

The page features a white background with several red geometric elements. At the top, there are two horizontal lines. A large red triangle is in the top right corner. A set of three parallel red lines runs diagonally from the top right towards the center. Another set of three parallel red lines runs diagonally from the bottom left towards the center. At the bottom, there are two horizontal lines. The text 'V ADMINISTRATIVE SECTION' is centered in the middle of the page.

V

ADMINISTRATIVE
SECTION

THE ADMINISTRATIVE SECTION

Under the supervision of the OSU Administrative Officer (AO), the Administrative Section performs three (3) major services in support to OSU's daily functions in the University:

1. Administrative Services

- 1.1 Procures and manages office supplies and equipment;
- 1.2 Manages human resources;
- 1.3 Maintains records on office expenses, personnel, supplies and equipment;
- 1.4 Disburses funds for office expenses; and
- 1.5 Keeps the equipment and vehicles operational.

2. Messengerial Services

- 2.1 Delivers BOR materials, OP communications, and other official documents to different offices within and outside the campus;
- 2.2 Logs/encodes documents for delivery and filing; and
- 2.3 Dispatches mails to the post office or courier services.

3. Transport Services

- 3.1 Renders driving services for the Secretary of the University and of the Board of Regents (SU-BOR) and University officials/staff to/from official University functions;
- 3.2 Accomplishes travel reports and other related matters; and
- 3.3 Undertakes preventive maintenance of the vehicles.

HOW TO PROCURE OFFICE SUPPLIES AND EQUIPMENT

OSU procures commonly-used office supplies through the System Supply and Property Management Office (SSPMO). However, when supplies are not available in the SSPMO, OSU procures from other suppliers through the Philippine Government Electronic Procurement System (PhilGEPS).

The procurement processes conforms with the Philippine Procurement Law (RA 9184) and its Implementing Rules and Regulations (IRR). The steps being undertaken by OSU in procuring office supplies and equipment are as follows:

1. Procuring SSPMO Supplies

- 1.1. Conduct physical inventory of stocks.

The supplies should be good for three (3) months only, thus the quantity to be procured should only be the shortage for the 3-month consumption.

- 1.2. Prepare Stock Position Report (SPR, Annex I).

The SPR refers to the stock of supplies on hand. A record of stock position should be maintained in soft copy, backed up by a hard copy in an index file.

- 1.3. Prepare Requisition and Issue Slip (RIS, Annex J) to be signed by the head of the requesting section and approved by SU-BOR or the Assistant Secretary of the University (ASec) in the absence of the former.
- 1.4. Docutrak RIS.
- 1.5. Forward RIS to System Accounting Office (SAO) for certification of the availability of supplies and costing. SAO indicates the total amount of the RIS for budget allocation.
- 1.6. Record RIS amount in the budget outflows logbook (Annex K) for monitoring of balances of the specific fund.

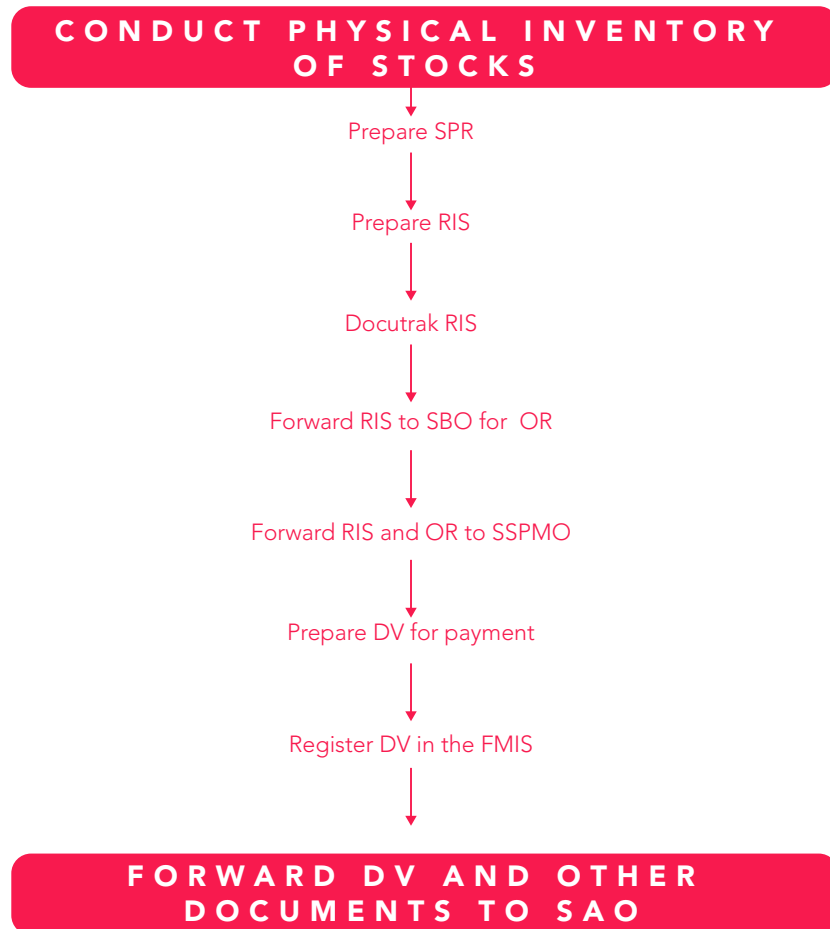
Maintain a record of budget outflows in soft copy, backed up by a hard copy using one (1) logbook per year for the three (3) funds: OSU Funds, BOR Funds and PAC Funds.

The records show the MOOE allotment for each fund per year. The purchase amount is recorded to monitor the budget balances per fund. The number and amount of the RIS, Purchase Request (PR, Annex L), Obligation Request (OR, Annex M), and Purchase Order (PO, Annex N) are all recorded in the logbook per transaction per fund and each entry is noted by the ASec.

- 1.7 Forward RIS to SBO for funding through the Obligation Request (OR).
- 1.8 Forward RIS and OR to SSPMO for release of supplies.
- 1.9 Prepare Disbursement Voucher (DV) (Annex O) for the payment of supplies, based on RIS amount, with SSPMO as payee, to be approved by the SU-BOR/ASec.
- 1.10 Register DV in the Financial Management Information System (FMIS).
- 1.11 Forward DV and other supporting documents to SAO for processing.

CHART 14. THE PROCESS OF PROCURING SSPMO SUPPLIES

Chart 14 describes the process of procuring SSPMO supplies



2. Procuring Non-SSPMO Supplies

Supplies Amounting to More Than P1,000 but Less Than P500,000

- 2.1. Conduct physical inventory of stocks.
- 2.2. Prepare SPR signed by the OSU Supply/Property Officer.
- 2.3. Canvass current prices of supplies to be procured.

Canvass prices of supplies from the latest supplier (or other reputable suppliers) through phone or personal canvassing to serve as a basis in preparing the amount to be indicated in the PR. The PR is in lieu of the RIS since the latter is applicable only to supplies procured through SSPMO.

- 2.4. Prepare PR to be signed by the head of the concerned section as requestor and signed/ approved by the SU-BOR/ASec.
- 2.5. Record PR amount in the Budget Outflows logbook.
- 2.6. Docutrak PR.
- 2.7. Forward PR to SBO for preparation of the OR.
- 2.8. Forward OR to SSPMO for posting through the PhilGEPS.

