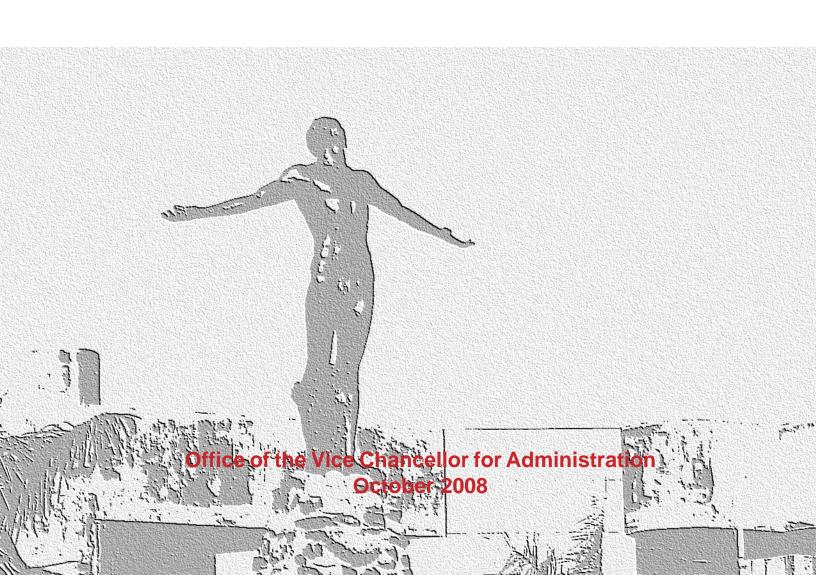# THE UNIVERSITY OF THE PHILIPPINES MINDANAO

HANDBOOK ON DOCUMENTS PROCESSING

THE UNIVERSITY OF THE PHILIPPINES MINDANAO

Foreword

Madayaw!

This U.P. Mindanao Handbook on Documents Processing, a product of a series of administrative workshops conducted by the University, aims to help improve the efficient and effective delivery of administrative services to our University clientele.

It is intended to be a guide that we refer to from time to time to ensure that we do not only follow proper processes and procedures in performing our administrative functions, but also to acquaint us with the time it takes to process the various documents and adjust our expectations accordingly.

May you find this handbook useful and help you gain a better appreciation and understanding of our administrative processes.

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Chancellor, U.P. Mindanao

Acknowledgments

Introduction

This Handbook on Documents Processing was conceptualized by the Office of the Vice Chancellor for Administration (OVCAd) of the University of the Philippine Mindanao to help its constituencies understand and be familiar with the services it provides them. Towards this end, we tried to present the procedures in a simplified flowchart fashion so that the Handbook's end-users may better understand the steps required to facilitate their respective transactions with the various administrative offices.

It is divided into four parts: (1) Accounting, Budget & Cash Offices; (2) Human Resources Development Office; (3) Supply & Property Management Office; and (4) Physical Plant Office. While transactions with these four groupings inevitably interphase with each other, this handbook has been designed to easily determine such relationships in the context of particular transactions.

It includes a glossary of abbreviations and acronyms used in government transactions, alphabetically arranged, which will be helpful to new personnel of the University.

Glossary of Abbreviations

ADC	**Appraisal & Disposal Committee**
APC	**Academic Personnel Committee**
AdPC	**Administrative Personnel Committee**
ARE	**Acknowledgment Receipt for Equipment**
BAC	**Bids & Awards Committee**
BIR	**Bureau of Internal Revenue**
BP	**Basic Papers**
COA	**Commission on Audit**
CSC	**Civil Service Commission**
CAPC	**College Academic Personnel Committee**
DAPC	**Department Academic Personnel Committee**
DBM	**Department of Budget & Management**
DR	**Disbursement Report**
DTR	**Daily Time Record**
DV	**Disbursement Voucher**
HRDO	**Human Resources Development Office**
IAR	**Inspection & Acceptance Report**
ICS	**Inventory Custodian Slip**
IIR	**Inventory & Inspection Report**

Glossary of Abbreviations

JEV	Journal Entry Voucher
NGS	Non-Government Service
OC	Office of the Chancellor
OR	Official Receipt
OS	Obligation Slip
OSU	Office of the Secretary of the University
OVCAA	Office of the Vice Chancellor for Academic Affairs
OVCAd	Office of the Vice Chancellor for Administration
PO	Purchase Order
PR	Purchase Request
PRS	Personnel Requisition Slip
RER	Reimbursement Expense Receipt
RIS	Requisition & Issuance Slip
ROD	Report of Disbursement
SG	Salary Grade
SPMO	Supplies & Property Management Office
UAPB	University Academic Personnel Board
UAdPB	University Administrative Personnel Board

Table of Contents

Accounting, Budget & Cash Offices

Payment of Personnel Services

Applicable to Lecturer, Resource Person, Committee Member, Officer-In-Charge, Building Administrator, Coach, Teaching Overload & Student Asst.

