

9. Issuance of Student Examination Permit

This procedure aims to ensure that all students' accounts are periodically settled and assures the students that they are cleared of their account liability.

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| Office or Division: | Accounting Office |
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | All students |

CHECKLIST OF REQUIREMENTS**WHERE TO SECURE**

Original copy of Certificate of Registration (1 copy)

Office of the University Registrar

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|------------------|--|
| 1. Log in the name and affix signature in the Log Book for Issuance of Student Examination Permit and presents the Certificate of Registration | 1. The Accounting staff receives the Certificate of Registration from the student. | None | 1 minute | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III (Accounting Office) Jan Nebur P. Aliposa, Administrative Aide (Accounting Office) |
| | 1.1 The Accounting staff checks student's account balance in the Student Ledger (university's student account assessment system). | None | 1 minute | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III (Accounting Office) Jan Nebur P. Aliposa, Administrative Aide (Accounting Office) |
| | 1.2 If the student's account appears to have a balance for the semester, the Accounting staff advises the student to pay at the Cashier's Office; if none, the Accounting staff issues the Student Examination Permit | None | 3 minutes | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III (Accounting Office) Jan Nebur P. Aliposa, Administrative Aide (Accounting Office) |
| TOTAL | | None | 5 minutes | |

3. Signing of Employee's Clearance from Money and Property Accountabilities

This procedure aims to ensure that all employees are cleared of their financial accountabilities from the university.

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|----------------------|-----------------------------|
| Office or Division: | Accounting Office |
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail: | Employees |

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

Clearance Form (4 copies)

Human Resource Management Office (HRMO)

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-------------------|---|
| 1. Log in the name and affix signature in the Log Book for Signing of Employee's Clearance and presents the Clearance Form for signature. | 1. The Accounting staff receives the Clearance Form from the employee. | None | 1 minute | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III Jan Nebur P. Aliposa, Administrative Aide |
| | 1.1 The Accounting staff checks employee's name in the Schedule of Unliquidated Cash Advances, Disallowances, and Due from Officers and Employees. | None | 5 minutes | Cynthia A. Ymata Administrative Assistant III |
| | 1.2 If the employee appears to have an outstanding financial accountabilities, the Accounting clerk prepares and issues Order of Payment and advises the employee to pay at Cashier's Office. (Proceed to Step 1.4). If none, countersigns the Clearance Form. | None | 2 minutes | Cynthia A. Ymata Administrative Assistant III Mary Grace E. Espeno Administrative Officer II (For General Fund) Marcel D. Navarozza Accountant III (For Business Related Fund and Trust Fund) Arjay E. Traquena Administrative Assistant VI (For Internally Generated Fund) |
| | 1.3 Signs the Clearance Form. | None | 1 minute | Mary Grace E. Espeno Administrative Officer II/ OIC, Accounting Office |
| | 1.4 Releases the Clearance Form | None | 1 minute | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III Jan Nebur P. Aliposa, Administrative Aide |
| TOTAL | | None | 10 minutes | |

4. Issuance of Order of Payment

The procedure to help other payors for their payment with regards to a specific transaction.

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| Office or Division: | Accounting Office |
| Classification: | Simple |
| Type of Transaction: | G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen |
| Who may avail: | All internal and external clients (students, employees, lessees, and all other customers) |

CHECKLIST OF REQUIREMENTS**WHERE TO SECURE****1. For refund of Advances to Officers and Employees and Advances to Special Disbursing Officers**

| | |
|-----------------------------------|-------------------|
| 1.1 Liquidation Report (2 copies) | Accounting Office |
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2. For refund of Advances for Payroll

| | |
|--|------------------|
| 2.1 Report of Cash Disbursements (2 copies) | Cashier's Office |
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| | |
|--|------------------|
| 2.2 Authenticated Photocopy of Payroll (2 copies) | Cashier's Office |
|--|------------------|

3. For settlement of Receivables-Disallowances/Charges, Due from Officers and Employees, and Other Receivables

| | |
|--------------------------------------|-------------------|
| 3.1 Statement of Account (2 copies) | Accounting Office |
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4. For non-tuition school fees such as for school uniforms and school IDs

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|----------------------------------|---|
| 4.1 Billing Statement (2 copies) | Garments and Textile Center/ID Production |
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5. For school fees for Kiddie Learning Center

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|-------------------------------------|------------------------------|
| 5.1 Statement of Account (2 copies) | Kiddie Learning Center (KLC) |
|-------------------------------------|------------------------------|

6. For rental, room accommodation and electricity charges

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|----------------------------------|---|
| 6.1 Billing Statement (2 copies) | Hostel/Farmers Training Center/Kapihan/White Beach/ASBA |
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7. Remittance of canteen sales and sale of various agricultural products

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|-----------------------------|--------------------------------|
| 7.1 Sales Report (2 copies) | Kapihan/ASBA/Project-In-Charge |
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8. For reservation fee

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|----------------------------------|---|
| 8.1 Billing Statement (2 copies) | Hostel/Farmers Training Center/Kapihan/White Beach/ASBA |
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|---------------------------------|---|
| 8.2 Reservation Slip (2 copies) | Hostel/Farmers Training Center/Kapihan/White Beach/ASBA |
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9. Remittance of collections from cash tickets and other business income

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|-------------------------------------|--------------------|
| 9.1 Report of Collection (2 copies) | White Beach Resort |
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|----------------------------------|--------------------|
| 9.1 Issued Cash Tickets (1 copy) | White Beach Resort |
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10. For bid docs

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|-----------------------------------|-------------------------------|
| 10.1 Billing Statement (2 copies) | Office of the BAC Secretariat |
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11. For service fee for loans