The purchase requirement is posted for 5 to 7 days to request for quotations from prospective suppliers. The PhilGEPS posting aims to promote transparency and efficiency in the conduct of procurement procedures. It serves as the primary source of information on government procurement.

Procurement of goods amounting to less than P500,000 uses the online shopping mode.

- 2.9. Upon closing date of the posting, SSPMO prepares the Abstract of Quotations (AQ, Annex P) to be signed by the Chair, Bids and Awards Committee (BAC).
- 2.10. SSPMO prepares the PO to be signed by the SU-BOR/ASec.
- 2.11. Record PO amount in the Budget Outflows logbook.

Adjust fund balances in the Budget Outflows logbook based on the amount of the PO which is usually lower than the OR amount. As such, the fund balance increases. If PO amount is higher than OR, the fund balance decreases.

- 2.12. Send PO to the winning bidder through fax.
- 2.13. The winning bidder accepts the PO and confirms the delivery of the requirement by sending back the PO (signed by the supplier's authorized signatory) through fax.
- 2.14. Upon delivery of the goods, the supplier signs the original PO and submits the Delivery Receipt (DR, Annex Q) and the Sales Invoice (SI, Annex R).
- 2.15. Receive the goods by signing the DR and the SI.

- 2.16. Forward the pertinent documents (SI, DR, PO, PR, OR, AQ, PhilGEPS posting, AIR) to SSPMO for inspection.

The Inspection and Acceptance Report (IAR) is accomplished and signed by both the SSPMO and the OSU Administrative Officer upon inspection and acceptance of the goods by the SSPMO and the OSU, respectively.

- 2.17. Submit a copy of the IAR, PO, SI, PhilGEPS posting, AQ, PR, OR (with Memorandum Receipt [MR] for equipment, Annex S) to COA and the latter acknowledges receipt of the documents in the original IAR.
- 2.18. Prepare the DV, to be approve by the SU-BOR/ASec, for the payment of goods delivered.
- 2.19. Register the DV in the FMIS.
- 2.20. Forward procurement documents (DV, PO, SI, DR, OR, AQ, PhilGEPS posting, PR, SPR, and other pertinent documents) to SAO for processing of payment.
- 2.21. Get the new/corrected OR (based on actual payee's name and PO amount) from SBO and forward to SAO for processing of payment.

IN CASE OF FAILED BIDDING

The request for quotation is again posted in the PhilGEPS for 3-5 days. Three (3) postings with failed biddings require the end-user (OSU) to acquire a canvass from a reputable supplier and submit the same to SSPMO for preparation of PO.

Upon receipt of PO from the SSPMO, the same procedures apply. Follow steps 2.11 to 2.21 of Procurement of Non-SSPMO Supplies amounting to more than P1,000 but less than P500,000.

Supplies Amounting to P500,000 and Above

- 2.1. Follow steps **2.1 to 2.21 of Procuring Non-SSPMO Supplies Amounting to More than P1,000 but Less Than P500,000**. The only difference in the procedure is that the procurement mode to be applied is public bidding (which is being undertaken by the BAC) instead of the online shopping mode, as stated in 2.8.

Supplies Amounting to Less Than P1,000⁸

- 2.1 Undertake outright purchase of the goods.
- 2.2. Prepare letter to the Chair, Bids and Awards Committee (BAC), through the Head of the SSPMO, requesting approval of the emergency purchase undertaken. The letter should include the following details:

- A. quantity of item/s purchased;
- B. specifications;
- C. cost of the item/s; and
- D. justification for the emergency purchase.

- 2.3. The letter should also state the provisions of R.A. 9184, *"The approval of the request shall waive the requirement for canvass prior to purchase of supplies and services amounting to P50,000 and below under R.A. 9184."*
- 2.4. Once approved by BAC, prepare DV for the replenishment or reimbursement of expenses.

Replenishment involves expenses charged to MOOE. Reimbursement involves expenses not funded by MOOE, as in the purchase of equipment.
- 2.5. Docutrak DV and register in FMIS.
- 2.6. Forward DV and other pertinent documents to SAO for processing of payment.
- 2.7. Get the new/corrected OR (based on actual payee's name and PO amount) from SBO and forward to SAO for processing of payment.

CHART 15. THE PROCESS OF PROCURING NON-SSPMO SUPPLIES (MORE THAN P1,000 BUT LESS THAN P500,000)

Chart 15 describes the process of procuring Non-SSPMO supplies (more than P1,000 but less than P500,000)