Processing Time: 8 days

Requesting Unit

- 🔴 Sends OS with DV & supporting documents to Budget Office
  (days)

Budget Office

- 🔵 Assigns OS number & account code
- 🔵 Reviews computations
- 🔵 Registers in OS registry
- 🔵 Approves OS
- 🔵 Sends OS & DV with supporting documents to Accounting Office
  (2 days)

Accounting Office

- 🔵 Assigns DV number
- 🔵 Pre-audits DV & supporting documents
- 🔵 Computes withholding tax
- 🔵 Certifies DV in Box "A"
- 🔵 Indexes & records/journalizes the DV
- 🔵 Sends DV and supporting documents to OVCAd
  (3 days)

  Note: For overload, the processing time is 5 days.

OVCAd

- 🟣 Signs Box "B" in DV
- 🟣 Sends DV with supporting documents to Cash Office
  (1 day)

Processing Time: 8 days

▼

Cash Office

- Receives DV with supporting documents
- Verifies completeness of signatories on the DV
- Issues check, records details of payment/ encoding, signs check
- Sends the check with DV & supporting documents to OVCAd or OVCAA for counter signature
- Releases check to Requesting Unit & receives O.R.
  (2 days)

▼

- Forwards DVs and supporting documents to Accounting Office for recording purposes

Accounting Office

Cash Advance Liquidation

Processing Time: 7 days

Requesting Unit

⬇

Accounting Office

● **Sends approved ROD & supporting documents (e.g., official receipt, sales invoice, RER, etc.) to Accounting Office (days)**

● **Pre-audits ROD & supporting documents**
● **Certifies ROD**
● **Assigns ROD number**
● **Indexes ROD and records/journalizes the ROD**
● **Files ROD for submission to COA (5 to 7 days)**

Employees Payroll (first week of the month)

For the 2nd to the 4th week payroll, the Accounting Office provides the Bank with certification and approval of fund transfer.

Processing Time: 10 days

Accounting Office
(requesting unit)

▼

OVCAd

- Signs Box "A" in OS
- Recommends approval of the Summary of Payroll
- Sends OS & DV to Budget Office
  (1 day)

▼

Budget Office

- Assigns OS number & account code
- Reviews computations
- Registers in OS registry
- Approves OS
- Sends OS and supporting documents to Accounting Office
  (2 days)

▼

Accounting Office

- Prepares fund transfer from SA (payroll) to SA of employees to be approved by Accounting, Cash, OVCAd, and OC
- Assigns DV number
- Pre-audits DV & supporting documents
- Certifies DV in Box "A"
- Indexes & records/journalizes the DV
- Sends DV and supporting documents to OVCAd for approval
  (3 days)

▼

OVCAd

- Signs Box "B" in DV
- Sends DV with supporting documents to Cash Office
  (1 day)

▼

Processing Time: 10 days

Cash Office

● Receives DV with supporting documents
● Verifies completeness of signatories on the DV
● Issues check, records details of payment/ encoding, signs check
● Sends the check with DV & supporting documents to OVCAd or OVCAA for counter signature
(2 days)

● Deposits check at the bank with a fund transfer letter
(1 day)

● Forwards DVs and supporting documents to Accounting Office for recording purposes

Accounting Office

Remittance of Withheld Salary Deductions

Applicable to BIR withholding tax; employees' contribution to GSIS, Philhealth, PAG-IBIG, UPPFI & UPMMPC; loans with GSIS, HDMF, Provident Fund, Computer & UPLBCDC

Processing Time: 10 days

Accounting Office

- Generates list & schedule of withheld deductions
- Prepares DV & supporting documents
- Forwards to Budget Office for employer share obligation (where applicable)
- Pre-audits DV & supporting documents
- Certifies DV in Box "A"
- Indexes & records/journalizes the DV
- Sends DV & supporting documents to OVCAd (7 days)

OVCAd

- Approves DV
- Sends DV & supporting documents to Cash Office (1 day)

Cash Office

- Receives DV with supporting documents
- Verifies completeness of signatories on the DV
- Issues check, records details of payment/ encoding, signs check
- Sends the check with DV & supporting documents to OVCAd or OVCAA for counter signature
- Releases check to Requesting Unit & receives O.R. (2 days)

Accounting Office

Payroll for NGS

Processing Time: 6 days

NGS Personnel	● Sends accomplishment report & DTR duly signed by the unit head, and contract to Accounting Office (days)

▼

Accounting Office	● Prepares actual payroll and DV ● Pre-audits DV and supporting documents ● Chief Accountant certifies & approves the payroll ● Forwards to OVCAd for signing of Box "B" (3 days)

▼

OVCAd	● Receives DV and signs Box "B" ● Forwards DV to Cash Office (1 day)

▼

Cash Office	● Receives DV with supporting documents ● Verifies completeness of signatories on the DV ● Issues check, records details of payment/ encoding, signs check ● Sends the check with DV & supporting documents to OVCAd or OVCAA for counter signature ● Deposits check at the Bank (2 days) ● Forwards DVs and supporting documents to Accounting Office for recording purposes