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|-----------------------------------|-------------------|
| 11.1 Billing Statement (2 copies) | Accounting Office |
|-----------------------------------|-------------------|

| 11.2 Such other pertinent supporting documents as are required by the nature of transaction | Lending Institution | | | |
|---|---|-----------------|-----------------|--|
| 12. For fund transfer from other NGAs for implementation of programs/projects | | | | |
| 12.1 Authenticated photocopy of Memorandum of Agreement (1 copy) | Project-in-Charge/Project Leader | | | |
| 12.2 Such other pertinent supporting documents as are required by the nature of transaction | Project-in-Charge/Project Leader | | | |
| 13. For performance bond | | | | |
| 13.1 Authenticated photocopy of Notice of Award | Supply Office | | | |
| 13.2 Such other pertinent supporting documents as are required by the nature of transaction | | | | |
| 14. For electricity charges to contractors | | | | |
| 14.1 Billing Statement (1 copy) | Electrical Services Division | | | |
| 14.2 Monthly Reading of Electric Consumption (1 copy) | Physical Plant Development Office | | | |
| 14.3 Authenticated copy of Contract of Agreement between the University and the Contractor (1 copy) | Contractor/Electrical Services Division | | | |
| 14.4 Such other pertinent supporting documents as are required by the nature of transaction | Electrical Services Division | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Log in the name and affix signature in the Log Book for issuance of Order of Payment and presents the documentary requirements | 1. The Accounting staff receives the documentary requirements from the client and forward to the next step. | None | 1 minute | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III Jan Nebur P. Aliposa, Administrative Aide |
| | 1.1 The Accounting staff reviews the documents. If found in order, prepares and signs the Order of Payment. If with discrepancies or lacking documents, return to client for compliance of recommended actions. (Proceed to Step 1.3) | None | 8 minutes | Mary Grace E. Espeno Administrative Officer II (For General Fund) Maricel D. Navarozza Accountant III (For Business Related Fund and Trust Fund) Ajay E. Traqueria Administrative Assistant VI (For Internally Generated Fund) |
| | 1.2 Signs the Order of Payment | None | 1 minute | Mary Grace E. Espeno Administrative Officer II/ OIC, Accounting Office |
| | 1.3 Releases the Order of Payment | None | 1 minute | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III Jan Nebur P. Aliposa, Administrative Aide |
| TOTAL | | None | 10 minutes | |

5. Liquidation of Cash Advances

The procedure to help accountable officers and employees in liquidation of their advances for travel, advances for payroll, and advances for special purpose/time-bound undertakings

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|----------------------|--|
| Office or Division: | Accounting Office |
| Classification: | Simple |
| Type of Transaction: | G2C – Government to Citizen |
| Who may avail | All accountable officers and employees |

CHECKLIST OF REQUIREMENTS**WHERE TO SECURE****1. For liquidation of cash advances for local travel**

| | |
|--|---|
| 1.1 Liquidation Report (3 original copies) | Accounting Office |
| 1.2 OR in case of refund of excess cash advance (1 authenticated copy) | Cashiers Office |
| 1.3 Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee (1 original copy) | Transportation Service Provider |
| 1.4 Certificate of Appearance/ Attendance (1 original copy) | Office where he/she personally transact his/her official business |
| 1.5 Copy of previously approved itinerary of travel (1 original copy) | Accountantable Officer/Employee |
| 1.6 Revised Itinerary of Travel, if the previous approved itinerary was not followed (1 original copy) | Accountantable Officer/Employee |
| 1.7 Certification by the Head of the Agency as to absolute necessity of expenses, if exceeded the prescribe rate per day as per Executive Order No. 77 (1 original copy) | Office of the University President |
| 1.8 RER/ Certification of Expenses not Requiring Receipts (1 original copy) | Accounting Office |
| 1.9 Certificate of Travel Completed (1 original copy) | Accounting Office |
| 1.10 Travel Report, if applicable (1 original copy) | Human Resource Management Office |
| 1.11 Trip Ticket, if applicable (1 original copy) | Machinery Department |
| 1.12 Hotel room/lodging bills with OR in the case of official travel to places within 50km radius where the permanent official station is located (1 original copy) | Hotels/Lodges |
| 1.13 Travel Order (1 original copy) | Accountantable Officer/Employee |

2. For liquidation of cash advances for foreign travel

| | |
|--|-------------------|
| 2.1 Liquidation Report (3 original copies) | Accounting Office |
|--|-------------------|

| | |
|--|---|
| 2.2 OR in case of refund of excess cash advance (1 original copy) | Cashiers Office |
| 2.3 Paper/electronic plane, boat or bus tickets, boarding pass, terminal fee (1 original copy) | Transportation Service Provider |
| 2.4 Certificate of Appearance/ Attendance (1 copy) | Office where he/she personally transact his/her official business |
| 2.5 Bills/ receipts for non-commutable representation expenses (1 original copy) | Supplier of goods/services |
| 2.6 Approval by the president, if exceeded the prescribed rate (1 original copy) | Office of the University President |
| 2.7 Certification by the Head of the Agency as to absolute necessity of expenses, if exceeded the prescribe rate per day (1 original copy) | Office of the University President |
| 2.8 Hotel room bills with OR, if exceeded the prescribed rate (1 original copy) | Hotels/Lodges |
| 2.9 Revised Itinerary of Travel, if applicable (1 original copy) | Accountantable Officer/Employee |
| 2.10 Travel Report (1 original copy) | Human Resource Management Office |
| 2.11 Certificate of Travel Completed (1 original copy) | Accounting Office |
| 2.12 Copy of previously approved itinerary of travel (1 original copy) | Accountantable Officer/Employee |
| 2.13 Travel Order (1 original copy) | Accountantable Officer/Employee |
| 3. For special purpose | |
| 3.1 Liquidation Report (3 original copies) | Accounting Office |
| 3.2 OR in case of refund of excess cash advance (1 original copy) | Cashiers Office |
| 3.3 Bills, tickets, receipts, sales invoices (1 original copy) | Special Disbursing Officer |
| 3.4 Approved Purchase Request/Job Order, if necessary | Special Disbursing Officer |
| 3.5 Certificate of inspection and acceptance/ Certificate of Completion (1 original copy) | Special Disbursing Officer |