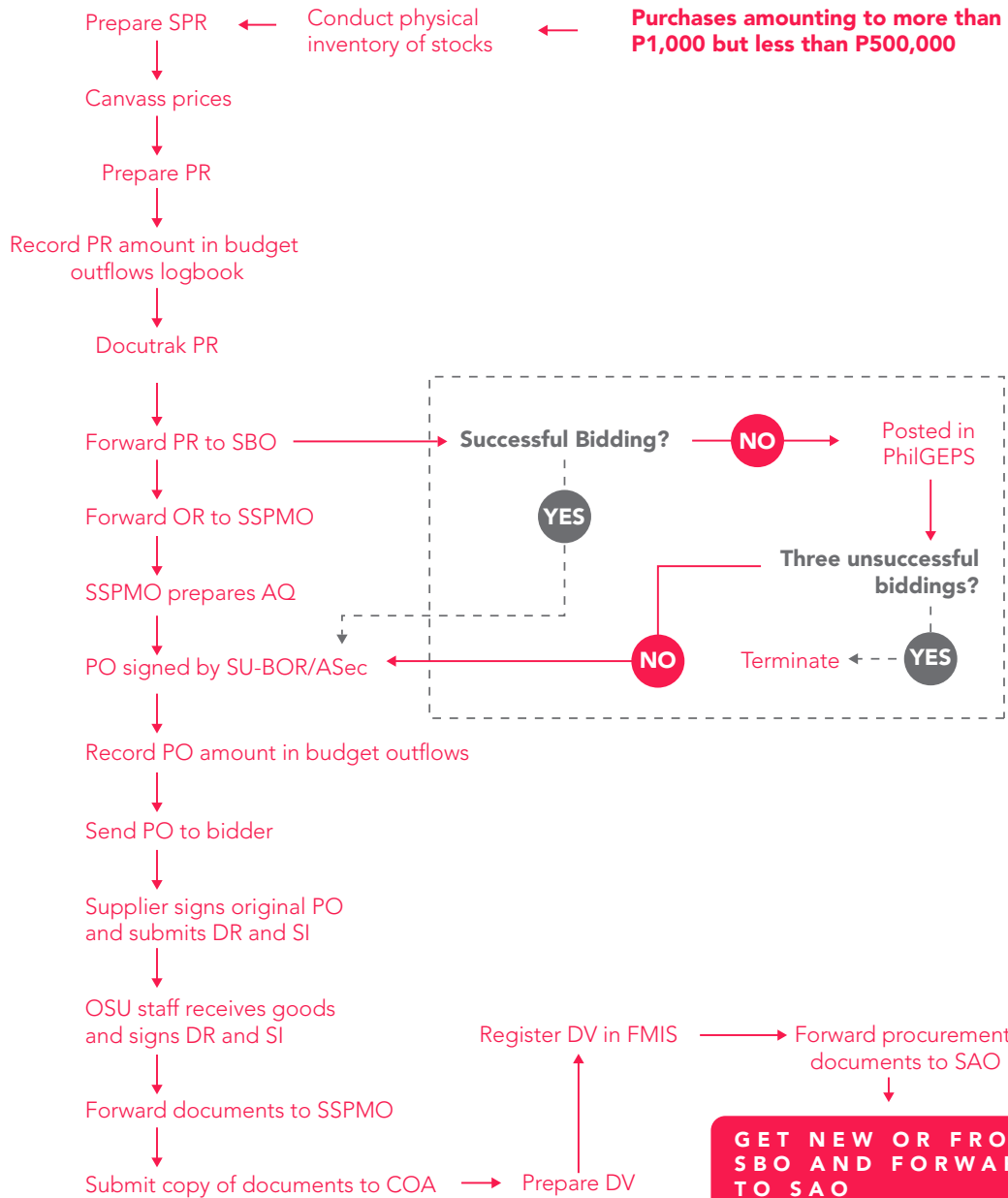
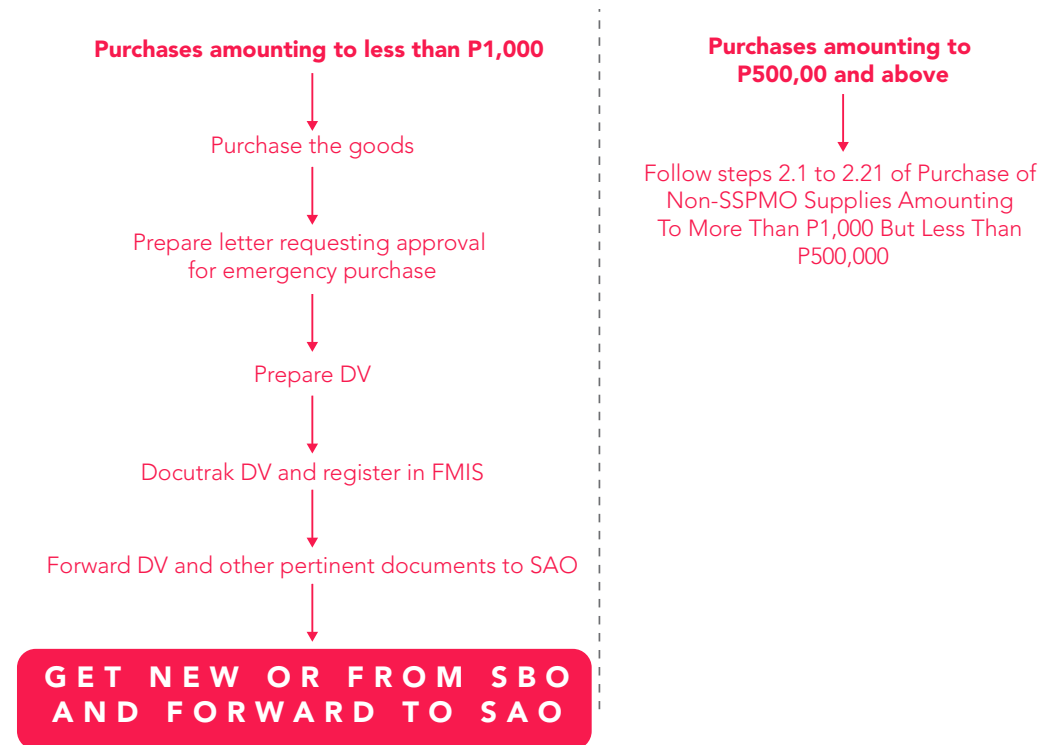


CHART 16. THE PROCESS OF PROCURING NON-SSPMO SUPPLIES (LESS THAN P1,000; MORE THAN P500,000)

Chart 16 describes the process of procuring Non-SSPMO supplies (less than P1,000; more than P500,000)



3. Procuring Office Equipment

Equipment Amounting to More Than P1,000 but Less Than P500,000

- 3.1. Canvass prices and specifications from reputable suppliers.
- 3.2. Prepare letter-request for funding addressed to the Vice President for Planning and Finance, indicating the estimated cost of the equipment.
- 3.3. Once funded, prepare the PR, to be signed by the head of the requesting section and the SU-BOR/ASec.
- 3.4. Follow steps **2.5 to 2.15 of Procurement of Non-SSPMO Supplies** with the same amount. In addition to step 2.16, SSPMO shall prepare the corresponding MR to be signed by the end-user/s of the equipment;

The MR indicates specifications of the goods, the unit /total cost of purchase, date purchased supplier and property number to serve as its property identification. A property number sticker is being provided by the SSPMO to be attached to the property itself.

- 3.5. Submit signed MR to the SSPMO for acknowledgment of the acceptance of the property by the end-user.
- 3.6. Proceed to steps **2.17 to 2.21 Procurement of Non-SSPMO Supplies**

Equipment Amounting to P500,000 and Above

Follow steps **3.1 to 3.6 of Procuring Office Equipment Amounting to More Than P1,000 but Less Than P500,000**. The only difference in the procedure is that the procurement mode requires public bidding (which is being undertaken by the BAC) instead of the online shopping mode, as stated in 2.8.

CHART 17. THE PROCESS OF PROCURING OFFICE EQUIPMENT

Chart 17 describes the process of procuring office equipment

**For equipment amounting to
above P1,000 but less than P500,000**

Canvass prices and specifications
from reputable suppliers

Prepare letter-request
addressed to the VPPF

Prepare PR

**Follow steps 2.5 to 2.15 of
Procurement of Non-SSPMO Supplies**

Submit signed MR to SSPMO

**For equipment amounting to
P500,00 and above**

Follow steps 3.1 to 3.6 of Procurement of
Equipment Amounting to above
P1,000 but less than P500,000

**CONTINUE STEPS 2.17-2.21
PROCUREMENT OF NON-SSPMO
SUPPLIES**

HOW TO MANAGE OFFICE SUPPLIES, EQUIPMENT, AND VEHICLES

Aside from purchasing supplies, the AO ensures that the office equipment and vehicles are maintained in good operating condition. Defective ones immediately undertake repair or reconditioning services.

The following are the OSU procedures in managing office supplies and properties:

1. Managing Office Supplies

- 1.1 Keep a copy of the Stock Position Records (SPR) of the office supplies containing the following information:
 - A. Item;
 - B. Quantity Issued;
 - C. End-User;
 - D. Quantity Purchased;
 - E. Price/Unit; and
 - F. Balance on Hand.
- 1.2 Prior to the purchase of supplies, a random inventory is done to prepare the SPR. An overall inventory is conducted annually to reconcile physical count with the Stock Position Records.
- 1.3 An Annual Procurement Plan (APP) is prepared by all OSU sections during the first quarter of the year. The APP would include the supplies and equipment intended to be purchased by each section during the year, with an estimated budget. The APP is forwarded to SBO for budget clearance prior to submission to SSPMO. All purchases during the year should conform to the APP.