▼

Accounting Office

Other Financial Transactions

Applicable to
- Cash advance (for travel, activities, materials, supplies, petty cash fund, etc.) - INTERNAL
- Petty cash replenishment - INTERNAL
- Catering/meals/representation expenses - EXTERNAL
- Fidelity bond - EXTERNAL
- Gasoline expenses - EXTERNAL
- Janitorial services - EXTERNAL
- Maternity leave - INTERNAL
- Reimbursement for travel, materials, supplies, equipment, meals, representation expenses - INTERNAL
- Registration fee for seminars, training, workshop - EXTERNAL
- STFAP & scholars of other foundations - INTERNAL
- Security guard services - EXTERNAL
- Subscriptions - EXTERNAL
- Supplies, materials & equipment - EXTERNAL
- Travel agencies for airplane fare - EXTERNAL
- Utilities (electricity, water & telecommunications) - EXTERNAL

Processing Time: 8 days

Requesting Unit

- 🔴 Sends OS with DV & supporting documents to Budget Office

▼

Budget Office

- Assigns OS number & account code
- Review computations
- Registers in OS registry
- Approves OS
- Sends OS & DV with supporting documents to Accounting Office (for INTERNAL creditors) and to SPMO (for EXTERNAL creditors) (2 days)

▼

Accounting Office

- Assigns DV number
- Pre-audits DV & supporting documents
- Computes withholding tax and prepares tax certificates
- Certifies DV in Box "A"
- Indexes & records/journalizes the DV
- Sends DV & supporting documents to OVCAd or to OC (for cash advances and reimbursements) (3 days)

▼

Note: For suppliers, the processing time is 5 days.

Processing Time: 8 days

OC / OVCAd

- Signs Box "B" in DV
- Sends DV & supporting documents to Cash Office (1 day)

Cash Office

- Receives DV with supporting documents
- Verifies completeness of signatories on the DV
- Issues check, records details of payment/ encoding, signs check
- Sends the check with DV & supporting documents to OVCAd or OVCAA for counter signature
- Releases check to Requesting Unit & receives O.R. (2 days)

- Forwards DVs and supporting documents to Accounting Office for recording purposes

Accounting Office

Human Resources Development Office

Request for Authority to Fill up Vacant Plantilla Items for Teaching Personnel

Processing Time: 6 days

Requesting Dept.

- Identifies need to fill up vacant item in coordination with the HRDO
  (Request is addressed to the Chancellor through channels)
  Required documents:
    - Justification
    - Faculty loading

College

- Endorses request of the Department
- Sends documents to HRDO for evaluation of the validity of the request
  (days)

HRDO

- Evaluates the validity of the request & checks completeness of the documents
  (0.5 day)

Budget Office

- Issues budget clearance for the request
- Sends all documents to OVCAA for endorsement to the Chancellor
  (2 days)

OVCAA

- Endorses the request
- Sends documents & endorsement to OC
  (2 days)

Processing Time: 6 days

▼

OC

● **Approves/disapproves request
(1 day)**

▼

HRDO

● **Informs the Department of action taken by the
Chancellor
(0.5 day)**

▼

Requesting Dept.

Filling-up of Vacant Plantilla Items for Teaching Personnel

Recruitment / Selection and Appointment

Processing Time: 9 days

HRDO

- Assists the Department in the publication and posting of vacant plantilla items
(1 day)

DAPC

- Receives application letters/curriculum vitae together with OTR, 2 x 2 ID pictures, copies of creative works and other credentials
- Conducts interview and requires applicant for a teaching demonstration
- Deliberates on the qualifications of the applicant based on the established guidelines and criteria for recruitment
- Prepares recommendation to the CAPC
(days)

CAPC

- Deliberates on the recommendation of the DAPC
- Prepares endorsement, Basic Paper and Agenda Sheet
(days)

HRDO

- Checks completeness of basic requirements & examines the correctness of entry in the Agenda Sheet
- Convenes the members of the UAPB for a meeting
(2 days)

UAPB

- Evaluates and deliberates on the recommendation of the CAPC
- Endorses the recommendation to the Chancellor
(1 day)

Note: The Basic Paper may be returned to the Requesting Department if there are modifications on the original recommendations.

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Processing Time: 9 days

HRDO	● **Fills out and signs Box 13 of the Basic Paper & forwards to the Budget Office** **(0.5 day)**
Budget Offfice	● **Signs Box 14 for budget clearance** **(0.5 day)**
OVCAA	● **Recommends approval on Box 15 of Basic Paper** **(0.5 day)**
OC	● **Approves/disapproves recommendation** ● **Forwards approved document to HRDO for the preparation of appointment** ● **Recommends approval to the U.P. President for appointment to positions with SG 22 and above** **(1 day)**
HRDO	● **Prepares and initials the appointment of positions with SG 21 and below** **(0.5 day)**
OC	● **Signs the appointment papers** **(1 day)**
HRDO	● **Releases the appointment papers to the appointee and furnishes copy to the Requesting Department, Accounting Office, Budget Office, COA and CSC** **(1 day)**

Request for Authority to Fill up / Unfreezing of Vacant Plantilla Items for Non-Teaching Personnel (REPS & Administrative Staff)

