of Appointment for Newly Hired 2. Notice of Salary Increment 3. Notice of Salary Adjustment 4. Notice of Change of Name and Status 5. PSA copy of Certificate of Live Birth 6. PSA copy of Certificate of Marriage 7. Approve Leave Without Pay (LWOP)		1. UPS HRDO 2. UPS HRDO 3. UPS HRDO 4. UPS HRDO 5. Philippine Statistic Office 6. Philippine Statistic Office 7. UPS HRDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit necessary documents	1. Receive and record the documents	none	5 mins	Administrative Assistant – General Service Section
	1.1 Review of documents received	none	15 mins	Administrative Officer - Payroll Section
	1.2 Prepare the reports by using the specific form (excel format) designed by GSIS depending on the recommended changes 1.2a Form A - Report for new employees hired, 1.2b Form B for Transferees, 1.2c Form C - Employees with Changes of Salary Rate, 1.2d Form D - Employees who are separated from the	none	5 hours	Administrative Officer - Payroll Section



	University & 1.2e Form E - employees with changes in personal data.			
	1.3 Forward to Supervisor the excel file prepared.	none	5 mins	Administrative Officer - Payroll Section
	1.4 Convert the excel files to the Newly prescribed format thru <i>webmsp.gsis</i> software for electronic transmission of the reports to GSIS.	none	30 mins per form	Administrative Officer - Payroll Section Supervisor / AAO
	1.5 Online submission of reports to GSIS. The GSIS will notify us the update after 5 days of processing.	none	10 mins	Administrative Officer - Payroll Section Supervisor / AAO
	1.6 Notification from GSIS for updates on the submitted reports	none	5 days	Administrative Officer - Payroll Section Supervisor / AAO
TOTAL			5 days, 9 hrs & 40 mins	

11. Updating of HDMF/PHIC

HDMF AND PHIC are one of the mandatory deductions UPSAO withheld every month to the payroll of regular employees. Updates are made to adjust proper rates to be withheld.



Office or Unit:	UP System Accounting – Payroll Section			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System Administration Regular Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Loan Application Form 2. Copy of Payslips for 2 consecutive months 3. Xerox copies of ATM's & valid ID's		1. HDMF Offices or Website 2. UP System Employees 3. UP System Employees		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit fully accomplished loan application form with complete attachments	1.1 Receive the Loan Application (HDMF) or Claim (PHIC) Form	none	2 mins	Administrative Officer - Payroll Section
	1.1 Stamp Certified true Copy on photocopied payslips (for HDMF Loan application)	none	2 mins	Administrative Officer - Payroll Section
	1.2 Prepare Certificate of Remittance for loans (HDMF)	none	10 mins	Administrative Officer - Payroll Section
	1.3 Prepare Certificate of	none	10 mins	Administrative Officer - Payroll Section



	Remittance for Contributions if requested by the employee. (PHIC)			
	1.4 Signature of Authorized Signatory on Application Form	none	2 mins	Director (HDMF) AO – Payroll Section Supervisor
	1.5 Forward to the requesting UPISA staff	none	2mins	Administrative Officer - Payroll Section
TOTAL			28 ins	

12. Processing of DV for Release of Funds to Different Constituent Units of the UP System

Processing of Transfer Orders and Funding Check Memos to different Constituent Units for financial requirement for operations in the respective campus.

Office or Unit:	UP System Accounting Office – Payroll Section			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail?	UPS Constituent Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher (3 copies)		1. UP System Budget Office		
2. Transfer Order/Funding Check Memo		2. UP System Budget Office		
3. Request to Transfer of Funds		3. Different UP Officials/Units		
4. Statement of Account/Financial Report et al		4. UP System Budget Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



	1. Receive and tag DV number	none	1 min	Administrative Assistant- General Services Section
	1.1. Forward DV to assigned processor/staff	none	1 min	Administrative Assistant- General Services Section
	1.2. Check attached documents to DVs, prepare accounting UACS entries and encode/post the same entries to UIS distribution field	none	10 mins	Administrative Assistant - Payroll Section
	1.3. Review and check accounting entries and signify approval in UIS	none	10 mins	Administrative Officer - Payroll Section Supervisor
	1.4 Sign DV and indicate approval in UIS	none	5 mins	Director
	1.5 Validate DV in the UIS	none	2 mins	Accountant II- Bookkeeping Section
	1.6 Encode DV in the cash monitoring report for release to UPS Cash Office	none	5 mins	Administrative Assistant - Payroll Section
	1.14 Release DV in dokutrak, Photocopy DV for file purposes	none	2 mins	Administrative Assistant - Payroll Section
	1.15 Deliver DV to UPS Cash Office for payment	none	10 mins	Administrative Aide- General Services Section
	TOTAL		46 mins.	



13. Processing of DV for Remittances to GSIS, HDMF & Philhealth premiums and loan repayments

Processing of Remittances to GSIS, HDMF & Philhealth mandatory premium contributions and loan repayments.

Office or Unit:	UP System Accounting Office – Payroll Section			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail?	UPS Constituent Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Remittance lists (3 copies)		1. UPSAO Payroll Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No request needed, processing of DV for remittances of payroll deductions is done every month to comply with the mandatory requirement of different government agencies	1.1 Prepare Disbursement Voucher and attached the corresponding remittance list	none	10 mins	Administrative Assistant- Payroll Section
	1.2. Sign DVs on box A and check the attached documents	none	5 mins	Administrative Officer - Payroll Section Supervisor
	1.3 Scan DVs and attached documents, post to UIS and register to Docutrak system	none	10 mins	Administrative Assistant- Payroll Section
	1.4 Receive and tag DV number	none	2 mins	Administrative Assistant- General Services Section
	1.5 Sign DV and indicate approval in UIS	none	5 mins	Director
	1.5 Validate DV in the UIS	none	2 mins	Accountant II- Bookkeeping Section



	1.6 Encode DV in the cash monitoring report for release to UPS Cash Office	none	5 mins	Administrative Assistant - Payroll Section
	1.14 Release DV in dokutrak, Photocopy DV for file purposes	none	2 mins	Administrative Assistant - Payroll Section
	1.15 Deliver DV to UPS Cash Office for payment	none	10 mins	Administrative Aide- General Services Section
TOTAL			51 mins.	

14. Granting of Cash Advances and Petty Cash Funds

The specific rules and regulations on the granting, utilization and liquidation of cash advances are provided for under COA Circular No. 97-002 dated February 10, 1997 (Annex C), as amended by COA Circular No. 2006-005 dated July 13, 2006 (Annex D).

Cash advances shall have two types, namely regular cash advances which are granted to special disbursing Officers for the petty operating expenses (for P4,999 below no need for bond) and the special cash advances are those granted on the explicit authority of the Head of the Agency only to duly designated disbursing officers or employees for other legally authorized purposes, as follows:

3.2.1 Current operating expenditures of the agency field office or of the activity of the agency undertaken in the field when it is impractical to pay the same by check, such as

- Salaries, Wages and Allowances
- Maintenance and other operating expenses

3.2.2 Travel expenditures, including transportation fare, travel allowance, hotel room/lodging expenses and other expenses incurred by officials and employees in connection with official travel.

Office or Unit:	UP System Accounting Office – Pre Audit Section
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	UP System Administration Employees (Regular and SDOs)

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3) copies of Disbursement Voucher 2. Promissory Note 3. Breakdown of expenses (Additional Requirements for Operating expenses Php 5,000.00 and above) 3. a. Confirmation letter (bond) 3. b. Designation Letter as SDO 4. (Additional Requirements for Local and Foreign Travel) 4.a Itinerary of Travel 4.b Travel Order/Authority to travel/Endorsement 4.c Budget Clearance 4.d Invitation letter/Program 4.e UNDP Daily Subsistence Allowance and BSP Exchange rate (foreign only) 5. certificate of no existing cash advance/s		1. End User 2. End User 3. End User 3.a Bureau of Treasury 3.b OVPA 4.a End User 4.b End User 4.c Finance/ Budget Office 4.d Organization involved or Unit of the End User 4.e Website of UNDP and BSP 5. UP System Accounting office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	None	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	None	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents, monitor the subsidiary ledgers of Accountable Officers and prepare the certificate of no existing cash advances then initiate for approval to UIS	None	30 mins	Administrative Assistant II - Pre Audit Section



	1.3. Forward initiated DVs to staff for monitoring	None	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	None	N/A	UP System Budget Office
	1.6. Receive of BUR/OBR and forward to the monitoring staff	None	1 min	Administrative Assistant- General Services Section
	1.5. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	None	5 mins	Senior Office Aide- General Services Section
	1.6. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS.	None	5 mins	Administrative Assistant II - Pre Audit Section
	1.7. verify/check pre-audited DV manually and in the UIS.	None	5 mins	Accountant III
	1.8. Sign the Disbursement voucher and the certificate of no existing cash advance	None	1 mins	Director
	1.9. Validate DV in the UIS	None	1 min	Accountant II- Bookkeeping Section
	1.12. Encode DV in the cash monitoring report for release to UPS Cash Office	None	1 min	Administrative Assistant- General Services Section
	1.10. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file,	None	2 mins	Administrative Assistant- General Services Section



	bundle monitoring report			
	1.11. Deliver DV to UPS Cash Office for payment	None	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

15. Settlement of Cash Advances and Petty Cash Funds

All cash advances shall be fully liquidated at the end of each year. Except for petty cash fund, the Accountable Officers (AO) shall refund any unexpended balance to the Cashier/Collecting Officer who will issue the necessary official receipt. The Accountable Officer shall liquidate/settle his/her cash advance as follows:

- a. Salaries, Wages, etc. - within five (5) days after each fifteen (15) day/end of the month pay period.
- b. Petty Operating Expenses and Field Operating Expenses within twenty (20) days after the end of the year; subject to replenishment as frequently as necessary during the year
- c. Official Travel - within sixty (60) days after return to the Philippines in the case of foreign travel or within thirty (30) days after return to his permanent official station in the case of local travel, as provided for in EO 248 and COA Circular No. 96-004.

Failure of the AO to liquidate his cash advance within the prescribed period shall constitute a valid cause for the withholding of his salary and the instruction of other sanctions

Office or Unit:	UP System Accounting Office – Pre Audit Section	
Classification:	Complex	
Type of Transaction:	G2G	
Who may avail:	UP System Administration Employees (Regular and SDOs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Liquidation Report 2. Summary of expenses 3. Official Receipts/Sales invoice/ CENRR for 300 and below/ RER for above 300 (Additional Requirements for unit cost Php 1,000.00 and above) 3. a. Canvass from three (3) reputable suppliers 3. b. Abstract of quotation		End User

- 3. c. In case of sole distributor, attach certificate of sole distributorship
- 3. d. Justification if canvass is below the required number.
- 4. Inspection and Acceptance Report
- 5. Pre-repair inspection report and Report of Waste Material, for repairs
- 6. Stock Position sheet, for consumable expenses 1,000.00 and above
- 7. Inventory Custodian Slip, for semi-expendable equipment
- 8. Trip ticket, for toll fees and the like
- 9. Certificate of official use, for communication expenses
- 10. List of guest/participants for representation expenses/meals (additional requirements for travel expenses)
- 11. Travel Order/ Authority to travel/endorsement
- 12. Actual Itinerary of travel
- 13. Certificate of travel completed
- 14. Certificate of appearance
- 15. E-ticket and Boarding Pass (original)
- 16. invitation/program (additional requirements for foreign travel)
- 16. UNDP DSA and BSP exchange rates
- 17. Travel Report

SPMO
 SPMO
 End User
 SPMO
 End User

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1.. Receive and date in uis	none	1 min	Administrative Assistant- General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant- General Services Section



	1.2. Pre-audit documents, monitor the subsidiary ledgers of Accountable Officers, Prepare journal entry, print and attach printed copy to the LR	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. verify/check pre-audited LR manually and in the UIS.	none	5 mins	Accountant III
	1.4. Sign the Disbursement voucher	none	1 min	Director
	1.5. Receive the signed Liquidation report and prepare bundle for submission to the COA	none	10 mins	Administrative Assistant II - Pre Audit Section
TOTAL			48 mins	

16. Replenishment of Petty Cash

The Accountable Officer (bonded) may request replenishment of the cash advance when the disbursements reach at least 75% or as the need requires, by submitting a replenishment voucher with all supporting documents duly summarized in a report of disbursements. (COA Circular 90-331)

The cash advance shall not be used for payments of regular expenses, such as rentals, subscriptions, light and water and the like. Payments out of the cash advance shall be allowed only for amounts not exceeding ₱5,000.00 for each transaction, except when a higher amount is allowed by law and/or specific authority by the Commission on Audit. Splitting the transactions to avoid exceeding the ceiling shall not be allowed

Office or Unit:	UP System Accounting Office – Pre Audit	
Classification:	Complex	
Type of Transaction:	G2G	
Who may avail:	UP System Administration Employees (Regular and SDOs)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



<ol style="list-style-type: none"> 1. Three (3)copies of Disbursement Voucher 2. Appendix 49 - Report on Paid Petty Cash Vouchers 3. Appendix 48 - Petty Cash Fund Vouchers 4. Official Receipts/Sales invoice/ CENRR for 300 and below/ RER for above 300 (Additional Requirements for unit cost Php 1,000.00 and above) <ol style="list-style-type: none"> 4. a. Canvass from three (3) reputable suppliers 4. b. Abstract of quotation 4. c. In case of sole distributor, attach certificate of sole distributorship 4. d. Justification if canvass is below the required number. 5. Inspection and Acceptance Report 6. Pre-repair inspection report and Report of Waste Material, for repairs 7. Stock Position sheet, for consumable expenses 1,000.00 and above 8. Inventory Custodian Slip, for semi-expendable equipment 9. Trip ticket, for toll fees and the like 10. Certificate of official use, for communication expenses 11. List of gust/participants for representation expenses/meals (additional requirements for travel expenses) 12. Travel Order/ Authority to travel/endorsement 13. Actual Itinerary of travel 14. Certificate of travel completed 15. Certificate of appearance 16. E-ticket and Boarding Pass (original) 17. Invitation/program 	<ol style="list-style-type: none"> 1. End User 2. End User 3. End User 4. End User 4.a End User 4.b End User 4.c End User 4.d End User 5. SPMO 6. SPMO 7. End User 8. SPMO 9. End User 10. End User 11. End User 12. End User 13. End User 14. End User 15. End User 16. End User 17. Sponsor of event organizer 			
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE



		BE PAID		
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	None	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	None	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	None	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	None	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	None	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	None	1 min	Administrative Assistant-General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	None	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS.	None	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	None	5 mins	Accountant III



	1.9. Sign the Disbursement voucher	None	1 mins	Director
	1.10. Validate DV in the UIS	None	1 min	Accountant II-Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	None	1 min	Administrative Assistant-General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	None	2 mins	Administrative Assistant-General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	None	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

17. Payment of goods amounting to above P50,000.00

The different mode of paying goods and services P50,000.00 and below are through direct payment to suppliers and reimbursements to UP employees and staff. UPSAO review the transactions' propriety and availability of funds.

Office or Unit:	UP System Accounting Office – Pre audit Section	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	End User/ Concerned Unit of UP System	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Three (3)copies of Disbursement Voucher		End User
2. Inspection and Acceptance Report		SPMO
3. Original Billing Statement/ Sale invoice		End User
4. Delivery Receipt, if available		End User
5. Purchase Order, conformed by the supplier and COA received		End User
6. Stock Position sheet, for consumable expenses 1,000.00 and above		End User



7. Inventory Custodian Slip, for semi-expendable equipment/ below 15,000.00		SPMO		
8. Property Acceptance Report, for equipment 15,000.00 and above		SPMO		
9. Abstract of Quotation		End User		
10. Canvass from three (3) reputable suppliers		End User		
11. UIS issued Purchase Request		End User		
12. excerpt from PPMP/APP, if applicable		End User		
13. Notice to Proceed		Procurement Office		
14. Notice of Award		Procurement Office		
15. BAC Resolution, if applicable		Procurement Office		
16. Technical Evaluation		Procurement Office		
17. Technical Specification		Procurement Office		
18. Philgeps Posting		Procurement Office		
19. Financial Requirements, if above 1 Million		Procurement Office		
20. All attached documents submitted by the Procurement Office		Procurement Office		
21. Justification, if the delivery exceeds the delivery term and the end user does not want to impose penalty		End User		
20. Amendment to Order, if applicable		Procurement Office		
21. VAT or NON VAT		Supplier		
22. Certificate of tax exemption, if applicable		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2 Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section



	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant- General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	none	1 mins	Director
	1.10. Validate DV in the UIS	none	1 min	Accountant II- Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant- General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section



	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			61 mins	

18. Payment of goods and services amounting to P50,000.00 and below for UPSA Units

The different mode of paying goods and services P50,000.00 and below are through direct payment to suppliers and reimbursements to UP employees and staff. UPSAO review the transactions' propriety and availability of funds.

Office or Unit:	UP System Accounting Office – Pre audit Section		
Classification:	Highly Technical		
Type of Transaction:	G2G		
Who may avail:	End User/ Concerned Unit of UP System		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Three (3)copies of Disbursement Voucher		End User	
2. Inspection and Acceptance Report		SPMO	
3. Original Billing Statement/ Sale invoice		End User	
4. Delivery Receipt, if available		End User	
5. Purchase Order, conformed by the supplier and COA received		End User	
6. Stock Position sheet, for consumable expenses 1,000.00 and above		End User	
7. Inventory Custodian Slip, for semi-expendable equipment/ below 15,000.00		SPMO	
8. Property Acceptance Report, for equipment 15,000.00 and above		SPMO	
9. Abstract of Quotation		End User	
10. Canvass from three (3) reputable suppliers		End User	
11. UIS issued Purchase Request		End User	
12. excerpt from PPMP/APP, if applicable		End User	
13. Notice to Proceed		Procurement Office	
14. Notice of Award		Procurement Office	
15. BAC Resolution, if applicable		Procurement Office	
16. Technical Evaluation		Procurement Office	



17. Technical Specification		Procurement Office		
18. Philgeps Posting		Procurement Office		
19. Financial Requirements, if above 1 Million		Procurement Office		
20. All attached documents submitted by the Procurement Office		Procurement Office		
21. Justification, if the delivery exceeds the delivery term and the end user does not want to impose penalty		End User		
20. Amendment to Order, if applicable		Procurement Office		
21. VAT or NON VAT		Supplier		
22. Certificate of tax exemption, if applicable		BIR		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2 Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant-General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section



	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	none	1 mins	Director
	1.10. Validate DV in the UIS	none	1 min	Accountant II- Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant- General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			61 mins	

19. Payment of goods and services to University of the Philippines Service Units

Transactions such as rental of venue, room accommodation and hostel, catering services used for meetings and seminar workshops, printing services for calling cards, referral and reference forms are rendered by different colleges, theaters, Tea Room and the University Food Service among others are considered intra-agency transactions as they are part of the university.

Office or Unit:	UP System Accounting Office – Pre Audit Section
------------------------	---



Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	End User/ Concerned Unit of UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3)copies of Disbursement Voucher		End User		
2. Original Billing Statement/ Sale invoice		End User		
3. Guest list or List of personnel, for Meals (additional requirements for accommodations of Gov't employees from other Region)		End User		
4. Travel Order		End User		
5. Itinerary of Travel		End User		
6. Certificate of Travel Completed		End User		
7. Photocopy of Boarding Pass and Eticket		End User		
8. Certificate of Appearance (additional requirements for accommodations of non Gov't employees)		End User		
9. Invitation letter indicating that the accommodation will be covered by the University (additional requirements for accommodations staff within the Region)		End User		
10. List of employees		End User		
11. Justification on why they have to stay in the accommodation (additional requirements for supplies from SPMO)		End User		
12. Requisition Issuance Slip		SPMO/End User		
13. Stock Position Slip, if total amount of each item is above 1,000.00		SPMO/End User		
14. Inventory Custodian Slip, if equipment is below 15,000.00		SPMO/End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant-General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.9 Sign the Disbursement voucher	none	1 min	Director
	1.10. Validate DV in the UIS	none	1 min	Accountant II-Bookkeeping Section



	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant- General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			56 mins	

20. Issuance of Clearance/ Signing of Clearance

Verify outstanding cash advances or petty cash funds for officials/staff who shall resign, retire or shall be on leave. Issuance of Certification of Clearance lift the official/staff accountability to the UPSA for cash advances, financial assistances and/or petty cash funds.

Office or Unit:	UP System Accounting Office – Pre Audit Section			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP System Administration Employees (Regular and SDOs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Application for Clearance 2. Other documentary requirements provided by the HRDO		1. HRDO 2. HRDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit properly filled up clearance form	1. Encode (for monitoring)	none	2 mins	Administrative Assistant II – Pre Audit Section
	1.1. Checking (with or	none	2 mins	Administrative Assistant II – Pre Audit Section



	without cash advance)			
	1.2 Prepare and print certification	none	5 mins	Administrative Assistant II – Pre Audit Section
	1.3. for approval	none	3 mins	Administrative Assistant II – Pre Audit Section
	1.4. For input in the logbook of clearances and for release	none	2 mins	Administrative Assistant II – Pre Audit Section
2. Client receive the Certification of Clearance	2. Forward the approved Certification of Clearance	none	N/A	Administrative Assistant II – General Service Section
TOTAL			14 mins	

21. Payment of accommodation amounting to 50,000.00 and below

Processes payment of accommodation amounting to P50,000.00 and below and verify propriety of transactions and availability of funds. Claims for actual accommodation expenses for travel more than 50 km. radius shall be supported with receipts and as per Section 8 of EO No. 77, All Officials and employees are encouraged to patronize the Department of Tourism (DOT) accredited accommodations to ensure availment of adequate but reasonably-priced services and amenities.

Office or Unit:	UP System Accounting Office – Pre Audit Section
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	End User/ Concerned Unit of UP System
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Three (3) copies of Disbursement Voucher	End User
2. Inspection and Acceptance Report	SPMO
3. Original Billing Statement/ Sale invoice	End User
4. Delivery Receipt, if available	End User
5. Purchase Order, conformed by the supplier and COA received	End User



6. List of personnel who stayed	End User
7. Travel documents of each government employee (Travel Order, Itinerary of Travel, Certificate of Travel Completed, Certificate of Appearance, and Photocopy of Boarding Pass and Eticket, if applicable)	End User
8. Letter of invitation indicating that the accommodation will be paid by the University and certificate of appearance, if the guest is not a government employee	End User
9. Abstract of Quotation	End User
10. Canvass from three (3) reputable suppliers	End User
11. UIS issued Purchase Request	End User
12. excerpt from PPMP/APP, if applicable	End User
13. Justification, if canvass does not equal to 3 reputable suppliers	End User
14. Certification of Sole Distributor, if the supplier is Sole Distributor	End User
15. VAT or NON VAT	Supplier
16. Certificate of tax exemption, if applicable	BIR
17. Program of activities	End User

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office



	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant- General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	none	1 min	Director
	1.10. Validate DV in the UIS	none	1 min	Accountant II- Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant- General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			70 mins	



22. Payment of accommodation expenses amounting to above P50,000.00

Accommodation to name a few is an example of service incurred during travel and seminar workshop are made through direct payment. Procurement of services for room/hotel rentals must be conducted in an open and competitive environment to ensure that prices paid are reasonable. Purchasing activities of goods and services are conducted in Procurement Office. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to RA 9184 regulations, and compliance with University of the Philippines System policies.

Office or Unit:	UP System Accounting Office – Pre audit Section	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	End User/ Concerned Unit of UP System	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Three (3)copies of Disbursement Voucher	End User	
2. Inspection and Acceptance Report	SPMO	
3. Original Billing Statement/ Sale invoice	End User	
4. Delivery Receipt, if available	End User	
5. Purchase Order, conformed by the supplier and COA received	End User	
6. List of personnel who stayed	End User	
7. Travel documents of each government employee (Travel Order, Itinerary of Travel, Certificate of Travel Completed, Certificate of Appearance, and Photocopy of Boarding Pass and Eticket, if applicable)	End User	
8. Letter of invitation indicating that the accommodation will be paid by the University and certificate of appearance, if the guest is not a government employee	End User	
9. Abstract of Quotation	End User	
10. Canvass from three (3) reputable suppliers	End User	
11. UIS issued Purchase Request	End User	
12. excerpt from PPMP/APP, if applicable	End User	
13. Notice to Proceed	Procurement Office	



14. Notice of Award		Procurement Office		
15. BAC Resolution, if applicable		Procurement Office		
16. Technical Evaluation		Procurement Office		
17. Technical Specification		Procurement Office		
18. Philgeps Posting		Procurement Office		
19. Financial Requirements, if above 1 Million		Procurement Office		
20. All attached documents submitted by the Procurement Office		Procurement Office		
21. Justification, if the delivery exceeds the delivery term and the end user does not want to impose penalty		End User		
20. Amendment to Order, if applicable		Procurement Office		
21. VAT or NON VAT		Supplier		
22. Certificate of tax exemption, if applicable		BIR		
23. Program of activities		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1.. Receive and tag DV number	none	1 min	Administrative Assistant- General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant- General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant- General Services Section



	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	none	1 mins	Director
	1.10. Validate DV in the UIS	none	1 min	Accountant II- Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant- General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	



23. Payment of services amounting to P50,000.00 and below

Procurement of services for the university such as plane fare from travel agencies, catering services for meetings, trainings, seminars, workshops among others must be conducted in an open and competitive environment to ensure that prices paid are reasonable.

Purchasing activities are conducted in Procurement Office. Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to Memorandum No. NGY 17-76 dated 10 July 2017 Guidelines on the Simplified Process of Shopping Method of Procurement equal to Php 50,000.00 and below.

Office or Unit:	UP System Accounting Office – Pre Audit	
Classification:	Complex	
Type of Transaction:	G2G	
Who may avail:	End User/ Concerned Unit of UP System	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1. Three (3)copies of Disbursement Voucher	End User	
2. Inspection and Acceptance Report	SPMO	
3. Original Billing Statement/ Sale invoice	End User	
4. Delivery Receipt, if available	End User	
5. Purchase Order, conformed by the supplier and COA received	End User	
6. Pre-inspection report, for repairs	End User	
7. Waste Material Report, for those repairs needs replacement	End User	
8. Abstract of Quotation	End User	
9. Canvass from three (3) reputable suppliers	End User	
10. UIS issued Purchase Request	End User	
11. excerpt from PPMP/APP, if applicable	End User	
12. Justification, if canvass does not equal to 3 reputable suppliers	End User	
13. Certification of Sole Distributor, if the supplier is Sole Distributor	End User	
14. VAT or NON VAT	Supplier	
15. Certificate of tax exemption, if applicable (additional requirements for travel agency)	BIR	
16. Travel documents of each government employee (Travel Order,	End User	



Itinerary of Travel, Certificate of Travel Completed, Certificate of Appearance)				
17. Letter of invitation indicating that the accommodation will be paid by the University and certificate of appearance, if the guest is not a government employee		End User		
18. Original Boarding Pass and etickets		End User		
19. Invitation letter/ Program of Activity		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant-General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section



	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	none	1 min	Director
	1.10. Validate DV in the UIS	none	1 min	Accountant II- Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant- General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			63 mins	

24. Payment of services amounting to above P50,000.00

Procurement of services for the university such as plane fare from travel agencies, catering services for meetings, trainings, seminars, workshops among others must be conducted in an open and competitive environment to ensure that prices paid are reasonable. Purchasing activities are conducted in Procurement Office.

Purchasing activities include obligations for proper transaction documentation, fiscal responsibility, ethical behavior, adherence to RA 9184 regulations, and compliance with University of the Philippines System policies.