2. Managing Office Equipment

- 2.1 Keep a copy of the Inventory of Properties (Annex T) issued to the OSU staff containing the following information:
 - A. Item;
 - B. Quantity;
 - C. Date Purchased;
 - D. Unit Price;
 - E. Property Number;
 - F. End-User; and
 - G. Remarks.
- 2.2 A soft copy of the inventory of serviceable properties is backed up by a hard copy kept in a hardbound data file folder known as Inventory of Properties. A separate folder is designated for condemned and transferred ones. The Inventory of Properties folder should be complete and accurate since this will be used as a reference in issuing the clearance of prospective retirees.
- 2.3 For newly acquired properties, the SSPMO prepares an MR to be signed by both the end-user and the SSPMO prior to the actual issuance/release of the property to the end-user. The accomplished MR is also necessary in processing the payment of the purchase of properties.
- 2.4 Conduct a physical inventory of serviceable properties annually to reconcile with the records. Random physical inventory may be undertaken as the needs arise. Condemnation of unserviceable properties should be undertaken semi-annually.

3. Managing Office Vehicles

YEARLY REGISTRATION OF THE OFFICIAL VEHICLES

The yearly vehicle registration is done in the month based on the last digit of its plate number (e.g., SLG-591 renews its yearly registration every January). The renewal of registration requires the payment of registration fee, emission testing fee and stenciling fee for the vehicle's serial number.

The annual fee is charged against the OSU funds. The processing of Government Service Insurance System (GSIS) insurance coverage of the vehicle is done by SSPMO.

The AO keeps one (1) folder for the OSU official vehicles containing the following documents:

- A. Original Certificate of Registration;
- B. Original Receipt of Registration; and
- C. GSIS Insurance coverage.
The registration records per vehicle should be separated by properly labeling index tabs for easy access.

PREPARATION OF REPORTS

- A. Driver's Trip Ticket
At the beginning of the trip of the vehicle, the concerned driver prepares the Driver's Trip Ticket (DTT, Annex U) to be signed by the AO to authorize the use of the vehicle.

At the end of the trip, the driver records the following information in the DTT

- i. time of departure/arrival to/from destination;
- ii. approximate distance travelled;
- iii. gasoline and oils issued by the Office; and
- iv. Speedometer readings at the beginning and end of the trip.

The driver signs the DTT to certify to the correctness of the stated travel and further certifies that the car was used on official business as stated. The DTT is then submitted to the AO.

- B. Monthly Report of Official Travels
The Monthly Report of Official Travels (MROT, Annex V) for each vehicle is submitted to the Commission on Audit (COA), through the Office of the Vice President for Administration (OVPA) every six (6) months. The report consolidates the following data per month:
 - i. total distance traveled (in kilometers);
 - ii. total fuel consumption (in liters);
 - iii. total oil used (in liters),
 - iv. total gasoline issued by the Office (in liters); and,
 - v. speedometer readings (at the beginning of the month and at the end of the month).

The driver signs the MROT to certify to the correctness of the statement and further certifies that the motor vehicle was used on strictly official business. The MROT is signed by the SU-BOR/ASec.

REPAIR OF VEHICLES

Repairs Amounting to Less Than P50,000 (treated as Emergency Repair)

1. Acquire quotations from three (3) reputable suppliers.
2. Accomplish the Request for Pre-repair Inspection (Annex W & X) and submit to SSPMO for inspection.
3. Submit letter-request for permission to undertake the emergency repair of vehicle to the BAC, through the SSPMO (signed by the SU-BOR/ASec). The letter states the estimated cost of repair, the nature of work to be done and the justification for the emergency repair.
4. Once approved, undertake the actual repair.
5. Submit the Report of Waste Materials (Annex Y) to SSPMO, together with the spare parts/items to be condemned.
6. Prepare the DV for payment of the repair expenses or replenishment of expenses.
7. Record expenses in the OSU Budget Outflows for monitoring of Fund balances.
8. Submit DV to SU-BOR/ASec for approval.
9. Docutrak DV and register in the FMIS.
10. Forward DV and other pertinent documents to SAO for processing.
11. Get OR from SBO and forward to SAO.

The vehicles undertake regular tune up, preferably every six (6) months, following the above stated procedures.