Processing Time: 6 days

Requesting Dept.	🔴 **Identifies need to fill up vacant item in coordination with HRDO**
	Required Documents
	    - Request for exemption from AO 4
	    - Justification
	    - Unit's organizational and functional chart

▼	
HRDO	🟢 **Evaluates validity of the request** 🟢 **Forwards request to Budget Office for budget clearance** **(1 day)**
▼	
Budget Office	🔵 **Issues budget clearance** **(1 day)**
▼	
OVCAA	🟣 *For REPS* **Endorses request to the Chancellor**
OR	
OVCAd	🟣 *For administrative positions* **Endorses request to the Chancellor** **(1 day)**
▼	

Processing Time: 6 days

▼

OC

● **Prepares covering letter and endorses approval to the OVPAA / OVPA
(2 days)**

● **Forwards approved request to HRDO upon its receipt from the U.P. System**

▼

HRDO

● **Informs the Requesting Unit of the action taken by the U.P. System
(1 day)**

Filling-Up of Vacant Plantilla Items for Non-Teaching Personnel (REPS & Administrative Staff)

Processing Time: 30 days

HRDO	● Prepares publication and posting of vacant plantilla item as required by CSC ● Receives application letters, curriculum vitae together with OTR, 2 x 2 ID pictures, etc. ● Conducts preliminary interview and checks personal background of applicants ● Submits short-listed applicants to the Requesting Unit **(15 days)**
Requesting Unit	● Evaluates and interviews applicants *(HRDO may be invited)* ● Requests OSA to administer pre-requisite examinations **(days)**
OSA	● Conducts and interprets examination results and submits these to the Requesting Unit **(2 days)**
Requesting Unit	● Prepares Basic Paper and attaches other credentials of the qualified candidate (e.g., Application Letters, Curriculum Vitae, OTR, 2 x 2 ID pictures, examination results, etc.) and submits to the CAPC/UAdPC **(days)**
UAcPC / UAdPC	● Deliberates on the recommendation of the Requesting Unit ● Fills out Box 11 of BP ● Forwards to UAPB (for REPS) or to UAdPB (for administrative positions) through the HRDO **(1 day)**

Processing Time: 30 days

▼

| **HRDO** | ● Checks completeness of basic requirements |
| | ● Prepares Agenda Sheet and convenes the members of the UAPB or UAdPB for a meeting (3 days) |

▼

| **UAPB / UAdPB** | ● Evaluates and deliberates on the recommendation of the UAcPC or UAdPC (1 day) |

▼

| **HRDO** | ● Fills out and signs Box 13 of BP for REPS |
| | ● Fills out and signs Box 14 of BP for administrative position (1 day) |

▼

| **Budget Office** | ● Signs Box 14 for REPS |
| | ● Signs Box 15 for administrative position (1 day) |

▼

| **OVCAA** | ● Recommends approval for REPS on Box 15 |

OR

| **OVCAd** | ● Recommends approval for administrative positions on Box 14 (1 day) |

▼

Processing Time: 30 days

▼

OC

- Approves/disapproves recommenation and forwards to the HRDO for preparation of appointment
- Recommends approval to the President for appointment to positions with Salary Grades 22 and above

(2 days)

▼

HRDO

- Prepares and initials the appointment of positions with Salary Grades 21 and below
(1 day)

▼

OC

- Signs the appoinment
(1 day)

▼

HRDO

- Releases the appointment to the appointee and gives a copy to the Requesting Unit, Accounting Office, Budget Office, COA and CSC
(1 day)

Requisitioning Employees - Creation of New Position for Casual

Processing Time: 9 days

Requesting Unit

- 🔴 Identifies need to hire additional employee
- 🔴 Prepares a PRS and attaches the following documents:
  - Justification
  - Job description/function of the requested position and that of the existing staff
  - List of programs/projects to be undertaken
  - Organizational and functional charts of the unit
  (days)

▼

Dean / Unit Head

- 🟠 Endorses the request through channels
  (days)

▼

HRDO

- 🟢 Evaluates the request based on approved staffing pattern and checks the completeness of the requirements
  (2 days)

▼

Budget Office

- 🔵 Issues budget clearance
  (2 days)

▼

OVCAA

- 🟣 Recommends approval

OR

▼

Processing Time: 9 days

▼

OVCAd

● **Recommends approval**
(2 days)

▼

OC

● **Approves/disapproves the request**
(2 days)

▼

HRDO

● **Informs the Requesting Unit of the action taken by the Chancellor**
(1 day)

Hiring of Casual Position

Processing Time: 30 days

HRDO	● **Prepares publication and posting of new position as required by CSC (RA 7041 requires publication of vacant position)**
	● **Receives application letters, curriculum vitae together with OTR, 2 x 2 ID pictures, etc.**
	● **Conducts preliminary interview and checks personal background of applicants**
▼	● **Submits short-listed applicants to the Requesting Unit**
	(15 days)

Requesting Unit	● **Evaluates and interviews applicants** *(HRDO may be invited)*
▼	● **Requests OSA to administer pre-requisite examinations** **(days)**