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|--|----------------------------|
| 3.6 Report of Waste Materials in case of replacement/repair (1 original copy) | Special Disbursing Officer |
| 3.7 Approved trip ticket, for gasoline expenses (1 original copy) | Special Disbursing Officer |
| 3.8 Canvass from at least three suppliers for purchases involving P1,000 and above, except for purchases made while on official travel (1 original copy) | Special Disbursing Officer |
| 3.9 Summary/Abstract of Canvass (1 original copy) | Special Disbursing Officer |
| 3.10 For reimbursement of toll receipts: 5.13.1 Toll Receipts (1 original copy) 5.13.2 Trip Tickets (1 original copy) | Special Disbursing Officer |
| 3.11 Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses (1 original copy) | Special Disbursing Officer |
| 4. For payroll fund for salaries, wages, allowances, honoraria and other similar expenses | |
| 4.1 Report of Disbursement certified correct by the accountable officer (2 original copies) | Cashier's Office |
| 4.2 Approved payrolls/vouchers duly acknowledged/signed by the payee/s (2 original copies) | Cashier's Office |
| 4.3 Approved daily time records (DTRs) or Certificate of Service | Cashier's Office |
| 4.4 Approved application for leave (1 original copy) | Cashier's Office |
| 4.5 In case of payment of personnel under "Job Order" status, duly verified/accepted accomplishment report (1 original copy) | Cashier's Office |
| 4.6 Official Receipt (OR) in case of refund for unclaimed salaries (1 authenticated copy) | Cashier's Office |
| 4.7 Authority from the claimant and identification documents, if claimed by person other than the payee (1 original copy) | Cashier's Office |
| 4.8 Such other pertinent documents as required by the nature of expense (1 original copy) | Cashier's Office |
| 5. For Petty Cash Fund | |
| 5.1 Summary of Petty Cash Vouchers (2 original copies) | Petty Cash Custodian |
| 5.2 Report of Disbursements (2 original copies) | Petty Cash Custodian |

| | |
|--|----------------------|
| 5.3 Petty Cash Replenishment Report (2 original copies) | Petty Cash Custodian |
| 5.4 Approved purchase request with certificate of Emergency Purchase, if necessary (1 original copy) | Petty Cash Custodian |
| 5.5 Bills, receipts, sales invoices (1 original copy) | Petty Cash Custodian |
| 5.6 Certificate of inspection and acceptance (1 original copy) | Petty Cash Custodian |
| 5.7 Report of Waste Materials in case of replacement/repair (1 original copy) | Petty Cash Custodian |
| 5.8 Approved trip ticket, for gasoline expenses (1 original copy) | Petty Cash Custodian |
| 5.9 Canvass from at least three suppliers for purchases involving P1,000 and above, except for purchases made while on official travel (1 original copy) | Petty Cash Custodian |
| 5.10 Summary/Abstract of Canvass (1 original copy) | Petty Cash Custodian |
| 5.11 Petty Cash Vouchers duly accomplished and signed (1 original copy) | Petty Cash Custodian |
| 5.12 Official Receipt in case of refund (1 authenticated copy) | Petty Cash Custodian |
| 5.13 For reimbursement of toll receipts: 5.13.1 Toll Receipts (1 original copy) 5.13.2 Trip Tickets (1 original copy) | Petty Cash Custodian |
| 5.14 Such other supporting documents that may be required and/or required under the company policy depending on the nature of expenses (1 original copy) | Petty Cash Custodian |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1. Submit the Liquidation Report and its supporting documents to the Accounting Office | 1.1 Receive the Liquidation Report and its supporting documents, record the Logbook and forward to the next step | None | 10 mins | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III Jan Nebur P. Aliposa, Administrative Aide |

| | | | | |
|--------------|---|------|--------------------|---|
| | <p>1.1 Review the documentation requirements</p> <p>If found in order, forward the Liquidation Report to the Head of the Accounting for final review and signature</p> <p>If with discrepancies or lacking documents, return to client for compliance.</p> | None | 1 day | <p>Mary Grace E. Espeno Administrative Officer II (For General Fund)</p> <p>Maricel D. Navarozza Accountant III (For Business Related Fund and Trust Fund)</p> <p>Arjay E. Traquena Administrative Assistant VI (For Internally Generated Fund)</p> |
| | <p>1.1 Review the documentation requirements</p> <p>If found in order, sign the Liquidation Report and forward to the assigned Accounting Staff for recording</p> <p>If with discrepancies or lacking documents, prepare findings and return to client for compliance</p> | None | 1 day | <p>Mary Grace E. Espeno OIC, Accounting Office</p> |
| TOTAL | | None | 2 days and 10 mins | |

6. Processing of Disbursement Vouchers

This service refers to the processing of disbursement voucher or payroll for the payment of claims.

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|----------------------|--|
| Office or Division: | Accounting Office |
| Classification: | Complex |
| Type of Transaction: | G2G – Government to Government |
| Who may avail: | All internal and external clients (employees, students, suppliers, contractors, and all other customers) |

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

| | |
|--|---------------|
| 1.1 Disbursement Voucher (5 original copies) | Claimant |
| 1.2 Payroll, if applicable (5 original copies) | Claimant |
| 1.3 Obligation and Request Status/Budget Utilization Request Status (2 original copies) | Budget Office |
| 1.4 Documentary Requirements under COA Circular No. 2012-01 (1 original copy for each document) | Proponent |
| 1.5 Other supporting documents peculiar to the nature of transaction (1 original copy for each document) | Proponent |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|---|-----------------|-----------------|--|
| 1. Submit documents for claim of payments to the Budget Office | 1.1 Receive documents from the Budget Office and log in the Logbook and forward to next step. | None | 10 mins | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III Jan Nebur P. Aliposa, Administrative Aide |
| | 1.2 Review of documentation requirements and forward the Disbursement Voucher and its supporting documents to the Head of the Accounting Office for final review | None | 1 day | Cynthia A. Ymala, Administrative Assistant III (For Special Trust Fund and Business Related Fund) Jhoana Kristine G. Merida, Administrative Aide (For Regular Agency Fund and Trust Fund) |
| | 1.3 Final review of the Disbursement Vouchers and its supporting documents If complete, signs the Disbursement Vouchers and forward to the Releasing Officer If incomplete, prepare findings and forward to the Releasing Officer | None | 1 day | Mary Grace E. Espeno OIC, Accounting Office |

| | | | | |
|-------|---|------|--------------------|--|
| | <p>1.4 Forward the signed Disbursement Voucher and its supporting documents to the Office of the President for approval of payment</p> <p>Forward the Findings, Disbursement Voucher, and its supporting documents to the End-User for compliance</p> | None | 10 mins | <p>Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III</p> <p>Jan Nebur P. Aliposa, Administrative Aide</p> |
| TOTAL | | None | 2 days and 20 mins | |

Processing of Payment through LLDAP-ADA

This service refers to the processing of payment for MDS transactions through LLDAP-ADA.