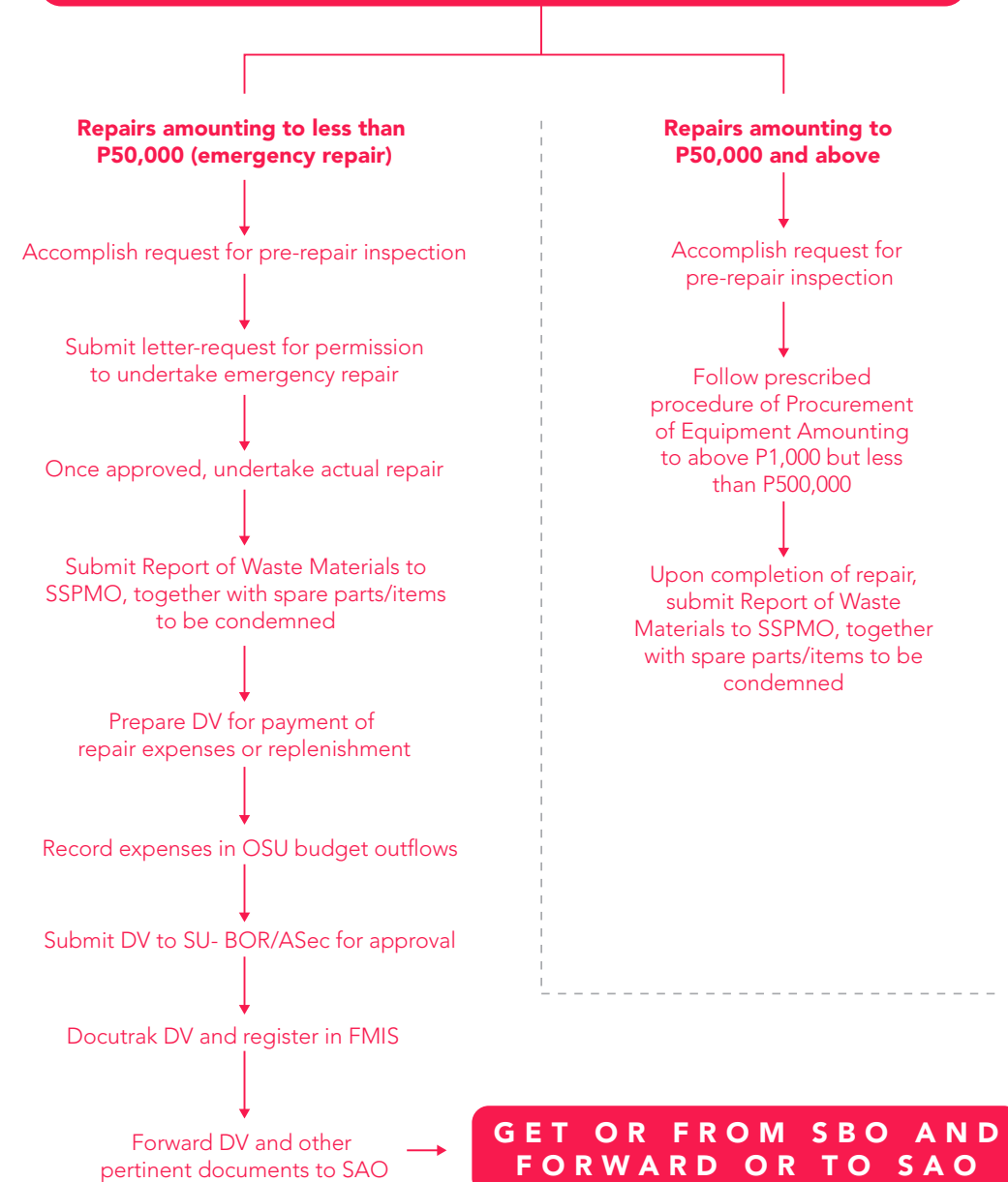
Repairs Amounting to P50,000 and Above

1. Acquire quotation from a reputable supplier
2. Accomplish the Request for Pre-repair Inspection to be undertaken by SSPMO, then follow the prescribed procedure for purchase of equipment amounting to more than P1,000 but less than P500,000.
3. Upon completion of the repair, submit the Report of Waste Materials to SSPMO, together with the spare parts/items to be condemned, and then follow the prescribed procedures for payment of purchase of equipment with the same amount.

CHART 18. THE PROCESS OF REPAIRING OFFICE VEHICLES

Chart 18 describes the procedures done when repairing OSU vehicles

ACQUIRE QUOTATIONS FROM SUPPLIERS



HOW TO MANAGE HUMAN RESOURCES

The human resources management conforms to the rules and regulations prescribed by the Civil Service Commission (CSC).

1. Hiring Contractual Services

Program Development Associate (PDA)

The SU-BOR may request for the services of a PDA to perform specialized tasks for the OSU, in addition to his/her regular tasks as a faculty or employee of the University.

The PDA should be an regular UP faculty member or UP employee. The salary is charged against lump sum for honoraria.

HOW TO HIRE A PDA

1. The AO writes a letter-request for authority to hire PDA addressed to the President, through the Vice President for Planning and Finance (OVPPF).

The letter-request should include the honorarium per month (based on the existing Rates for Honoraria), the effectivity of the appointment, and the justification for hiring.

2. Once approved, the document is sent to the BOR Secretariat for preparation of the corresponding appointment to be signed by the SU-BOR.
3. A copy of the appointment (original) is given to the appointee, and photocopies to the Human Resource Development Office (HRDO), the mother unit (college/office) of the appointee, and OSU 201 File.

UP Contractual Employee

The hiring process for a UP Contractual follows the prescribed procedure for filling up a vacant itemized position

Itemized positions are those positions listed in the Department of Budget and Management (DBM) plantilla and the occupants are counted as government employees.

UP Contractuals are UP employees not sitting on a plantilla item but they enjoy the same privileges and benefits as that of a regular UP employee.

HOW TO HIRE A UP CONTRACTUAL

1. The AO writes a letter-request for authority to fill up the vacant position as an exemption from Administrative Order No. 4, s. 1980 (to be signed by the SU-BOR), addressed to the President, through the Vice President for Administration (OVPA).

The request should specify the Personal Services Itemization and Plantilla of Personnel (PSIPOP) number of the vacant item, the salary grade of the position item, reason for the vacancy and the justification for filling up the vacant position, with the following attachments: mission and goals of the OSU, statement of major duties and responsibilities of the position, indicators of work backlog and coping mechanism, OSU criteria for filling up the position, and OSU current organizational and functional charts.

2. The Vice President for Administration forwards the request to HRDO for evaluation. Once evaluated, HRDO sends back the request to OVPA for endorsement to SBO for budget clearance and recommendation to the President for approval.
3. Once approved by the President, the documents are forwarded to HRDO, through the OSU, to transmit the same to the Civil Service Commission for publication of the vacancy for at least ten (10) calendar days. Upon completion of CSC publication, HRDO publishes the vacancy in the University, through the HRDO website (hrdo.up.edu.ph) for another ten (10) calendar days. Upon completion of the posting period, HRDO forwards to the OSU the qualified applicants for the position, together with the checklist of requirements for appointment.
4. OSU then undertakes the selection process:
 - 5.1 Evaluate the resume of the applicants.
 - 5.2 Prepare a short list of qualified applicants for interview.
 - 5.3 Schedule the screening of the applicants (interview and written exams) – to be conducted by the OSU Administrative Personnel Committee (APC) headed by the ASec.
 - 5.4 The OSU APC prepares the recommendation for the selected applicant and submit to HRDO the necessary documents for the preparation of appointment which includes the following:
 - a. Selection matrix following the provisions of the Merit Selection Criteria for Administrative Personnel and the OSU Special Criteria;
 - b. Constitution/membership of the OSU Administrative Personnel Committee (APC);
 - c. Letter-recommendation from the APC for the appointment of the selected applicant, addressed to the Director, HRDO University; and
 - d. Certification that the prospective appointee has no relative in the office within the 1st and 2nd degree of consanguinity.

The qualifications of the successful applicant should conform to the Qualification Standards prescribed by the Civil Service Commission for administrative employees. The hiring of Research, Extension and Professional Staff (REPS) should, however, should follow the Qualification Standards set by the University.

The Administrative Personnel Committee (APC)

Per Executive Order No. 5, s. 1973, the Administrative Personnel Committee has been constituted to promote greater involvement of the administrative personnel in appointments, promotions, and other personnel matters that directly affect them.

As stated in the Memorandum to the OSU staff dated 5 November 2001 issued by then Vice President for Administration, Martin V. Gregorio, the members of the OSU Administrative Personnel Committee shall be elected by the staff, i.e., two (2) representatives of the supervisors and two (2) representatives of the rank-and-file, to be chaired by the SU-BOR. The Committee members shall serve for a term of two (2) years.

The Chair, however, has the discretion to create a Screening Committee exclusively for the selection of a qualified applicant for filling up a specific vacant position. The members of the Committee may include all staff performing supervisory functions (SG-18 and above) as well as SG-17 staff receiving an honorarium as Officer-in-Charge of a section. Also included is the rank-and-file staff with salary grades at par with that of the position filled up.

The OSU APC shall perform the following functions, as mandated in the Executive Order No. 5, s. 1973, as follows:

1. Assist the SU-BOR in setting up the details for the implementation of policies, rules, standards or general guidelines as formulated by the University Administrative Board;
2. Solicit/review the recommendations by the Section Heads with regard to recruitment, selection, performance evaluation, tenure, staff development and promotion of the personnel of the office;
3. Establish priorities in the allocation of available funds for promotion;
4. Act on cases of disagreements between the Section Head and any member of the Section, on personnel matters;
5. Act on complaints against personnel actions by any Section Head; and
6. Serve as the Performance Evaluation Review Committee (PERC) that would:
 - 6.1. Establish work standards fitted for the positions in the unit; and
 - 6.2. Mediate conflicts arising from the implementation of the performance evaluation system in the unit.

Non-UP Contractual Employee

A Non-UP Contractual does not have an employee-employer relationship in the University. Unlike the UP Contractual, the work of a Non-UP Contractual cannot be credited as government service.

In hiring a Non-UP Contractual, OSU has the option to select the prospective appointee. The salary of the Non-UP Contractual is charged against the OSU/BOR Regular MOOE.