OSA	● **Conducts and interprets examination results and submits these to the Requesting Unit** **(2 days)**
▼	

Requesting Unit	● **Prepares Basic Paper and other credentials of the qualified candidate and submits to the APC** **(days)**
▼	

UAcPC / UAdPC	● **Deliberates on the recommendation of the Requesting Unit**
	● **Fills out Box 11 of BP**
▼	● **Forwards to UAPB (for REPS) or to UAdPB (for administrative positions) through the HRDO** **(1 day)**

Processing Time: 30 days

HRDO	● **Checks completeness of basic requirements** ● **Prepares agenda sheet and convenes the members of the UAPB or UAdPB for a meeting** **(2 days)**
UAPB / UAdPB	● **Evaluates and deliberates on the recommendation of the APC or AdPC** **(1 day)**
HRDO	● **Fills out and signs Box 13 of BP for REPS** ● **Fills out and signs Box 14 of BP for administrative position** **(1 day)**
Budget Office	● **Signs Box 14 if REPS** ● **Signs Box 15 if administrative position** **(1 day)**
OVCAA	● **Recommends approval for REPS on Box 15**

OR

OVCAd	● **Recommends approval for administrative position on Box 14** **(1 day)**

Processing Time: 30 days

OC
- Approves/disapproves the recommendation and forwards to the HRDO for preparation of appointment
(2 days)

HRDO
- Prepares and initials the appointment of positions with Salary Grades 21 and below
(2 days)

OC
- Signs the appoinment
(1 day)

HRDO
- Releases the appointment to the appointee
- Gives a copy of the appoinment to the Requesting Unit, Accounting, Budget, COA and CSC
(1 day)

Requisitioning for Non-Government Service (NGS)

Processing Time: 8 days

Requesting Unit	🔴 Identifies need to hire additional employee
	🔴 Prepares a PRS and attaches the following documents:
	  - Justification
	  - Job description/function of the requested position and that of the existing staff
	  - List of programs/projects to be undertaken
	  - Organizational and functional charts of the unit
	  (days)

▼	
Dean / Unit Head	🟠 Endorses the request through channels (days)
▼	
HRDO	🟢 Evaluates the request based on approved staffing pattern and checks the completeness of the requirements (1 day)
▼	
Budget Office	🔵 Issues budget clearance (2 days)
▼	
OVCAA / OVCAd	🟣 Recommends approval (2 days)
▼	
OC	🟣 Approves/disapproves the request (2 days)
▼	
HRDO	🟢 Informs the Requesting Unit of the action taken by the Chancellor (1 day)

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Recruitment for Non-Government Service (NGS)

Processing Time: 4 days

Requesting Unit	🔴 **Initiates the recruitment of qualified applicants** 🔴 **Prepares the Contract of Service upon identification of the most qualified applicant (days)**
▼	
Legal Office	⚫ **Reviews the Contract of Service (1 day)**
▼	
Requesting Unit	🔴 **The Unit Head signs the contract as the First Party and the Contractee signs as the Second Party (days)**
▼	
Accounting Office	
AND	⚫ **Signs the Contract of Service as witnesses (1 day)**
HRDO	
▼	
Contractee	🔴 **Brings the contract to a lawyer for notarization & gives a copy to the HRDO (2 days)**

Supply & Property Management Office

Purchase by Cash Advance

Processing Time: 2 days

| Requesting Unit | ● Prepares PR
● Dean/Director/Unit Head approves the PR
● Sends the PR to SPMO
(days) |

▼

| SPMO | ● Verifies PR & supporting documents
● Sends PR & supporting documents to the Requesting Unit
(2 days) |

▼

| Requesting Unit | ● Requesting Unit prepares supporting documents for cash advance |

Purchase by Direct Contracting

Processing Time: 15 days

Requesting Unit
- Prepares PR
- Dean/Director/Unit Head approves PR
- Sends PR to SPMO
(days)

▼

SPMO
- Verifies PR & supporting documents
- Conducts canvass of price quotations
- Sends the documents to Requesting Unit
- Prepares PO
- Sends PO & supporting documents to Requesting Unit
(5 days)

▼

Requesting Unit
- Prepares OS based on PO
- Dean/Director/Unit Head signs OS
- Sends OS & PO to Budget Office
(2 days)

▼

Budget Office
- Assigns OS number & account code
- Registers in OS registry
- Approves OS
- Sends the documents to the Requesting Unit *if request is less than Php 20,000.00*
- Sends the documents to OVCAd *if request is Php 20,000.00 and above*
(2 days)

▼

Processing Time: 15 days

▼

Requesting Unit

OR

OVCAd

● Approves PO
● Sends the documents to SPMO
(1 day)

▼

SPMO

● Serves PO to the supplier
● Receives the items with PO & Cash/Charge Invoice from the supplier
● Receives, records & inspects delivery
● Prepares RIS & issues supplies
● Sends PR, Canvass of Quotation, Abstract, PO, OS, Charge Invoice, IAR, RIS to the Requesting Unit
(5 days)