Office or Unit:	UP System Accounting Office – Pre Audit Section	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	End User/ Concerned Unit of UP System	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Three (3)copies of Disbursement Voucher 2. Inspection and Acceptance Report 3. Original Billing Statement/ Sale invoice 4. Delivery Receipt, if available 5. Purchase Order, conformed by the supplier and COA received 6. Pre-inspection report, for repairs 7. Waste Material Report, for those repairs needs replacement 8. All attached documents submitted by the Procurement Office 9. Abstract of Quotation 10. Canvass from three (3) reputable suppliers 11. UIS issued Purchase Request 12. excerpt from PPMP/APP, if applicable 13. Notice to Proceed 14. Notice of Award 	<p>End User</p> <p>SPMO</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>Procurement Office</p> <p>End User</p> <p>End User</p> <p>End User</p> <p>Procurement Office</p> <p>Procurement Office</p>
	<ol style="list-style-type: none"> 15. BAC Resolution, if applicable 16. Technical Evaluation 17. Technical Specification 18. Philgeps Posting 19. Financial Requirements, if above 1 Million 20. Justification, if the delivery exceeds the delivery term and the end user does not want to impose penalty 21. Amendment to Order, if applicable 22. VAT or NON VAT 23. Certificate of tax exemption, if applicable (additional requirements for travel agency) 	<p>Procurement Office</p> <p>Procurement Office</p> <p>Procurement Office</p> <p>Procurement Office</p> <p>Procurement Office</p> <p>End User</p> <p>Procurement Office</p> <p>Supplier</p> <p>BIR</p>



24. Travel documents of each government employee (Travel Order, Itinerary of Travel, Certificate of Travel Completed, Certificate of Appearance)		End User		
25. Letter of invitation indicating that the accommodation will be paid by the University and certificate of appearance, if the guest is not a government employee		End User		
26. Original Boarding Pass and etickets		End User		
27. Invitation letter/ Program of Activity		End User		
28. Guest List, in case of Meals				
29. Justification, if the number or actual guest does not equate the number of pax in the bill				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant-General Services Section



	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	none	1 min	Director
	1.10. Validate DV in the UIS	none	1 min	Accountant II- Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant- General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	



25. Refund of Performance bond

A performance bond is a type of surety bond issued by a bank or by an insurance company in order to guarantee the completion of an Infrastructure project. Refund of the performance bond of the contractor shall be refunded after inspection and acceptance from the end user.

Office or Unit:	UP System Accounting Office – Pre Audit Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	End User/ Concerned Unit of UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3)copies of Disbursement Voucher		End User		
2. Original Billing Statement/ Sale invoice		End User		
3. Certificate from requisitioning unit		End User		
4.Original Official Receipts issued by the UPS Cash Office for payment of performance bond		End User		
5. If Original Official Receipt was lost, request a copy of Official Receipt to COA-UPD		End User		
6. Letter of Request from Supplier/Contractor		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number		1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.		1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS		30 mins	Accountant III
	1.3. Prepare journal entry, print and attach printed copy to the DV and encode the same		5 mins	Accountant III



	entries to the distribution code in the UIS.			
	1.4. Sign the Disbursement voucher		1 min	Director
	1.5. Validate DV in the UIS		1 min	Accountant II-Bookkeeping Section
	1.6 Encode DV in the cash monitoring report for release to UPS Cash Office		1 min	Administrative Assistant-General Services Section
	1.7. Release DV in dokutrak, detach copies of DV for UPSAO's file, bundle monitoring report		2 mins	Administrative Assistant-General Services Section
	1.8. Deliver DV to UPS Cash Office for payment		5 mins	Administrative Aide- General Services Section
TOTAL			47 mins	

26. Refund of Retention Fee

For the procurement of goods, a warranty shall be required from the contract awardee for a minimum period of three (3) months, in the case of supplies, and one (1) year, in the case of equipment, after the acceptance by the Procuring Entity of the goods and/or equipment. The obligation for the warranty shall be covered by either retention money in an amount equivalent to at least ten percent (10%) of every progress payment, or a special bank guarantee equivalent to at least ten percent (10%) of the total contract price. The special bank guarantee must be contract specific, that is, it shall be executed for the special purpose of covering the warranty for the subject procurement contract. If the warranty period is longer than the minimum period of three (3) months for supplies and one (1) year for equipment, the period beyond the minimum period need not be covered by retention money or special bank guarantee. After the lapse of the minimum period, the Procuring Entity must release the retention money or special bank guarantee. (RA 9184)

Office or Unit:	UP System Accounting Office – Pre Audit Section
Classification:	Complex
Type of Transaction:	G2G
Who may avail:	End User/ Concerned Unit of UP System



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3)copies of Disbursement Voucher		End User		
2. Original Billing Statement/ Sale invoice		End User		
3. Certificate of Completion		End User		
4.Surety Bond		End User		
5. Certification from the OVPD, if the construction is not yet finish		End User		
6. Letter of Request from Supplier/Contractor		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1.. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Accountant III
	1.3. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS.	none	5 mins	Accountant III
	1.4. Sign the Disbursement voucher	none	1 min	Director
	1.5. Validate DV in the UIS	none	1 min	Accountant II-Bookkeeping Section
	1.6. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant-General Services Section



	1.7. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.8. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			47 mins	

27. Payment of insurance to GSIS

As provided by Administrative Order No. 33 Prescribing Guidelines for the Insurance of all Properties, Contracts, Rights of Action and other Insurance Risks of the Government, including those in which the Government has an Insurable Interest, with the General Insurance Fund of the Government Service Insurance System, all Heads of Departments, Commissions, boards, bureaus, offices of the National. Local governments concerned except municipal governments below first class, government owned and/or controlled corporations, subsidiaries and acquired asset corporations shall secure from the General Insurance Fund directly, all insurances or bonds covering properties, contracts, rights of action and other insurable risks of their respective offices, including all those in which their respective offices have an insurable risk and all those in which they have an insurable interest only. For this purpose, no insurance agent or general agent shall hereafter be appointed or maintained to represent the General Insurance Fund and/or the Government Service Insurance System.

Office or Unit:	UP System Accounting Office – Pre Audit Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	End User/ Concerned Unit of UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3) copies of Disbursement Voucher		End User		
2. Statement from GSIS		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant-General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
1.9. Sign the Disbursement voucher	none	1 min	Director	



	1.10. Validate DV in the UIS	none	1 min	Accountant II-Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant-General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant-General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

28. Payment for Gasoline Expenses

Gasoline for government vehicles shall be approved for payment only upon presentation of trip ticket.

Office or Unit:	UP System Accounting Office – Pre Audit Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	End User/ Concerned Unit of UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3)copies of Disbursement Voucher 2. Official Receipt 3. Driver's Trip Ticket 4. Annex to Driver's Trip Ticket 5. Justification, if trip made during weekends/holidays		End User End User End User End User End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the	1. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section



checklist requirements	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant- General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.6. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant- General Services Section
	1.5. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.6. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.7. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.8. Sign the Disbursement voucher	none	1 min	Director
	1.9. Validate DV in the UIS	none	1 min	Accountant II- Bookkeeping Section



	1.10. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant- General Services Section
	1.11. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.12. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

29. Payment for Communication Expenses

Communication expenses are incurred to facilitate information inquiry, response and dissemination. Examples of this expenses are cellphone loads (prepaid and postpaid) and internet expenses.

Office or Unit:	UP System Accounting Office – Pre Audit Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	End User/ Concerned Unit of UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3)copies of Disbursement Voucher		End User		
2. Original Billing Statement/Sales Invoice		End User		
3. Certificate of Official Use		End User		
4. Official Receipt Issued by UPS Cash Office, if calls made were not official		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the	1. Receive and tag DV number	none	1 min	Administrative Assistant- General Services Section



checklist requirements	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant- General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3 Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4 Processing of BUR/ OBR	none	N/A	UP System Budget Office
	6. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant- General Services Section
	1.5 stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.6 Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.7. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.8. Sign the Disbursement voucher	none	1 min	Director
	1.9. Validate DV in the UIS	none	1 min	Accountant II- Bookkeeping Section
	1.10. Encode DV in the cash monitoring report	none	1 min	Administrative Assistant- General Services Section



	for release to UPS Cash Office			
	1.11. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.12. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

30. Payment for Security and Janitorial Expenses

Under Section 5 (h) of Republic Act No. 9184 (R.A. 9184), as reiterated in Section 5 (k) of its Implementing Rules and Regulations Part A (IRR-A), procurement of general support services, including non-personal or contractual services, such as security and janitorial services, falls under the definition of goods. Thus, in the procurement of security or janitorial services, the winning bid is determined by the lowest calculated and responsive bid. It is recognized, however, that the proper and efficient procurement of security and janitorial services should be based not solely on cost, but should also take into consideration a range of other factors, such as, but not limited to, length of contract, standards of internal governance, adequacy of resources, levels of training, and adherence to labor and other social legislation.

Office or Unit:	UP System Accounting Office – Pre Audit Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	End User/ Concerned Unit of UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Three (3)copies of Disbursement Voucher		End User		
2. Duly received Statement of Account		End User		
3. Notarized Contract of Service		End User		
4. Daily Time Record or Certification of Service signed by UP Representative		End User		
5. Certification of remittance to various Government Agencies like BIR, PHILHEALTH, SSS, etc., if applicable		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO	PROCESSING TIME	PERSON RESPONSIBLE



		BE PAID		
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant-General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III



	1.9. Sign the Disbursement voucher	none	1 min	Director
	1.10. Validate DV in the UIS	none	1 min	Accountant II-Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant-General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant-General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

31. Reimbursement of Expenses

Expenses paid by the personnel for the operations of the University may be reimbursed provided that the documentary requirements are presented. Reimbursement such as, but not limited to, Travelling expenses, Meal allowances, Repairs, Purchase of Supplies can be claimed as indicated in the Government Accounting Manual and COA circulars.

Office or Unit:	UP System Accounting Office – Pre Audit Office	
Classification:	Complex	
Type of Transaction:	G2G	
Who may avail:	End User/ Concerned Unit of UP System	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Three (3)copies of Disbursement Voucher 2. Summary of expenses 3. Official Receipts/Sales invoice/ CENRR for 300 and below/ RER for above 300 (Additional Requirements for unit cost Php 1,000.00 and above) 3. a. Canvass from three (3) reputable suppliers 3. b. Abstract of quotation		End User SPMO/ End User SPMO



- 3. c. In case of sole distributor, attach certificate of sole distributorship
 - 3. d. Justification if canvass is below the required number.
 - 4. Inspection and Acceptance Report
 - 5. Pre-repair inspection report and Report of Waste Material, for repairs
 - 6. Stock Position sheet, for consumable expenses 1,000.00 and above
 - 7. Inventory Custodian Slip, for semi-expendable equipments
 - 8. Trip ticket, for toll fees and the like
 - 9. Certificate of official use, for communication expenses
 - 10. List of guest/participants for representation expenses/meals (additional requirements for travel expenses)
 - 11. Travel Order/ Authority to travel/endorsement
 - 12. Actual Itinerary of travel
 - 13. Certificate of travel completed
 - 14. Certificate of appearance
 - 15. E-ticket and Boarding Pass (original)
 - 16. invitation/program (additional requirements for foreign travel)
 - 16. UNDP DSA and BSP exchange rates
 - 17. Travel Report
- Note: OR must be made under the payee or pay to cash. Any OR made under the name of the unit or the University itself shall be subject to withholding tax as per the TRAIN LAW.*

End User

SPMO
End User

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the	1. Receive and tag DV number	none	1 min	Administrative Assistant-General Services Section



checklist requirements	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant-General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Administrative Assistant II - Pre Audit Section
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant-General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
	1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	5 mins	Administrative Assistant II - Pre Audit Section
	1.8. verify/check pre-audited DV manually and in the UIS.	none	5 mins	Accountant III
	1.9. Sign the Disbursement voucher	none	1 min	Director
	1.10. Validate DV in the UIS	none	1 min	Accountant II-Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant-General Services Section



	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant- General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

32. Payment of Construction Services

Construction services are the infrastructure projects made for the University of the Philippines. Payments made under the construction services are the advance payment, also known as the 15% mobilization or the advances to contractors, Progress Billings, Variation Order Billings, and the Final Payment. Since the payment is above One Million Pesos (1,000,000.00 Php), public bidding stated under RA 9184 or also known as The Government Procurement Reform Act is applicable.

Office or Unit:	UP System Accounting Office – Pre Audit Office	
Classification:	Highly Technical	
Type of Transaction:	G2G	
Who may avail:	End User/ Concerned Unit of UP System	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. Three (3) copies of Disbursement Voucher 2. Statement of Account or Billing Invoice 3. Progress Work Report for the Period Covered (Not Applicable for advance payment) 4. Pictures of Project Progress Work (Not Applicable for Advance payment) 5. Notarized Contract 6. Contractor's Bid Proposal Documents 7. Affidavit of Project Obligations 8. Abstract of Bids 9. Notice of Award 10. Notice to Proceed 11. Performance Bond 12. Receipts of Utilities Payment 	End User



13. Variation Order Report, If Applicable 14. Certificate of Work Completed, For Final Payment 15. Approved time extensions				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit all necessary documents as indicated in the checklist requirements	1. Receive and tag DV number	none	1 min	Administrative Assistant- General Services Section
	1.1. Distribute voucher to assigned processor for pre-audit.	none	1 min	Administrative Assistant- General Services Section
	1.2. Pre-audit documents and initiate for approval to UIS	none	30 mins	Accountant III
	1.3. Forward initiated DVs to staff for monitoring	none	1 min	Senior Office Aide- General Services Section
	1.4. Processing of BUR/ OBR	none	N/A	UP System Budget Office
	1.5. Receive of BUR/OBR and forward to the monitoring staff	none	1 min	Administrative Assistant- General Services Section
	1.6. stamp date of receipt of OBRs/BUR, affixed initial and encode OBR/BUR # and date of receipt in the monitoring report (excel)	none	5 mins	Senior Office Aide- General Services Section
1.7. Prepare journal entry, print and attach printed copy to the DV and encode the same entries to the distribution code in the UIS. Impose withholding tax and print hard copy.	none	10 mins	Accountant III	



	1.9. Sign the Disbursement voucher	none	1 min	Director
	1.10. Validate DV in the UIS	none	1 min	Accountant II-Bookkeeping Section
	1.11. Encode DV in the cash monitoring report for release to UPS Cash Office	none	1 min	Administrative Assistant-General Services Section
	1.12. Release DV in dokutrak, detach copies of DV/OBR/BUR for UPSAO's file, bundle monitoring report	none	2 mins	Administrative Assistant-General Services Section
	1.13. Deliver DV to UPS Cash Office for payment	none	5 mins	Administrative Aide- General Services Section
TOTAL			59 mins	

33. Receiving and releasing of documents

The General Service Section of UP System Accounting Office is the first frontline service. A receiving procedure is needed to properly inspect all incoming documents and monitor in excel file. This is a powerful tool to facilitate location and status of documents.

Office or Unit:	UP System Accounting Office – General Service Section	
Classification:	Simple	
Type of Transaction:	G2G G2C, Offices, COA, CUs & Offices	
Who may avail:	End User/ Concerned Unit of UP System	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	
1.Signed Disbursement Voucher w/ assigned DV number-3 copies & its attachments 2.Signed Budget Utilization Request (BUR)-2 copies 3.Liquidation Report w/ DTS # 4.Other Documents (Reference Slip/Letter Request/Memorandum)	1. End user (UPS Offices) 2.UPS Budget 3. End user (UPS Offices) 4. Concerned units	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher (DV), Liquidation Report	1. Receive & check the signatories of Disbursement Voucher-stamps the assigned DV #, record in excel for monitoring & Receive to Document tracking System (DTS)	None	15 mins	Administrative Assistant (General Services Section)
2. Submit- OBRs./BURs from Budget Office.	2. Receive & check the signature OBRs./BURs & the UIS-generated OBR/BUR-recorded to the assigned DV & photocopy.	None	15 mins	Administrative Assistant (General Services Section)
3. Submit - Documents Communications, AOM, Memos, Admin Order, Request letter	3. Received-record on excel for monitoring & forward to concerned person.	N/A	5 mins	Administrative Assistant (General Services Section)
4. Submit -Financial report & other report from different CUs,Banks	4. Received-record on excel for monitoring & forward to concerned person.	None	2 mins	Administrative Assistant (General Services Section)
5. Submit DV's for LDDAP payments	5. Received-LDDAP-record on excel form monitoring & forward to concerned person.	None	2 mins	Administrative Assistant (General Services Section)
	Total		39 mins	



34. Delivery of documents

Office or Unit:	UP System Accounting Office – General Service Section			
Classification:	Simple			
Type of Transaction:	G2G G2C, Offices, COA, CUs & Offices			
Who may avail:	End User/ Concerned Unit of UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Signed Disbursement Voucher w/ assigned DV number-3 copies & its attachments 2.Signed Budget Utilization Request (BUR)-2 copies 3.Liquidation Report w/ DTS # 4.Other Documents (Reference Slip/Letter Request/Memorandum)		1. End user (UPS Offices) 2.UPS Budget 3. End user (UPS Offices) 4. Concerned units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. No request needed from the client. Client awaits issuance of Checks or payment made thru ADA	1.1 Collate approved Cash Monitoring Report, DVs and their pertinent attachments	None	15 mins	Administrative Assistant - General Services Section
	2.1 Deliver to UP System Cash Office.	None	15 mins	Administrative Aide - General Services Section
	3.1 Receive Cash Monitoring Report, DVs and attachments.	N/A	N/A	UP System Cash Office
	4.1 File the received cash monitoring report and forward to concerned	None	5 mins	Administrative Aide - General Services Section



	staff of UPSAO concerned person.			
	Total		35 mins	

35. Issuance of Status of Funds

The status of a fund control which business transactions are permitted to be utilized on the fund based on the approved Line Item Budget to which the fund was created. This report is being issued upon the request of the implementing units designated to manage the research projects from funding source agencies or the Board Approval creation of Trust Funds with specific utilization.

Office or Unit:	UP System Accounting Office – Bookkeeping Section			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP System stakeholders - UPSA Units/Research Projects/OVPPF/Budget System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Subsidiary Ledger 2) Trial Balance 3) Monitoring Report (excel file) 4) Letter Request/Reference/Referral Slip		1) UP System Accounting Office 2) UP System Accounting Office 3) UP System Accounting Office 4) Unit requesting for Status of Fund		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. UP System stakeholders - Letter of Request from UPSA Units/Research Projects/OVPPF/Budget System	1. Receive request as scheduled/inquired, stamp the date of receipt and affix initial of receiving staff	none	1 min	Administrative Assistant - General Service Section , UPSAO



	1.1 Forward request as scheduled/inquired to the concerned Administrative Staff	none	1 min	Administrative Assistant - General Service Section , UPSAO
	1.2 Sort the transactions in the Subsidiary Ledger pertaining to the account that needs Status of Fund	none	2 hours	Accountant/Administrative Assistant of UPSAO
	1.3 Encode the transactions in the Status of Fund Report	none	2 hours	Accountant/Administrative Assistant of UPSAO
	1.4 Compare the balance in the Status of Fund report with the balance of the Trial Balance	none	8 hours	Accountant/Administrative Assistant of UPSAO
	1.5 Collate documents (e.g. Copies of DVs, JEV, Report of Collections and Deposits, etc) for reconciling items.	none	8 hours	Accountant/Administrative Assistant of UPSAO
	1.6 Email contact persons for discrepancies discovered in the reconciliation	none	2 mins	Accountant/Administrative Assistant of UPSAO

	of monitoring reports.			
	1.7 Response on queries made by the contact persons	n/a	n/a	n/a
	1.8 Receive response made on queries from the contact person	none	2 mins	Accountant/Administrative Assistant of UPSAO
	1.9 Review and verify data	none	1 hour	Accountant/Administrative Assistant of UPSAO
	1.10 Prepare necessary adjusting entries if needed (2 copies)	none	1 hour	Accountant/Administrative Assistant of UPSAO
	1.11 Prepare the final Status of Fund Report	none	2 hours	Accountant/Administrative Assistant of UPSAO
	1.12 Review and approve the Status of Funds	none	2 hours	Administrative Officer (Supervisor)
	1.13 Final Review and approval of the Status of Funds	none	1 hour	Director
	1.14 Prepare transmittal of Status of Funds	none	2 mins	Accountant/Administrative Assistant
2. Receive the Status of Fund Report	2. Receive the file copy of the Status of Fund Report	none	5 mins	Administrative Assistant - General Service Section
	2.1 Scan and file receiving	none	10 mins	Accountant/Administrative Assistant



	copy and Status of Funds			
TOTAL			4 days	

36. Generation of Financial Statements

The purpose of financial statements is to provide monetary information about the results of operations, financial position and cash flows of the University of the Philippines System Administration. This assist top administration to estimate the liquidity, investment and plan future projects for Research and Academic of UP System.

Office or Unit:	UP System Accounting Office – Bookkeeping Section			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System stakeholders and Top Administrators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) RDA/NB Bundles 2) Report of Collection and Deposits Bundles 3) Report of Disbursement Bundles for Liquidation Reports 4) Reports of LDDAP requests 5) Journal Entry Vouchers		1) UP System Cash Office 2) UP System Cash Office 3) UP System Offices Special Disbursing Officers and UP System Accounting Office 4) UP System Offices Accounting Office 5) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCE SSING TIME	PERSON RESPONSIB LE
1.1) COA - Agency to send hardcopy financial statements as scheduled.	1. Receive request as scheduled/inquired	none	1 min	Accountant
	1.1 Receive RDA, RC and RD Bundles	none	3 days	Administrative Assistant - General Service Section , UPSAO
	1.2 Encode in the Excel file the monthly transactions of UP System Administration	none	2 weeks	Administrative Assistant - General Service Section , UPSAO



	1.3 Check for correctness of entry: RDA, RC, RD Bundles	none	1 week	Accountant
	1.4 Prepare and consolidate JEV	none	2 days	Accountant
	1.5 Consolidate RDA, RC, RD and JEV: Subsidiary Ledger	none	1 day	Accountant
	1.6 Prepare Working Papers	none	10 mins	Accountant
	1.7 Prepare Pre-Closing Trial Balance (monthly)	none	30 mins	Accountant
	1.8 Prepare Post-closing Trial Balance, Statement of Cash Flow, Financial Performance, Financial Position and Changes of Net Asset and Equity (quarterly)	none	1 week	Accountant
	1.9 Prepare Statement of Management Responsibility, Notes to Financial Statements and Statement of Comparison of Budget and Actual Amount (yearly)	none	1 week	Accountant
	1.10 Review Financial Statements	none	4 hours	Accountant
	1.11 Approve Financial Statements	none	1 hour	Director
	1.12 Prepare transmittal of Financial Statement	none	1 min	Accountant
	1.13 Forward documents for OVPPF signatory	none	10 mins	Administrative Assistant - General Service Section , UPSAO
	1.14 Approve transmittal of Financial Statement	none	n/a	Vice President for Planning and Finance
2.1) Receive Transmittal with Financial Statements 2.2) Stamp receiving copy and return back to Agency	2. Forward transmittal with Financial Statements	none	30 mins	Administrative Assistant - General Service Section , UPSAO
	2.1 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant -



				General Service Section , UPSAO
	2.2 Scan and file receiving copy and financial statements	none	10 mins	Accountant
TOTAL			5 weeks, 6 days, 7 hrs and 22 mins.	

37. Overall responsibility for data entry into accounting system and integrity of accounting system data

UP System Accounting Office (UPSAAO) uses the university information system (uis) to process online payments to Contractors, Suppliers and other creditors (Payable Module), to encode reports of collections and deposit (Receivable module). Likewise, UPSAAO does parallel encoding of data in excel files to complete the financial data monthly.

Office or Unit:	UP System Accounting Office – Bookkeeping Section			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) RDA Bundles 2) Report of Collection Bundles 3) Report of Disbursement Bundles 4) Journal Entry Vouchers (JEV) Bundle		1) UP System Cash Office 2) UP System Cash Office 3) UP System Accounting Office 4) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. UP System stakeholders - submit OR, RDA/NB bundles for the month	1. Receive the bundles for OR, Checks and RDA payments	none	3 days	Administrative Assistant – Senior Utility Worker



	1.1 Encode in the Excel file the monthly transactions of UP System Administration	none	2 weeks	Administrative Assistant – Senior Utility Worker
	1.2 Share the monthly transactions in the UPSAO network	none	1 hour	Administrative Assistant – Senior Utility Worker
	1.3 Ensure the completeness of the RDA/NB, OR, JEV and Report of Disbursement bundles before forwarding it to COA	none	1 day	Administrative Assistant – Senior Utility Worker
2. Receive the bundled reports (RC,RDA/NB, JEV & Report of Disbursement)	2. Forward and Submit the RDA/NB, JEV, OR and Report of Disbursement bundles to COA	none	1 hour	Administrative Assistant – Senior Utility Worker
3 Stamp receiving copy and return back to Agency	3.1 Receive the file copy of the 6bmitted Bundles	none	30 mins	Administrative Assistant – Senior Utility Worker
	3.2 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant – Senior Utility Worker and Administrative Aide IV
	3.3 Scan and file receiving copy and Status of Funds	none	10 mins	Administrative Assistant – Senior Utility Worker and Administrative Aide IV
TOTAL			2 weeks, 4 days, 3 hrs	



		and 10 mins.	
--	--	---------------------	--

38. Maintains General and Subsidiary ledger

The general ledger comprises financial position accounts (assets, liabilities and equity) and financial performance accounts (income and expenses, gains and losses). This is an electronic file to facilitate generation of UP System Administration’s financial statements.

The subsidiary ledger contains the details to support the general ledger account showing the particulars of receipts and disbursements transactions, the date and amount incurred, the source of funds and reference on the evidence of payments, collections and deposits and adjusting entries for erroneous classification of entries, reversal or mispunching.

Office or Unit:	UP System Accounting Office – Bookkeeping Section			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System stakeholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1) RDA Bundles 2) Report of Collection Bundles 3) Report of Disbursement Bundles 4) Journal Entry Vouchers (JEV) Bundle 5) Subsidiary Ledger of Previous periods			1) UP System Cash Office 2) UP System Cash Office 3) UP System Accounting Office 4) UP System Accounting Office 5) UP System Accounting Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1) COA - Agency to send hardcopy financial statements as scheduled 1.2) UP System	1. Receive request as scheduled/inquired	none	1 min	Administrative Assistant – General Service Section



stakeholders - Letter of Request to head of Accounting Office				
	1.1 Receive the bundles for OR, Checks and RDA payments	none	3 days	Administrative Assistant – General Service Section
	1.2 Encode in the Excel file the monthly transactions of UP System Administration	none	2 weeks	Administrative Assistant – General Service Section
	1.3 Share the monthly transactions in the UPSAO network	none	1 hour	Administrative Assistant – General Service Section
	1.4 Check for correctness of entry: RDA, RC, RD Bundles	none	1 week	Accountant
	1.5 Prepare and consolidate JEV	none	2 days	Accountant
	1.6 Consolidate RDA, RC, RD and JEV to generate the Subsidiary Ledger	none	1 day	Accountant
	1.7 Update the previous period's Subsidiary Ledger by including the current transactions	none	30 mins	Accountant
2.1) Receive soft copies of Subsidiary ledgers	2. Forward soft copies of Subsidiary ledger	none	30 mins	Accountant



TOTAL	3 weeks, 6 days, 2 hrs and 1 min.
--------------	--

39. Reconciles all bank accounts including real and nominal accounts

Bank reconciliation statement is a report which compares the bank balance as per UPSA'S authorized Depository Government banks accounting records with the balance stated in the bank statement. The purpose of preparing a Bank Reconciliation Statement is to identify any discrepancies between the accounting records of the entity and the bank besides those due to normal timing differences.