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| Office or Division: | Accounting Office |
| Classification: | Complex |
| Type of Transaction: | G2G – Government to Government |
| Who may avail: | All internal and external clients (employees, students, suppliers, contractors, and all other customers) |

CHECKLIST OF REQUIREMENTS

WHERE TO SECURE

| | |
|--|-----------|
| 1.1 Approved Disbursement Voucher (5 original copies) | Proponent |
| 1.2 Approved Payroll, if applicable (5 original copies) | Proponent |
| 1.3 Obligation and Request Status/Budget Utilization Request Status (2 original copies) | Proponent |
| 1.4 Documentary Requirements under COA Circular No. 2012-01 (1 original copy for each document) | Proponent |
| 1.5 Other supporting documents peculiar to the nature of transaction (1 original copy for each document) | Proponent |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-----------------|---|
| 1. Forward the approved Disbursement Vouchers and its supporting documents to the Accounting Office | 1.1 Receive the approved Disbursement Vouchers and its supporting documents and forward to the next step | None | 10 mins | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III Jan Nebur P. Aliposa, Administrative Aide |
| | 1.2 For payroll transactions, prepare a Proof List using the DBP PayCasa and forward to next step | None | 4 hours | Ronald E. Tenedero Administrative Aide |
| | 1.3 Prepare LLDAP-ADA, SLIIE, and ADAIC for payroll Proof Lists and other non-payroll transactions and forward to the Head of the Accounting Office for review | None | 2 hours | Eugenio Paredes Administrative Aide |
| | 1.4 Review the LLDAP-ADA, SLIIE, ADAIC, and Proof List | None | 1 hour | Mary Grace E. Espeno OIC, Accounting Office |
| | 1.5 Sign the LLDAP-ADA and SLIIE and forward to the Releasing Officer | None | 30 mins | Mary Grace E. Espeno OIC, Accounting Office |
| | 1.6 Forward the signed LLDAP-ADA, SLIIE, ADAIC, and its supporting documents to the Cashiers Office and Office of the President for signature | None | 10 mins | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III Jan Nebur P. Aliposa, Administrative Aide |

| | | | | |
|--|---|-------------|--------------------------|--|
| 7 2. Forward the approved LLDAP-ADA and its supporting documents to the Accounting Office | 2.1 Receives the approved LLDAP-ADA and its supporting documents and forward to the next step | None | 10 mins | Edwin E. Alao, Receiving and Releasing Officer/Administrative Aide III Jan Nebur P. Aliposa, Administrative Aide |
| | 2.2 Delivers the signed LLDAP-ADA to the Bureau of Treasury and MDS-GSB for processing of payment | None | 2 hours | Ronald E. Tenedero Administrative Aide |
| TOTAL | | None | 1 day and 2 hours | |

Budget Office

Internal Service

1. Certifying Fund Allocation

Certifying funds allocation for every budgetary requirements presented necessary in the performance of functions

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|---|---|--|------------------------|--|
| Office or Division: | | Budget Office | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C | | |
| Who may avail: | | Internal Clients (UEP employees, staff and students) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Budget Proposal with Detailed list of budgetary requirements | | Accomplished by end-user | | |
| Letter endorsement by President | | Office of the President | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits documents for Fund Allocation (Client should observe social distancing and wear facial mask.) | 1.1 Certifies as to availability of Allotment & Fund Allocation. 1.2 Release the signed documents to office/personnel concerned, duly acknowledged in the logbook. | None | 15 minutes | Ferdinand S. Reyes SAO (Budget Office) Antonio L. Domagtoy Administrative Aide IV (Budget Office) |
| Total | | None | 15 Minutes | |

2. Preparation of BURs and ORs

Preparation of BURs and ORs to record Obligation in the RAOPS, RAOMO and RAOCO

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|--|---------------------------|--|------------------------|--|
| Office or Division: | | Budget Office | | |
| Classification: | | Simple | | |
| Type of Transaction: | | G2C | | |
| Who may avail: | | Internal Clients (UEP employees, staff and students) | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Purchase Orders, Payrolls and other required attachments | | Supply Office, HRMO and by end-user | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 2. Submits documents for Preparation of BURs and ORs | 2.1 Prepares BURs and ORs | None | 15 minutes | Ferdinand S. Reyes SAO (Budget Office) |

| | | | | |
|---|--|-------------|-------------------|--|
| (Client should observe social distancing and wear facial mask.) | 2.2 Transmit to the office of VPAF and OP the BURs and ORs for signature and release signed BURs and ORs to Accounting Office, duly acknowledged in the logbook. | | | Divina C. Alvarez Admin Officer IV Budget Office Jessel D. Cisneros Admin Officer I Budget Office |
| Total | | None | 15 Minutes | |

3. Compliance to oversight agencies like COA, DBM, NEDA, House of Senate, House of Representatives, PASUC, Budgetary Reports and other requirements

Submission of various financial reports to various oversight agencies

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|--|--|--|---|--|
| Office or Division: | Budget Office | | | |
| Classification: | Highly Technical | | | |
| Type of Transaction: | G2G | | | |
| Who may avail: | COA, DBM, NEDA, PASUC, House of Senate, House of Representatives | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Circulars/Advisories | | COA, DBM, NEDA, PASUC, House of Senate, House of Representatives | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Endorses letter/ advisory for proper action | 1 Prepares budgetary reports as indicated in the advisory / Communications with complete signature of the signatory then submit the said documents thru the email add specified in the advisory. | None | 15 days (Depends on the advisory communications and after the SONA of the President of the Philippines) | Ferdinand S. Reyes SAO (Budget Office) Divina C. Alvarez Admin Officer IV Budget Office Jessel D. Cisneros Admin Officer I Budget Office Antonio L. Domagtoy Administrative Aide IV (Budget Office) |
| Total | | None | 15 days | |

4. Issuance of Copy of Budgetary Documents for Accreditation nad Financial Status inquiry

Submission of various financial reports to different colleges to fulfill the requirements of different Accreditation Agencies

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|---|--|--------------------------|------------------------|--|
| Office or Division: | Budget Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C | | | |
| Who may avail: | Internal Clients (UEP employees, staff and students) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Letter Request Form | | Accomplished by end-user | | |
| Letter endorsement by President | | Office of the President | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 3. Submits approved letter requests for documents requested. (Client should observe social distancing and wear facial mask.) | 3.1 Prepares report/data requested 3.2 Release the documents to office/personnel concerned, duly acknowledged in the logbook. | None | 3 days | Ferdinand S. Reyes SAO (Budget Office) Divina C. Alvarez Admin Officer IV Budget Office Jessel D. Cisneros Admin Officer I Budget Office Antonio L. Domagtoy Administrative Aide IV (Budget Office) |
| | Total | None | 15 Minutes | |