Purchase by DBM Procurement Service

Processing Time: 20 days

Requesting Unit

- 🔴 Prepares PR
- 🔴 Dean/Director/Unit Head approves PR
- 🔴 Sends PR to SPMO
- (days)

▼

SPMO

- 🟢 Verifies PR & supporting documents
- 🟢 Conducts canvass of price quotations
- 🟢 Sends documents to DBM
- 🟢 Receives DBM price quotations
- 🟢 Prepares PO and OS
- 🟢 Sends the documents to Budget Office
- (3 days)

▼

Budget Office

- 🔵 Assigns OS number & account code
- 🔵 Registers in OS registry
- 🔵 Approves OS
- 🔵 Sends the documents to SPMO *if request is less than Php 20,000.00*
- 🔵 Sends the documents to OVCAd *if request is Php 20,000.00 and above*
- (2 days)

▼

OVCAd

OR

Requesting Unit

- ⚫ Approves PO
- ⚫ Sends the documents to SPMO
- (1 day)

▼

SPMO

- 🟢 Prepares DV & promissory note
- 🟢 Sends the documents to the Accounting Office
- (1 day)

▼

Processing Time: 20 days

▼

Accounting Office	● **Assigns DV number**
	● **Pre-audits DV & supporting documents**
	● **Certifies DV in Box "A"**
	● **Sends the documents to OVCAd**
	(5 days)

▼

OVCAd	● **Certifies DV in Box "B"**
	● **Sends the documents to Cash Office**
	(1 day)

▼

Cash Office	● **Prepares & issues check**
	● **Releases check to SPMO**
	(2 days)

▼

SPMO	● **Releases check to DBM**
	● **Receives OR from DBM**
	● **Sends OR to Cash Office**
	● **Receives, records & inspects delivery**
	● **Prepares RIS & issues supplies to Requesting Unit**
	(5 days)

Purchase by Shopping

Processing Time: 14 days

Requesting Unit	🔴 **Prepares PR**
	🔴 **Dean/Director/Unit Head approves PR**
	🔴 **Sends PR to SPMO**
	(days)
▼	
SPMO	🟢 **Verifies PR & supporting documents**
	🟢 **Conducts canvass of price quotations**
	🟢 **Prepares & signs Abstract**
	🟢 **Sends the documents to BAC**
	(2 days)
▼	
BAC	🟠 **Approves Abstract**
	🟠 **Sends the documents to SPMO**
	(2 days)
▼	
SPMO	🟢 **Prepares PO**
	🟢 **Sends PO & supporting documents to the Requesting Unit**
	(1 day)
▼	
Requesting Unit	🔴 **Prepares OS**
	🔴 **Dean/Director/Unit Head signs OS**
	🔴 **Sends PO & OS to the Budget Office**
	(1 day)
▼	
Budget Office	🔵 **Assigns OS number & account code**
	🔵 **Registers in OS registry**
	🔵 **Approves OS**
	🔵 **Sends the documents to Requesting Unit _if request is less than Php 20,000.00_**
	🔵 **Sends the documents to OVCAd _if request is Php 20,000.00 and above_**
	(2 days)

Processing Time: 14 days

▼

OVCAd

OR

Requesting Unit

● Approves PO
● Sends the documents to SPMO
(1 day)

▼

SPMO

● Serves PO to supplier
● Receives supplies/equipment with PO & Cash/ Charge Invoice from supplier
● Receives, records & inspects delivery
● Issues RIS to Requesting Unit, Canvass of Quotation, Abstract, PO, OS, IAR & Charge Invoice
● Sends PR to Requesting Unit
(5 days)

Repeat Order

Requesting Unit

- **Prepares PR (25% of the original PO)**
- **Prepares OS**
- **Dean/Director/Unit Head approves PR**
- **Sends PR & supporting documents to SPMO (days)**

▼

SPMO

- **Prepares PO**
- **Sends PO & supporting documents to Requesting Unit (1 day)**

▼

Requesting Unit

- **Dean/Director/Unit Head approves PO *if request is less than PhP 20,000.00***

OVCAd

- **Approves PO *if request is PhP 20,000.00 and above* (1 day)**

▼

Budget Office

- **Assigns OS number & account code**
- **Approves OS**
- **Registers in OS registry**
- **Sends documents to SPMO (2 days)**

▼

Processing Time: 7 days

SPMO

- ● **Serves PO to supplier**
- ● **Receives supplies/equipment with PO & Cash/ Charge Invoice from supplier**
- ● **Receives, records & inspects delivery**
- ● **Issues RIS to Requesting Unit, Canvass of Quotation, Abstract, PO, OS, IAR & Charge Invoice**
- ● **Issues supplies to Requesting Unit (3 days)**

Public Bidding (for purchases Php 250,000.00 & above)