Office or Unit:	UP System Accounting Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP System Offices (OP/OVPPF/Investment Committee)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Subsidiary Ledger 2) Trial Balance 3) Bank Statement 4) Passbook		1) UP System Accounting Office 2) UP System Accounting Office 3) Authorized Government Depository Bank 4) UP System Cash Office		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1. UP System Offices (OP/OVPPF/Investment Committee) Letter of Request to head of Accounting Office	1. Receive request as scheduled/in-quire	none	1 min	Accountant



	1.1 Call or Request the System Cash Office for a copy of the passbook accounts; Call or Request the banks for a copy of the bank statements	none	20 mins	Accountant
	1.2 Filter the Cash in Bank accounts in the Subsidiary Ledger for the month	none	1 hour	Accountant
	1.3 Reconcile bank statement with subsidiary ledger and Prepare Bank Reconciliation Statement	none	3 days	Accountant
	1.4 Review Bank Reconciliation document	none	1 hour	Accountant
	1.5 Approve Bank Reconciliation document	none	10 mins	Director
	1.6 Prepare transmittal of Bank Reconciliation documents	none	1 min	Accountant



	1.7 Forward documents for OVPPF signatory	none	10 mins	Administrative Assistant – General Service Section
	1.8 Approve transmittal of Bank Reconciliation documents	none	n/a	Vice President for Planning and Finance
2.1) Receive Transmittal with Bank Reconciliation Statements 2.2) Stamp receiving copy and return back to Agency	2 Forward transmittal with Bank Reconciliation documents	none	30 mins	Administrative Assistant – General Service Section
	2.1 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant – General Service Section
	2.3 Scan and file receiving copy and financial documents	none	10 mins	Accountant
TOTAL			3 days, 3 hrs. and 52 mins.	

40. Prepare Financial Accountability Report Nos. 1, 1a & 2, 2a for the specific period - Quarterly for UP System Administration

FAR 1, 1a and FAR 2, 2a are among the requirements UPSAO regularly submits to DBM and COA in compliance with the pertinent Sections of the General Provisions of the Annual General Appropriations Act (GAA). **FAR 1** Statement of Appropriations, Allotments, Obligations, Disbursements and Balances, **FAR 1a** Summary of Appropriations, Allotments, Obligations, Disbursements and Balances, **FAR 2** Statement of Approved Budget, Utilizations, Disbursements and Balances and **FAR 2a** Summary of Approved Budget, Utilizations, Disbursements and Balances are accountability reports for General Fund and Revolving Fund (off budgetary accounts).

As cited in DBM and COA Joint Circular No. 2019-1 dated 01 January 2019, submission of BFARs shall be subject to encoding in urs of DBM and only hard copies of BFARS generated from urs and duly signed by the head of the department/agency/OU of his/her authorized representative shall be accepted as official agency submission.



Office or Unit:	UP System Accounting Office
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	UP System stakeholders (OVPPF, UPS Budget Office)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
---------------------------	-----------------

1) Subsidiary Ledger 2) Trial Balance 3) RDA/NB Bundles 4) Report of Disbursement Bundles 5) Journal Entry Vouchers 6) Monitoring report of paid DVs 7) Consolidated Obligations/Disbursements of UP System	1) UP System Accounting Office 2) UP System Accounting Office 3) UP System Cash Office 4) UP System Accounting Office 5) UP System Accounting Office 6) UP System Accounting Office 7) UP System Budget Office
---	--

CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCE SSING TIME	PERSON RESPONSIB LE
1. UP System Offices (OP/OVPPF/) Letter of Request to head of Accounting Office	1. Receive request as scheduled/inquired	none	1 min	Accountant
	1.1 Receive RDA, RC and RD Bundles 1.2 Receive FAR reports and other documents from other CUs	none	3 days	Administrative Assistant – General Services Section
	1.3 Encode in the Excel file the monthly transactions of UP System Administration	none	2 weeks	Administrative Assistant – General Services Section
	1.4 To check for correctness of entry: RDA, RC, RD Bundles	none	1 week	Accountant
	1.5 To prepare and consolidate JEV	none	2 days	Accountant



1.6 To consolidate RDA, RC, RD and JEV: Subsidiary Ledger	none	1 day	Accountant
1.7 Filter the UPSA Disbursements made in the Subsidiary Ledger for the quarter (for General Fund and Revolving Fund)	none	1 hour	Accountant
1.8 Filter the UPSA Disbursements made in the Monitoring report of paid DVs (for GF & RF transactions not yet included in the Subsidiary Ledger)	none	4 hours	Accountant
1.9 Consolidate all the UPSA disbursements made for the Quarter (GF & RF) and sort it into MFO and GL codes	none	1 day	Accountant
1.10 Encode UPSA disbursements made for the quarter in the UP System Budget website for FARs (GF & RF); https://fmo.up.edu.ph/budget_far	none	1 day	Accountant
1.11 Check and review data encoded in the UPS Budget website	None	N/A	System Budget Officer
1.12 Prepare FAR and transmittal	None	N/A	System Budget Officer
1.13 Approve and sign the FAR	None	N/A	System Budget Office Director
1.14 Submit the report to the COA/DBM	None	N/A	System Budget Officer
1.11 Encode the disbursements portion in the URS website of DBM based on the consolidated FAR 1 & 2 report furnished by	none	2 days	Accountant



	System Budget Office (System wide)			
	1.12 Review and Approve FARs 1 & 2 in the DBM URS website (system wide)	none	4 hours	Director of UPSAO & UPSBO
	1.13 Approve and Submit FARs 1 & 2 in the DBM URS website (system wide)	none	2 hours	Vice President for Planning and Finance
	1.14 Print URS-generated FARs 1 & 2 (System wide) and prepare transmittal of FARs	none	1 hour	Budget Officer of UPSBO
	1.15 Forward documents for UP System Budget and OVPPF signatory	none	10 mins	Administrative Assistant – General Services Section
	1.16 Approve transmittal and FAR	none	n/a	Director (Budget office) and OVPPF
2. Receive Transmittal with FAR documents and Stamp receiving copy and return back to Agency	2. Forward transmittal with FAR documents to COA and DBM	none	30 mins	Administrative Assistant – General Services Section
	2.1 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant – General Services Section
	2.2 Scan and file receiving copy and FAR documents	none	10 mins	Accountant
TOTAL			3 weeks, 8 days, 5 hrs and 1 min.	



41. Prepare Financial Accountability Report Nos. 1, 1a & 2, 2a for the specific period - Quarterly for UP System Administration

FAR 1, 1a and FAR 2, 2a are among the requirements UPSAO regularly submits to DBM and COA in compliance with the pertinent Sections of the General Provisions of the Annual General Appropriations Act (GAA). **FAR 1** Statement of Appropriations, Allotments, Obligations, Disbursements and Balances, **FAR 1a** Summary of Appropriations, Allotments, Obligations, Disbursements and Balances, **FAR 2** Statement of Approved Budget, Utilizations, Disbursements and Balances and **FAR 2a** Summary of Approved Budget, Utilizations, Disbursements and Balances are accountability reports for General Fund and Revolving Fund (off budgetary accounts). UPSAO shall provide the amount of disbursements per Quarter and encode to the UPS Budget Office computer system.

Office or Unit:	UP System Accounting Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System Budget Office/OVPPF			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Consolidated Financial Accountability Report Nos. 1 & 2 for the specific period - Quarterly			1) UP System Budget Office	
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. UP System Budget Office email complete set of consolidated FARS No. 1 and 2 submitted online by the different UPS CUs	1. Receive email from UPS Budget Office	none	1 min	Accountant



	1.1 Download FARs 1 and 2 attached in the UPS BO's email and print	none	15 mins	Accountant
	1.2 Encode UPS disbursements made for the quarter in the UP System Budget website for FARs (GF & RF); https://fmo.up.edu.ph/budget_far	none	1 day	Accountant
	1.3 Encode the UPS disbursements portion in the URS website of DBM based on the consolidated FAR 1 & 2 report furnished by System Budget Office (System wide)	none	2 days	Accountant
	1.4 Review and Approve FARs 1 & 2 in the DBM URS website (system wide)	none	4 hours	Director - UPSAO
	1.5 Approve and Submit FARs 1 & 2 in the DBM URS website (system wide)	none	2 hours	Director - UPSBO
	1.6 Print URS-generated FARs 1 & 2 (System wide) and prepare transmittal of FARs	none	1 hour	Budget Officer of UPSBO
	1.7 Forward documents for UP System Budget and OVPPF signatory	none	10 mins	Administrative Assistant - General Service Section
	1.8 Approve transmittal and FAR	n/a	n/a	Director (Budget office) and OVPPF
2. Receive Transmittal with FAR documents and Stamp receiving copy and return back to Agency	2. Forward transmittal with FAR documents (Consolidated) to COA and DBM	none	30 mins	Administrative Assistant - General Service Section
	2.1 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant - General Service Section
	2.2 Scan and file receiving copy and FAR documents	none	10 mins	Accountant



TOTAL	3 days, 8 hrs and 36 mins
--------------	--

42. Prepare Financial Accountability Report No. 6 for the specific period – Quarterly

FAR 6 is one of the requirements UPSAO regularly submits to DBM and COA in compliance with the pertinent Sections of the General Provisions of the Annual General Appropriations Act (GAA). **FAR 6** Statement of Approved Budget, Utilizations, Disbursements and Balances for Trust Receipts. It is due for submission within 30 days after the end of each quarter.

As cited in DBM and COA Joint Circular No. 2019-1 dated 01 January 2019, submission of BFARs shall be subject to encoding in urs of DBM and only hard copies of BFARS generated from urs and duly signed by the head of the department/agency/OU of his/her authorized representative shall be accepted as official agency submission.

Office or Unit:	UP System Accounting Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System Budget Office/OVPPF			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Subsidiary Ledger 2) Trial Balance 3) Report of Disbursement Bundles 4) Journal Entry Vouchers 5) Monitoring report of paid DVs 6) Consolidated Obligations/Disbursements of UP System		1) UP System Accounting Office 2) UP System Accounting Office 3) UP System Cash Office 4) UP System Accounting Office 5) UP System Accounting Office 6) UP System Budget Office		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBL E
1. UP System stakeholders - Letter of Request to head of Accounting Office	1. Receive request as scheduled/inquired	none	1 min	Accountant



1.1 Receive RDA, RC and RD Bundles 1.2 Receive FAR reports and other documents from other CUs	none	3 days	Administrative Assistant - General Service Section
1.3 Encode in the Excel file the monthly transactions of UP System Administration	none	2 weeks	Administrative Assistant - General Service Section
1.4 Check for correctness of entry: RDA, RC, RD Bundles	none	1 week	Accountant
1.5 Prepare and consolidate JEV	none	2 days	Accountant
1.6 Consolidate RDA, RC, RD and JEV: Subsidiary Ledger	none	1 day	Accountant
1.7 Filter the UPSA Disbursements made in the Subsidiary Ledger for the quarter (for Trust Fund)	none	1 hour	Accountant
1.8 Filter the UPSA Disbursements made in the Monitoring report of paid DVs (for TF transactions not yet included in the Subsidiary Ledger)	none	4 hours	Accountant
1.9 Consolidate all the UPSA disbursements made for the Quarter (TF) and sort it into MFO and GL codes	none	1 day	Accountant
1.10 Encode UPSA disbursements made for the quarter in the UP System Budget	none	1 day	Accountant



	website for FARs (TF); https://fmo.up.edu.ph/budget_far			
	1.11. Encode the disbursements portion in the URS website of DBM based on the consolidated FAR 6 report furnished by System Budget Office (System wide)	none	2 days	Accountant
	1.12. Review and Approve FAR 6 in the DBM URS website (system wide)	none	4 hours	Director of UPSAO & UPSBO
	1.13 Approve and Submit FAR 6 in the DBM URS website (system wide)	none	2 hours	Vice President for Planning and Finance
	1.14 Print URS-generated FAR 6 (System wide) and prepare transmittal of FARs	none	1 hour	Budget Officer of UPSBO
	1.15. Forward documents for UP System Budget and OVPPF signatory	none	10 mins	Administrative Assistant - General Service Section
	1.16. Approve transmittal and FAR	none	n/a	Director (Budget office) and OVPPF
2. Receive Transmittal with FAR documents and stamp receiving copy and return back to Agency	2. Forward transmittal with FAR documents to COA and DBM	none	30 mins	Administrative Assistant - General Service Section
	2.1 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant - General Service Section
	2.2 Scan and file receiving copy and FAR documents	none	10 mins	Accountant



TOTAL	3 weeks,1 0 days, 13 hours and 21 mins.
--------------	--

Note: Due to some concerns raised to DBM ICTS, online submission in urs2v of DBM were not made instead hard copies of the Consolidated FAR # were submitted.

43. Prepare Financial Accountability Report No. 3 for the specific period – Annually

FAR 3 refers to the Aging of Unpaid Obligations reporting any Due and Demandable Obligations and not yet due and demandable obligations. This report is submitted annually on or before the 30th day following the end of the year.

As cited in DBM and COA Joint Circular No. 2019-1 dated 01 January 2019, submission of BFARS shall be subject to encoding in urs of DBM and only hard copies of BFARS generated from urs and duly signed by the head of the department/agency/OU of his/her authorized representative shall be accepted as official agency submission.

Office or Unit:	UP System Accounting Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System stakeholders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Subsidiary Ledger 2) Trial Balance 3) FAR 3 reports of CUs 4) List and Aging of Accounts Payable for UPSA		1) UP System Accounting Office 2) UP System Accounting Office 3) CUs 4) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1.1 UP System stakeholders - Memorandum from OVPPF	1.1 Receive	none	1 min	Accountant



1.2 Filter the UPSA creditors that will be paid through LDDAP (DBM-funded) from the List and Aging of Accounts Payable report. This should also include mobilization and retention fees. Please note that this report is for DBM only.	none	1 day	Accountant
1.3 Prepare manual FAR 3 for UPSA	none	1 day	Accountant
1.4 Consolidate FAR 3 submitted by the CUs and upload it in the DBM URS website	none	3 days	Accountant
1.5 Review and Approve FAR 3 in the DBM URS website (system wide)	none	4 hours	Director of UPSAO & UPSBO
1.6 Approve and Submit FAR 3 in the DBM URS website (system wide)	none	2 hours	Vice President for Planning and Finance
1.7 Print URS-generated FAR 3 (System	none	1 hour	Budget Officer of UPSBO



	wide) and prepare transmittal of FARs			
2.1) Receive Transmittal with Financial Statements 2.2) Stamp receiving copy and return back to Agency	1.8 Forward documents for UP System Budget and OVPPF signatory	none	10 mins	Administrative Assistant – General Services Section
	1.9 Approve transmittal and FAR	none	n/a	Director (Budget office) and OVPPF
	2.1 Forward transmittal with FAR documents to COA and DBM	none	30 mins	Administrative Assistant – General Services Section
	2.2 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant – General Services Section
	2.3 Scan and file receiving copy and FAR documents	none	10 mins	Accountant
TOTAL			5 days, 8 hrs and 21 mins.	

44. Generates List and Aging of Accounts Payable for a specific period (quarterly, yearly)

The schedule of accounts payable is a master listing of all creditors of the University of the Philippines System Administration. The majority of the Accounts Payable are obligations set up for Infrastructure Projects which the Supplier/Contractor bills UPSA through progress billing or percentage of accomplishments. Utilities, security and janitorial services, scholarship and research expenses which are paid in the following year are accrued.

Office or Unit:	UP System Accounting Office
Classification:	Complex
Type of Transaction:	G2G



Who may avail:		UP System Offices		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Subsidiary Ledger 2) Trial Balance 3) List of Obligation Requests 4) List of Accounts Payable (previous report)		1) UP System Accounting Office 2) UP System Accounting Office 3) UP System Budget Office 4) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. UP System stakeholders – Memorandum from OVPPF	1. Receive request as scheduled/inquired	none	1 min	Accountant
	1.1 Compare the List of Obligations for the year received from System Budget Office and compare it with the list of Disbursements made for the year (GF & RF)	none	2 weeks	Accountant
	1.2 Prepare JEV for the set-up of Accounts Payable for the year	none	1 week	Accountant
	1.3 Consolidate the current and previous month's	none	1 hour	Accountant



Subsidiary Ledger			
1.4 Filter the Accounts Payable account in the Subsidiary Ledger	none	1 hour	Accountant
1.5 Update the previously prepared List of Accounts Payable by deducting the charges made for the current period	none	2 hours	Accountant
1.6 Update the previously prepared List of Accounts Payable by adding the additional set-up of Accounts Payables for the year (GF & RF)	none	1 week	Accountant
1.7 Prepare the List and Aging of Accounts Payable report (make sure it is equal to the balance in the Trial Balance)	none	1 day	Accountant
1.8 Review List and Aging of	none	30 mins	Accountant



	Payables report			
	1.9 Review and approve List and Aging of Payables report	none	1 hour	Director
	1.10 Prepare transmittal of Accounts payable report	none	1 min	Accountant
	1.11 Forward documents for OVPPF signatory	none	10 mins	Administrative Assistant – General Services Section
	1.12 Approve transmittal of Accounts Payable report	none	n/a	OVPPF
2.1) Receive Transmittal with Financial Statements 2.2) Stamp receiving copy and return back to Agency	2. Forward transmittal with Accounts Payable	none	30 mins	Administrative Assistant – General Services Section
	2.1 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant – General Services Section
	2.2 Scan and file receiving copy and Accounts payable report	none	10 mins	Accountant
TOTAL			4 weeks, 1 day, 6 hrs and 52 mins.	



45. Generates Schedule of Investment for a specific period (monthly, quarterly, semi or annually)

Section 24 of RA 9500 known as an Act to strengthen the University of the Philippines as a National University authorizes the Board of Regent to manage the University of the Philippines System funds thru the Independent Trust Committee. They shall recommend to the Board five universal banks selected on a prudent basis which trust departments shall manage the corporate and other funds thru trust agreements which shall be for a period of not more than two (2) years.

Office or Unit:	UP System Accounting Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP System Offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Subsidiary Ledger 2) Trial Balance 3) Investment Order Forms 4) Schedule of Investment (previous report)		1) UP System Accounting Office 2) UP System Accounting Office 3) UP System Investment Office 4) UP System Accounting Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. UP System Offices - Letter of Request to head of Accounting Office	1. Receive request as scheduled/inquired	none	1 min	Accountant
	1.1 Monitor through excel report the data in the investment order forms (IOF)	none	30 mins	Accountant
	1.2 Prepare JEV for the interest income from the Investments made	none	1 hour	Accountant



1.3 Consolidate the current and previous month's Subsidiary Ledger	none	1 hour	Accountant
1.4 Filter the Time Deposit and Other Investment account in the Subsidiary Ledger	none	1 hour	Accountant
1.5 Update the previously prepared Schedule of Investments by adding/deducting the transactions made through Time deposits or Other Investments	none	2 hours	Accountant
1.6 Prepare the Schedule of Investments (make sure it is equal to the Trial Balance)	none	1 day	Accountant
1.7 Review and approve the Schedule of Investments	none	1 hour	Director
1.8 Prepare transmittal of Schedule of Investment	none	1 min	Accountant



	1.9 Forward documents for OVPPF signatory	none	10 mins	Administrative Assistant – General Services Section
	1.10 Approve transmittal of Schedule of Investment	none	n/a	OVPPF
2.1) Receive Transmittal with Financial Statements and stamp receiving copy and return back to Agency	2.1 Forward transmittal with Schedule of Investment	none	30 mins	Administrative Assistant – General Services Section
	2.1 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant – General Services Section
	2.2 Scan and file receiving copy and Schedule of Investment	none	10 mins	Accountant
TOTAL			1 day, 1 hour and 2 mins	

46. Issuance of Order of Payment and Billing Invoice

Office or Unit:	UP System Accounting Office	
Classification:	Simple	
Type of Transaction:	G2G	
Who may avail:	UP System stakeholders	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1) Request Letter 2) Contract or MOA		1) UP Requesting Unit 2) Parties involved



CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1) UP System stakeholders - Letter of Request to head of Accounting Office	1. Receive request as scheduled/inquired	none	1 min	Accountant	
2.1) Receive Billing Invoice/Order of Payment and stamp receiving copy and return back to Agency	1.1 Verify from approved MOA financial terms/tranches	none	1 min	Administrative Assistant - Bookkeeping Section	
	1.2 Prepare Billing Order (BI) based on letter request or the MOA/Contract	none	30 minutes	Accountant/Administrative Assistant - Bookkeeping Section	
	1.3 Prepare Order of Payment (OP) based on the letter request or MOA/Contract	none	30 minutes	Accountant/Administrative Assistant - Bookkeeping Section	
	1.4 Review and approve the BI & OP	none	10 minutes	Director	
	1.5 Person-in-charge will monitor the BI/OP	none	10 minutes	Administrative Officer	
	2. Forward documents to the requesting unit or to the System Cash Office	none	1 hour	Administrative Assistant - General Service Section	
	2.1 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant - General Service Section	
	2.2 Scan and file receiving copy	none	10 mins	Accountant/Administrative Assistant - Bookkeeping Section	
	TOTAL		none	3 hours	



47. Request payment for the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) of UPSA

The List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP-ADA) of UPSA refers to an accountable form integrating the ADA with LDDAP which is a list reflecting the names of creditors/payees to be paid by UPSA and the corresponding amounts of their unpaid claims, duly certified and approved by the heads of accounting unit and the agency, or authorized officials. (Reference: CL 2013-16).

The Bureau of Treasury (BTr) issued Treasury Circular No. 3-2018 on the handling of the LDDAP-ADA by the NGAs and GSBs whereby processing can only be done if both the LDDAP-ADA and the covering Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE), the document equivalent to Advice of Check Issued and Cancelled (ACIC) are both submitted.

Office or Unit:	UP System Accounting Office - Bookkeeping Section	
Classification:	Highly Technical	
Type of Transaction:	G2G, G2B and G2C	
Who may avail:	End User of the Project, UP System Administration Units (CUs)	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<ol style="list-style-type: none"> 1. List of Due and Demandable Accounts Payable- Advice to Debit Accounts (LDDAP-ADA Form, 2 copy) 2. Summary of (LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE 2 copy) 3. Letter for NCA Request (1 copy) 4. Advice of Check Issued and Cancelled (ACIC, 2 copy) 5. Letter Memo for NCA Advice (1 copy) 6. Disbursement Voucher 7. Contractor's Billing 8. Certificate of Work Accomplishment/Payment Due 9. Progress of Work Report for the Period Covered 10. Pictures of Project Progress of Work 	<ol style="list-style-type: none"> 1. University of the Philippines Campus - Accounting Office and University of the Philippines System Accounting Office 2. UP Accounting System Office 3. UP Accounting System Office 4. UP Accounting System Office 5. UP Accounting System Office



11. Contract Original 12. Contractor's Bid Proposal Documents 13. Affidavit of Project Obligations 14. Abstract of Bids 15. Notice of Award 16. Notice to Proceed 17. Request for Contract Review 18. PCAB Certificate 19. Performance Bond 20. Budget Utilization Request/Obligation Request 21. Philgeps Posting 22. Invitation to Bid/Newspaper Posting 23. Receipts of Utilities Payment 24. Approved time extensions 25. Funding source		UP System Unit (end-user)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Disbursement Voucher (DV) in favor of the supplier(end-user)	1. Receive the DV and its pertinent documents	None	2 minutes	Administrative Assistant - General Service Section
	1.1. Pre-audit the DVs (Equipment Outlay) and initiate in UIS; in case there's a problem, prepare a referral slip and return the DV to end user	None	30 minutes	Administrative Assistant - Pre-Audit Section
	1.2. Pre-audit the DVs (Capital Outlay) and initiate in UIS; in case there's a problem, prepare a referral slip and return the DV to end user	None	30 minutes	Accountant



	1.3. Prepare Obligation requests (for current year funding) and approve in the UIS; if for prior year funding, then approve only in the UIS	N/A	N/A	the System Budget Office (UPSBO)
	1.4. Review and approve in the UIS	None	N/A	the System Budget Office (UPSBO)
	1.5. Send the hard copy of the OBR/BUR to the System Accounting Office	None	N/A	the System Budget Office (UPSBO)
2. Submit the OBR/BUR (UPSBO)	2. Receive the OBR/BUR from the System Budget Office	None	2 minutes	Administrative Assistant - General Service Section
	2.1. Monitor the OBR/BURs in the excel file	None	3 minutes	Senior Office Aide
	2.2. Attach the OBRs/BURs in the DV and prepare necessary entries (manual and UIS); Compute for the withholding taxes if applicable and any necessary deductions	None	30 minutes	Accountant
	2.3. Monitor the charges made in the excel file	None	5 minutes	Accountant
	2.4. Prepare the LDDAP request form	None	5 minutes	Accountant
	2.5. Print corresponding entries	None	2 minutes	Accountant
	2.6 Forward the DV together with the LDDAP-ADA form to the person-in-charge of LDDAP requests	None	2 minutes	Accountant
3. Submit LDDAP-ADA request form (UPSAO)	3. Receive the DV & LDDAP form and check/review the details in the document	None	5 minutes	Accountant
	3.1 Verify and check whether the LDDAP request is included in the FAR 3	None	5 minutes	Accountant
	3.2 Prepare the SLIIE and cover letter for the NCA Request (this is on a per batch basis and usually done weekly or every two weeks)	None	10 minutes	Accountant



	3.3 Review and affix signature on the LDDAP-ADA form, BIR Tax form and DV and affix initial on the cover letter	None	5 minutes	Director
	3.4. Forward the Letter for NCA request, SLIIE, and the LDDAP form to OVPPF	None	30 minutes	Administrative Assistant - General Service Section
4. Submit the letter of NCA Request together with the pertinent documents	4. Receive by the receptionist and forward to the Vice President for Planning and Finance.	None	1 Minute	Administrative Assistant - OVPPF
	4.1. Check, review and sign the received documents	None	30 minutes	Vice President for Planning and Finance
	4.2. Forward to liaison	None	1 minutes	
	4.3. Submit the (Letter for NCA request, SLIIE, and the LDDAP form) to Office of the Secretary	None	30 Minutes	Administrative Aide - General Service Section
5 Received submitted documents	5. Receive by the receptionist and forward to the Executive of Vice President.	None	1 minutes	Administrative Assistant - General Service Section
	5.1 Check, review and sign the receive documents	None	n/a	Office of the President
	5.2 Forward to liaison	None	n/a	
	5.3 Liaison submit the (Letter for NCA request, SLIIE, and the LDDAP form) to U.P Accounting System	None	n/a	Office of the President
6 Received submitted documents	6. Receive by the receptionist and forward to Accountant	None	1 minute	Administrative Assistant - General Service Section
	6.1 Check and review if all documents was completely sign by the proper signatory. Separate the 2nd copy of SLIIE and LDDAP form the 1st Copy will be forwarded to Department of Budget and management for NCA request and the Other Copy will be	None	20 minutes	Accountant



	submit to Land bank for payment.			
	6.2 Forward to liaison 6.3 Liaison submit the (Letter for NCA request, SLIIE, and the LDDAP form) to UP System Budget Office	None None	1 minute 30 minutes	Administrative Aide - General Service Section
7 Received submitted documents	7. Recieve and forward to Liaison 7.1 Liaison will be deliver the received documents to Department of Budget and Management.	None None	1 minute N/A	Administrative Assistant - General Service Section System Budget Office
8. Received submitted documents	8. Received and forward to the person handle and process the NCA request 8.1 Review, Checked, Verify and Approved the said NCA request.	None	N/A	DBM
9. Released of NCA Request.	9. Pick up by the UP System Budget office from DBM and forward the original Notice of Cash allocation for payment to UP Accounting System office 9.1 Receive and forward to the Accountant 9.2 Prepare Advice and Check Issued and Cancelled (2 Copy) attached the other LDDAP-ADA form and SLIIE. 9.3 forward to Director of UP Accounting System 9.4 Review, Checked, and Certified by the Director 9.5 forward to accountant 9.6 received and checked if the ACIC was completely sign 9.7 Forward to liaison	None None None None None None	N/A 1 minute 30 minutes 1 minutes 5 minutes 1 minutes 3 minute 1 minute	UP System Budget Office Administrative Assistant - General Service Section Accountant Director Accountant