1. Collection

Receives payment from clients and issue Official Receipt (OR)

| | |
|--|--|
| Office/Division | : Cashier's Office/Finance |
| Classification | : Simple |
| Type of Transaction | : G2C, G2B |
| Who may avail | : Students, Employees and External Clients |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Assessment/Students ID (1 copy) Bid Documents Payment Form (1 copy) Request Payment Form (1 copy) Order of Payment Form (1 copy) | To be accomplished by client BAC Secretariat Registrar's Office Accounting's Office |

| <u>CLIENT STEPS</u> | <u>AGENCY ACTIONS</u> | <u>FEEES TO BE PAID</u> | <u>PROCESSING TIME</u> | <u>PERSON/S LIABLE</u> |
|---|--|---|------------------------|---|
| 1. Client proceeds to Collector and presents required documents for payment | 1.1 Receives payment from the client 1.2 Issues Official Receipt (OR) | <u>KLC FEES:</u> Registration Fee: 2,500.00 Tuition Fee: 900.00 Testing Fee: 400.00 <u>UEPLES FEES:</u> Charity Fee: 20.00 Cultural Fee: 50.00 Entrance Fee: 150.00 I.D. Card Fee: 80.00 Insurance Fee: 50.00 Library Fee: 50.00 Medical/Dental Fee: 150.00 Registration Fee: 100.00 Sports Devt. Fee: 100.00 <u>UEPLHS FEES:</u> Athletics Fee: 100.00 Charity Fee: 20.00 Computer Maint. Fee: 300.00 Entrance Fee: 150.00 I.D. Card Fee: 90.00 Insurance Fee: 50.00 Library Fee: 50.00 Medical/Dental Fee: 150.00 Publication Fee: 50.00 Registration Fee: 100.00 | 5 minutes | Maria Teresa N. Gatongay & Laarni O. Paredes Cashier's Office (7:30-11:00) (1:00-5:00) *Cezeil L. Plaza and/or Ofelia B. Adriatico Cashier's Office (11:01am-12:59pm) *(in compliance with R.A.9485 or the Anti-Red Tape Act of 2007) |

UNDERGRADUATE FEES:

Add/Change Load Fee: 50.00
Authentication Fee: 30.00
Computer Laboratory Fee:
CAV Fee: 100.00
Certification Fee: 50.00
Change Status Fee: 100.00
Charity Fee: 20.00
Completion Fee: 50.00
Cultural Fee: 50.00
Diploma Fee: 150.00
Documentary Stamp: 60.00
Entrance Fee: 150.00
Honorable Dismissal Fee:
50.00
Insurance Fee: 50.00
Library Fee: 50.00
Library I.D. 60.00
NSTP CWTS Fee: 300.00
NSTP ROTC Fee: 300.00
Medical/Dental Fee: 150.00
Publication Fee: 50.00
Registration Fee: 100.00
Sports Dev't Fee: 100.00
TAT Fee: 150.00
Testing Fee: 150.00
Transcript Fee: 150.00
2nd Copy: 100.00
USC Fee: 20.00
UJSCO Graduation Fee:

**POST GRADUATE STUDIES/
COLLEGE OF LAW and
External Clients**

Authentication Fee: 30.00
Certification Fee: 50.00
Completion Fee: 50.00
Cultural Fee: 50.00
Diploma Fee: 200.00
Documentary Stamp: 60.00
Entrance Fee: 150.00
Honorable Dismissal Fee:
50.00
Insurance Fee: 50.00
Library Fee: 50.00
Medical/Dental Fee: 150.00
Registration Fee: 100.00
Sports Devt. Fee: 100.00

Transcript Fee: 100.00/page
2nd copy: 100.00

| | | | | |
|--|---|---|------------------|---|
| <p>1.a Client proceeds to Collector and presents Order of Payment form</p> | <p>1.3 Receives payment from client</p> <p>1.4 Issues Official Receipt (OR)</p> | <p>Tuition Fee GS: 250.00/unit CL: 300.00/unit</p> <p><u>UNIFORMS:</u></p> <p>KLC Blouse & Jumper-520.00/set Polo & Short Pants:520.00/set</p> <p>ELEMENTARY Blouse & Skirt: 650.00/set Polo & Short Pants: 600.00/set</p> <p>HIGH SCHOOL Blouse & Skirt: 650.00/set Polo & Long Pants: 650.00/set</p> <p><u>UNIFORMS:</u></p> <p>KLC Blouse & Jumper-520.00/set Polo & Short Pants:520.00/set</p> <p>ELEMENTARY Blouse & Skirt: 650.00/set Polo & Short Pants: 600.00/set</p> <p>HIGH SCHOOL Blouse & Skirt: 650.00/set Polo & Long Pants: 650.00/set</p> <p><u>CAFNR/C.E./CVM</u></p> <p>Blouse: 350.00 Pants: 380.00 Polo Cream: 350.00 Black Pants: 380.00 Price per set: 630.00</p> <p><u>COED/CS/CBA/CAC</u></p> <p>Blouse: 350.00 Skirt: 250.00 Polo Cream: 350.00 Black Pants: 380.00 Price per set</p> <p>Female: 600.00 Male: 730.00</p> <p><u>RAD. TECH & NURSING</u></p> | <p>5 minutes</p> | <p>Maria Teresa N. Gatongay & Laarni O. Paredes Cashier's Office (7:30-11:00) (1:00-5:00)</p> <p>*Cezeil L. Plaza and/or Ofelia B. Adriatico Cashier's Office (11:01am-12:59pm)</p> <p>*(in compliance with R.A. 9485 or the Anti-Red Tape Act of 2007)</p> |
|--|---|---|------------------|---|

Dress: 700.00
White Polo: 350.00
Black Pants: 380.00
Blouse (Rad.Tech): 450.00
Skirt (Rad. Tech): 250.00
Price per set
Female: 700.00
Male: 730.00

CRIMINOLOGY

Polo Shirt: 350.00
Pants: 400.00
Price per set
Female: 800.00
Male: 750.00
DEFTAC: 850.00