HOW TO HIRE A NON-UP CONTRACTUAL

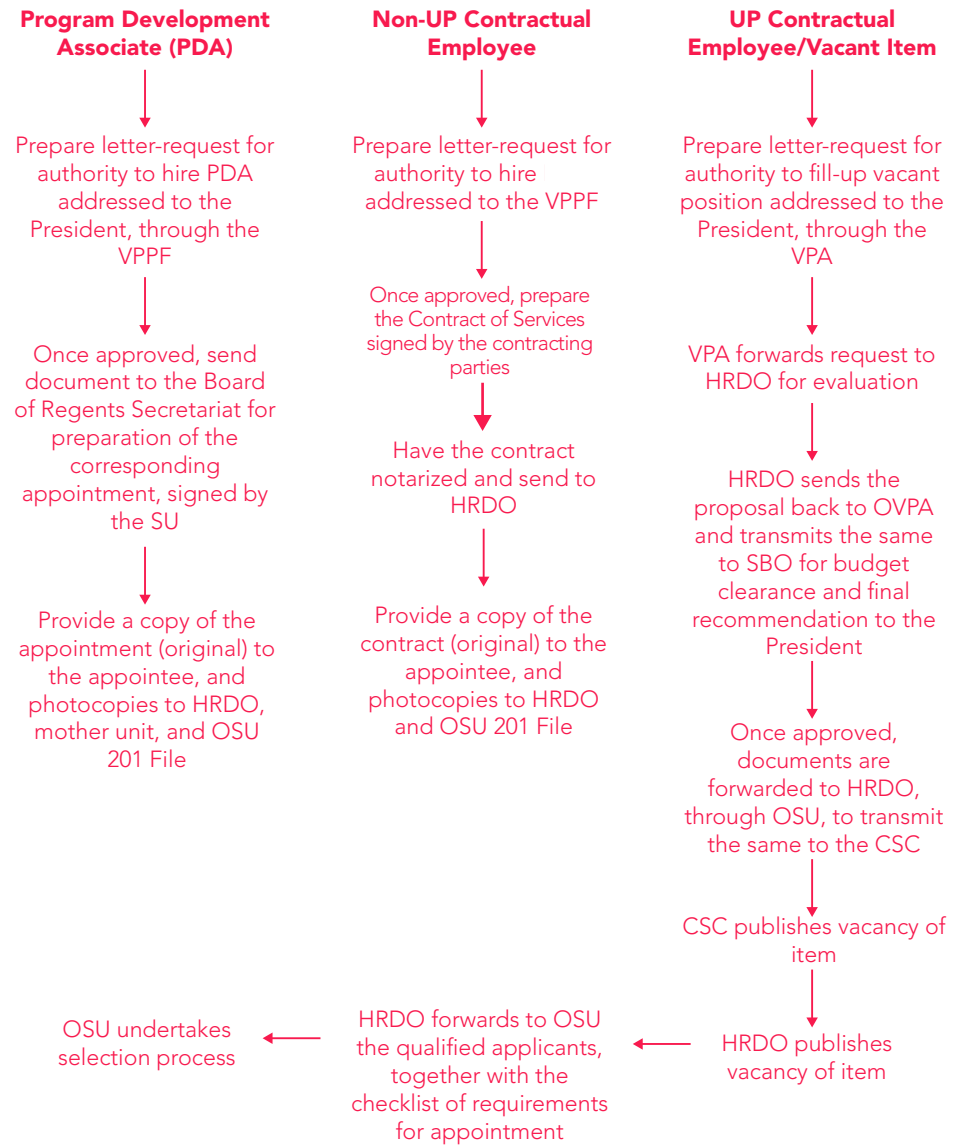
1. The AO writes a letter-request for authority to hire a non-UP contractual employee (to be signed by the SU-BOR) addressed to the OVPPF;

The letter-request should include the compensation per month, the funding source (OSU MOOE or BOR MOOE), effectivity of the appointment and the justification for hiring. The position title to be used for non-UP contractual employees should not include those found in the CSC Index of Positions.

2. Once approved, the AO prepares the Contract of Services to be signed by the contracting parties (SU-BOR and the prospective appointee) and to be duly notarized. The notarized contract is sent to the HRDO for notation.
3. A copy of the contract is given to the appointee; the other copies to be used for payment purposes and for the OSU 201 file.

**CHART 19.
THE PROCESS OF HIRING
CONTRACTUAL EMPLOYEES**

Chart 19 enumerates the steps undertaken by the AO when hiring Contractual Services for OSU



2. Paying the Honorarium/Salary of Contractual Services

The honorarium/salary of OSU employees including PDA, UP Contractual, and Non-UP Contractual are handled by the AO.

Payment of salaries of Non-UP contractual employees

The DV for the payment of salaries of contractual employees is prepared after the 15th and 30th of the month with the following information: the payee's bank and bank account number, tax identification number (TIN), and the funding source.

HOW PREPARE PAYMENT FOR NON-UP CONTRACTUALS

1. Prepare the DV with the name of the employee as the Claimant/Payee to be approved by the SU-BOR/ASec, with the following supporting documents:
 - a. Certificate of service; and
 - b. Copy of contract of services.

The computation of salaries is based on the contract of services, as follows:

Salaries = Rate of salaries per month x 50%

Less: 20% withholding tax

(Note: The correct amount should be verified from SAO)

2. Once signed, docutrack and register the DV in the FMIS.
3. Forward DV and supporting documents to SAO.
4. Get OR from SBO and forward to SAO.

Preparing the Honorarium for Program Development Associate (PDA)

The DV for the payment of honorarium of PDA is prepared after the 30th of the month with the following information: the payee's bank and bank account number, tax identification number (TIN), UP employee's number, and the funding source.

HOW PREPARE PAYMENT FOR PDA

1. Prepare the DV with the name of the employee as the Claimant/Payee to be approved by the SU-BOR/ASec, with the following supporting documents
 - a. Certificate of service;
 - b. Copy of appointment; and
 - c. Report for Duty (only for the first payment of honorarium).

The honorarium is computed as follows:

Honorarium = Rate of prescribed honorarium per month

Less: 20% withholding tax

2. Once signed, docutrack and register the DV in the FMIS.
2. Forward DV and supporting documents to SAO.
4. Get OR from SBO and forward to SAO.

Payment of Salaries of UP Contractual Employees

For inclusion in the monthly payroll, the following are submitted to the System Accounting Office for payment of salaries:

- A. appointment paper;
- B. payee's bank/account number;
- C. TIN;
- D. UP employee's number;

- E. oath of office
- F. report for duty (for the first month only); and
- G. accomplished BIR Form 2316 for tax exemptions; and
- H. Daily Time Record (DRT) signed by the SU-BOR/ASec.

3. Submitting Periodic Reports

Daily Time Records (DTR)

The DTRs (Annex Z) are due for submission to HRDO on or before the 7th day of the month. However, these should be submitted to the ASec/SU-BOR for signature every 4th of the month, together with the biometric reports.

The AO checks the accuracy of the entries in the DTR against the biometric reports and records the number of tardiness and undertime incurred by the staff. The number of tardiness incurred per month will be considered in evaluating the performance of the staff every six (6) months.