	9.8 Deliver to the office of the Vice President for Planning and Finance	None	30 minutes	Administrative Aide - General Service Section
10. Received submitted documents	10. Received by the receptionist and forward to the Vice President for Planning and Finance	None	N/A	OVPFF
	10.1 Review, and approved by the VPPF	None	N/A	Vice President for Planning and Finance OVPFF
	10.2 forward to liaison	None	N/A	
	10.3 Received and forward to Office of the Vice President for Administration	None	N/A	OVPFF
11. Received submitted documents	11.1 Received by the receptionist and forward to the Vice President for Administration	None	N/A	OVPA
	11. Review, and approved by the VPA	None	N/A	Vice President for Administration
	11.3 forward to liaison	None	N/A	OVPA
	11.4 Received and forward to UP System Accounting Office	None	N/A	OVPA
12. Received submitted documents	12.1 Received by the receptionist and forward to Accountant	None	1 minute	Administrative Assistant - General Service Section
	12.2 Prepare for Scan (Released NCA Letter, SLIIE, LDDAP and ACIC separate the other copy of ACIC for filling)	None	1 minute	Accountant
	12.3 forward to utility	None	5 minutes	
	12.4 Scan and save the file.	None	3 minutes	Senior Office Aide – General Service Section Utility Senior Office Aide – General Service Section
	12.5 Forward to Accountant	None	1 minute	
	12.3 Receive and forward to liaison to be forwarded to	None	1 minute	Accountant



	Land bank for Validated LDDAP-ADA			
	12.7 Receive and deliver to Land bank.	None	30 minutes	Administrative Aide - General Service Section
13 Received submitted documents	13.1 Receive by the receptionist and forward to the Accountant of land bank	None	1 minutes	Administrative Assistant - General Service Section
	13.2 Process the Payment and Validated the LDDAP-ADA form	None	2 days	Accountant
	13.3 Photocopy LDDAP form and forwarded to liaison	None	30 minutes	Administrative Aide - General Service Section
	13.4 Receive and forward to UP System Accounting Office	None	30 minutes	Administrative Aide - General Service Section
14. Received submitted documents	14 Receive by the receptionist and forward to the Accountant	None	1 minutes	Administrative Assistant - General Service Section
	14.2 Receive and prepare the NCA advice memo per Campus, attached LDDAP-ADA Form, SLIIE, NCA Released Letter and ACIC.	None	45 minutes	Accountant
	14.3 Forward the NCA advice memo to Director for signature.	None	1 minute	
	14.4 Checked, Review and Verify the NCA advice memo and Sign	None	5 minutes	Director
	14.5 forward to Accountant	None	1 minute	
	14.6 received and forward to Utility and advice to scan the NCA Advice Memo and save the file	None	2- minutes	Accountant
	14.7 Receive and scan the NCA Advice memo and attachments	None	5 minutes	Utility
	14.8 Forward back to Accountant	None	1 minute	
	14.9 Prepare letter and email for NCA ADVICE MEMO to all the Campuses.	None	45 minutes	Accountant



	14.10 File the NCA ADVICE MEMO and the attachment included on it.	None	2 minutes	Accountant
TOTAL			8 hours and 24 mins.	

48. Consolidate Financial Statements (Trial Balances, Statement of Financial Position, Statement of Financial Performance, Statement of Changes of Net Assets and Equity, Statements of Cash Flows and Statement of Comparison between Budget and Actual Amount) monthly, quarterly and annually and consolidate other budgetary requirements to Congress and Senate (Budget Proposal Forms, Schedule and nature of cash advances granted, List of Accounts Payables, Statement of Receipts and Expenditures

The University of the Philippines System Administration is responsible to prepare and submit the consolidated reportorial requirements to the Department of Budget and Management and Commission on Audit as per required reporting period. During budget deliberation, budgetary requirements needs to be submitted to Congress and Senate to basically provide information to the Executive branch of Government on how the University of the Philippines performed and on how much the prior Appropriations were expended.

Office or Unit:	UP System Accounting Office – Bookkeeping Section			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System stakeholders and Top Administrators			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Complete set of Financial Statements, Budget proposal Reports, etc.		1. Different Constituent Units of UP System Accounting Offices		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCE SSING TIME	PERSON RESPONSIB LE
1. Receive thru email complete set of financial statements and other reportorial requirements for COA, DBM, Congress and Senate	1. Receive email complete set of financial statements and other reportorial requirements for COA, DBM, Congress and Senate	none	1 min	Director/ Accountant Bookkeeping Section

1.1 Forward email to respective staff/Accountant for appropriate action, review and monitoring	none	2 mins	Director
1.2 Print and monitor and review completeness of reports	none	1 hour	Administrative Assistant – Bookkeeping Section
1.3 Indexes in the monitoring file reports received	none	10 mins	Administrative Assistant – Bookkeeping Section
1.4 Forward to Accountants	none	1 min	Administrative Assistant – Bookkeeping Section
1.5 Consolidate financial reports	none	5 days	Accountant-Bookkeeping Section
1.6 Prepare Working Papers for reconciling items	none	8 hours	Accountant-Bookkeeping Section
1.7 Email findings to respective CUs for appropriate adjustments in their books	none	30 mins	Accountant-Bookkeeping Section
1.8 Prepare/print the final reports	none	30 mins	Accountant-Bookkeeping Section
1.9 Review the Consolidated Financial Statements and other reportorial requirements	none	4 hours	Accountant-Bookkeeping Section
1.10 Approve Financial Statements and other reportorial requirements	none	1 hour	Director
1.11 Prepare transmittal of Financial Statements and other reportorial requirements	none	1 mi	Accountant-Bookkeeping Section
1.13 Forward documents for OVPPF signatory	none	10 mins	Administrative Assistant - General Service Section , UPSAO
1.14 Approve transmittal of Financial Statement	none	n/a	Vice President for Planning and Finance



	1.15. Forward transmittal with Financial Statements	none	30 mins	Administrative Assistant - General Service Section , UPSAO
2.1) Receive Transmittal with Financial Statements 2.2) Stamp receiving copy and return back to Agency	2.1 Forward receiving copy back to Agency	none	30 mins	Administrative Assistant - General Service Section , UPSAO
	2.2 Scan and file receiving copy and financial statements	none	10 mins	Accountant
TOTAL			5 days, 5 hours and 5 mins.	



SYSTEM BUDGET OFFICE



EXTERNAL

1. Preparation of Budget and Financial Accountability Reports for submission to DBM/COA

UPS-BO prepares and submits quarterly budget and financial accountability reports as required by DBM and COA.

Office or Unit:	UPS Budget Office/UPSA & Fiscal Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	DBM and COA			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Internal Operating Budget, List of Obligations from BMS (UPSA), Submitted BFARS of CUs				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends memorandum on submission of Quarterly Financial Accountability Reports.	1. Receives and records the letter request then forwards the same to the Director. 1.1 Refers the document to appropriate personnel.	None	5 minutes	Sr Admin Asst. I
			3 minutes	Director
	1.2. Prepares the financial accountability reports using the data from the Budget Monitoring System (BMS) converted into Excel file. 2.1 Uploads the financial accountability reports in the FAR system and informs the Computer Programmer III.		5 days	Admin Officer V (UPSA)
			3 days	Admin Officer V (UPSA)
			30 minutes	Computer Programmer III
			2 days	Chief Admin Officer (Fiscal



	2.2 Submits uploaded financial accountability reports to the Fiscal Services Division for consolidation. 2.3 Consolidates the UPSA financial accountability reports together with the financial accountability reports of other CUs.			Services Division)
TOTAL			10.08 days	

2. Preparation of presentation materials to RDC, DBM and Congress

Preparation of slide materials for UP System budget proposal presentation government agencies.

Office or Unit:	UPS Budget Office/Planning Services Division			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	RDC-NCR, DBM, Congress, Government Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal letter of request for slideshow presentation of UP System Budget Proposal		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit a formal letter of request for slideshow presentation of the UP System Budget Proposal.	1. Receive and forward request to designated staff for production of slideshow presentation.	NONE	One (1) day	UP System Budget Director



	2. Produce a slideshow presentation of the UP System Budget Proposal in electronic and printed formats.	NONE	Three (3) days	UP System Budget Officer and assigned IT Officer
	3. Review and approve the slideshow presentation output.	NONE	One (1) day	UP System Official
	4. Present the slideshow in the forum or venue on the date scheduled by the requesting agency/official. 4.1 Submit slideshow presentation file and handouts to requesting agency/official.	NONE	One (1) day	UP System Official UP System Budget Director
TOTAL			Six (6) days	

3. Answers queries from UPSA units, CUs, PGH, DBM, COA, Congress/Senate regarding budget concerns

The UPSA Division and the Fiscal Services Division of the UPS-BO answers various queries from UPSA units and offices as well as from CUs, PGH, DBM, COA, Congress/Senate on various matter including queries about appropriations, allotments and obligations, budget hearing materials and submitted budget and financial accountability reports.

Office or Unit:	UPS Budget Office/UPSA & Fiscal Services Division			
Classification:	Simple/Complex			
Type of Transaction:	G2G			
Who may avail:	UPSA units/offices, CUs, DBM, COA, Congress/Senate			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Applicable budget documents				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



<p>1. UPSA units ask queries over the phone. 1.1 UPSA units send queries via a letter.</p> <p>2 CUs, DBM, COA, Senate/Congress ask queries over the phone.</p> <p>2.1 CUs, DBM, COA, Senate/Congress ask queries via a letter.</p>	<p>1. Answers the queries</p>	None	5 minutes	Admin Officer V (UPSA)
	<p>1.1 Receives and records the letter then forwards the same to the Director</p>		5 minutes	Sr Admin. Asst I
	<p>1.2 Refers the document to appropriate personnel.</p>		3 minutes	Director
	<p>1.3 Drafts reply to the query</p>		20 minutes	Administrative Officer V
	<p>1.4 Reviews and initials the draft reply</p>		5 minutes	Chief Admin Officer (UPSA)
	<p>1.5 Signs the letter if in order</p>		5 minutes	Director
	<p>1.6 Releases the letter.</p>		3 minutes	Sr Admin Asst I
	<p>2. Answers the queries</p>		5 minutes	Administrative Officer V/Supervising Administrative Officer/Chief Admin Officer (Fiscal Services Division)
	<p>2a. If it requires submission of documents to be provided by CUs.</p>		5 days maximum	
	<p>2.1 Receives and records the letter then forwards the same to the Director</p>		5 minutes	Sr Admin. Asst I
	<p>2.1 Receives and records the letter then forwards the same to the Director</p>		3 minutes	Director
	<p>2.2 Refers the document to appropriate personnel.</p>		20 minutes	Administrative Officer V/Supervising Administrative Office
<p>2.3 Drafts reply to the query.</p>				

	2.4 Reviews and initials the draft reply.		5 minutes	Chief Admin Officer (Fiscal Services Division)
	2.5 Signs the letter if in order		5 minutes	Director
	2.6 Releases the letter.		3 minutes	Sr Admin Asst I
TOTAL			5.19 days	

4. Collection and consolidation of PBB requirements from the CUs for submission to the IATF

This service collectively refers to various activities concerning the System-wide implementation of PBB in the University of the Philippines.

Office or Unit:	UPS Budget Office/Planning Services Division (PSD)			
Classification:	Complex/Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	IATF (AO25 Secretariat)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Submitted PBB data by the Delivery Units IATF Memoranda 		<ul style="list-style-type: none"> PSD AO25 Secretariat 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approve GAA	1.1 Analyze GAA performance indicators and prepare guidelines on definitions and formulas	None	more than 20 working days	<i>Information Technology Officer PSD</i>
	1.2 Update specifications of onlide data	None	more than 20 working days	<i>Information Technology Officer</i>



	collection and consolidation vis a vis guidelines from 1.1 above.			PSD
	1.3 Analyze GAA performance targets and plan the distribution to CUs	None	more than 20 working days	<i>Information Technology Officer</i> PSD
2. Issue memoranda	2.1 Plan and prepare materials for PBB orientation	None	more than 20 working days	<i>All Staff</i> PSD
	2.2 Conduct PBB orientation	None	1 day	<i>All Staff</i> PSD
	2.3 Clarify queries regarding target setting and evaluate submitted CU targets	None	7 working days	<i>Information Technology Officer</i> PSD
	2.3 Manage encoding of accomplishments and monitor accomplishment rates	None	more than 20 working days	<i>Information Technology Officer</i> PSD
	2.4 Generate PBB reports and prepare the final submission to AO25 Secretariat	None	7 working days	<i>All Staff</i> PSD
TOTAL		None	(depends on the PBB cycle)	

5. Answers queries from CUs/CHED regarding PBB concerns on Physical Targets

This service collectively refers to validation activities of external agency/ies and/or preparation of additional PBB requirements.

Office or Unit:	UPS Budget Office/Planning Services Division (PSD)
Classification:	Complex/Highly Technical



Type of Transaction:	G2G			
Who may avail:	IATF (CHED)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Applicable PBB documents • Request Letter 		<ul style="list-style-type: none"> • PSD • CHED as the validating agency on Physical Targets 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Write a letter of request regarding validation results and/or additional requirements	1.1 Analyze and plan for the appropriate response.	None	(depends on the request)	<i>Information Technology Officer</i> PSD
	1.2 Consolidate justifications and/or needed supporting documents.	None	(depends on the request)	<i>All Staff</i> PSD
	1.3 Prepare and send the reply letter and/or additional requirements to the validating agency/ies	None	(depends on the request)	<i>All Staff</i> PSD
TOTAL		None	(depends on the PBB cycle)	

6. Preparation of the Annual UP Statistics Book

Collection of UP Statistical Data for public use.

Office or Unit:	UPS Budget Office/Planning Services Division (PSD)
Classification:	Highly Technical
Type of Transaction:	G2G (Government to Government)
Who may avail:	Public
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
(1) Data on Center of Excellence and Development	(1) CHED
(2) Data on Licensure Examinations	(2) PRC
(3) Other Required UP System Statistical Data	(3) Concerned UP Offices



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clients request for new UP System data.	1. Office of the Vice President for Planning and Finance (OVPPF) approves new request.	None	3 days	Vice President for Planning and Finance
	2. PSD to start collection of the annual data.	None	90 days	All PSD Staff
	3. Consolidation of the annual data using the standard report format.	None	45 days	Computer Programmer III
	4. Reviews the consolidated preliminary and final Statistics Book.	None	30 days	Information Technology Officer II
	5. Finalization and uploading of Statistics Book.	None	7 days	Computer Programmer III and Information Technology Officer II
TOTAL			175 days	

7. Preparation of presentation materials to RDC, DBM and Congress

Preparation of slide materials for UP System budget proposal presentation to government agencies.

Office or Unit:	UPS Budget Office/Planning Services Division	
Classification:	Complex	
Type of Transaction:	G2G	
Who may avail:	RDC-NCR, DBM, Congress, Government Officials	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Formal letter of request for slideshow presentation of UP System Budget Proposal		N/A



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Transmit a formal letter of request for slideshow presentation of the UP System Budget Proposal.	1. Receive and forward request to designated staff for production of slideshow presentation.	NONE	One (1) day	UP System Budget Director
	2. Produce a slideshow presentation of the UP System Budget Proposal in electronic and printed formats.	NONE	Three (3) days	UP System Budget Officer and assigned IT Officer
	3. Review and approve the slideshow presentation output.	NONE	One (1) day	UP System Official
	4. Present the slideshow in the forum or venue on the date scheduled by the requesting agency/official. 4.1 Submit slideshow presentation file and handouts to requesting agency/official.	NONE	One (1) day	UP System Official UP System Budget Director
TOTAL			Six (6) days	

8. Preparation of the Annual UP Statistics Book

Collection of UP Statistical Data for public use.

Office or Unit:	UPS Budget Office/Planning Services Division (PSD)
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	Public
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



(4) Data on Center of Excellence and Development		(4) CHED		
(5) Data on Licensure Examinations		(5) PRC		
(6) Other Required UP System Statistical Data		(6) Concerned UP Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Clients request for new UP System data.	2. Office of the Vice President for Planning and Finance (OVPPF) approves new request.	None	3 days	Vice President for Planning and Finance
	7. PSD to start collection of the annual data.	None	90 days	All PSD Staff
	8. Consolidation of the annual data using the standard report format.	None	45 days	Computer Programmer III
	9. Reviews the consolidated preliminary and final Statistics Book.	None	30 days	Information Technology Officer II
	10. Finalization and uploading of Statistics Book.	None	7 days	Computer Programmer III and Information Technology Officer II
TOTAL			175 days	

9. Preparation of Budget Proposal of UP

Office or Unit:	UPS Budget Office/Fiscal Services Division
Classification :	Highly Technical/Complex
Type of Transaction:	G2G
Who may avail:	
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



a. Budget Call b. Submitted proposals from CUs & PGH c. Approved Budget Proposal by BOR d. National Expenditure Program e. Budgetary Requirements of Congress/Senate		- DBM - CUs, UP System Admin - OVPPF, OSU, OP - DBM – Congress - Congress/Senate		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. UPS-BO-FSD Prepares the Memo to CUs re: Additional needs for the ensuing year	1. Forwards to the UPS-BO Director 2. Refers the memo to OVPPF for his signature		30 minutes 5 minutes	Supervising Administrative Officer & Chief Administrative Officer
2. OVPPF issuance of the memo to CUs / CUs submit the budget proposal to OVPPF/UPS-BO	2. Consolidates the proposals submitted by CUs 2.1. Reviews the consolidated proposal (revises if necessary) 2.2. Finalizes the proposal for approval of UP Authorities and submission to BOR for approval		3 days 1 day 1 day	Supervising Administrative Officer Supervising Administrative Officer & Chief Administrative Officer/Budget Director
3. BOR approves the budget proposal	1. Encodes/Translates them into different BP Forms		2 days	Admin Officer V Supervising Administrative Officer & Chief Administrative Officer
	2. Encodes in the OSBP		5 days maximum	Admin Officer V Supervising Administrative Officer & Chief Administrative Officer
	3. Reviews, Submits the Budget		1 day	Chief Administrative Officer



	Proposal in the OSBP			UPS-BO Director
	4. Print the submitted proposal in the OSBP for signature of UP Authorities		1 day	Chief Administrative Officer
	5. Prepares/Packages the proposal for submission to DBM/CHED		1/2 day to 2 days maximum for multiple copies	Supervising Administrative Officer
	6. Prepares the Transmittal Letter to DBM/CHED		½ day	Supervising Administrative Officer
	7. Submit the proposal with the transmittal letter to DBM/CHED		½ day	Supervising Administrative Officer Liaison Officer
4. Issuance of NEP	1. Prepares the necessary BP Forms for the Actual, Current and Proposed Budget for signature of UP Authorities		2 days	Supervising Administrative Officer & Chief Administrative Officer
5. Receipt of Budgetary Requirements from Congress and Senate	2. Prepares Memo to CUs for submission of the budgetary requirements from Congress/ Senate		Within ½ day	Supervising Administrative Officer
6. Issuance of the Memo by the OVPPF	CUs submission of budgetary requests to Fiscal Services		1 day	Supervising Administrative Officer
	Consolidates the proposal, including the NEP for signature of the VPPF/President		5 days maximum	Supervising Administrative Officer & Chief Administrative Officer
	Prepares the transmittal letter to Congress/Senate		Within ½ day	Supervising Administrative Officer
	Reviews/Package the proposal for submission to Congress/Senate		Maximum of 2 days	Supervising Administrative Officer
	Submits the proposal to Congress/Senate		Within 1 day	Supervising Administrative Officer Liaison Officer



TOTAL		29.07 days	

10. Collection and consolidation of PBB requirements from the CUs for submission to the IATF

This service collectively refers to various activities concerning the System-wide implementation of PBB in the University of the Philippines.

Office or Unit:	UPS Budget Office/Planning Services Division (PSD)			
Classification:	Complex/Highly Technical			
Type of Transaction:	G2G			
Who may avail:	IATF (AO25 Secretariat)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Submitted PBB data by the Delivery Units IATF Memoranda 		<ul style="list-style-type: none"> PSD AO25 Secretariat 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approve GAA	1.1 Analyze GAA performance indicators and prepare guidelines on definitions and formulas	None	more than 20 working days	<i>Information Technology Officer</i> PSD
	1.2 Update specifications of onlide data collection and consolidation vis a vis guidelines from 1.1 above.	None	more than 20 working days	<i>Information Technology Officer</i> PSD
	1.3 Analyze GAA performance targets and plan the distribution to CUs	None	more than 20 working days	<i>Information Technology Officer</i> PSD
2. Issue memoranda	2.1 Plan and prepare materials for PBB orientation	None	more than 20 working days	<i>All Staff</i> PSD



	2.2 Conduct PBB orientation	None	1 day	All Staff PSD
	2.3 Clarify queries regarding target setting and evaluate submitted CU targets	None	7 working days	Information Technology Officer PSD
	2.3 Manage encoding of accomplishments and monitor accomplishment rates	None	more than 20 working days	Information Technology Officer PSD
	2.4 Generate PBB reports and prepare the final submission to AO25 Secretariat	None	7 working days	All Staff PSD
TOTAL		None	(depends on the PBB cycle)	

11. Answers queries from CUs/CHED regarding PBB concerns on Physical Targets

This service collectively refers to validation activities of external agency/ies and/or preparation of additional PBB requirements.

Office or Unit:	UPS Budget Office/Planning Services Division (PSD)			
Classification:	Complex/Highly Technical			
Type of Transaction:	G2G (Government to Government)			
Who may avail:	IATF (CHED)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> Applicable PBB documents Request Letter 		<ul style="list-style-type: none"> PSD CHED as the validating agency on Physical Targets 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Write a letter of request regarding validation results and/or additional requirements	1.1 Analyze and plan for the appropriate response.	None	(depends on the request)	Information Technology Officer PSD
	1.2 Consolidate	None	(depends on the request)	All Staff PSD



	justifications and/or needed supporting documents.			
	1.3 Prepare and send the reply letter and/or additional requirements to the validating agency/ies	None	(depends on the request)	All Staff PSD
TOTAL		None	(depends on the PBB cycle)	

12. Consolidation of reports and other documentary requirement for the release of SARO and NCA of projects in the GAA classified as “For Later Release” (FLR)

Office or Unit:	UPS Budget Office/Fiscal Services Division			
Classification:	Complex/Highly Technical			
Type of Transaction:	G2G			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> - List of Locally-Funded Projects considered as “For Later Release” - Submitted documents by CUs. 		GAA CUs, PGH and other concerned units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. CUs/PGH submits documents for FLR	1. Prepares the Memo to each CU re: submission of documentary requirements for the release of funds for their specific LFPs considered as “FLRs” Forwarded to the UPS-BO Director		Within 1 day Within the day	Supervising Administrative Officer / Chief Administrative Officer UPS-BO Director



	<p>2. Refer the Memos to VPPF for his comments/signature OVPPF issuance of the Memo to CUs. CUs submit the documentary requirements to OVPPF/UPS-BO</p> <p>3. Reviews the documents submitted by each CUs for each LFP-FLR projects for its accuracy and completeness</p> <p>4. Prepares the necessary budget execution documents (BEDs) for each projects</p> <p>5. Consolidates the documents and packages them per CUs/projects for submission to DBM</p> <p>6. Prepares the request for the release of SARO and NCA for the LFP-FLR projects</p> <p>7. Refer the letter request to VPPF for his approval and signature</p> <p>8. Submission of the request together with its supporting documents as packaged</p>		<p>Within the day</p> <p>1 day</p> <p>Within the day</p> <p>Within the day</p> <p>Within the day</p>	<p>Supervising Administrative Officer Chief Administrative Officer Supervising Administrative Officer Chief Administrative Officer Supervising Administrative Officer</p> <p>Supervising Administrative Officer</p> <p>UPS-BO Director</p> <p>Supervising Administrative Officer Liaison Officer</p>
TOTAL			7 days	

13. Preparation of Budget and Financial Accountability Reports for submission to DBM/COA

The Fiscal Services Division consolidates the Budget and Financial Accountability Reports (BFARs) to be submitted to DBM/COA on a Quarterly basis. The CUs encode their raw data of Allotment, Obligations, and Disbursements in the tool of collecting



data installed by the UP System Budget Office (fmo.up.edu.ph/budget_far). The consolidated report will be encoded in the DBM Unified Reporting System (URS) for approval and submission online. The online submitted form will be printed and signed by the approving official and the same will be submitted to the DBM and COA with official transmittal documents. The printed submitted report will likewise be posted in the transparency seal of UP.

Office or Unit:	Fiscal Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	DBM/COA and other outside agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Physical Report of Operation (BAR) 2. FAR1 & 1A & IC 3. FAR 2 & 2A 4. FAR 3 (Annual) (Accounting) 5. FAR 4 (Accounting) 6. FAR5 (Accounting) 7. FAR 6 (Accounting)			CUs	
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1.CUs submits printed and signed BFARs	1.Prepare Memo to CUs for the submission of signed BFARs for the quarter. 2. Forwards to the Director for comment/recommendations then to the OVPPF	none	15 minutes	Supervising Administrative Officer/ Chief Administrative Officer/Fiscal Services Division/
1.CUs encodes raw data in the tool	1.Generate consolidated reports.	none	15 minutes per report	Chief Administrative Officer/Fiscal Services Division/Planning Services Division for the BAR1.
2.	2.Encode the data on the DBM - Unified Reporting System. 2.1 Verify all amounts in the System, Appropriation, Allotment, Obligations Disbursements.	none	5 days maximum	Chief Administrative Officer/Fiscal Services Division/Accounting Office/Planning Services Division for the BAR1.



	2.2 Sends the report for Review, Approval and submission Online. 2.3 Generate and print submitted online reports for signature of the authorities. 2.4 Prepare transmittal letter for submission to the DBM/COA of the generated signed printed reports. 2.5 Forwards to the Director, OVPPF			Director/OVPPF
TOTAL			5.06 days	

INTERNAL SERVICES

1. Preparation of Internal Operating Budget Systemwide

The Fiscal Services Division prepares the Internal Operating Budget (IOB) and IOB worksheet of the UP System based on the General Appropriations Act with details of expenditures for each CUs. Prepares Memorandum for CUs for submission of the detailed IOB of the CUs by program GF/RF to be encoded in the tool for collecting data for the IOB in the website link (fmo.up.edu.ph/budget_iob). Evaluate and verify the amounts encoded by the CUs in the tool, then generate the consolidated reports. Prepares the IOB highlights, tables and update other data. Forward to the Director the draft IOB for comments/recommendation. As per instructions of the Director/OVPPF prepares endorsement letter to be signed by the UP President for approval of the Board of Regents.