ALL COURSES

NSTP-CWTS: 200.00
NSTP-ROTC: 200.00

LABORATORY GOWN:
370.00

P.E. UNIFORMS

(College/SHS/HS)
T-shirt: 180.00
Pants: 300.00
P.E. 211: 200.00

P.E. UNIFORMS

(ELEM/KLC)
T-shirt: 175.00
Pants: 275.00

SCOUTING UNIFORMS

Girl Scout:

Dress: 550.00
T-shirt: 180.00

Blouse: 350.00
Skirt: 250.00
Socks: 75.00

| | | | | |
|--|--------------|---|------------------|--|
| | | <p>Cap: 95.00 Ring: 20.00 Scarf: 45.00</p> <p>Boy Scout & KAB Scout:</p> <p>Polo: 350.00 Pants: 350.00 T-shirt: 180.00 Short Pants: 250.00 BSP Carabao: 45.00 BSP Pin/Rope: 40.00 BSP Pin Star: 45.00 Socks: 75.00 Scarf: 45.00 Patches: 20.00 Cap Box: 85.00 Cap Tulke: 70.00 Cap Waway: 75.00</p> <p><u>FOR GRADUATION:</u></p> <p>Sablay: 350.00 Academic Hood Undergrad: 500.00 M.A.: 600.00 Academic Cap: 175.00 Academic Gown Genna cloth: 750.00 Katrina: 850.00 Satin: 1,100.00 Velvet: 2,500.00</p> | | |
| | TOTAL | Each fee depends on each client's transaction | 5 minutes | |

2. CASH DISBURSEMENT

Disbursements of the following: Students' refund, Honorarium/Salary, Financial Assistance, allowances, prizes and other remunerations in cash form.

| | |
|---|--|
| Office or Division | : Cashier's Office |
| Classification | : Simple |
| Type of Transaction | : G2C, G2B |
| Who may avail | : Students, Employees and External Clients |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1 Valid ID | Accomplished by Client |
| 2 Special Power of Attorney or Authorization Letter | Accomplished by Client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|-----------------|--|
| 1 Presents valid ID and photocopy of said ID For representatives: Provide Special Power of Attorney or Authorization Letter, Valid ID of claimant/payee, another valid ID of the authorized representative and photocopies of IDs presented | 1 After signing and verification of authenticity of signature on the payroll, releases the amount to the claimant or his/her authorized representative | N O N E | 15 minutes | Ma. Cristita C. Abuyog, D.O., Ofelia B. Adriatico, Admin. Aide III and/or Cezell L. Plaza, Admin. Aide IV, all from Cashier's Office |
| | TOTAL | NONE | 15 minutes | |

3. CHECK DISBURSEMENTS/ADVICE OF CHECKS ISSUED AND CANCELLED (ACIC)/LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE –ADVICE TO DEBIT ACCOUNT (LDDAP-ADA)/SUMMARY OF LDDAP-ADAs ISSUED AND INVALIDATED ADA ENTRIES (SLIIE)

Payment of Claims through Checks such as: Reimbursements and prepayments of travelling allowances, salaries/honorarium/wages, Cash Advances, Remittances, payments of electric consumption.

| | | | | |
|---|---|------------------------|------------------------|--|
| Office or Division | : Cashier's Office | | | |
| Classification | : Simple | | | |
| Type of Transaction | : Check Disbursement G2C, G2B | | | |
| Who may avail | : Students, Employees and External Clients | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| 1 Valid ID | | | Accomplished by Client | |
| Special Power of Attorney or Authorization Letter (1 copy) | | | Accomplished by Client | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON/S RESPONSIBLE |
| 1 Present valid ID Presents SPA or Authorization Letter, valid ID of claimant/payee, valid ID of representative and photocopies of said IDs 1 a Client issues Official Receipt (OR) | 1.1 Have the DV signed by the client or his/her authorized representative 1.2 After verification of authenticity of documents presented, releases check to Client together with BIR Tax Certificate of the external client | N o n e | 15 minutes | Ma. Cristita C. Abuyog, ADOF V Ofelia B. Adriatico, ADA III Cezeil L. Plaza, ADA IV, Cashier's Office |
| | Total | NONE | 15 minutes | |

| | |
|---------------------|---|
| Office or Division | : Cashier's Office |
| Classification | : Simple |
| Type of Transaction | : ACIC/LDDAP-ADA/SLIIE G2C, G2B |
| Who may avail | : Students, Employees and External Client |

| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
|---|--|
| 1 Valid ID Special Power of Attorney or Authorization Letter (1 copy) | Accomplished by Client Accomplished by client |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON/S RESPONSIBLE |
|--|---|-----------------|-----------------|---|
| <p>1 Presents valid ID</p> <p>For representative: Presents Special Power of Attorney (SPA) or Authorization Letter with valid ID of claimant, valid ID of representative and photocopies of said IDs</p> <p>2 Issues Official Receipt (OR)</p> | <p>1.1 ADOF 111 prepares Advice of Checks Issued and Cancelled/List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)/Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE)</p> <p>1.2 Have the disbursement voucher signed by Client</p> <p>1.3 After verification of authenticity of documents presented,</p> | N O N E | 2 days | Bernardita D. Perez, ADOF III, Cashier's Office |

| | | | | |
|--|---|------|--------|--|
| | releases check to client together with the BIR Tax Certificate of the payee 1.4 Provides a photocopy of the disbursement voucher to the client | | | |
| | TOTAL | NONE | 2 days | |



COMPREHENSIVE LIST OF GOVERNMENT SERVICES OFFERED
OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

1. Receiving of Attendance Record of regular personnel

To facilitate payment for services rendered by the regular personnel

| | | |
|--|--|---|
| Office or Division | Office of the Chief Administrative Officer | |
| Classification | Simple | |
| Type of Transaction | | |
| Who may avail | Regular Personnel | |
| CHECKLIST OF REQUIREMENTS | | |
| DOCUMENTS | NO. OF COPIES | WHERE TO SECURE |
| Report of Services (CAO Form No. 004) | 2 copies | Accomplished by each College / Office / Unit |
| DTRs/SRs with supporting documents: <ul style="list-style-type: none"> • Approved CSC Form 6 (in case employee concerned has filed and approved leave of absence) • Approved Travel Order, Certificate of appearance (in case leave of absence was due to official travel) • Pass slip for employees who had been out of station during office hours • S.O. for employees with modified work schedule • Certification of work from home from the Dean/Head of Office (in case the concerned employee was in WFH) | 1 copy | Accomplished by Client and submits to the Office of the Chief Administrative Officer – Administrative Services Division |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|-------------------------------------|
| College/Office clerk submits accomplished Report of Services together with the DTR/SR of UEP faculty and employees verified as to the prescribed office hours by the college dean/office head | CAO-ASD Staff checks the completeness of the DTRs/ARs and supporting documents submitted together with the Report of Services | None | 10 Minutes | Suzette M. Mercader Loren R. Ong |
| | CAO personnel /staff consolidates /sorts DTR/SR according to General Payroll's arrangement. | None | 12 Hours | Angelita B. Orawa |

| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---|----------------|--------------------|--------------------|
| | CAO personnel/staff prepares and submits monthly AR REPORT duly approved by the Chief Administrative Officer to HRMO, Accounting Office and to the University President as basis for employees salary claims. | None | 1 Hour | Angelita B. Orawa |
| | CAO personnel/staff submits the DTRs/SRs received from regular personnel to Commission on Audit as document required for the general payroll per COA Circular No. 2012-001 | None | 30 Minutes | Angelita B. Orawa |
| Total | | None | 13.66 hours | |

2. Administering of required documents

To facilitate the submission of required documents of faculty and administrative personnel

| | | |
|----------------------------------|--|---|
| Office or Division | Office of the Chief Administrative Officer | |
| Classification | Simple | |
| Type of Transaction | | |
| Who may avail | Faculty and administrative personnel | |
| CHECKLIST OF REQUIREMENTS | | |
| DOCUMENTS | NO. OF COPIES | WHERE TO SECURE |
| SALN | 3 copies | HRMO facilitates the issuance of prescribed form to clients |
| Updated PDS | 3 copies | HRMO facilitates the issuance of prescribed form to clients |

| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|----------------|-----------------|-------------------------------|
| SALN must be accomplished by clients and submits to CAO office for the signature of the Chief Administrative Officer | The SALN committee checks the completeness and the correctness of entries. | None | 5 Minutes | SALN committee |
| | The Chief Administrative Officer signs the clients' SALN as person administering oath. | None | 5 Minutes | Abel Alejandro U. Flores, Jr. |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-------------------|-------------------------------|
| Updated PDS must be accomplished by clients and submits to CAO office for the signature of the Chief Administrative Officer | The CAO staff checks the completeness and the correctness of entries. | None | 5 Minutes | Loren R. Ong |
| | The Chief Administrative Officer signs the clients updated PDS as person administering oath. | None | 5 Minutes | Abel Alejandro U. Flores, Jr. |
| Total | | None | 20 Minutes | |


3. Endorsing of documents

To facilitate the endorsement of documents to the university president for action/approval.


| | | | |
|----------------------------------|--|--|--|
| Office or Division | Office of the Chief Administrative Officer | | |
| Classification | Simple | | |
| Type of Transaction | | | |
| Who may avail | Faculty and administrative personnel | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | |
| DOCUMENTS | NO. OF COPIES | | |
| Endorsement letter | 2 copies | Office of the Chief Administrative Officer | |
| Routine communication | 2 copies | Office of the Chief Administrative Officer | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|-------------------|-------------------------------|
| Client submits needed documents for endorsement to CAO office | The Chief Administrative Officer endorses letter of intent of clients to the president for action/approval | None | 15 Minutes | Abel Alejandro U. Flores, Jr. |
| Received reports from clients that needs action from the Chief Administrative Officer | The Chief Administrative Officer prepares routine communications to concerned employee / Heads of Office / College Deans relative to the implementation of existing university policies. | None | 10 Minutes | Abel Alejandro U. Flores, Jr. |
| Total | | None | 25 Minutes | |

Prepared by:


ANGELITA B. ORAWA
Administrative Asst. III

Verified correct:


ABEL ALEJANDRO U. FLORES JR., PhD, CBO
OIC Chief Administrative Officer, Administrative Services Division

HUMAN RESOURCE MANAGEMENT OFFICE

1. Assistance for Salary Loan Applications and Confirmation of GSIS Loan Applications

To facilitate documents as to the completeness of documents for Loan Applications

| Office or Division | | Human Resource Management Office | | |
|---|--|--|------------------------|--|
| Classification | | Simple | | |
| Type of Transaction | | G2C | | |
| Who may avail | | Personnel with plantilla positions | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| DOCUMENTS | NO. OF COPIES | | | |
| Letter Request for Loan addressed to the President | 1 copy | Copy of requesting Client or from the Human Resource Management Office | | |
| Tentative Loan Computation from Lending Agency or Printed Picture of the GSIS Kiosk Generated Computation | 1 copy | Copy of requesting Client | | |
| Duly accomplished Request Form for HRMO Services | 1 copy | Human Resource Management Office | | |
| Letter of Authorization to Request for HRMO Services (for authorized representatives) | 1 copy | Copy of requesting Client | | |
| Pay Slip (previous 2 months) | 1 copy | Human Resource Management Office | | |
| Certification of Net Take Home Pay (current month) | 1 copy | Human Resource Management Office | | |
| Salary Certification (current month) | 1 copy | Human Resource Management Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client fills out HRMO Request Form for the documents needed for Loan Application. | 1. HRMO Staff checks the request form and the completeness of Client documents, prepares the requested documents, and releases the documents for Loan Application to Client or | None | 15 minutes | <i>Zaira B. Roque</i> Admin. Aide (HRMO) <i>Janeth P. Aliposa</i> Internal Auditor II (HRMO) <i>Roque A. Irader</i> Supervising Administrative Officer / HRMO |