The DTRs are produced in three (3) copies: the original to be submitted to HRDO, one (1) copy for the staff, one (1) copy for the 201 file and one (1) copy to serve as delivery receipt.

Per OVPPF Amended Memorandum on Flexible Working Hours issued on 16 October 1998, an employee may be allowed to report within a maximum of fifteen (15) minutes after the start of his /her official working hours in the morning, provided he/she will offset the number of minutes incurred at the end of the day.

Incurring Tardiness or Undertime

OSU follows the prescribed rules on tardiness and undertime prescribed by the Civil Service Commission:

Tardiness and undertime are deducted against vacation leave credits and shall not be charged against sick leave credits, unless the undertime is for health reasons supported by medical certificate and application for leave (Provided for under CSC MC No. 41, s. 1998).

A. Tardiness

An employee shall be considered habitually tardy if he/she incurs tardiness, regardless of the number of minutes, ten (10) times a month for two (2) months in a semester or at least two (2) consecutive months during the year. Habitual tardiness shall be subject to disciplinary action in accordance with CSC MC No. 23(c), s. 1998, as follows:

1st offense – reprimand

2nd offense – suspension for one (1) day to thirty (30) days

3rd offense – dismissal

B. Undertime

An employee who incurs undertime, regardless of minutes/hours, ten (10) times a month for at least two (2) months in a semester or ten (10) times a month for at least two (2) consecutive months during the year shall be liable for Simple Misconduct and/or Conduct Prejudicial to the Best Interest of the Service, as the case may be (CSC Resolution No. 101357 dated July 6, 2010).

An employee who is absent in the morning is considered to be tardy and is subject to the provisions of Habitual Tardiness (CSC Resolution No. 101358 dated July 6, 2010). Meanwhile, an employee who is absent in the afternoon is considered to be undertime and is also subject to the provisions of Habitual Tardiness.

An undertime constitutes a fraction of one-fourth (1 hour) but less than three-fourths (less than 3 hours) and shall be considered as one-half (1/2) day. A fraction of three-fourths (3 hours) or more shall be counted as one (1) full day for purposes of granting leave of absence (Amended by CSC MC No. 41, s. 1998).

4. Applying for a Leave ⁹

- 4.1 Application for vacation leave (Annex AA) must be filed at least five (5) days before the actual leave.
- 4.2 Application for sick leave (Annex AA) is filed immediately upon reporting to work which must be accompanied by a medical certificate if sick leave incurred is three (3) days or more.
- 4.3 The staff should submit the accomplished application for leave to the SU-BOR, through the ASec, for approval, with an attachment of the balance of the leave applied for.
- 4.4 The AO prepares a summary of applications for leave applied by the staff at the end of the month and submit the original copies to HRDO, photocopies for 201 File.
- 4.5 The logbook on Applications of Leave is then updated based on the summary of leaves submitted to HRDO per month. This will serve as a reference in computing the balance of leaves to be attached to the applications for leave.
- 4.6 The AO also prepares a summary of tardiness and leaves incurred by the staff at the end of the 2nd quarter, based on the DTRs and applications for leave, purposely for evaluating the performance of the staff for the rating period.

Monetization of Leave Credits ¹⁰

The monetization of leave credits is allowed by the University during the Christmas season which usually consists of two (2) parts, depending upon the availability of funds by the concerned CU. The implementing guidelines, however, should be issued by the Office of the Vice President for Administration. As practiced for the past years, 10 days of leave credits can be monetized, provided that the remaining balance of leave credits of the staff totals to 15 days.

Monetization of leave credits during the enrolment period is also allowed but supported by official receipts of educational expenses, depending upon the availability of funds. The same rules apply to monetization of leave credits due to sickness.

5. Evaluating the Performance of OSU Staff

The performance of the staff is evaluated every six (6) months using the Strategic Performance Management System (SPMS), in compliance with the Civil Service Commission (CSC) Memorandum Circular No. 6 S. 2012. Performance Evaluation consists of two parts, Performance Target and Performance Rating (Annex BB)

Performance Target

The performance target of the OSU using the Office Performance Commitment and Review (OPCR) form is prepared by the AO, signed by the SU-BOR and approved by the President. The OPCR lists the functions of the different sections of the OSU with their corresponding IOB for the year.

The performance target of the staff using the Individual Performance Commitment and Review (IPCR) form is prepared individually by the staff, to be reviewed by the immediate supervisor and approved by the SU-BOR. This should be submitted to HRDO on or before the 15th of January and July.

The different OSU sections should come up with their respective rating matrices to be used in evaluating the performance of the staff. The same tasks, however, should have the same evaluation scheme.

Performance Rating

The performance ratings of the OSU shall be evaluated every 30th of June and 31st of December. The performance rating of the staff (IPCR) shall be evaluated based on the rating matrices formulated by their respective sections. The OSU performance rating (OPCR) shall consist of the average ratings of the different OSU sections.

6. Attending/Holding Seminars and Workshops

In line with the continuing development of the University personnel, the OSU staff takes part in different seminars and workshops administered in UP. These are either in-campus seminars and workshops conducted by the Office of the Vice President for Administration (OVPA) or off-campus seminars and workshops conducted by other agencies.

Attending In-campus seminars and workshops

Announcements for holding such activities come from the OVPA and usually held within the Diliman campus, particularly the Institute for Small Scale Industries (ISSI).

The resource persons for in-campus seminars mostly include the experts in the University, supported by representatives from the Civil Service Commission.

Seminars and workshops initiated by the OVPA are funded by the Administrative Development Fund. Participants to these activities are nominated by the OSU, upon receipt of announcements/invitations from the OVPA.

Facilitating OSU seminars and workshops

For seminars and workshops initiated by the OSU itself, particularly off-campus ones, a request for permission to attend such activity should be sought from the OVPA for funding purposes.

A written report on the gist of the seminar should be submitted by the participant to the SU-BOR upon completion of the program. A copy of the certification of attendance by the staff should be furnished to the Administrative Section for 201 file.

⁹Other guidelines on leaves may be found on Omnibus Rules on Leave: Rule XVI of the Omnibus Rules Implementing Book V of E.O. 292 prepared by the Civil Service Commission in 2010

¹⁰More guidelines on leaves may be found on Omnibus Rules on Leave: Rule XVI of the Omnibus Rules Implementing Book V of E.O. 292 prepared by the Civil Service Commission in 2010

How to Fund OSU Seminars and Workshops

In case of lack of funds, OSU may provide the funds itself, chargeable against the MOOEs (OSU, BOR, or PAC). The following steps need to be done to request for funding:

1. A request for permission to attend a seminar/workshop, chargeable against the MOOE, should be sought from the President, through the Vice President for Planning and Finance.
2. The letter-request should include the details of the expenses and justifications for attending such activity.
3. Once approved, a DV should be prepared for the release of funds for the payment of seminar fees and other related expenses. One option is through replenishments, using the cash advance funds, to facilitate the payment of fees.

HOW TO MANAGE OFFICE FINANCES

Managing of financial resources/budget of OSU is also one of the responsibilities of the AO. The following are the procedures when handling the different financial matters of OSU.

1. Preparing the OSU Annual Budget

A proposed budget for the incoming calendar year is submitted annually to the Office of the Vice President for Planning and Finance. The proposal states the proposed utilization of the Regular MOOEs of OSU, BOR and PAC funds, after which an amount is allotted for each of the aforementioned funds.