Office or Unit:	Fiscal Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System and CUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. IOB Guidelines 2. CUs Internal Operating Budget			UP System Administration	
CLIENT STEPS	AGENCY ACTION	FES TO BE PAID	PROCE SSING TIME	PERSON RESPONSIBLE
1.Submits printed and	1. Prepares IOB Guidelines for CUs ceiling based on GAA.	none	3 days maximum	Chief Administrative Officer/Fiscal



signed copy of CUs IOB	<p>1.1 Prepares Memo to Cus for the submission of the detailed IOB by object of expenditures and by Program</p> <p>1.2 Forwards to the Director for comments/recommendations for approval of the OVPPF</p>		5 days maximum	<p>Services Division</p> <p>Director, UPSA/OVPPF</p>
2.CUs encodes raw data in the tool	<p>2.Generate consolidated reports.</p> <p>2.1 Evaluate and verify encoded data based on the generated reports per CU</p> <p>2.2 Prepares IOB Highlights based on the generated reports</p> <p>2.3 Prepares tables and update other data needed</p> <p>2.4 Forward Consolidated to the Director for comments/recommendations</p> <p>2.5 Prepares endorsement letter to be signed by the President for approval of the BOR as per instructions by the Director/OVPPF</p> <p>2.6 After BOR approval, generate and print IOB for each CUs and systemwide and bind and distribute copies to CUs, OVPPF</p>	none	<p>10 min per CU</p> <p>15 min per CU</p> <p>60 min</p> <p>.5 day</p> <p>60 min</p> <p>5 days maximum after approval</p>	<p>Chief Administrative Officer/Fiscal Services Division</p> <p>Chief Administrative Officer/ Administrative Officer V/</p>
TOTAL			22.16 days	

2. Preparation and release of Sub-SARO for: Additional allotment releases to CUs to be charged against the Miscellaneous Fund

The Fiscal Services will receive requests from CU's for financial assistance.

Office or Unit:	UPS Budget Office/Fiscal Services Division
Classification:	Complex



Type of Transaction:	G2G			
Who may avail:	CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved letter requests		CUs/PGH		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorsing unit/office sends letter request	1. Fiscal Services Division receives/records requests	none	1 minute per requests	Admin Officer V
	2. Analyzes and prepares Sub-SARO and attached the corresponding Miscellaneous status of funds		4 minutes per requests	Admin Officer V
	3. Prepares Funding Check Memo (FCM) in accordance with the Sub-SARO issued.		2 minutes per SUB-SARO	Chief Admin Officer
	4. Chief Admin Officer reviews and initials in the Sub-SARO/FCM/DV		10 minutes maximum per FCM/DV	Admin Officer V Chief Admin Officer
	5. Forward to the Director/OVPPF for signature		2 minutes per SUB-SARO	Director
	6. Signed Sub-SARO/FCM will be released to CU's		10 minutes maximum per FCM/DV	Admin Officer V
	7. Signed FCM/DV will be encoded in the UIS for approval and submission to Accounting Office for processing.		5 minutes maximum per FCM/DV	Admin Officer V Chief Admin Officer
TOTAL			36 mins	

3. Preparation and Release of Funding Check Memo (FCM) and Disbursement Vouchers (DV) for: Approved requests for financial assistance and research and other projects to be charged against General Fund, Revolving Fund, Programmed Funds, Reprogrammed Funds and Trust Funds



Office or Unit:	Fiscal Services Division			
Classification :	Simple/Complex			
Type of Transaction:	G2G			
Who may avail:	UPSA offices, CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved letter requests		Requesting unit/CU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. UPS Budget Office/System Administration Division gives the approved financial request to UPSBO Fiscal Services Division	1. Reads and reviews the approved financial request and other attached documents. 1.1 Assigns FCM number to each request and encodes in the List of FCM Releases (in Excel format) the following data: Date, FCM Number, CU, Fund Code, BUR/ObR No., Amount, Details, Fund Source and UACS codes.	None	5 minutes per request	Administrative Officer V
	2. Detach and scans the approved request together with any necessary documents included. 2.1 Saves it in PDF format, names it according to the assigned FCM number 2.2 Organizes the PDF file by putting it in a network-shared folder so it can be seen by other UPSBO officemates who will need the documents.	None	5 minutes per request	Administrative Officer V
	3. Fills up all the necessary data in the FCM form of CARMS such as Fund Code, Campus Code, Source and Destination Accounts, FCM Number & Date, Signatory, Amount, PPA, Purpose and Reference. 3.1 Double checks on the hard copy the amount,	None	5 minutes per request	Administrative Officer V



	names, events, date and other details in the FCM form. 3.2 Prints the FCM.			
	4. Fills up the DocuTrack number, FCM number and Signatories in the Disbursement Voucher form of CARMS. 4.1 Prints three copies of Disbursement Voucher.	None	5 minutes per request	Administrative Officer V
	5. Collates the printed FCM and DVs to be inserted to the corresponding approved request. 5.1 Briefly review the printed FCM if the provided details are correct. 5.2 Initials the FCM and DV. 5.3 Gives the request to the Supervisor.	None	5 minutes per request	Administrative Officer V
	6 Supervisor checks every FCM and DV. Gives the FCM/DV back to the AO V if there is a correction. 6.1 If there is no correction, Supervisor initials the DV and FCM. 6.2 Forwards to the Director/OVPFF for approval and signature.	None	5 minutes per request	Chief Admin. Officer
	7 Distributes/email/fax copies of FCM to CUs concerned	None	5 minutes per request	Senior Admin. Assistant / System Admin. Division
TOTAL			35 mins	

4. Processing of approved FCMs and Transfer Orders through the University Information System (UIS)

Office or Unit:	Fiscal Services Division	
Classification:	Simple	
Type of Transaction:	G2G	
Who may avail:	UPSA offices, CUs	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE



Signed FCMs and Transfer Orders		FCMs and Transfer Orders made by the UPSBO Fiscal Services Division which is signed by the Vice President for Finance		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 1. UPS Budget Office/System Administration Division gives the approved FCM/TO to UPSBO Fiscal Services Division	1. Logs in to the online UIS 1.1 Clicks the Payables Pre-Audit, UPS > Disbursement Voucher > Entry > DV. 1.2 Fills up all the necessary data in the Oracle Application such as Invoice Type, Supplier Name, DV Date, DV Amount, Responsibility Center, Special Code, Expenditure Type, Processor and Line Amount. 1.3 Writes the DV number which is automatically assigned by the program above the FCM/TO number of the document and also puts an initial nearby.	None	5 minutes per FCM/TO	Administrative Officer V
	2. Detach and scans the FCM/TO together with the DV. 2.1 Saves it in PDF format, naming it according to the assigned FCM/TO number. 2.2 Organizes the PDF file by putting it in a network-shared folder so it can be seen by other UPSBO officemates who will need the documents.	None	5 minutes per FCM/TO	Administrative Officer V
	3. Clicks the Attachment button of the application. 3.1 Fills up the Category and Data Type.	None	5 minutes per FCM/TO	Administrative Officer V



	<p>3.2 Attach the appropriate scanned FCM/TO and DV to each row.</p> <p>3.3 After the uploading is finish, click the Submit button.</p> <p>3.4 Click the Invoice Actions button then click the Initiate Approval.</p> <p>3.5 Click Okay.</p> <p>3.6 Staple back the FCM/TO to their appropriate supporting documents</p> <p>3.6 Gives the FCM/TO to the Supervisor.</p>			
	<p>4 Supervisor checks every FCM/DV and TO/DV entry in the UIS. Gives the FCM/TO back to AO V if there is a correction.</p> <p>4.1 If there is no correction, Supervisor approves the entry then makes an initial near the DV Number in the FCM.</p> <p>4.2 Forwards to the Director for approval and submission to the Accounting for processing.</p>	None	5 minutes per FCM/TO	Chief Administrative Officer
TOTAL			20 mins	

5. Approval of additional entries/ changes in the DBM web-enabled ePSIPOP as submitted by the CU's HRDO

Office or Unit:	Fiscal Services Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	UPSA offices, CUs
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Updated online entries in the ePSIPOP as encoded and submitted by CU's HRDO	CU HRDO who updated and submitted the entries in the ePSIPOP



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Level 1 Approver (CU) approves and submits the updated entries in the ePSIPOP	1. Level 2 Approver logs in to the online ePSIPOP 1.1 Approves the unit and clicks several buttons until it reaches the Level 3 Approver 1.2 Goes back to the main window and chooses the next unit to be approved.	None	1 minute per unit to be approved	Administrative Officer V
	2. Level 3 Approver logs in to ePSIPOP. 2.1 Approves the unit and clicks several buttons until it reaches the status For Upload. 2.2 Goes back to the main window and chooses the next unit to be approved.	None	1 minute per unit to be approved	Administrative Officer V
TOTAL			2 mins	

6. Preparation of a List of Filled and Unfilled Positions every month based on the data provided in the DBM web-enabled ePSIPOP

Office or Unit:	Fiscal Services Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Director of UPSBO, VPPF			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Updated online entries in the ePSIPOP			Online ePSIPOP	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. UPSBO Director instructs the assigned person to make the report every month	1. Logs in to the online ePSIPOP 1.1 Manually counts the items in the online ePSIPOP for units with changes within the month as seen in the Last Update column. 1.2 After manually counting the changes, consolidates the data and put it in the Excel template created by the AO V specifically for the report. 1.3 After double checking the formulas in the Excel template, email the said file to the Director.	None	1-3 days depending on the other work assigned to the person	Administrative Officer V
TOTAL			3 days	

7. Updating the Status of Funds for the Academic Program Improvement (API) and the President’s Strategic Initiative (PSI)

Office or Unit:	Fiscal Services Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UPSA offices, CUs			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Approved letter request			Requesting CUs	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. UPS Budget Office/System Administration Division gives	1. Reads and reviews the approved financial request and other attached documents.	None	8 minutes per request	Administrative Officer V



the approved letter request to UPSBO Fiscal Services Division	1.1 AO V does the steps in Preparation and release of Funding Check Memo/DV. 1.2 AO V updates the Status of Funds for API and PSI. 1.3 Prints the Status of Funds and attach it to the printed FCM/DV. 1.4 Initials the FCM/DV and Status of Funds 1.5 Gives the request to the Supervisor			
	2 Supervisor checks the FCM/DV/Status of Funds. Gives the FCM back if there is a correction. 6.1 If there is no correction, Supervisor initials the FCM. 6.2 Supervisor gives the documents to the System Administration Division. 6.3 Forwards to the Director/OVPPF for approval.	None	5 minutes per request	Chief Administrative Officer
TOTAL			13 mins	

8. Preparation and release of Sub-SARO for: Retirement Gratuity/ Terminal Leave benefits to CUs

The Fiscal Services Division receives requests for payment of Retirement Gratuity/Terminal Leave Benefits from the CUs. The Budget Officer assigned to the CUs analyses/verifies the list containing the names of retirees (LARP) as well as the completeness and authenticity of the supporting documents. The Budget Officer assigned to the CU prepares another set of LARP for all the retirees referred to him/her and an endorsement letter for signature of the UPS Budget Director and the VPPF. Signed LARP and endorsement letter with complete supporting documents will be delivered to DBM. DBM releases SARO and NCA for these requests.

Office or Unit:	UPS Budget Office/Fiscal Services Division	
Classification:	Simple/Complex	
Type of Transaction:	G2G	
Who may avail:		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Approved letter requests		DBM



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. DBM issued Special Allotment Release Order (SARO)	1. Fiscal Services Division receives SARO for Retirement Gratuity and Terminal Leave Benefits.		2 minutes	SADOF
2.	2. Prepares Sub-SAROs to CUs based on DBM approved LARP.		15 minutes	SADOF
3.	3. Forward the Sub-SAROs for signature/approval to the UPS Budget Director and VPPF. Furnishes copy of the signed Sub-SAROs to the CUs. Files the original copy of the signed Sub-SAROs.		15 minutes	SADOF
TOTAL			32 mins	

9. Preparation and release of Transfer Order (TO) for: Regular monthly and additional cash releases to CUs

The Fiscal Services receives the Notice of Cash Allocation (NCA) from DBM. The Budget Officer determines the monthly funding requirements of CUs based on the IOB for the current year.

Office or Unit:	UPS Budget Office/Fiscal Services Division		
Classification:	Simple		
Type of Transaction:	G2G		
Who may avail:			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Release of Notice of Cash Allocation (NCA) from DBM		DBM	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.DBM issued Notice of Cash Allocation (NCA)	1.Fiscal Services Division receives Notice of Cash Allocation (NCA) for the monthly funding requirements of CUs.		2 minutes	SADOF
2.	2.Prepare TO/DV to transfer the release from the UPS MDS to UPSA bank account. Forwards the TO/DV to the UPS Budget Director for signature. Signed TO/DV will be encoded in UIS for approval and processing to be forwarded to the UPS Acctg. Office.		15 minutes	SADOF
3.	3. Analyzes and determines the monthly funding requirements of CUs. Prepare FCM/DV to transfer the monthly requirements to CUs. Forwards the FCM/DV to the UPS Budget Director/OVPPF for signature. Signed FCM/DV will be encoded in UIS for approval and processing to be forwarded to		15 minutes	SADOF



	the UPS Acctg. Office.			
TOTAL			32 minutes	

10. Preparation and release of Transfer Order (TO) for: Retirement Gratuity/ Terminal Leave benefits to CUs

The Fiscal Services receives the Notice of Cash Allocation (NCA) from DBM. The Budget Officer determines the amount of RG/TL releases of CUs based on the DBM approved LARP.

Office or Unit:	UPS Budget Office/Fiscal Services Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:				
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Release of SARO/NCA from DBM		DBM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.DBM issued Notice of Cash Allocation (NCA)	1.The Fiscal Services Division receives the NCA		2 minutes	SADOF
2.	2. Prepares TO/DV to transfer the RG/TL benefits to CUs. Forwards the TO/DV to the UPS Budget Director for signature. Signed TO/DV will be encoded in UIS for approval and processing to be forwarded to UPS Acctg. Office.		15 minutes 5 minutes 5 minutes	
TOTAL			27 mins	

11. Issuance of Budget Clearance on: Basic Paper (BP) for original and renewal of appointment of faculty, REPS, and administrative personnel



UPS-BO issues budget clearance on the BP to ensure that salaries and other benefits of the appointee for a specified period will be covered by appropriate and sufficient allotment.

Office or Unit:	UPS Budget Office/UP System Administration Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UPSA offices/units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished and signed BP with Personnel Clearance		1. Requesting unit 2. HRDO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. HRDO sends BP to UPS-BO	1. Receives and records the BP then forwards the same to the Director 1.1 Refers the BP to appropriate personnel.	None	5 minutes per BP 2 minutes per BP	Sr. Admin Asst. I Director
	2. Analyzes and processes the BP 2.1. Reviews and initials in the BP 2.2. Signs in the BP 2.3 Releases the BP		5 minutes per BP 2 minutes per BP 2 minutes per BP 2 minutes per BP	Admin Officer V Chief Admin Officer Director Sr. Admin Asst I
TOTAL			18 mins	

12. Issuance of Budget Clearance on: Original and renewal of Contract of Services (COS) and Job Orders (JO)

UPS-BO issues budget clearance on the COS and JOs to ensure that compensation of the contractee/non-UP personnel for a specified period will be covered by appropriate and sufficient allotment

Office or Unit:	UPS Budget Office/UP System Administration Division
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	UPSA offices/units



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished and signed COS and JO		1. Requesting unit/office 2. Endorsing unit/office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorsing unit/office sends COS and JOs	1. Receives and records the COS and JOs then forwards the same to the Director.	None	5 minutes per COS and JO	Sr. Admin Asst. I
	1.1 Refers the COS and JOs to appropriate personnel.		5 minutes per COS and JO	Director
	2. Analyzes and processes the COS and JOs		5 minutes per COS and JO	Admin Officer V
	2.1. Reviews and initials in the COS and JOs		2 minutes per COS and JO	Chief Admin Officer
	2.2. Signs in the COS and JOs		2 minutes per COS and JO	Director
	2.3 Releases the COS and JOs		2 minutes per COS and JO	Sr. Admin Asst I
TOTAL			21 mins	

13. Issuance of Budget Clearance on: Various requests for financial assistance/additional budget allocation

UPS-BO issues budget clearance on requests for financial assistance to ensure that the implementation of the project or activity will be covered by appropriate and sufficient allotment.

Office or Unit:	UPS Budget Office/UP System Administration Division		
Classification:	Simple/Complex		
Type of Transaction:	G2G		
Who may avail:	UPSA offices/units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
Duly signed request with endorsement from OVPAA/OVPA/OVPPF		1. Requesting unit/office 2. Endorsing unit/office	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Endorsing unit/office sends letter request	1. Receives and records the letter request then forwards the same to the Director. 1.1 Refers the letter to appropriate personnel.	None	5 minutes per letter request	Sr. Admin Asst. I
			5 minutes per letter request	Director
	2. Analyzes and processes the letter request. 2.1. Reviews and initials in the letter request. 2.2. Signs in the letter request. 2.3 Releases the letter request.		5 minutes per letter request 2 minutes per letter request 2 minutes per letter request 2 minutes per letter request	Admin Officer V Chief Admin Officer Director Sr. Admin Asst I
TOTAL			21 mins	

14. Issuance of Budget Clearance on: Disbursement Vouchers (DV) to be charged against Centralized Funds

UPS-BO issues budget clearance on DVs to ensure that the specified expenditure will be covered by appropriate and sufficient allotment

Office or Unit:	UPS Budget Office/UP System Administration Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UPSA offices/units and CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished DV with endorsement from OVPPF		1. Requesting unit 2. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends DV.	1. Receives and records the DV then forwards the same to the Director.	None	5 minutes per DV.	Sr. Admin Asst. I
			3 minutes per DV	Director



	1.1 Refers the letter to appropriate personnel.			
	2. Analyzes and processes the DV. 2.1 Reviews and initials in the DV. 2.2 Signs in the DV. 2.3 Releases the DV.		5 minutes per DV. 2 minutes per DV. 2 minutes per DV. 5 minutes per DV.	Admin Officer V Chief Admin Officer Director Sr. Admin Asst I
TOTAL			22 mins	

15. Issuance of Budget Clearance on: Purchase Request (PR) to be charged against Centralized Funds

UPS-BO issues budget clearance on PRs to ensure that the items specified in the PR will be earmarked and covered by appropriate and sufficient allotment.

Office or Unit:	UPS Budget Office/UP System Administration Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UPSA offices/units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished PR with endorsement from OVPPF		1. Requesting unit 2. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends PR.	1. Receives and records the PR then forwards the same to the Director. 1.1 Refers the PR to appropriate personnel.	None	5 minutes per PR. 3 minutes per PR	Sr. Admin Asst. I Director
2.	2. Analyzes and processes the PR. 2.1. Reviews and initials in the PR. 2.2. Signs in the PR.		5 minutes per PR. 2 minutes per PR. 2 minutes per PR. 5 minutes per PR.	Admin Officer V Chief Admin Officer Director Sr. Admin Asst I



	2.3. Releases the PR.			
TOTAL			22 mins	

16. Issuance of Budget Clearance on: Requests for realignment or reallocation of previously approved and budget cleared requests

UPS-BO issues budget clearance on requests for realignment or reallocation previously approved and budget cleared requests to ensure that the proposed realignment or reallocation is in order and can still be covered by appropriate and sufficient allotment.

Office or Unit:	UPS Budget Office/UP System Administration Division			
Classification:	Simple/Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	UPSA offices/units and CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly signed request with endorsement from OVPPF		1. Requesting unit 2. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends letter request.	1. Receives and records the letter request then forwards the same to the Director. 1.1 Refers the letter to appropriate personnel.	None	5 minutes per letter request 5 minutes per letter request	Sr. Admin Asst. I Director
2.	2. Analyzes the request. 2.1 For realignment request, prepares draft letter of recommendation to the President for BOR approval. 2.2 For reallocation request, budget clears the letter request.		5 minutes per letter request 1 hour per letter request (with complete attachments). Otherwise, 3 days 30 minutes per letter request 5 minutes per letter request 5 minutes per letter request	Supervising Admin Officer/Admin Officer V Supervising Admin Officer/Admin Officer V Chief Admin Officer (UPSA/Fiscal Services Div) Director



	2.3. Reviews and initials in the letter request. 2.4. Signs in the letter request. 2.5 Releases the letter request.		5 minutes per letter request	Sr. Admin Asst I
TOTAL			4 days	

17. Requests for authority to fill-up vacant items

UPS-BO issues budget clearance on requests for authority to fill up vacant items to ensure that the vacant items to be filled up are in UP's Personal Services Itemization and Plantilla of Personnel (PSIPOP) and thus covered by appropriate and sufficient allotment.

Office or Unit:	UPS Budget Office/UP System Administration Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UPSA offices/units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly signed request with endorsements from HRDO, OVPA		1. Requesting unit 2. HRDO 3. OVPA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPA sends letter request.	1. Receives and records the letter request then forwards the same to the Director. 1.1 Refers the letter to appropriate personnel.	None	5 minutes per letter. 3 minutes per letter	Sr. Admin Asst. I Director
2.	2. Analyzes and processes the letter. 2.1. Reviews and initials in the letter. 2.2. Signs in the letter. 2.3. Releases the letter.		5 minutes per letter. 2 minutes per letter. 2 minutes per letter. 5 minutes per letter.	Admin Officer V Chief Admin Officer Director Sr. Admin Asst I



TOTAL		22 mins	
--------------	--	----------------	--

18. Preparation of Status of Fund

The UPS-BO prepares the Status of Fund, upon request from the units/offices to show to the requesting units/offices their respective allotments, obligations and balances as of a certain period during the calendar year.

Office or Unit:	UPS Budget Office/UP System Administration Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	UPSA offices/units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request from unit/office		1. Requesting unit/office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requesting unit/office sends letter request.	1. Receives and records the letter request then forwards the same to the Director. 1.1 Refers the letter to appropriate personnel.	None	5 minutes per letter. 3 minutes per letter.	Sr. Admin Asst. I Director
2.	2. . Analyzes the letter and prepares the Status of Fund. 2.1. Reviews and initials in the Status of Fund. 2.2. Signs in the Status of Fund. 2.3. Releases the letter.		5 minutes per Status of Fund. 2 minutes per Status of Fund. 2 minutes per Status of Fund. 5 minutes per Status of Fund.	Admin Officer V Chief Admin Officer (UPSA) Director Sr. Admin Asst I
TOTAL			22 mins	

19. Preparation of Obligation Request (ObR) and Budget Utilization Request (BUR) for: Previously approved and/or budget cleared requests for FCM preparation



The UPS-BO prepares the Obligation Request (ObR) and Budget Utilization Request (BUR) on previously approved or budget cleared requests to be able to record/earmark the amount approved in the registry of the fund identified in the budget clearance .

Office or Unit:	UPS Budget Office/UP System Administration Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UPSA units/offices and CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved and budget cleared request		1. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends approved/budget cleared request.	1. Receives and records the approved/budget cleared request then forwards the same to the Director. 1.1 Refers the document to appropriate personnel.		5 minutes per letter. 3 minutes per letter	Sr. Admin Asst. I Director
2.	2. Analyzes the document and prepares ObR/BUR. 2.1 Forwards ObR/BUR to Admin Officer V (Fiscal Services Division).		5 minutes per ObR/BUR. 2 minutes per ObR/BUR.	Admin Officer V (UPSA) Admin Officer V (UPSA)
TOTAL			15 mins	

20. Preparation of Obligation Request (ObR) and Budget Utilization Request (BUR) for: Disbursement Vouchers (DV) to be charged against Centralized Funds

The UPS-BO prepares the Obligation Request (ObR) and Budget Utilization Request (BUR) on DVs to be charged against Centralized Funds to to be able to record the actual amount obligated in the registry of the fund identified in the budget clearance.

Office or Unit:	UPS Budget Office/UP System Administration Division
Classification:	Simple



Type of Transaction:	G2G			
Who may avail:	UPSA units/offices and CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved and budget cleared DV with endorsement from OVPPF		1. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends approved DV.	1. Receives and records the DV then forwards the same to the Director. 1.1 Refers the document to appropriate personnel.	None	5 minutes per letter. 3 minutes per letter	Sr. Admin Asst. I Director
2.	2. Analyzes the DV and prepares ObR/BUR using the Budget Monitoring System (BMS). Forwards ObR/BUR to Computer Programmer I. 2.1 Records encumbrance in the UIS/FMIS. 2.2 Reviews and initials in the ObR/BUR and approves the same in the UIS/FMIS. 2.3 Signs in the ObR/BUR and approves the same in the UIS/FMIS. 2.4 Releases the ObR/BUR.		5 minutes per ObR/BUR. 7 minutes per ObR/BUR. 3 minutes per ObR/BUR 3 minutes per ObR/BUR 5 minutes per ObR/BUR	Admin. Officer V (UPSA) Computer Programmer I Chief Admin Officer (UPSA) Director Sr. Admin Asst. I
TOTAL			31 mins	



21. Preparation of Obligation Request (ObR) and Budget Utilization Request (BUR) for: Purchase Request (PR) to be charged against Centralized Funds for FCM preparation

The UPS-BO prepares the Obligation Request (ObR) and Budget Utilization Request (BUR) on PRs to be charged against Centralized Funds to be able to record/earmark the amount approved in the registry of the fund identified in the budget clearance .

Office or Unit:	UPS Budget Office/UP System Administration Division			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UPSA units/offices and CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved and budget cleared PR with endorsement from OVPPF		1. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends approved/budget cleared request.	1. Receives and records the PR then forwards the same to the Director. 1.1 Refers the document to appropriate personnel.	None	5 minutes per PR. 3 minutes per PR.	Sr. Admin Asst. I Director
2.	2. Analyzes the document and prepares ObR/BUR using the BMS. 2.1 Forwards ObR/BUR to Admin Officer V (Fiscal Services Division).		5 minutes per ObR/BUR. 2 minutes per ObR/BUR.	Admin Officer V (UPSA) Admin Officer V (UPSA)
TOTAL			15 mins	

22. Issuance of Certification that the MOA between UP through its various colleges/units will not entail additional budgetary outlay from UP

The UPS-BO issues this certification to inform the President that the MOA if to be approved will not require additional budget from UP.



Office or Unit:	UPS Budget Office/UP System Administration Division			
Classification:	Simple/Complex			
Type of Transaction:	G2G			
Who may avail:	CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Photocopy of approved MOA with endorsement from OVPPF/OSU		1. OSU 2. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends letter request	1. Receives and records the letter request then forwards the same to the Director. 1.1 Refers the document to appropriate personnel.	None	5 minutes per request. 3 minutes per request.	Sr. Admin. Asst I Director
2.	2. Reviews the documents and prepares draft certification. If documents are complete. For incomplete documents. 2.1 Signs in the certification, if in order. 2.4 Releases the signed certification.		10 minutes per request 3 days 5 minutes per request 5 minutes per request	Chief Admin Officer Chief Admin Officer Director Sr. Admin. Asst I
TOTAL			3.04 days	

23. Encodes/Approves in the UIS/FMIS and updates Budget Monitoring System

The UPS-BO encodes and approves ObR and BUR in the University Information System (UIS) and in the Financial Management Information System (FMIS) to supply UIS and FMIS with actual data on budget obligations.