For Supplies, Materials and Equipment

For Infrastructure, Janitorial, Security and Internet Services

Processing Time: 65 days

Requesting Unit	● Prepares PR, ABC, specifications & instruction to bidders ● Dean/Director/Unit Head approves ● Sends the documents to the Budget Office (days)
▼	
Budget Office	● Issues budget clearance ● Sends the documents to the Accounting Office (2 days)
▼	
Accounting Office	● Certifies availability of funds ● Sends the documents to SPMO (1 day)
▼	
SPMO	● Verifies PR & supporting documents ● Sends PR & supporting documents to BAC (1 day)
▼	
BAC	● Advertises & invites bidders ● Conducts pre-bid conference ● Receives, opens & evaluates bids ● Approves resolution & recommends bid awards ● Prepares Notice of Award ● Sends the documents to OC, OVCAd & Legal Office for signature (45 days)
▼	
OC	● Approves Notice of Award (1 day)

Processing Time: 65 days

SPMO

- Releases Notice of Award
- Receives Performance Bond from winning bidder
- Prepares PO and forwards bidding documents to Legal Office for contract preparation
  (1 day)

Requesting Unit

- Prepares OS
- Sends the documents to Budget Office
  (1 day)

OC

- Approves PO (for supplies) or contract (for infrastructure projects and services)
  (1 day)

Budget Office

- Assigns OS number and account code
- Registers in OS registry
- Approves OS
  (2 days)

SPMO

- Serves PO or contract to winning bidder
- Prepares Notice to Proceed
  (1 day)

Processing Time: 65 days

▼

OC	● Approves the Notice to Proceed ● Sends the documents to SPMO (2 days)

▼

SPMO	● Serves Notice to Proceed and PO to winning bidder ● Receives supplies/equipment and Charge Invoice ● Receives, records and inspects delivery ● Prepares RIS & issues supplies, materials & equipment to the Requesting Unit ● Sends PR, Bid document, Abstract, PO, OS, IAR and Charge Invoice to the Requesting Unit (7 days)

Negotiated Bid

(after second failure of public bidding)

Processing Time: 21 days

BAC

- 🟠 **Prepares a Letter of Request for Negotiated Bid addressed to the Chancellor**
- 🟠 **Sends the documents to OC**
  (1 day)

▼

OC

- 🟣 **Approves the Letter of Request**
- 🟣 **Sends the documents to SPMO**
  (2 days)

▼

SPMO

- 🟢 **Conducts canvass of price quotations**
- 🟢 **Opens price quotations**
- 🟢 **Prepares & signs the Abstract**
- 🟢 **Sends the documents to BAC**
  (5 days)

▼

BAC

- 🟠 **Approves the Abstract**
- 🟠 **Sends the documents to SPMO**
  (2 days)

▼

SPMO

- 🟢 **Prepares PO**
- 🟢 **Sends the documents to the Requesting Unit**
  (1 day)

▼

Requesting Unit

- 🔴 **Prepares the OS**
- 🔴 **Dean/Director/Unit Head signs OS**
- 🔴 **Sends the documents to Budget Office**
  (1 day)

▼

▼

Budget Office	● Assigns OS number & account code
	● Registers in OS registry
	● Approves the OS
	● Sends the documents to OVCAd
	(2 days)

▼

OVCAd	● Approves PO
	● Sends the documents to SPMO
	(1 day)

▼

SPMO	● Serves PO to the winning bidder
	● Receives supplies/equipment/services & Charge Invoice
	● Receives, records & inspects delivery
	● Prepares RIS & issues the supplies, materials & equipment
	● Sends PR, Canvass of Quotation, Abstract, PO, OS, IAR & Charge Invoice to the Requesting Unit
	(6 days)

Repairs and Maintenance (for equipment and vehicles)

Processing Time: 4 days

Requesting Unit

● Prepares Pre-Repair Inspection Report
● Sends the documents to SPMO
(days)

SPMO

● Records & certifies Pre-Repair Inspection Report
● Sends the documents to property inspector
(1 days)

Property Inspector

● Verifies & approves Pre-Inspection Report
● Sends the documents to the Requesting Unit
(2 days)

Requesting Unit

● Prepares PR
● Dean/Director/Unit Head approves the PR
(1 day)

Note: For different modes of procurement, please refer to flow charts for (1) Purchase by Cash Advance, (2) Purchase by Direct Contracting, (3) Shopping, and (4) Repeat Order.

Loss of Government Property

Processing Time: 21 days

Accountable Officer	🔴 Prepares Notice of Loss within 30 calendar days 🔴 Sends the Notice to COA, Police authority and SPMO (days)
▼	
SPMO	🟢 Records & files the Notice of Loss 🟢 Sends ARE to the Accountable Officer (1 to 3 days)
▼	
Accountable Officer	🔴 Prepares request for relief from accountability of lost property 🔴 Attaches ARE to the request 🔴 Executes affidavit of loss 🔴 Secures joint affidavit from two individuals not involved in the loss 🔴 Secures final police report attesting to attempts to recover the loss 🔴 Prepares IIR 🔴 Sends the documents to OC (10 days)
▼	
OC	🟣 Recommends approval of application for relief 🟣 Sends the documents to the Accountable Officer (2 days)
▼	
Accountable Officer	🔴 Sends the documents to COA (1 day)
▼	

Processing Time: 21 days

▼

| COA | ● Grants/denies application for relief from accountability
● Sends the documents to the Accountable Officer (days) |