The regular MOOEs of the BOR and PAC funds are commonly spent for the purchase of office supplies, repair of equipment assigned to their respective sections, as well as expenses for off-campus meetings/activities (travel/accommodations).

The OSU regular MOOE, on the other hand, takes charge of the gasoline, repair of vehicles, meal allowance and transportation expenses of drivers/messengers, office improvements, purchase of office supplies and other petty operating expenses.

A record of daily budget outflows for the aforementioned funds is maintained for monitoring the expenses and availability of funds of the office.

2. Applying for Cash Advance

Cash advance is normally applied at the start of the year, particularly during the first week of January. The request for cash advance should indicate the proposed use of the funds to enable the Accounting Office to indicate the account code of the expenses, chargeable against the regular MOOE (Annex CC).

The AO acts as the Disbursing Officer of the OSU funds. The supervisors of each OSU section are usually assigned as the disbursing officer for their respective operations in the office. They are obliged to apply for individual cash advances to enable them to finance their monthly recurring expenses charged to their respective funds, i.e., OSU, BOR, PAC funds. The grant of cash advance is allowed only for government employees with fidelity bond issued by the Bureau of Treasury. Renewal for application of cash advance may be allowed only when the applicant has settled its existing cash advance.

A letter-request for permission to open a cash advance for petty operating expenses should be addressed to the Vice President for Planning and Finance or Vice President for Administration. The cash advance will serve as a revolving fund for the monthly recurring expenses of the office.

The cash advance for petty operating expenses is allowed under Section 176, Vol. 1 of the Government Accounting and Auditing Manual, per COA Circular 91-368 dated 19 December 1991.

Cash advance should be used solely for the purchase of office supplies, maintenance of office equipment and other operating expenses.

HOW TO APPLY FOR A FIDELITY BOND

The application for fidelity bonding of accountable public officials and employees requires the submission of the following documents enumerated in Table 4, with three (3) copies each, to the Bureau of the Treasury, Intramuros, Manila. Forms can be downloaded at www.bureauoftreasury.gov.ph. The schedule of fidelity bond premiums can be accessed through its website.

Table 4. Documents required for the application of fidelity bonding

For New Applicant	For Renewal
<ul style="list-style-type: none"> • Forms 57A and 58A • Table of List of Bonded Officials with their corresponding premiums paid • Appointment/Designation as Signatory/Special Disbursing Officer/Special Collecting Officer • Current Assets and Liabilities <ul style="list-style-type: none"> - Duly notarized - If photocopied: certified true copy - Negative Net worth not allowed • Certification of No Pending Administrative Case 	<ul style="list-style-type: none"> • Form 57A • Table of List of Bonded Officials with their corresponding premiums paid • Appointment/Designation as Signatory/Special Disbursing Officer/Special Collecting Officer • Current Assets and Liabilities <ul style="list-style-type: none"> - Duly notarized - If photocopied: certified true copy - Negative Net worth not allowed • Copy of previous approved bond • Certification of No Pending Administrative Case

DISBURSEMENT OF FUNDS FOR OFFICE EXPENSES

The OSU maintains an ATM account exclusively for the cash advance for petty operating expenses. The AO is the one responsible for keeping a wallet solely for the cash on hand to be kept in the office. All disbursements should be recorded in an index card with the following entries as described in Table 5:

Table 5. Format of disbursement logging

Date	Particulars	Add	Less	Balance
xx	Cash on hand (Cash Advance # _____)			xx
xx	Gasoline – SET 447		xx	xx
xx	Office supplies		xx	xx
xx	Change – office supplies	xx		xx
xx	Withdrawal (balance in ATM P _____)	xx		xx

The cash on hand should conform to the balance of funds recorded in the index card or logbook. The records should be maintained for the whole year and disposed only upon full settlement of the cash advance at the end of the year which should be submitted to the Accounting office within the first week of January.

The daily cash outflows should be recorded in the index cards or logbook to ensure the accuracy of the cash on hand. Thus, the cash on record should tally with the cash on hand.

REPLENISHMENT/REIMBURSEMENT OF OFFICE EXPENSES

Per COA rules, replenishment of petty cash could only be done when 70% of the total cash advance has been exhausted. This rule is not strictly being followed by OSU due to the volume and nature of tasks of the office which require frequent release of cash. Thus, the frequency of replenishment would largely depend on the cash outflows.

The replenishment of petty cash would consist of the following:

- A. Disbursement voucher;
- B. Summary of expenses; and
- C. Official Receipts.

In the absence of an OR, the Reimbursement and Expense Receipt (RER) may be used but not to exceed P1,000.00 per RER.

SETTLEMENT OF CASH ADVANCE

Per COA rules, the cash advance for petty operating expenses should be settled in full at the start of the next year, preferably within the first week of January.

Settlement of cash advance for special functions is done 60 days upon receipt of the funds.

The settlement should be accomplished in the prescribed Liquidation Report (See Annex DD) which will summarize the following:

- A. amount of cash advance;
- B. amount spent; and
- C. amount refunded (OR #/date indicated).

The Liquidation Report shall be signed by the claimant and the SU-BOR/ASec. All pertinent documents should be attached, i.e., refund OR, previous application for cash advance, approval of emergency purchase by BAC, if any, and other supporting documents.

HOW TO MANAGE THE DELIVERY OF COMMUNICATIONS

Different sections of the OSU transmit the documents to be delivered to the OSU messengers of the Administrative Section under the supervision of the AO. Documents are delivered within and outside campus either through personal delivery or via courier services depending on the type of document (see Annex EE).

Documents sent by the OSU are always recorded on the corresponding OSU logbook:

- A. Logbook for delivery within Quezon Hall;
- B. Logbook for delivery in UP Campus or for mailing through LBC; or
- C. Logbook for UP Los Baños, UP Manila, UP Open University.

A copy of the document delivered should be logged and filed in the Records Section.

Documents transferred to the OSU Records Section for filing are recorded on a separate logbook containing the following information:

- A. type of document;
- B. subject matter; and
- C. tracking number.

LIST OF ANNEXES

ANNEX A	– COMMITTEE INVOLVEMENTS OF THE SU-BOR AND ASEC (2011-2015)
ANNEX B	– SECRETARY'S CERTIFICATE/CERTIFICATION TEMPLATE
ANNEX C	– PREPARING BOR DOCUMENTS IN FOLDERS
ANNEX D	– FILE CLASSIFICATION GUIDE
ANNEX E	– CROSS REFERENCE SHEET
ANNEX F	– RECORDS REQUEST FORM
ANNEX G	– ACCESSING FILES THROUGH LASERFICHE
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ANNEX K	– BUDGET FLOW LOGBOOK
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ANNEX V	– MONTHLY TRAVEL REPORT
ANNEX W	– REQUEST FOR PRE-REPAIR INSPECTION
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ANNEX Z	– DAILY TIME RECORD
ANNEX AA	– APPLICATION FOR LEAVE
ANNEX BB	– PERFORMANCE EVALUATION
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ANNEX EE	– DOCUMENTS DELIVERED
ANNEX FF	– NATIONAL ARCHIVES OF THE PHILIPPINES CIRCULAR NOS. 1 AND 2