Office or Unit:	UPS Budget Office/UP System Administration Division
Classification:	Simple
Type of Transaction:	G2G



Who may avail:	UPSA units/offices and CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Obligation Requests/Budget Utilization Requests		1. Administrative Officer V (UPSA)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Administrative Officer V sends the ObR/BUR to Computer Programmer I.	1. Encodes encumbrance in the UIS, then sends the ObR/BUR to the Chief Admin Officer (UPSA).	None	7 minutes per ObR/BUR	Computer Programmer I
2.	2. Reviews and approves (1 st level) the ObR/BUR in the UIS. 2.1 Reviews and approves (2 nd level) the ObR/BUR in the UIS. 2.2 Releases the ObR/BUR		2 minutes per ObR/BUR 2 minutes per ObR/BUR 2 minutes per ObR/BUR.	Chief Admin Officer (UPSA) Director Sr Admin. Asst I
TOTAL			13 mins	

24. Encodes/Approves in the UIS/FMIS and updates Budget Monitoring System

The UPS-BO encodes and approves ObR and BUR in the University Information System (UIS) and in the Financial Management Information System (FMIS) to supply UIS and FMIS with actual data on cash releases.

Office or Unit:	UPS Budget Office/UP System Administration Division
Classification:	Simple
Type of Transaction:	G2G
Who may avail:	UPSA units/offices and CUs
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
Signed Funding Check Memorandum/Transfer Order	1. OVPPF 2. Chief Administrative Officer (Fiscal Services Division)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Chief Administrative Officer (Fiscal Services Division) sends the document.	1. Receives the document and sends the same to the Chief Administrative Officer (UPSA)	None	2 minutes per document	Sr Admin. Asst I
2.	2. Reviews and approves (1 st level) the ObR/BUR in the UIS. 2.1 Reviews and approves (2 nd level) the ObR/BUR in the UIS. 2.2 Releases the ObR/BUR		2 minutes per document. 2 minutes per document. 2 minutes per document.	Chief Admin Officer (UPSA) Director Sr Admin. Asst I
TOTAL			8 mins	

25. Preparation of Internal Operating Budget of UPSA / Systemwide

UPS-BO prepares the Internal Operating Budget (IOB) of UPSA units/offices for consolidation by the Fiscal Services Division of the UPS-BO together with the Other Constituent Universities (CUs) to come up with the IOB of the UP System.

Office or Unit:	UPS Budget Office/UPSA & Fiscal Services Division			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	UPSA units/offices and CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
General Appropriations Act, PS and MOOE allocation per Constituent University (CU) & PGH, Guidelines for the preparation of IOB		1. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends the Guidelines for the	1. Receives the Guidelines for the preparation of	None	5 minutes	



<p>preparation of IOB.</p>	<p>IOB then forwards the same to the Director</p> <p>1.1 Refers the document to appropriate personnel.</p>		<p>3 minutes</p>	
<p>2.</p>	<p>2. Receives the document. Analyzes and takes note of the budget ceiling for UPSA offices.</p> <p>2.1 Fills up the Personnel Services (PS) portion of the UPSA IOB worksheet based on the approved ceiling for PS.</p> <p>2.2 Fills up the MOOE and Capital Outlay (CO) portion of the UPSA IOB based on the approved ceiling.</p> <p>2.3 Encodes PS, MOOE and CO items in the IOB in the UP System IOB online.</p> <p>2.4 Prints IOB of UPSA offices together with the required summaries.</p> <p>2.5 Reviews and submits the printed IOB together with the</p>		<p>1 day</p> <p>3 days</p> <p>3 days</p> <p>2 days</p> <p>.5 day</p> <p>.5 day</p> <p>1 hour</p>	<p>Chief Admin Officer (UPSA)</p> <p>Admin Officer V (UPSA)</p> <p>Chief Admin Officer (UPSA)</p> <p>Computer Programmer I</p> <p>Computer Programmer I</p> <p>Chief Admin Officer (UPSA)</p> <p>Director</p>



	<p>summaries to the Director.</p> <p>2.6 Reviews and submits the printed IOB together with the summaries to the VPPF for approval.</p> <p>2.7 Once approved, submits the IOB together with the summaries to the Chief Admin Officer (Fiscal Services Division for consolidation)</p>		5 minutes	Chief Admin Officer (UPSA)
TOTAL			10.15 days	

26. Preparation of Endorsement Letters to the UP President, UP Board of Regents, etc. for reprogramming Requests, Programming Requests, Request to utilize UGTFI, etc.

The UPS-BO prepares endorsement letters to the President, Board of Regents for reprogramming and programming requests, request to utilize UGTFI, etc if the request is found in order after a thorough evaluation.

Office or Unit:	UPS Budget Office/UPSA & Fiscal Services Division			
Classification:	Simple/Complex			
Type of Transaction:	G2G			
Who may avail:	UPSA units/offices and CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Requests from the CUs Letter from OVPPF		1. CUs 2. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends letter.	1.1 Receives and records the letter then forwards the	None	5 minutes	Sr Admin. Asst I



	same to the Director 1.2 Refers the document to appropriate personnel.		3 minutes	Director
2.	2. Reviews and evaluates letter request and drafts endorsement letter. 2.1. Reviews and initials the endorsement letter. 2.5 Signs/initials the endorsement letter if in order. 2.6 Releases the endorsement letter with the attached documents.		30 minutes 5 minutes 5 minutes 3 minutes	Administrative Officer V/Supervising Administrative Officer Chief Admin Officer (Fiscal Services Division) Director Sr Admin Asst I
TOTAL			51 mins	

27. Preparation of Transmittal Letters to DBM and other external agencies for the submission of reports and other budget documents

The UPS-BO prepares transmittal letters to DBM and other external agencies for the submission of reports and other documents if the attached documents are found in order.

Office or Unit:	UPS Budget Office/UPSA & Fiscal Services Division
Classification:	Simple
Type of Transaction:	G2G – Government to Government



Who may avail:	DBM and other external agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved/signed budget documents		1. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends the documents	1. Receives and records the documents then forwards the same to the Director 1.2 Refers the document to appropriate personnel.	None	5 minutes 3 minutes	Sr Admin. Asst I Director
2.	2. 2.Reviews and evaluates letter request and drafts transmittal letter. 2.1. Reviews and initials the draft transmittal letter. 2.5 Signs/initials the transmittal letter if in order. 2.6 Releases the transmittal letter with the attached documents.		30 minutes 5 minutes 5 minutes 3 minutes	Administrative Officer V/Supervising Administrative Officer Chief Admin Officer (Fiscal Services Division) Director Sr Admin Asst I
TOTAL			51 mins	

28. Provide liaison services to external agencies for the submission of reports/documents/releases from DBM and other external agencies

UPS-BO delivers and picks-up reports, documents, fund releases and other documents to DBM and other external agencies.

Office or Unit:	UPS Budget Office/System Admin & Liaison Services Division
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	DBM and other external agencies
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



Signed transmittal letters to external agencies with the supporting documents.		1. OVPPF		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. OVPPF sends signed transmittal letters with supporting documents	1. Receives and records signed transmittal letters with supporting documents. 1.1 Reviews the documents prior to the delivery to external agencies.	None	5 minutes per document	Administrative Asst I
			5 minutes per document	Director
2.	2. Delivers the documents to external agencies.		5 hours	Administrative Asst I
TOTAL			5.17 hours	

29. Provide liaison services within/among UPSA units/offices

UPS-BO delivers and picks-up ObR/BUR, reports and other documents UPSA units and offices.

Office or Unit:	UPS Budget Office/System Admin & Liaison Services Division			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	UPSA units/offices			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Signed documents/reports with the supporting documents, signed ObR/BUR.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Chief Admin Officer (UPSA) forwards UIS approved ObR/BUR to Sr. Admin Asst I	1. Receives ObR/BUR and forwards the same to the Director 1.1 Signs after reviewing and approving in the UIS.		1 minute per ObR/BUR	Sr Admin Asst. I
			2 minutes per ObR/BUR	Director



2.	2. Records the release of ObR/BUR 2.1 Delivers the ObR/BUR to UPS Accounting Office.		2 minutes per ObR/BUR 1 hour	Sr Admin Asst. I Administrative Asst I
TOTAL			1.08 hours	



**OFFICE OF THE VICE PRESIDENT
FOR PUBLIC AFFAIRS
(OVPPA)**



EXTERNAL SERVICES

1. Receive Inquiries and Offers of Donation to the University of the Philippines

The Office of the Vice President for Public Affairs receives inquiries and offers of donation to the University of the Philippines.

Office or Unit:	Office of the Vice President for Public Affairs			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get in touch with OVPPA.	1. Encourage the potential donor to give to the University.	None	1 Day	<i>Vice President OVPPA</i>
2. Coordinate with the OVPPA.	2. Explain donation process and provide the potential donor the list of requirements for donors.	None	1 Day	<i>Vice President OVPPA</i>
TOTAL:		None	2 Days	

2. Provide information on deductibility and exemption from the Philippine Donor's Tax

The Office of the Vice President for Public Affairs provides information on deductibility and exemption from the Philippine Donor's Tax.

Office or Unit:	Office of the Vice President for Public Affairs			
Classification:	Simple			
Type of Transaction:	G2C, G2B			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Get in touch with OVPPA.	1. Explain donation process.	None	1 Day	Vice President OVPPA
2. Coordinate with the OVPPA.	2. Provide the potential donor the list of requirements for donors.	None	1 Day	Vice President OVPPA
TOTAL:		None	2 Days	

INTERNAL SERVICES

1. Make Decision/Determination with Respect to an FOI Request

The Vice President for Public Affairs as Freedom of Information (FOI) delegate makes decision/determination with respect to an FOI request from FOI portal.

Office or Unit:	Office of the Vice President for Public Affairs			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All (via FOI portal)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valid FOI request forwarded by the FOI receiving officer/unit (1 original)		FOI Portal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. FOI receiving officer/unit forwards valid FOI request to the Vice President for Public Affairs, the FOI delegate.	1. Delegate the FOI request.	None	20 Days	Vice President for Public Affairs as FOI delegate OVPPA
TOTAL:		None	20 Days	



MEDIA AND PUBLIC RELATIONS OFFICE (MPRO)



EXTERNAL SERVICES

1. Online Public Assistance

The MPRO provides online public assistance (via Facebook and Twitter) for inquiries about the University of the Philippines.

Office or Unit:	Media and Public Relations Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Inquiry		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send an online inquiry via official channels.	1. Evaluate.	None	1 day	<i>Web Manager; Director MPRO</i>
	1.1. Gather data/information.	None	3 days	<i>Web Manager; Director MPRO</i>
	1.2. Respond/refer.	None	2 days	<i>Web Manager; Director MPRO</i>
TOTAL:		None	6 days	



INTERNAL SERVICES

1. Information Dissemination/Publicity

The MPRO disseminates/publicizes important University news, events, achievements, policies, announcements, public safety announcements, etc.

Office or Unit:	Media and Public Relations Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP Students, Employees, Faculty, Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original) 2. Info materials (as appropriate) 3. Contact Info (1)		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Unit/Requesting party shall email a request for promotion/dissemination with complete collaterals and write-up.	1. Director to evaluate	None	4 days	<i>Director</i> MPRO
2. Unit/Requesting party to submit deficiencies, if any	2. Director to evaluate, edit, and approve for release	None	3 days	<i>Director;</i> <i>Web Manager</i> MPRO
TOTAL:		None	7 days	

2. Coverage of Events

The MPRO provides news and photo coverage of important University events with priority given to UP System events attended by the President and other UP officials.

Office or Unit:	Media and Public Relations Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP Students, Employees, Faculty, Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original) 2. Event Program (1 copy) 3. Info Materials (as appropriate) 4. Point Person with Contact Details (1)		N/A		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request.	1. Assign a writer and photographer.	None	7 days	<i>Director; AV Supervisor MPRO</i>
TOTAL:		None	7 Days	

3. Drafting of Speeches for the President

The MPRO drafts speeches for important events, messages for souvenir programs, scripts for university events, etc. for the UP President and Executive Vice President.

Office or Unit:	Media and Public Relations Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	University President (through his staff)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original) 2. Event Program (1 copy) 3. Info Materials (as appropriate) 4. Talking Points (1 copy) 5. Preliminary Meeting, if necessary (1)		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request (requirements attached).	1. Assign a writer and deadline.	None	3 days	<i>Director MPRO</i>
	1.1. Schedule interview.	None	2 days	<i>Writer MPRO</i>
	1.2. Conduct data gathering.	None	3 days	<i>Writer MPRO</i>
	1.3. Write a draft.	None	7 days	<i>Writer MPRO</i>
	1.4. Edit draft.	None	4 days	<i>Director MPRO; AVP, VP OVPPA</i>
	1.5. Send final draft to OP.	None	1 day	<i>AVP OVPPA</i>
TOTAL:		None	20 days	



4. Drafting of Messages/Letters for the President

The MPRO drafts messages, letters, etc. for the UP President.

Office or Unit:	Media and Public Relations Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	University President (through his staff)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter (1 original) 2. Event Program (1 copy) 3. Info Materials (as appropriate) 4. Draft (1 copy) 5. Preliminary Meeting, if necessary (1)		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Make a request (requirements attached).	1. Assign a writer and deadline.	None	2 days	<i>Director</i> MPRO
	1.1. Conduct data gathering.	None	1 day	<i>Writer</i> MPRO
	1.2. Write a draft.	None	3 days	<i>Writer</i> MPRO
	1.3. Edit and finalize.	None	1 day	<i>Director</i> MPRO; AVP, VP OVPPA
TOTAL:		None	7 days	

5. Drafting of Press Releases/Statements

The MPRO drafts press releases, designs invitations and event collaterals, prepares media kits (if needed) for important university events/news/situations/achievements.

Office or Unit:	Media and Public Relations Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP System Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Concept Note (1 original) 2. Point Person with Contact Info (1) 3. Collaterals (as appropriate) 4. Preliminary Meeting, if necessary (1)		N/A		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send an email request.	1. Evaluate.	None	1 day	Director MPRO
	1.1. Delegate.	None	0.5 day	Director MPRO
	1.2. Write.	None	3.5 days	Writer MPRO
	1.3. Edit & Approve.	None	1 day	Director MPRO; VP OVPPA
	1.4. Release.	None	1 day	Web Manager/Team MPRO
TOTAL:		None	7 days	

6. Posting of Content on UP System Website (up.edu.ph), Social Media Accounts

The MPRO promotes university events/achievements/announcements via the UP System website and/or social media accounts.

Office or Unit:	Media and Public Relations Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP Students, Employees, Faculty, Officials, Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Write-up (1 copy) 2. Collaterals (as appropriate) 3. Point Person with Contact Info (1)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send an email request.	1. Evaluate.	None	2 days	Director MPRO
2. Submit deficiencies, if any, with complete write-up & publicity materials.	2. Edit & Approve.	None	2 days	Director, Web Team MPRO; VP OVPPA
	2.1. Release.	None	2 days	Web Manager/Team MPRO
TOTAL:		None	6 days	



7. Retrieval/Provision of Available Photos, Info Materials, etc.

The MPRO retrieves UP-related information materials from its archives (i.e. news, photographs).

Office or Unit:	Media and Public Relations Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	UP Students, Employees, Faculty, Officials, Alumni			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duly accomplished Request Form indicating details and purpose for items requested (1 original)		MPRO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send an email request.	1. Evaluate.	None	1 day	Director MPRO
	1.1. Delegate.	None	0.5 day	Director MPRO
	1.2. Retrieve.	None	4 days	AV/ Web/ Databank/ Admin Supervisor MPRO
	1.3. Release.	None	1 day	AV/ Web/ Databank/ Admin Supervisor MPRO
TOTAL:		None	6.5 days	

8. Writing of Feature/News Articles

The MPRO produces in-depth stories (news or feature) about important University events, achievements, personalities, etc. that support the UP tradition of honor and excellence.

Office or Unit:	Media and Public Relations Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP System Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Concept note (1 original) 2. Study/ Research Work (1 copy) 3. Resource Person with Contact Info (1) 4. Photos (at least 2 high res 300 dpi)		N/A		



5. Info Materials (as appropriate)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send an email request (requirements attached).	1. Evaluate.	None	2 days	Director MPRO
2. Facilitate/ Accommodate interview.	2. Delegate.	None	0.5 day	Director MPRO
3. Submit deficiencies, if any (such as info materials).	3. Schedule/ Conduct interview.	None	3 days	Writer MPRO
	3.1. Gather data.	None	3 days	Writer MPRO
	3.2. Write article.	None	6 days	Writer MPRO
	3.3. Prepare visuals.	None	2 days	AV Section/ Web Team MPRO
	3.4. Edit.	None	1 day	Editor/Director MPRO
	3.5. Evaluate.	None	0.5 day	Director/VP MPRO
	3.6. Release online.	None	1 day	Web Manager/Team MPRO
TOTAL		None	19 days	

9. Photo Shoot

The MPRO provides photography services for UP System officials for official use (i.e., websites, brochures).

Office or Unit:	Media and Public Relations Office	
Classification:	Complex	
Type of Transaction:	G2G	
Who may avail:	UP System Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Point Person with Contact Details (1)		N/A
2. Venue (airconditioned) with electricity (1)		
3. Transportation (if needed) (1)		



4. Outfit, hair and make-up (if needed) (1)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send an email request.	1. Evaluate.	None	1 day	Director MPRO
	1.1. Delegate.	None	0.5 day	Director MPRO
	1.2. Schedule/Calendar.	None	0.5 day	AV Supervisor MPRO
	1.3. Photo shoot.	None	2 days	Photographer MPRO
	1.4. Post-process.	None	2.5 days	Photog/AV Supervisor/Director MPRO
	1.5. Release.	None	0.5 day	AV Supervisor MPRO
TOTAL:		None	7 days	

10. Production of Video Features

The MPRO produces short video stories (news or feature), for online release, about important University events, achievements, personalities, etc. that support the UP tradition of honor and excellence.

Office or Unit:	Media and Public Relations Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP Units with priority given to UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Concept Note (1 original) 2. Study/Research Work (1 copy) 3. Resource Person with Contact Info (1) 4. Photos (at least 2 high res 300 dpi) 5. Info materials (as appropriate)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send an email request.	1. Evaluate.	None	2 days	Director MPRO
2. Facilitate/ Accommodate interview/ video shoot.	2. Delegate.	None	0.5 day	Director MPRO



3. Submit deficiencies, if any (such as info materials).	3. Schedule/ Conduct interview.	None	3 days	Multimedia Specialist MPRO
	3.1. Gather data.	None	3 days	Multimedia Specialist MPRO
	3.2. Shoot.	None	4 days	Multimedia Specialist MPRO
	3.3. Prepare visuals.	None	2 days	Multimedia Specialist/AV Team/Graphic Designer MPRO
	3.4. Edit.	None	4 days	Multimedia Specialist MPRO
	3.5. Evaluate.	None	1 day	Director MPRO; VP OVPPA
	3.6. Release online.	None	0.5 day	Web Manager/Team MPRO
TOTAL		None	20 days	

11. Production and Design of Publicity Materials/ Infographics/ Advertisements

The MPRO undertakes the production and design of publicity materials/publications about the UP System (i.e., magazines, brochures, advertisements)

Office or Unit:	Media and Public Relations Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP units with priority given to UP System			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Concept Note (1 original) 2. Study/ Research Work (1 copy) 3. Resource Person with Contact Info (1) 4. Photos (at least two high res 300 dpi) 5. Info Materials (as appropriate) 6. Other Specifications (as needed)			N/A	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Send an email request.	1. Evaluate.	None	2 days	<i>Director MPRO</i>
2. Facilitate/ Accommodate interview/meeting.	2. Delegate.	None	0.5 day	<i>Director MPRO</i>
3. Provide info materials/requirements.	3. Schedule/ Conduct interview/ meeting.	None	2 days	<i>Assigned team & writer MPRO</i>
4. Give feedback.	4. Brainstorming.	None	2 day	<i>Assigned team & writer MPRO</i>
	4.1. Execute (write copy design).	None	6 days	<i>Assigned Team MPRO</i>
	4.2. Feedback.	None	3 days	<i>Requesting Party, Expert; Director MPRO; VP OPPA</i>
	4.3. Edit.	None	3 days	<i>Assigned Team MPRO</i>
	4.4. Release material.	None	0.5 day	<i>Director MPRO</i>
TOTAL		None	19 days	



OFFICE FOR ALUMNI RELATIONS (OAR)



EXTERNAL SERVICES

1. Writing Congratulatory Letters to Alumni

The OAR sends congratulatory letters to Alumni in recognition of their achievements that bring honor to the University.

Office or Unit:	Office of Alumni Relations			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2G			
Who may avail:	UP Alumni			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Newspapers (as appropriate) 2. Online News Articles (as appropriate)			N/A	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.None	1. Prepare the congratulatory letters to be signed by the UP President.	None	5 days	Communication Unit OAR
	1.1..Send the letter/letters to the Office of the President for signature.	None	14 days	Communication Unit OAR
	1.2. Prepare the signed letter/letters to be sent to the Post office.	None	1 day	Communication Unit OAR
TOTAL:		None	20 days	



2. Writing Letters of Condolences to Alumni Relatives

The OAR sends condolence letters to Alumni to express heartfelt sorrow in their time of grief.

Office or Unit:	Office of Alumni Relations			
Classification:	Complex			
Type of Transaction:	G2C, G2G			
Who may avail:	UP Alumni			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Newspapers (as appropriate) 2. Online News Articles (as appropriate)			N/A	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.None	1..Prepare the condolence letters to be signed by the OAR Director.	None	5 days	<i>Communication Unit</i> OAR
	1.1..Send to the OAR Director for signature.	None	1 day	<i>Communication Unit</i> OAR
	1.2. Prepare the signed letter/letters to be sent to the Post office.	None	1 day	<i>Communication Unit</i> OAR
TOTAL:		None	7 days	

3. Accreditation Process of UP Alumni Associations: Use of the name “University of the Philippines”, UP logo & UP seal

The OAR processes the accreditation of UP Alumni Associations in order for them to have the right to use the name of the University of the Philippines, UP logo, and UP seal.

Office or Unit:	Office of Alumni Relations		
Classification:	Highly Technical		
Type of Transaction:	G2C		
Who may avail:	UP Alumni Association / Alumni who may want to set up an UP Alumni Chapter		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Application for Accreditation (1 original)		Office of Alumni Relations	



2. List of Officers and Members (1 copy)				
3. Document Tracking Number (1)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. UPAA forwards application for accreditation	1. Verify name of chapter, alumni officers and members.	None	14 days	<i>Records Unit OAR</i>
	1.1. Return to UPAA.	None	1 day	<i>Records Unit OAR</i>
2. Endorse to OAR for tagging of Document Tracking Number.	2. Scan, Encode documents for document tracking with attached document number	None	1 day	<i>Records Unit OAR</i>
	2.1. Forward to Office of the Vice President for Legal Affairs for endorsement.	None	90 days	OVPLA UP System
	2.2 Office of the President endorses the approval/ disapproval of the accreditation of the alumni chapter.	None	90 days	OP UP System
	2.3 OAR forwards the original copy to UPAA and OAR keeps copy for file.	None	1 day	
3. UPAA informs the OAR of the official accredited date of the chapter.	3. Record the UP Alumni Chapter's date of accreditation.	None	30 days	<i>Records Unit OAR</i>
TOTAL:		None	227 days	



4. Publication of Annual UP Carillon Magazine (print and online)

The OAR annually publishes the official magazine of the UP alumni: The UP Carillon Magazine.

Office or Unit:	Office of Alumni Relations			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	UP Alumni, UP Alumni Organizations/Chapters, Business Entities, Government Agencies			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Conceptualization of themes.	None	7 days	Staff & Director OAR
	1.1. Request feature stories from writers and contributors per UP Constituent Unit.	None	1 day	1. Communications Unit & Director OAR
	1.2. Research data.	None	60 days	Writers, Contributors Alumni and OARs across CUs; Staff OAR
	1.3. Draft of articles.	None	30 days	Writers, Contributors Alumni and OARs across CUs
	1.4. Edit of articles.	None	7 days	Director OAR
	1.5..Collate photos and articles.	None	14 days	Communications Unit OAR
	1.6.. Canvass printing and layout supplier.	None	40 days	Administrative Section OAR
	1.7. Bid printing and layout supplier.	None	30 days	Administrative Section OAR
	1.8. .Layout.	None	14 days	Lay-out Supplier; Director OAR
	1.9. Present 1 st Carillon dummy.	None	3 days	Lay-out Supplier



	1.10. Forward to supplier for 1 st revision.	None	7 days	Director OAR
	1.11. Present 2 nd Carillon dummy.	None	3 days	Lay-out Supplier
	1.12. Forward to supplier for 2 nd revision.	None	7 days	Director OAR
	1.13. Present 3 rd Carillon dummy.	None	3 days	Lay-out Supplier
	1.14. Forward to supplier for 3 rd and final revision.	None	7 days	Director OAR
	1.15. For printing	None	7 days	Printing Supplier
	1.16. Distribute copies to UP Alumni Chapters, Business entities and Government Agencies.	None	30 days	8 Administrative Section OAR
TOTAL:		None	270 days	

5. UP Alumni Email Account

The OAR receives requests for UP Alumni email account.

Office or Unit:	Office of Alumni Relations			
Classification:	Complex			
Type of Transaction:	G2C, G2G			
Who may avail:	UP Alumni			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. OAR Alumni update form (1 original) 2. Government Issued Photo I.D. (1 copy)			OAR Office or OAR Website	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Fill out the Alumni update form.	1. Verify if client is indeed an alumnus/a.	None	1 day	Communication Unit OAR
2. Give it to the person responsible or send it to the OAR's e-mail together with a	2.1. Send it to the UP ITDC for creation of credentials of the applicant's email.	None	3 days	Communication Unit OAR



copy of any Government Issued ID.	2.2. UP ITDC will then send the credentials to the applicant's email.			UP ITDC OVPD
TOTAL		None	4 days	

INTERNAL SERVICES

1. Database Encoding and Maintenance

The OAR is tasked to maintain an accurate record of all Alumni of the University of the Philippines.

Office or Unit:	Office of Alumni Relations			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	OUR CUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Request for (8) CUs Commencement Exercises Programs to OUR CUs (1 original) 2. 8 CUs Commencement Exercises Programs (1 original) 3. OAR Alumni Information Sheet Forms (1 original per Alumnus)		N/A		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. None	1. Encode entries of graduates to online database (est.10,000+ new graduates, also including alumni earned 2 nd & 3 rd degree); Change of civil status and name, and mailing address.	None	150 days	<i>Records Unit OAR</i>
TOTAL:		None	150 days	



2. Database Search

The OAR provides database search for alumni verification.

Office or Unit:	Office of Alumni Relations			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> Letter of Request by a third party for information on UP Alumni indicating purpose for the data (1 original) Valid Government-issued photo ID of requesting party (1 copy) Duly-Accomplished Consent Form by UP Alumni (1 original) Valid Government-issued photo ID of UP Alumni giving consent for OAR to release personal information to a third party (1 copy) 		Office of Alumni Relations		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request with valid purpose and other documents: (Valid ID of sender and UP alumni; consent form from UP alumni).	1. Receive Request.	None	0.5 day	<i>Records Unit</i> OAR
	1.1 Search database.	None	0.5 day	<i>Records Unit</i> OAR
	1.2 Verify if UP alumni.	None	0.5 day	<i>Records Unit</i> OAR
	1.3 Endorse request to Director for approval.	None	0.5 day	<i>Records Unit</i> OAR
	1.4. Approval of Director	None	0.5 day	<i>Director</i> OAR
	1.5. After approval, send confirmation email with Client Satisfaction Survey Form.	None	0.5 day	<i>Records Unit</i> OAR
2. Submit Client Satisfaction Survey Form	3. Receive survey form.	None	3 days	<i>Records Unit</i> OAR
TOTAL:		None	6 days	



3. Verification of Alumni Names for UP Homecoming Event/ Alumni Council Meeting/ Other Homecoming Events from Different Organizations, Colleges, CUs

The OAR verifies Alumni Names for Homecoming Events and other UP Alumni Activities.