▼

| **Accountable Officer** | ● If COA <u>grants</u> the relief from accountability, the Accountable Officer sends the documents to SPMO
● If COA <u>denies</u> relief from accountability, the Accountable Officer pays for the lost property & sends the OR to SPMO
(1 day) |

▼

| **SPMO** | ● For relief <u>granted</u>, SPMO drops accountability from the book of accounts
● For relief <u>denied</u>, SPMO drops accountability upon receipt of OR
● Sends the documents to the Accounting Office
(3 days) |

▼

| **Accounting Office** | ● Drops accountability from the book of accounts
(1 day) |

Disposal of Unserviceable Property

Processing Time: 45 days

Requesting Unit
- 🔴 Prepares IIR
- 🔴 Dean/Director/Unit Head approves IIR
- 🔴 Sends the documents to SPMO
  (days)

▼

SPMO
- 🟢 Assigns IIR number
- 🟢 Certifies IIR of disposable property
- 🟢 Stores unserviceable property in the stockroom
- 🟢 Conducts inventory of unserviceable property
- 🟢 Endorses disposal of unserviceable property
- 🟢 Prepares endorsement letter for the disposal of unserviceable property
- 🟢 Sends the documents to ADC
  (4 days)

▼

ADC
- ⚫ Inspects & appraises the unserviceable property
- ⚫ Recommends mode of disposal
- ⚫ Sends the documents to SPMO

  Note: ADC meets once a month.

▼

SPMO
- 🟢 Prepares endorsement
- 🟢 Sends the documents to COA
  (1 day)

▼

COA
- ⚫ Inspects the unserviceable property to be disposed
- ⚫ Sends the documents and the decision to SPMO
  (days)

▼

SPMO
- 🟢 Endorses the documents to BAC
  (1 day)

▼

Processing Time: 45 days

▼

BAC	● **Advertises & invites bidders**
	● **Conducts pre-bid conference**
	● **Conducts pre-procurement conference**
	● **Receives, opens & evaluates bids**
	● **Approves resolution & bid award**
	● **Sends the documents to OC, OVCAd & Legal Office**
	(30 days)

▼

OC	● **Signs the resolution and Notice of Award**
	● **Sends the documents to BAC**
	(2 days)

▼

SPMO	● **Serves the Notice of Award to winning bidder**
	(1 day)

▼

Winning Bidder	● **Receives the Notice of Award**
	● **Pays for the purchased unserviceable property to the Cashier**
	(0.5 day)

▼

Cash Office	● **Issues OR to the winning bidder**
	(0.5 day)

▼

Processing Time: 45 days

▼

| SPMO | ● Prepares Acknowledgment Receipt
● Sends the documents to OC
(1 day) |

▼

| OC | ● Signs the Acknowledgment Receipt
● Sends the documents to SPMO
(2 days) |

▼

| SPMO | ● Sends the Acknowledgment Receipt and gate pass to the winning bidder
● Releases unserviceable property to winning bidder
● Records & files all the documents
● Sends the documents to Accounting Office for filing
(1 day) |

▼

| Accounting Office | ● Drops accountability from the book of accounts
(1 day) |

Physical Plant Office

Job Order Request for Design and Cost Estimates

Total Processing Time: 8 days

Requesting Unit

- ● Fills out three (3) copies of the Job Order Request form
- ● Sends the document to OVCAd with letter request indicating purpose of the design/cost and source of fund for the project
  (days)

▼

OVCAd

- ● Approves the request for design and cost estimates and forwards it to PPO
  (1 day)

▼

PPO Receiving Clerk

- ● Receives the Job Order Request form & assigns a job order number
  (0.5 day)

▼

Engineer/Architect In Charge

- ● Prepares the design and cost estimate
- ● Forwards the document to the PPO Chief for evaluation and approval
  (2 to 5 days)

▼

PPO Chief

- ● Evaluates and approves the design and cost estimate
- ● Informs the Requesting Unit of the number of days required for the design and cost estimates of their job request
  (1 day)

▼

PPO

- ● Forwards design and cost estimates to the Requesting Unit and provides a copy to the OVCAd
  (0.5 day)

▼

Requesting Unit

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Job Order Request for Minor Repair and Maintenance

Total Processing Time: 4 days

Requesting Unit	● **Fills out three (3) copies of the Job Order Request form**
	● **Sends the document to PPO**
	(days)
▼	
PPO Receiving Clerk	● **Receives the Job Order Request form & assigns a job order number**
	(0.5 day)
▼	
Bldg./Ground Maintenance	● **Inspects the area requested for repair & maintenance**
	● **Assigns skilled worker**
	● **Schedules the job order request, including the estimated date of completion**
	● **Recommends approval & forwards the document to the PPO Chief**
	● **Informs the Requesting Unit of the work schedule**
	(2 to 3 days)
▼	
PPO Chief	● **Approves the job request**
	● **Informs the Requesting Unit of the number of days required for the design and cost estimates of their job request and provides a copy to the OVCAd**
	(0.5 day)
▼	
Requesting Unit	