Office or Unit:	UP System-OVPPA-Office of Alumni Relations			
Classification:	Highly Technical			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	UP Alumni, UPAA, CUs, Colleges, Chapters & Other Orgs.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Email/Letter of Request of Sender with valid purpose for the list of alumni (1 original) 2. Valid Government-issued photo ID or UPAA ID of UP Alumni requesting information (1 copy) 		OAR Office, OAR email (up.alumni@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter of request and purpose.	1. Receive Request.	None	1 day	<i>Records Unit</i> OAR
	1.1. Endorse request to Director for approval.	None	1 day	<i>Records Unit</i> OAR
	1.2. Approval of Director	None	1 day	<i>Director</i> OAR
	1.3. Search database based on filters of request by UPAA UP Alumni, Colleges, Chapters & Other Orgs.	None	120 days	<i>Records Unit</i> OAR



	1.4. Send data set to requesting party with Client Satisfaction Survey Form.	None	1 day	<i>Records Unit</i> OAR
2. Submit Client Satisfaction Survey Form to OAR.	2. Receives survey form.	None	7 days	<i>Records Unit</i> OAR
TOTAL:		None	131 days	



PADAYON PUBLIC SERVICE OFFICE



EXTERNAL SERVICES

1. Issuance of Certificate of Appearance/ Attendance from Padayon-Initiated Projects

The UP-PPSO issues a Certificate of Appearance/Attendance bearing relevant information such as title and date of the event, venue, and name of client, and purpose.

Office or Unit:	UP Padayon Public Service Office			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	Participants of Padayon-initiated projects from outside the UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form/letter (1 original) 2. Phone call request (as appropriate)		Electronic mail of unit/Facebook Page/Telephone number of unit (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter through electronic mail or request via phone for issuance of certificate.	1. Accept request and refer to staff responsible for drafting and endorsing to the Director.	None	0.5 day	<i>Senior Project Assistant;</i> <i>Director</i> Padayon Public Service Office
	1.1. Send scanned document through electronic mail or the printed copy of signed certificate to client through courier.	None	0.5 day	<i>Senior Project Assistant</i> Padayon Public Service Office
TOTAL:		None	1 day	

2. Preparation of Data/ Information Requests from Agencies outside UP

The UP-PPSO responds to external requests for information and data, following guidelines of the Freedom of Information Program and Data Privacy Act.

Office or Unit:	UP Padayon Public Service Office
Classification:	Simple



Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request form from electronic Freedom of Information (eFOI) (1 original)			Website of electronic Freedom of Information (foi.gov.ph)	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out eFOI form available at https://www.foi.gov.ph	1. Receive and process the request by collating information from pertinent sources.	None	0.5 day	<i>Senior Project Assistant; Administrative Officer II; Administrative Officer IV Padayon Public Service Office</i>
	1.1. Director endorses processed information to the Data Privacy Officer for review and approval.	None	1 day	<i>Director Padayon Public Service Office</i>
	1.2. Data Privacy Officer approves the release of the information.	None	1 day	<i>DPO UP System</i>
	1.3..Staff facilitates the release of the information to client.	None	0.5 day	<i>Senior Project Assistant; Administrative Officer II; Administrative Officer IV Padayon Public Service Office</i>
TOTAL:		None	3 days	

3. Preparation of Project Proposals

The UP-PPSO prepares project proposals that include concept notes and line item budgets.

Office or Unit:	UP Padayon Public Service Office
Classification:	Complex



Type of Transaction:	G2C			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form/letter (1 original)		Electronic mail of Unit (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request a project proposal that contributes to the public service mandate of the University of the Philippines.	1. Assign a Senior Project Assistant to draft the project proposal.	None	1 day	<i>Director</i> UP Padayon Public Service Office
	1.1. Senior Project Assistant submits draft proposal for approval.	None	4 days	<i>Senior Project Assistant</i> UP Padayon Public Service Office
	1.2. Director endorses project proposal to Vice-President for Public Affairs.	None	1 day	<i>Director</i> UP Padayon Public Service Office
	1.3. Vice-President for Public Affairs endorses project proposal to Vice-President for Planning and Finance for approval and funding.	None	1 day	<i>Vice-President for Public Affairs; Vice-President for Planning and Finance</i> UP System
TOTAL:		None	7 days	

4. Planning, Coordination, and Implementation of a Project/Initiative in Partnership with Government Agencies, LGUs, and Other Stakeholders Outside UP

The unit prepares and executes initiatives in partnership with government agencies, LGUs, and other stakeholders outside UP.

Office or Unit:	UP Padayon Public Service Office
Classification:	Highly Technical
Type of Transaction:	G2C
Who may avail:	All



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form/Letter (1 original)		Electronic mail of the Unit (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request a project proposal that contributes to the public service mandate of the University of the Philippines.	1. Assign a Senior Project Assistant to draft the project proposal and coordinate with counterpart staff.	None	1 day	<i>Director</i> UP Padayon Public Service Office
	1.1. Senior Project Assistant submits draft proposal for approval.	None	7 days	<i>Senior Project Assistant;</i> UP Padayon Public Service Office
	1.2. Director endorses project proposal to Vice-President for Public Affairs.	None	1 day	<i>Director</i> UP Padayon Public Service Office
	1.3. Vice-President for Public Affairs determines further action (discussion with the Presidential Advisory Council, action of the Board of Regents, need for MOA signing, etc.).	None	60 days	<i>Vice-President for Public Affairs</i> OVPPA
	1.4. Director receives recommended action.	None	1 day	<i>Director</i> UP Padayon Public Service Office
	1.5. Senior Project Assistant coordinates with counterpart staff and implements project.	None	10 days	<i>Senior Project Assistant;</i> UP Padayon Public Service Office
TOTAL:		None	80 days	



INTERNAL SERVICES

1. Issuance of Certificate of Appearance/Attendance from Padayon-Initiated Projects

The UP-PPSO issues a Certificate of Appearance/Attendance bearing relevant information such as title and date of the event, venue, and name of client, and purpose.

Office or Unit:	UP Padayon Public Service Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Participants of Padayon-initiated projects from within the UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form/letter or phone call request, as appropriate (1 original)		Electronic mail of Unit/Facebook Page/Telephone Number of Unit (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit a letter through electronic mail or make a request via phone for issuance of certificate.	1. Accept request and refer to staff responsible for drafting and endorsing to Director.	None	0.5 day	<i>Senior Project Assistant; Director Padayon Public Service Office</i>
	1.1 Send scanned document through electronic mail or the printed copy of signed certificate to client through courier.	None	0.5 day	<i>Senior Project Assistant; Director Padayon Public Service Office</i>
TOTAL:		None	1 day	



2. Preparation of Data/Information Requests from Other UP Units/CUs

The UP-PPSO responds to internal requests for information and data, following guidelines of the Freedom of Information Program and Data Privacy Act.

Office or Unit:	UP Padayon Public Service Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Clients from within the UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form from electronic Freedom of Information (eFOI) (1 original)		Website of electronic Freedom of Information (eFOI) (foi.gov.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out form from electronic FOI (eFOI) via https://www.foi.gov.ph/	1. Process the request by collating information from pertinent sources.	None	1 day	<i>Senior Project Assistant</i> Padayon Public Service Office
	1.2. Director endorses the processed information to the Data Privacy Officer for review.	None	0.5 day	<i>Director</i> Padayon Public Service Office
	1.3. Data Privacy Officer approves the release of information.	None	1 day	<i>Data Privacy Officer</i> UP System
	1.4. Director approves the sending of the information to requesting party.	None	0.5 day	<i>Director</i> Padayon Public Service Office
TOTAL:		None	3 days	



3. Preparation of Project Proposals

The UP-PPSO prepares project proposals that include concept notes and line item budget.

Office or Unit:	UP Padayon Public Service Office			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Clients from within the UP System			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form/letter (1 original) 2. Directive from the Office of the President (1 original)		Electronic mail of Unit (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request a project proposal that would contribute to the public service mandate of the University of the Philippines.	1. Process the request.	None	0.5 day	<i>Senior Project Assistant</i> Padayon Public Service Office
	1.1. The Director assigns a Senior Project Assistant to draft the project proposal.	None	0.5 day	<i>Director</i> Padayon Public Service Office
	1. 2. Senior Project Assistant submits draft proposal for approval of Director.	None	4 days	<i>Senior Project Assistant</i> Padayon Public Service Office
	1.3. Director endorses project proposal to Vice-President for Public Affairs.	None	1 day	<i>Director</i> Padayon Public Service Office
	1.4. Vice-President for Public Affairs endorses project proposal to Vice-President for Planning and	None	1 day	<i>Vice-President for Public Affairs;</i> <i>Vice-President for Planning and Finance</i> UP System



	Finance for approval and funding.			
TOTAL:		None	7 days	

4. Execution of Initiatives in Collaboration with Other UP Units/CUs based on President's Directive

Upon instructions of the UP President, the UP-PPSO prepares and executes initiatives in collaboration with other UP units/CUs.

Office or Unit:	UP Padayon Public Service Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP Office of the President, other UP units, Constituent Universities (CUs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form/letter (1 original) 2. Directive from the Office of the President (1 original)		Electronic mail of Unit/Office of the President (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The UP President issues a directive to unit to plan, coordinate, and implement a project/initiative in partnership with other UP units/CUs.	1. Accept the request and immediately coordinate with pertinent UP units/CUs for the planning and implementation of the project/initiative.	None	0.5 day	<i>Senior Project Assistant; Director Padayon Public Service Office Staff from other UP units/CUs</i>
	1.1. Director assigns a Senior Project Assistant who will coordinate meetings and draft documents for the project proposal.	None	0.5 day	<i>Director Padayon Public Service Office</i>
	1.2. Senior Project Assistant coordinates meetings and	None	7 days	<i>Senior Project Assistant; Padayon Public Service Office</i>



	drafts documents for the project proposal.			
	1.3. Director endorses project proposal to Vice-President for Public Affairs.	None	1 day	<i>Director Padayon Public Service Office</i>
	1.4. Vice-President for Public Affairs endorses project proposal to Vice-President for Planning and Finance for approval.	None	1 day	<i>Vice-President for Public Affairs; Vice-President for Planning and Finance UP System</i>
	1.5. UP-PPSO implements the initiative.	None	10 days	<i>Senior Project Assistant; Director Padayon Public Service Office Staff from other UP units/CUs</i>
TOTAL:		None	20 days	

5. Planning, Coordination, and Implementation of a Project/Initiative in Partnership with Other UP Units/CUs

Following the mandate of the UP-PPSO, it prepares and executes initiatives in collaboration with other UP units/CUs.

Office or Unit:	UP Padayon Public Service Office			
Classification :	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP units, Constituent Universities (CUs)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Letter/ Partnership Proposal (1 original)		Electronic mail (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Request partnership with unit in the implementation of a public service project aligned with the University's mandate.	1. Unit coordinates with pertinent UP units/ CUs for the planning and implementation of the project/initiative.	Counterpart Funding	0.5 day	<i>Senior Project Assistant;</i> <i>Director</i> Padayon Public Service Office <i>Staff from other UP units/CUs</i>
	1.1. Director assigns a Senior Project Assistant who will coordinate meetings and draft documents for the project proposal.	None	0.5 day	<i>Director</i> Padayon Public Service Office
	1.2. Senior Project Assistant coordinates meetings and drafts documents for the project proposal.	None	7 days	<i>Senior Project Assistant</i> Padayon Public Service Office
	1.3. Director endorses project proposal to Vice-President for Public Affairs.	None	1 day	<i>Director</i> Padayon Public Service Office
	1.4. Vice-President for Public Affairs endorses project proposal to Vice-President for Planning and Finance for approval.	None	1 day	<i>Vice-President for Public Affairs;</i> <i>Vice-President for Planning and Finance</i> UP System
	1.5. Unit implements the initiative.	None	10 days	<i>Staff from other UP units/CUs</i>



TOTAL:	Counterpart Funding	20 days	
---------------	----------------------------	----------------	--

6. Collection, Monitoring, and Updating of UP Catalogue/Database of Individual and Institutional Public Service Reported through the Online Public Service Module in the UIS

The UP-PPSO creates a platform for UP units and Constituent Universities to input their public service initiatives and extension activities through a module in the University Information System (UIS).

Office or Unit:	UP Padayon Public Service Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All UP units and Constituent Universities			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter (1 original)		Electronic mail (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request the availability of a particular public service initiative or a directory of existing public service projects of the University.	1. Unit collects and monitors public service data and updates the UP Catalogue/Database of Individual and Institutional Public Service which could then be disseminated through the website.	None	20 days	Senior Project Assistant; Director Padayon Public Service Office
TOTAL:		None	20 days	

7. Provision of Data on Public Service Initiatives/Projects of All UP Units Across CUs

The UP-PPSO collects relevant data about the public service initiatives and projects of all UP units to aid policymaking.

Office or Unit:	UP Padayon Public Service Office
Classification:	Highly Technical
Type of Transaction:	G2G
Who may avail:	Policymaking units of the University of the Philippines



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request form/letter (1 original)		Electronic mail of the unit (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client issues a request through electronic mail or letter about data on UP's public service.	1. Receive request and coordinate with pertinent units on the collection of data, pursuant to guidelines of the Freedom of Information program and Data Privacy Act.	None	7 days	<i>Senior Project Assistant; Director Padayon Public Service Office</i>
	1.1. Compile required data and release upon the approval of the Director and Data Privacy Officer.	None	13 days	<i>Director Padayon Public Service Office Data Privacy Officer UP System</i>
TOTAL:		None	20 days	

8. Publicity of Public Service Initiatives/Projects in Padayon Website and through Media and Public Relations Office

The UP-PPSO makes use of its digital presence to disseminate public service initiatives of all UP units and Constituent Universities.

Office or Unit:	UP Padayon Public Service Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	All UP units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter (1 original)		Electronic mail of unit (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Request the publication of individual/institutional public service project in the social media platforms of the University.	1. Receive the request and secure necessary information and graphics from client.	None	5 days	<i>Senior Project Assistant; Director Padayon Public Service Office</i>
	1.1 If client cannot produce content (graphic and text), the unit shall request the Media and Public Relations Office for assistance.	None	5 days	<i>Information Officer; Director Media and Public Relations Office</i>
	1.2. Unit queues content in all its social media platforms (website, Twitter, and Facebook) and uploads content accordingly. Unit shall ask the Media and Public Relations Office to promote content using the University's main social media platforms to boost readership.	None	3 days	<i>Senior Project Assistant; Director Padayon Public Service Office</i> <i>Information Officer; Director Media and Public Relations Office</i>
TOTAL:		None	13 days	

9. Review of Public Service Activities/Program/Projects of All UP Units

The UP-PPSO conducts a review of public service activities/programs/projects of all UP units as part of its mandate.

Office or Unit:	UP Padayon Public Service Office
Classification:	Highly Technical



Type of Transaction:	G2G			
Who may avail:	All UP units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request letter/Memorandum (1 original)		Electronic mail (padayon@up.edu.ph)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request the review of public service activities/ programs/ projects of the University.	1. Receive request and assign a staff to coordinate the review with pertinent units	None	10 days	<i>Senior Project Assistant; Director Padayon Public Service Office</i>
	1.1 Consolidate a report on the review of the University's public service initiatives.	None	10 days	<i>Senior Project Assistant; Director Padayon Public Service Office</i>
TOTAL:		None	20 days	



OFFICE OF THE SECTORAL REGENTS (OSR)



EXTERNAL ACTIVITIES

1. Preparation for Forum and Other Sectoral Regents Activities

Office or Unit:	Office of the Sectoral Regents			
Classification:	Simple			
Type of Transaction:	G2G, G2C			
Who may avail:	UP Stakeholders			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter sent to the Chancellor/Dean for approval of venue 2. Follow up approval for employees official time attending the forum 3. Coordinate venue schedule 4. Attendance sheets 5. Certificate of appearance				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Letter of request received by the office.	Letter of request received by the office.		1 day	Administrative Staff for Office of the Sectoral Regent
TOTAL		None	1 day	

INTERNAL SERVICES

1. Preparation for Sectoral Regents Official Travel

Preparation of official travel for consultation with different CUs.

Office or Unit:	Office of the Sectoral Regents			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Faculty Regent, Student Regent, Staff Regent			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
None			Sectoral regents administrative staff	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Send official communication to the CU Chancellor via	None	2 days	Administrative Staff for Office of the Sectoral Regents



	email or courier. 2. Follow up for approved request and official time for employees to attend. 3. Schedule sectoral vehicle if travel is by land and within luzon area. 4. Book flight for out of town consultations			
	TOTAL	None	2 days	

2. Processing of Reimbursement/ Payment

Office or Unit:	Office of the Sectoral Regents			
Classification :	Simple			
Type of Transaction:	G2G			
Who may avail:	Faculty Regent, Student Regent, Staff Regent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official receipts 2. Statement of accounts or bill 3. Certification of appearance (for travel) 4. Boarding pass 5. Itinerary of travel 6. Certificate of travel completed 7. Quotation, abstract, Disbursement voucher 8. Inspection Acceptance Report 9. Liquidation Report		Sectoral regents administrative staff		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
Affixing of signature to all documents	Process requirements for reimbursement/payment.	None	1 day	Administrative Staff for Office of the Sectoral Regents
	TOTAL	None	2 days	



3. Reservation for the Use of Conference/ Meeting Room

Office or Unit:	Office of the Sectoral Regents			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Faculty Regent, Student Regent, Staff Regent			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		Sectoral regents administrative staff		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Coordinate with administrative staff.	Arrange the reservation.	None	1 hour	Administrative Staff for Office of the Sectoral Regent
	TOTAL	None	1 hour	



**OFFICE OF THE
SECRETARY OF THE UNIVERSITY
(OSU)**



INTERNAL SERVICES

1. Receiving, tracking, and releasing of documents through the Document Tracking System (DTS)

Office or Unit:	Communication Section, Office of the Secretary of the University			
Classification:	Complex			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document Tracking System (DTS) Number Complete documents		Receiving unit, Communication Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documents to receiving section.	1. Check for completeness of the submission.	None	3 minutes	<i>Senior Administrative Assistant I</i> (Receiving section)
	1.1. Stamp the document with “received by”, put the date and time, then sign.	None	3 minutes	<i>Senior Administrative Assistant I</i> (Receiving section)
	1.2 Assign a corresponding Document Tracking System (DTS) number to the document.	None	3 minutes	<i>Senior Administrative Assistant I</i> (Receiving section)
2. Wait for a receiving copy duly stamped and signed.	2. Give a receiving copy to client after duly stamping and signing.	None	5 minutes	<i>Senior Administrative Assistant I</i> (Receiving section)
3. Encoding of the document in the DTS	3. Encode in the DTS the DTS-numbered document and manually supply basic information	None	10 minutes	<i>Senior Administrative Assistant I</i> (Receiving section)



	(title, author, topic, date and time, type).			
4. Release the document in the DTS to the Communication section.	4. Manually input in the DTS the target next office/section.	None	10 minutes	<i>Senior Administrative Assistant I</i> (Receiving section)
TOTAL		None	34 minutes	

Note: The average number of documents processed per day is about 50 documents.

2. Sorting, recording, and routing of all communications to the President, PAC, BOR, and various CUs

Office or Unit:	Communication Section, Office of the Secretary of the University			
Classification:	Complex			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document Tracking System (DTS) Number Complete documents		Receiving unit, Communication Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward document from receiving the communication section.	1. Check the forwarded document if there is a "received" stamp and a DTS number.	None	5 minutes	<i>Executive Assistant III</i> (Communication section)
	1.1. Read and analyze the documents as to the content, what the request is, action desired, and target office.	None	20 minutes	<i>Executive Assistant III</i> (Communication section)
2. Sort document for PAC, BOR, and various CUs.	2. Upon initial analysis, attach a corresponding routing slip to the document (Blue - to	None	10 minutes	<i>Executive Assistant III</i> (Communication section)



	the EVP/OP/BOR; Pink - to CUs; Green - to OVPs) for review and signature of the Secretary of the University.			
3. Wait for the document to be signed before release.	3. Forward documents to the Secretary for his review and signature, explain or attach some details, if necessary.	None	15 minutes	<i>Executive Assistant III</i> (Communication section)
4. Release the document to corresponding office.	4. Upon signature of the Secretary, forward the document back to Receiving unit to encode manually in the DTS the release of the document to OVPs, CUs, PAC, OP, or BOR.	None	15 minutes	<i>Senior Administrative Assistant I</i> (Receiving section)
TOTAL		None	1 hour and 5 minutes	

Note: The average number of documents processed per day is about 50 documents.

3. Facilitating the UP Board of Regents (BOR) Meetings

Office or Unit:	Board of Regents Secretariat Section, Office of the Secretary of the University			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Members of the Board of Regents Executive Committee UP System and CU Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Agenda Matters from CUs, VPs, and Regents		Board of Regents Secretariat Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Issuance of Notice of Meeting	1. Prepare a Notice of Meeting as agreed by the BOR.	None	5 minutes	<i>University Researcher III</i> (Head of BOR Section)
	1.1 Have the Notice of Meeting signed by the Secretary of the Board.	None	15 minutes	<i>University Researcher III</i> (Head of BOR Section)
	1.2 Call all Secretaries of the members of the BOR to confirm availability of the Regents on the agreed date.	None	15 minutes	<i>University Researcher III</i> (Head of BOR Section)
2. Prepare supplies and arrange catering services.	2. Canvass suppliers for catering services.	None	2 hours	<i>Senior Administrative Assistant V</i> (BOR Section)
	2.1 Once a catering service has been chosen, BOR Secretariat shall coordinate with the winning catering service the menu and other details.	None	30 minutes	<i>Senior Administrative Assistant V</i> (BOR Section)
	2.2 Prepare all supplies and labels needed for BOR agenda and meeting.	None	30 minutes	<i>Senior Administrative Assistant V</i> (BOR Section)
3. Prepare BOR Agenda Folders.	3. Label agenda matters by category (General Governance, Academic Matters, Fiscal Matters, Administrative Matters, Matters for Confirmation, and Matters for Information).	None	8 hours	<i>Administrative Officer V</i> (BOR Section)
		None	4 hours	<i>University Researcher III</i>



	3.1. Check and proofread labelled agenda matters.	None	1 hour	(Head of BOR Section)
	3.2. Forward the checked agenda matters for review and finalization by the Secretary of the Board.	None	8 hours	<i>Administrative Officer V</i> (BOR Section)
	3.3. Scan all supporting documents for emailing to the members of the Board.	None		<i>Administrative Officer V</i> (BOR Section)
4. Distribute BOR Agenda Folder to the BOR.	4. Reproduce approved agenda matters into 13 copies for distribution to the Regents.	None	30 minutes	<i>Senior Administrative Assistant I</i> (BOR Section)
	4.1 Compile into BOR folders all agenda matters.	None	1 hour	<i>University Researcher III</i> (Head of BOR Section)
	4.2 Prepare a Provisional Agenda Matrix for easy reference.	None	1 hour	<i>University Researcher III</i> (Head of BOR Section)
	4.3 Email to the Regents advance copies of the Provisional Agenda Matrix and all supporting documents.	None	1 hour	<i>University Researcher III</i> (Head of BOR Section)
	TOTAL	None	3 days, 4 hours, and 5 minutes	



4. BOR Resolutions issued to VPs and Chancellors for implementation

Office or Unit:	Board of Regents Secretariat Section, Office of the Secretary of the University			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Chancellors of Constituent Universities (CUs) and UP System Executive Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BOR Resolutions		Board of Regents Secretariat Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Release of Notice of BOR Resolutions	1. Prepare the Notice of BOR Resolutions immediately after a BOR meeting (listen to recorded proceedings, if necessary, to confirm all decisions of the BOR).	None	2 hours	<i>University Researcher III (BOR Secretariat Section)</i>
	1.1. Have the Notice of Resolutions reviewed and signed by the Secretary of the Board.	None	1 hour	<i>Secretary of the Board</i>
2. Release of supporting BOR documents with BOR actions	2. Stamp all documents with corresponding BOR actions (Approved, Confirmed, Noted, or Deferred) and have them signed by Secretary of the Board with corresponding number of BOR meeting and date of meeting.	None	8 hours	<i>Administrative Officer V (BOR Section)</i>
	2.1 Photocopy all supporting	None	8 hours	<i>Senior Administrative</i>



	documents for release to respective CUs as attachment to the Notice of BOR Resolutions, for implementation by the CUs.			<i>Assistant I</i> (BOR Section)
3. Release the BOR Resolutions to CUs and VPs with pertinent supporting documents duly stamped with BOR action	4. Prepare the release of all BOR resolutions per CU and OVP with pertinent supporting documents duly stamped with BOR actions. 4.1 Keep receiving copies and file at the Records Section.	None	1 hour	<i>Administrative Officer V</i> (BOR Section)
TOTAL		None	2 days and 4 hours	

5. Preparation of Draft Minutes of BOR Meetings

Office or Unit:	Board of Regents Secretariat Section, Office of the Secretary of the University			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Members of the Board of Regents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Recorded proceedings		Board of Regents Secretariat Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Record proceedings of BOR meeting	1. Record all BOR proceedings (except when in executive session) using MP3 recorders.	None	6 hours	<i>Senior Administrative Assistant V</i> (BOR Section)



2. Transcribe recorded proceedings verbatim	2. Transcribe recorded proceedings verbatim using the MP3 recorders.	None	5 days)	<i>Senior Administrative Assistant I, Senior Administrative Assistant V, and Administrative Officer V (BOR Section)</i>
3. Write draft minutes based on transcribed proceedings	3. Proofread the transcribed proceedings and check for accuracy (second hear, if necessary).	None	1 day	<i>University Researcher III (Head, BOR Secretariat Section)</i>
	3.1 Write draft minutes based on the transcriptions for review of the Secretary.	None	5 days	<i>University Researcher III (Head, BOR Secretariat Section)</i>
	3.2 Secretary reviews and edits the draft minutes before sending to the Regents.	None	2 days	<i>Secretary of the Board</i>
4. Send to the Regents the draft Minutes for comments/edits/corrections	4. Revise draft Minutes as edited by the Secretary.	None	1 hour	<i>University Researcher III (Head, BOR Secretariat Section)</i>
	4.1 Email the revised draft minutes to the Regents for their for comments/edits/corrections, after putting corresponding watermark "Copy for Regent _____".	None	1 hour	<i>University Researcher III (Head, BOR Secretariat Section)</i>
	4.2 Incorporate the suggested corrections of the Regents, if any, and resend to Regents revised version of corrected draft minutes.			<i>University Researcher III (Head, BOR Secretariat Section)</i>



5. Reproduce draft minutes for approval of the Regents at its next meeting	5. Reproduce the revised draft minutes and include in the BOR Agenda Folder for approval by the BOR at its next meeting.	None	1 hour	<i>Senior Administrative Assistant V (BOR Section)</i>
TOTAL		None	14 days and 1 hour	

7. Preparation of Notices of Appointment of Faculty Members and Administrators Approved by the President and/or the BOR

Office or Unit:	Board of Regents Secretariat Section, Office of the Secretary of the University			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Faculty members and officials appointed by the President and/or the BOR			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished basic papers of appointment		Communication Section and BOR Secretariat Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit basic paper of appointment for approval of the BOR/President	1. Receive and record thru the DTS the basic paper (BP) of appointment.	None	5 minutes	<i>Senior Administrative Assistant I (Receiving section)</i>
	1.1. Check for completeness and forward to the Office of the President and/or BOR for approval.	None	15 minutes	<i>Secretary of the University and of the Board of Regents</i>
2. Prepare the Notice of Appointment	2. Prepare the Notice of Appointment in two copies upon approval by the President and/or BOR.	None	30 minutes	<i>Senior Administrative Assistant I (Receiving section)</i>
		None	30 minutes	



	2.1 Proofread and Forward the Notice of Appointment to the Secretary of the University and of the Board of Regents for review and signature.			<i>University Researcher III</i> (Head, BOR Secretariat Section)
3. Release the Notice of Appointment	3. Scan and release the Notice of Appointment copy furnished the relevant offices such as concerned OC, HRDO, and Accounting Office.	None	30 minutes	<i>Senior Administrative Assistant I</i> (Receiving section)
TOTAL			1 hour and 50 minutes	

8. Facilitation of the President’s Advisory Council (PAC) meetings

Office or Unit:	President’s Advisory Council (PAC) Secretariat Section, Office of the Secretary of the University			
Classification:	Complex			
Type of Transaction:	G2G			
Who may avail:	Members of the President’s Advisory Council consisting of the President, Executive Vice President, Vice Presidents, Secretary of the University, Chancellors of Constituent Universities, and Director of the Philippine General Hospital			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Agenda Matters from CUs, VPs, and Regents		PAC Secretariat Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Issuance of Notice of Meeting and Travel Authority for the Chancellors	1. Prepare a Notice of Meeting as determined by the President or Executive Vice President and Request for Travel Authority for the Chancellors.	None	10 minutes	<i>Administrative Officer V</i> (Head of PAC Secretariat Section)
		None	15 minutes	

	<p>1.1 Have the Notice of Meeting and Request for Travel Authority signed by the Secretary of the University.</p> <p>1.2 Call all Secretaries of the members of the PAC to confirm availability of PAC members on the agreed date.</p>	None	30 minutes	<p><i>Administrative Officer V (Head of PAC Secretariat Section)</i></p> <p><i>Administrative Officer V (Head of PAC Secretariat Section)</i></p>
2. Prepare supplies and arrange with catering services	<p>2. Canvass suppliers for catering services.</p> <p>2.1 Once a catering service has been chosen, PAC Secretariat shall coordinate with the winning catering service the menu and other details.</p> <p>2.2 Prepare all supplies and labels needed for PAC agenda and meeting.</p>	None	1 hour	<i>Senior Administrative Assistant V (PAC Section)</i>
		None	30 minutes	<i>Senior Administrative Assistant V (PAC Section)</i>
		None	30 minutes	<i>Senior Administrative Assistant (PAC Section)</i>
3. Prepare PAC Agenda Folders	<p>3. Label agenda matters by category (Matters Arising, General Governance, Academic Matters, Fiscal Matters, Administrative Matters, Matters for Confirmation, and Matters for Information).</p> <p>3.1 Check and proofread labelled agenda matters.</p>	None	8 hours	<i>Administrative Officer V (PAC Section)</i>
		None	3 hours	<i>Administrative Officer V (Head of PAC Secretariat Section)</i>
		None	3 hours	



	<p>3.2 Forward the checked agenda matters for review and finalization by the Secretary of the University.</p> <p>3.3 Scan all supporting documents for emailing to the members of the PAC.</p>	None	8 hours	<p><i>Administrative Officer V (Head of PAC Secretariat Section)</i></p> <p><i>Administrative Officer V (Head of PAC Secretariat Section)</i></p>
4. Distribute PAC Agenda Folder to the PAC members	<p>4. Reproduce approved agenda matters into 20 copies for distribution to the Regents.</p> <p>4.1 Compile into PAC folders all agenda matters and supporting documents.</p> <p>4.2 Email to the Regents advance copies of the Provisional Agenda Matrix and all supporting documents.</p>	None	1 hour	<i>Senior Administrative Assistant I (PAC Section)</i>
		None	1 hour	<i>Senior Administrative Assistant I (PAC Section)</i>
		None	1 hour	<i>Administrative Officer V (Head of PAC Secretariat Section)</i>
TOTAL		None	4 days, 3 hours, and 55 minutes	

9. Preparation of PAC Action Points Issued to EVP, VPs, Chancellors, and PGH Director for Appropriate Action

Office or Unit:	President's Advisory Council (PAC) Secretariat Section, Office of the Secretary of the University
------------------------	---



Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Chancellors of Constituent Universities (CUs) and UP System Executive Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Summary of PAC Actions		PAC Secretariat Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare the Summary of PAC Actions	1. Prepare the Summary of PAC Actions immediately after a PAC meeting (listen to recorded proceedings, if necessary, to confirm all decisions of the PAC).	None	2 hours	<i>Administrative Officer V (Head of PAC Secretariat Section)</i>
	1.2. Have the Summary of PAC Actions reviewed and signed by the Secretary of the Board.	None	1 hour	<i>Secretary of the Board</i>
2. Prepare supporting documents for release	2. Prepare supporting documents for release.	None	1 hour	<i>Administrative Officer V (Head of PAC Secretariat Section)</i>
	2.1 Photocopy all supporting documents for release to respective CUs as attachment to the Summary of PAC Actions, for appropriate action.	None	8 hours	
3. Release the Summary of PAC Actions with pertinent supporting documents	3. Release the Summary of PAC Actions to VPs and CUs or concerned units for appropriate action.	None	1 hour	<i>Administrative Officer V (Head of PAC Secretariat Section)</i>



	3.1 Keep receiving copies and file at the Records Section.	None	30 minutes	<i>Senior Administrative Assistant I (PAC Section)</i>
4. Process the Certificate of Appearance	4. Prepare the Certificate of Appearance and have it signed by the Secretary of the University.	None	30 minutes	<i>Administrative Officer V (Head of PAC Secretariat Section)</i>
TOTAL		None	1 day and 6 hours	

10. Preparation of Draft Minutes of PAC Meetings

Office or Unit:	PAC Secretariat Section, Office of the Secretary of the University			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	Members of the President's Advisory Council			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Recorded proceedings		PAC Secretariat Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Record proceedings of PAC meeting	1. Record all BOR proceedings (except when in executive session) using MP3 recorders.	None	7 hours)	<i>Senior Administrative Assistant V (PAC Section)</i>
2. Transcribe recorded proceedings verbatim	2. Transcribe recorded proceedings verbatim using the MP3 recorders.	None	5 days	<i>Senior Administrative Assistant I and Administrative Officer V (PAC Section)</i>
3. Write draft minutes based on transcribed proceedings	3. Proofread the transcribed proceedings and check for accuracy	None	1 day	<i>Administrative Officer V (Head of PAC Secretariat Section)</i>



	(second hear, if necessary). 3.1 Write draft minutes based on the transcriptions for review of the Secretary. 3.2 Secretary reviews and edits the draft minutes before sending to the PAC members.	None None	5 days 2 days	<i>Administrative Officer V</i> (Head of PAC Secretariat Section) <i>Secretary of the Board</i>
4. Send to the PAC members the draft Minutes for comments/ edits/ corrections	4. Revise draft minutes as edited by the Secretary. 4.1 Email the revised draft minutes to PAC members. 4.2 Incorporate the corrections of the PAC members, if any, and resend to PAC members the revised version of corrected draft minutes.	None None None	1 hour 1 hour 1 hour	<i>Administrative Officer V</i> (Head of PAC Secretariat Section) <i>Administrative Officer V</i> (Head of PAC Secretariat Section) <i>Administrative Officer V</i> (Head of PAC Secretariat Section)
5. Reproduce draft minutes for approval of the PAC members at its next meeting	5. Reproduce the revised draft minutes and include in the PAC Agenda Folder for approval by the PAC members at its next meeting.	None	1 hour	<i>Senior Administrative Assistant I</i> (PAC Section)
TOTAL		None	14 days and 3 hours	

11. Sorting, Indexing, and Management of Records (through Laserfiche Data Management System)

Records include the policies of the University, decisions of the BOR and PAC, and communications of the President.



Office or Unit:	Records Section, Office of the Secretary of the University			
Classification:	Complex			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Documents in Portable Document Format (PDF) for the Laserfiche Data System			Records Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sorts BOR policies, BOR decisions, PAC decisions, and Administrative Issuances	1. Scan all documents in searchable PDF (Portable Document Format) file to make it compatible with the Laserfiche Data System.	None	8 hours	<i>Administrative Assistant V</i> (Record Section)
	1.1. Sort PDF files by category for easy indexing thru Laserfiche.	None	4 hours	<i>Administrative Officer V</i> (Records Officer)
2. Index documents in the Laserfiche Data System	2. Index all documents by categories such as BOR Policies, Administrative Order, Executive Order, etc.	None	8 hours	<i>Administrative Officer V</i> (Records Officer)
3. Input all indexed into Laserfiche Database	3. Input all indexed documents by category and by folder in alphabetical order.	None	8 hours	<i>Administrative Officer V</i> (Records Officer)
4. Back up files	4. Regularly back-up all files by storing it in Network Attached Storage (NAS).	None	8 hours	<i>Administrative Officer V</i> (Records Officer)
TOTAL		None	4 days and 4 hours	



12. Conduct of Policy Research in Aid of University and Board Policies

Office or Unit:	Records Section, Office of the Secretary of the University			
Classification:	Complex			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	Members of the Board of Regents; University Officials			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
BOR and/or University policies		Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for policy research	1. Conduct policy research upon receiving the request for a policy research from the members of the BOR and/or University officials.	None	8 hours	Secretary of the University; Head of BOR Secretariat Section; Head of PAC Secretariat Section
	1.1. Retrieve documents from the Archives Section of the University Main Library if document needed is not within OSU's digital and physical files.	None	8 hours	<i>Administrative Officer V (Records Officer)</i>
2. Submit a recommendation	2. Read and analyze all data gathered and write a report on the requested policy with an abstract or executive summary.	None	2 days	Secretary of the University; Head of BOR Secretariat Section; Head of PAC Secretariat Section
	2.2. Submit a recommendation with supporting documents.	None	8 hours	Secretary of the University
4. Release the report to	4. Keep a duplicate file of the submission and	None	30 minutes	<i>Administrative Officer V</i>



BOR/University Officials	record in the logbook.			(Records Officer)
TOTAL		None	5 days and 30 minutes	

13. Uploading of UP Gazette (BOR decisions and Administrative Issuances with University-wide Implication) on the OSU website

Office or Unit:	Records Section, Office of the Secretary of the University			
Classification:	Complex			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	BOR and PAC			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Approved BOR Minutes and University policies; Wordpress application		Records Section		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBL E
1. Forward approved BOR Minutes and Administrative Issuances	1. Format approved BOR Minutes and administrative issuances into UP Gazette form.	None	8 hours	<i>Administrative Assistant V (Records Section)</i>
	1.1. Prepare a table of content for reference.	None	8 hours	<i>Administrative Assistant V (Records Section)</i>
2. Screen for sensitive/confidential information	2. Screen content of the BOR Minutes for sensitive/confidential information and redact it from the file if necessary.	None	8 hours	<i>Secretary of the University and Administrative Officer</i>
3. Upload formatted BOR Minutes and Administrative Issuances at the OSU Website	3. Forward formatted and redacted (if any) BOR Minutes and Administrative Issuances to OSU Website Administrator for uploading via Wordpress.	None	8 hours	<i>Administrative Assistant V (OSU Website Administrator)</i>



4. Update OSU Website regularly	4. Update regularly the content of the OSU Website for changes in BOR/PAC members and University officials; or changes with BOR meetings and other major events.	None	1 hour	<i>Administrative Assistant V (OSU Website Administrator)</i>
TOTAL		None	4 days and 1 hour	

14. Retrieval, Recording, and Release of Documents Requested by Borrowers/ Researchers

Office or Unit:	Records Section, Office of the Secretary of the University			
Classification:	Simple			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
OSU Request Form		Receiving unit, Communication Section		
CLIENT STEPS	AGENCY ACTION	FEE S TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish the Request OSU Request Form (walk in, phone in, email, or via OSU website)	1. Process the request as to what information is being requested.	None	5 minutes	<i>Administrative Assistant V (Record Section)</i>
	1.1. Retrieve from the Records/Archives the requested information/document.	None	15 minutes	<i>Administrative Assistant V (Record Section)</i>



2. Wait for the document to be cleared for release	2. Photocopy the retrieved requested document for release upon clearance by the Records Officer and/or Secretary of the University.	None	10 minutes	<i>Administrative Assistant V (Record Section)</i>
	2.1. Forward documents to the Records Officer and/or Secretary for his review and clearance for release.	None	10 minutes	<i>Administrative Officer V (Records Officer)</i>
	2.2. Records Officer and/or Secretary signs the clearance for release.	None	5 minutes	<i>Administrative Officer V (Records Officer) and/or Secretary</i>
3. Release of the document to corresponding borrower/researcher	3. Upon clearance, notify the borrower/researcher that the requested document is already available for pick up.	None	10 minutes	<i>Administrative Assistant V (Record Section)</i>
4. Sign in the Acknowledgment Receipt/logbook	4. Record and file the accomplished Acknowledgment Receipt/logbook as proof of transaction.	None	10 minutes	<i>Administrative Assistant V (Record Section)</i>
TOTAL		None	1 hour and 5 minutes	

NOTE: The average number of requests received by OSU via walk in, phone in, email, or via OSU website, is about 10 documents.

15. Attendance in Various Committee Meetings Related to University Policies

Office or Unit:	Administrative and/or Communication Sections
Classification:	Simple
Type of Transaction:	G2B, G2C, G2G
Who may avail:	All



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Notices of Meetings; Order by the President		Communication Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request/order to OSU	1. Check the availability of the Secretary and/or his representative to the committee.	None	5 minutes	<i>Executive Assistant III</i> (Communication section)
	1.1. Confirm with the Secretary and/or his representative.	None	20 minutes	<i>Executive Assistant III</i> (Communication section)
	1.2. Notify the requester that request/order is accepted.	None	5 minutes	<i>Executive Assistant III</i> (Communication section)
2. Arrange all schedules of meetings	2. Calendar all planned activities of the committee.	None	15 minutes	<i>Executive Assistant III</i> (Communication section)
3. Attend all meetings	3. Attend all meetings/activities of the committee.	None	8 hours	<i>Executive Assistant III</i> (Communication section)
4. Submit a report	4. Make a report on the findings/outcome and submit a recommendation to the President.	None	8 hours	<i>Senior Administrative Assistant I</i> (Receiving section)
TOTAL			2 days and 45 minutes	



OFFICE OF THE REGENTS



1. Management of Incoming and Outgoing Document

Office or Unit:	Office of the Regents			
Classification:	Simple			
Type of Transaction:	G2B G2C G2G			
Who may avail:	Officers Concerned			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Documents for the Regents		Receiving/Releasing Unit, Regents' Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive the documents.	1. Check contents, subject matter and date.	None	2 minutes	Executive Assistant
	1.1 Stamp 'received' and sign the documents and log book of the delivery personnel.	None	2 minutes	Executive Assistant
	1.2 Hand the document to the concerned Regent, if available or put on top of their desks if he not available.	None	2 minutes	Executive Assistant
	1.3 Take a photo of urgent documents and send them to Regents concerned for advance information.	None	2 minutes	Executive Assistant
2. Remind the concerned Regent of due dates and deadlines of	2. Put a reminder note on the document/letters/ Invites	None	2 minutes per document	Executive Assistant
		None	5 minutes	Executive Assistant



documents and events.	<p>2.1. Call/send the Regent concerned a reminder of the event at least a day before the event or deadlines to confirm attendance or non-attendance. Wait for response at least within the day.</p> <p>2.2. If no response is received, send a follow up call or message on the day of the event to remind the Regent of the event to make sure that s/he is properly notified.</p>	None	5 minutes	
TOTAL		None	20 minutes	

2. Sorting, Recording, and Routing of All Communications that should Go to Each of the Concerned Regents

Office or Unit:	Office of the Regents			
Classification:	Simple			
Type of Transaction:	G2B G2C G2G			
Who may avail:	Concerned Regents			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Original or file copies			Office of the Secretary of the University and Various UP units	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Examine the documents as to name of sender and office.	1. Open the documents/invitations and examine its contents for deadlines and dates of event, except those marked	None	2 minutes per document	Executive Assistant



	and sealed as confidential. 1.1. Sort each document as to name of receiver and put in individual tables.			
2. Inform the person concerned of the incoming documents re subject matter and appropriate action and urgency.	2. Put a reminder and note on each document as to deadlines and due dates of the required action.	None	5 minutes	Executive Assistant
3. Make sure that the person concerned acted on the documents.	3. Personally inform the person concerned of the incoming documents and see to it that the necessary action was accomplished or pending.	None	3 minutes	
TOTAL		None	10 minutes	

3. Answering Incoming Phone Calls for the Regents

Office or Unit:	Office of the Regents			
Classification:	Simple			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Communication System		Various units/private persons		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Receive incoming calls for the persons concerned.	1. Answer incoming telephone calls.	None	2 minutes per call	Executive assistant
	1.1 Transfer the call to the person concerned if present; and if not present, take note of the name of the	None	1 minute per call	Executive assistant



	caller, date and time of the call and the person called.	None	5 minutes	Executive assistant
	1.2 Log incoming calls in the logbook for records purposes.	None	2 minutes	Executive assistant
	1.3 Put a note of the incoming calls on the desks of the person concerned.			
TOTAL		None	10 minutes	

4. Assistance to the Regents in All Administrative Matters

Office or Unit:	Office of the Regents			
Classification:	Simple			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Memos, Administrative Issuances, and other UP administrative matters		Office of the Vice President for Administration/Office of the Secretary of the University		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inform the Regents of current events within the UP System.	1. Update the Regents of any issuances concerning suspension of work in the university.	None	2 Minutes	Executive Assistant
	1.1. Inform the Regents in person or other means of communication of current situation such as lack of power	None	2 minutes	



	supply within the office and vicinity.			
2. Assist in providing contact numbers of persons and offices as requested	2. Locate/search contact numbers, email address, etc. of various offices and units, and other government offices needed by the Regents	None	15 minutes	Executive Assistant
3. Update the Regents of latest UP Issuances concerning administrative matters	3. Secure a copy of the issuances and distribute to regents/ staff concerned.	None	15 minutes	Executive Assistant
4. Inform the Regents of staff attendance and leave of absences on a given day.	4. Notify the Regents of the application for leave of absence in advance on a particular day.	None	2 minutes	Executive Assistant
TOTAL		None	36 minutes	

5. Reminders, Appointment Setting, and Schedules of Meetings

Office or Unit:	Office of the Regents			
Classification:	Simple			
Type of Transaction:	G2B G2C G2G			
Who may avail:	Regents			
Checklist of Requirements		Where to Secure		
Notice of Meetings/invitations/letters		Office of the Secretary of the University/various units		
1. Make a calendar of Schedules of	1. Prepare a monthly calendar of	None	3 minutes	Executive Assistant



meetings set by the Board of Regents.	schedules of meetings and mark each date correspondingly.			
	1.1 At the beginning of each month, prepare a list of confirmed schedules of meetings/ appointments.	None	3 minutes	Executive Assistant
	1.2 Make an update of the schedules of meetings/ appointments at the beginning of each week and a day before the scheduled meeting/ appointments.	None	2 minutes	Executive Assistant
	1.3 Send RSVP to invitations and confirmations.	None	2 minutes	Executive Assistant
TOTAL		None	10 minutes	

6. Monitoring of the Inventory of Supplies and Equipment

Office or Unit:	Office of the Regents			
Classification:	Simple			
Type of Transaction:	G2B, G2C, G2G			
Who may avail:	All			
Checklist of Requirements			Where to Secure	
List of office supplies and equipment			UPS Supply and Property Management Office (UPSSPMO)	
1. Prepare an annual checklist of	1. Submit an RIS to the	None	15 minutes	Executive Assistant



necessary office supplies and equipment of the office.	SPMO for checklist and amount of items. 1.1. Secure the approval of the head of unit of the needed procurement.	None	30 minutes	
	1.2. Process the request and delivery of the office supplies.	None	1 hour	
2. Keep an actual beginning inventory of office supplies and keep track of office consumption.	1. Make a tally sheet and records of office supplies issued to concerned office personnel.	None	10 minutes	
3. At the end of the calendar year, prepare a list of ending inventory of office supplies and equipment.	1. Keep a physical count of unused office supplies on stock.	None	10 minutes	
TOTAL		None	2 hours and 5 minutes	



VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send feedback	<p>Clients must accomplish the Service Feedback Form which is available at the UP System HRDO or through this link: http://bit.ly/UPSystemFeedback</p> <p>The accomplished form may be e-mailed to OVPA or directly to the office concerned. Clients may also opt to submit the form through the feedback and complaints drop box at the UP System HRDO located at the Ground Floor, Quezon Hall.</p>
How feedbacks are processed	<p>The System HRDO shall check the feedback and complaints box daily. Office e-mails as listed in the List of Offices are also checked regularly.</p> <p>The concerned office and employee shall be informed of the feedback received.</p> <p>Details of feedbacks received per month shall be recorded in an electronic log book (e.g. Google Drive file).</p>
How to file a complaint	<p>The Complaints Form is also available at the UP System HRDO and online: http://bit.ly/UPSystemComplaintsForm .</p> <p>The accomplished form may be e-mailed to OVPA (which also handles concerns received through the Contact Center ng Bayan). Clients may also opt to submit the form through the feedback and complaints drop box at the UP System HRDO located at the Ground Floor, Quezon Hall.</p>
How complaints are processed	<p>The System HRDO shall check the feedback and complaints box daily.</p> <p>The concerned office and employee shall be notified of the complaint. Investigation shall be conducted regarding the incident. The complainant shall be notified of any developments/updates through the contact details provided in the Complaints Form.</p> <p>Details of complaints received per month shall be recorded in an electronic logbook (e.g. Google Drive file). The Head of Agency shall be provided a report following the completion of investigation, for appropriate action on the complaint.</p>



Contact Information of ARTA, PCC, CCB	ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8889 CCB: 0908-881-6565 (SMS)
--	--



VII. List of Offices

Office	Address	Contact Information
Office of the President (OP)	2nd Floor, Quezon Hall (North Wing), UP Diliman, Quezon City	(02) 8981-8500 VoIP 2521/2524 op@up.edu.ph
University of the Philippines BGC	14 th Drive University Parkway, Bonifacio Global City, Taguig City	88187242 8396 8726 fsdizon2@up.edu.ph
UP Resilience Institute	National Institute of Geological Sciences, P. Velasquez Street, University of the Philippines, Diliman, 1100, Quezon City	(02) 8981-8500 VoIP 3770 resilience.institute@up.edu.ph
UP Procurement Unit	Fonacier Hall, Magsaysay Avenue, UP Diliman, Quezon City	(02) 8981-8500 VoIP 4058/4061 flofilada@up.edu.ph
Office of the Vice President for Administration (OVPA)	Ground Floor, Quezon Hall, UP Diliman, Quezon City	(02) 8981-8500 VoIP 2525 ovpa@up.edu.ph
System Cash Office	Basement, West Wing, Quezon Hall, UP Diliman, Quezon City	(02) 8981-8500 VoIP 2540, 2316
System Supply and Property Management Office (SSPMO)	UP System Offices Bldg. Magsaysay Ave. UP Campus, Diliman QC	(02) 8981-8500 VoIP 2538, 2539 spm.upsystem@up.edu.ph
Human Resources Development Office (HRDO)	Ground Floor, Quezon Hall, UP Diliman, Quezon City	(02) 8981-8500 VoIP 2526 ovpa@up.edu.ph / hrdo.upsystem@up.edu.ph
Office of the Vice President for Academic Affairs (OVPA)	3rd Floor, Quezon Hall (North Wing), UP Diliman, Quezon City	(02) 8981-8500 VoIP 2528 / 8722 ovpaa@up.edu.ph
Philippine Genome Center (PGC)	A. Ma. Regidor St., PGC Building, UP Diliman, Quezon City 1101	(02) 8981-8500 VoIP 4703/4704/4707 pgc@up.edu.ph
UP Center for Women's and Gender Studies (CWGS)	Magsaysay Ave. corner Ylanan St. UP Campus Diliman, Quezon City	(02) 8920-6950 cws@up.edu.ph
Office of Admissions	T.M. Kalaw Street, Diliman, Quezon City	(02) 8927-4561, (02) 8926-4002, 891-8500 VoIP 3826,3827, 3830 oadms@up.edu.ph
UP Center for Integrative and Development Studies (CIDS)	Lower Ground Floor, Ang Bahay ng Alumni, Magsaysay Ave, UP Diliman, Quezon City	(02) 8981-8500 VoIP 4266/4267 cids@up.edu.ph



Office	Address	Contact Information
Technology Transfer and Business Development Office (TTBDO)	A. Ma. Regidor St., PGC Building, UP Diliman, Quezon City 1101	(02) 8981-8500 VoIP 2542 techtransfer@up.edu.ph
UP Korea Research Center (UP KRC)	Rm 2138, Pav 2, Palma Hall, Quirino Ave, UP Diliman, Quezon City	0908 862 2009 pkrc@up.edu.ph
Office of International Linkages (OIL)	3rd floor South Wing, Quezon Hall Diliman, Quezon City	(02) 8981-8500 VoIP 2543/2544 oil@up.edu.ph
Office of the Vice President for Legal Affairs (OVPLA)	3rd Floor Quezon Hall (South Wing), UP Diliman, Quezon City	(02) 8981-8500 loc. 2547/2548 ovpla@up.edu.ph
Office of the Vice President for Planning and Finance (OVPPF)	3rd Floor, Quezon Hall (North Wing), UP Diliman, Quezon City	(02) 8981-8500 VoIP 2504/2530 ovppf@up.edu.ph
System Accounting Office	Kalayaan Multipurpose Hall Laurel Avenue, UP Diliman, Quezon City	(02) 8981-8500 VoIP 4254/4253 scsanchez@up.edu.ph
System Budget Office	Room 428, 4th Floor, NEC Building, UP Diliman, Quezon City	(02) 8981-8500 VoIP 4254/4253 sbo@up.edu.ph
Office of the Vice President for Public Affairs (OVPPA)	Quezon Hall (North Wing), UP Diliman, Quezon City	(02) 8981-8500 loc. 2507 ovppa@up.edu.ph
Media and Public Relations Office (MPRO)	Rm. 6B, Fonacier Hall (Alumni Center) Magsaysay Street UP Diliman, Quezon City	(02) 8981-8500 VoIP 2549 admin.mpro@up.edu.ph
Office for Alumni Relations (OAR)	Rm. 2B, Fonacier Hall (Alumni Center) Magsaysay Street UP Diliman, Quezon City	(02) 8929-8226; (02) 8981-8500 VoIP 4251, 4252 up.alumnioffice@up.edu.ph
UP Padayon Public Service Office (UP-PPSO)	Rm. 5A, Fonacier Hall (Alumni Center) Magsaysay Street UP Diliman, Quezon City	(02) 8981-8630; 8981-8500 VoIP 4256 padayon@up.edu.ph
Office of the Secretary of the University (OSU)	Ground Floor (North Wing), Quezon Hall, UP Diliman campus, Quezon City	(02) 8981-8500 VoIP 2534 osu@up.edu.ph