| | | | | |
|--|---|--|------------------------|--|
| Letter Request for Loan addressed to the President | 1 copy | Copy of requesting Client or from the Human Resource Management Office | | |
| Duly accomplished Request Form for HRMO Services | 1 copy | Human Resource Management Office | | |
| Letter of Authorization to Request for HRMO Services (for authorized representatives) | 1 copy | Copy of requesting Client | | |
| Pay Slip (for plantilla position applicants; previous 2 months) | 1 copy | Human Resource Management Office | | |
| Certification of Net Take Home Pay (for plantilla position applicants; current month) | 1 copy | Human Resource Management Office | | |
| Salary Certification (current month) | 1 copy | Human Resource Management Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client fills out HRMO Request Form for the documents needed for Rice and Carabeef Loan Applications and Tuition Fee Deductions. | 1. HRMO Staff checks the request form and the completeness of Client documents, prepares the requested documents, and releases the documents for Rice and Carabeef Loan Applications and Tuition Fee Deductions to Client or authorized representative. | None | 15 minutes | <i>Zaira B. Roque</i> Admin. Aide (HRMO) <i>Joel E. Custorio</i> Admin. Aide III (HRMO) <i>Josephine N. Toleran</i> Admin. Aide III (HRMO) <i>Sylvio E. Pepito</i> Admin. Asst. II (HRMO) <i>Nenette C. Salazar</i> Admin. Officer I (HRMO) <i>Janeth P. Aliposa</i> Internal Auditor II (HRMO) <i>Roque A. Irader</i> Supervising Administrative Officer / HRMO (HRMO) |

| | | | | |
|---|--|--------------------|--------------------------|--|
| <p>2. Receives pertinent documents given by the HRMO Staff and affix signature on the request form upon receipt of documents.</p> | <p>2. HRMO Staff files the processed request form.</p> | <p>None</p> | <p>3 minutes</p> | <p><i>Zaira B. Roque</i> Admin. Aide (HRMO)</p> <p><i>Joel E. Custorio</i> Admin. Aide III (HRMO)</p> <p><i>Josephine N. Toleran</i> Admin. Aide III (HRMO)</p> <p><i>Sylvio E. Pepito</i> Admin. Asst. II (HRMO)</p> <p><i>Nenette C. Salazar</i> Admin. Officer I (HRMO)</p> |
| <p>3. Submits the documents for approval to concerned offices.</p> | <p>3. Concerned office staff processes documents for approval.</p> | <p>None</p> | | <p>(Property Management Office, Accounting Office, Office of the University President)</p> |
| <p>4. Client submits University President approved applications to the HRMO Staff.</p> | <p>4. HRMO Staff checks the completeness of Client documents, processes the documents, confirms the application and files the processed documents.</p> | <p>None</p> | <p>3 minutes</p> | <p><i>Zaira B. Roque</i> Admin. Aide (HRMO)</p> <p><i>Joel E. Custorio</i> Admin. Aide III (HRMO)</p> <p><i>Josephine N. Toleran</i> Admin. Aide III (HRMO)</p> <p><i>Sylvio E. Pepito</i> Admin. Asst. II (HRMO)</p> <p><i>Nenette C. Salazar</i> Admin. Officer I (HRMO)</p> |
| <p>Total</p> | | <p>None</p> | <p>21 minutes</p> | |

3. Issuance of Service Records

Requests of external and internal clients for various purposes

| | | | | |
|---|---|-------------------------------------|----------------------------------|---|
| Office or Division | | Human Resource Management Office | | |
| Classification | | Simple | | |
| Type of Transaction | | G2C – External and Internal Clients | | |
| Who may avail | | External and Internal Clients | | |
| CHECKLIST OF REQUIREMENTS | | | | |
| DOCUMENTS | | NO. OF COPIES | WHERE TO SECURE | |
| Duly accomplished Request Form for HRMO Services | | 1 copy | Human Resource Management Office | |
| Letter of Authorization to Request for HRMO Services (for authorized representatives) | | 1 copy | Copy of requesting Client | |
| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client fills up pertinent information in the HRMO Request Form. | 1. HRMO Staff checks the request form, prepares the requested document, and releases the service record to Client or authorized representative. | None | 15 minutes | Rowena T. Baena Senior Admin. Asst. II (HRMO) Roque A. Irader Supervising Administrative Officer / HRMO (HRMO) |
| 2. Receives pertinent documents given by the HRMO Staff and affix signature on the request form upon receipt of the service record. | 2. HRMO Staff files the processed request form. | None | 3 minutes | Rowena T. Baena Senior Admin. Asst. II (HRMO) |
| Total | | None | 18 minutes | |

5. Issuance of Various Certifications

Requests of external and internal clients for various purposes

| | | | | |
|---|--|-------------------------------------|----------------------------------|---|
| Office or Division | | Human Resource Management Office | | |
| Classification | | Simple | | |
| Type of Transaction | | G2C – External and Internal Clients | | |
| Who may avail | | External and Internal Clients | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| DOCUMENTS | | NO. OF COPIES | | |
| Duly accomplished Request Form for HRMO Services | | 1 copy | Human Resource Management Office | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client fills up pertinent information in the HRMO Request Form. | 1. Checks the request logbook, processes the requested document, and releases the requested certification. | None | 10 minutes | <i>Sylvio E. Pepito</i> <i>Admin. Asst. II</i> <i>(HRMO)</i> <i>Ariel Kary C. Gordo</i> <i>Admin. Asst. III</i> <i>(HRMO)</i> <i>Nenette C. Salazar</i> <i>Admin. Officer I</i> <i>(HRMO)</i> <i>Jannette T. Montallana</i> <i>Admin. Officer V</i> <i>(HRMO)</i> <i>Roque A. Irader</i> <i>Supervising Administrative Officer / HRMO</i> <i>(HRMO)</i> |
| 2. Receives pertinent documents given by the HRMO Staff and affix signature on the request form upon receipt of the | 2. HRMO Staff files the processed request form. | None | 3 minutes | <i>Sylvio E. Pepito</i> <i>Admin. Asst. II</i> <i>(HRMO)</i> <i>Ariel Kary C. Gordo</i> <i>Admin. Asst. III</i> <i>(HRMO)</i> |

| | | | | |
|-----------------|--|-------------|-------------------|--|
| service record. | | | | <i>Nenette C. Salazar</i> Admin. Officer I (HRMO) <i>Jannette T. Montallana</i> Admin. Officer V (HRMO) |
| Total | | None | 13 minutes | |

6. Preparation of Pay Slip

To facilitate requirement for loan applications to government and private lending entities

| | | | | |
|---|--|----------------------------------|------------------------|---|
| Office or Division | Human Resource Management Office | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may avail | Personnel with Plantilla positions | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| DOCUMENTS | NO. OF COPIES | | | |
| Duly accomplished Request Form for Issuance of Pay Slip | 1 copy | Human Resource Management Office | | |
| Letter of Authorization to Request for HRMO Services (for authorized representatives) | 1 copy | Copy of requesting Client | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submits the HRMO Request Form for the issuance of pay slip. | 1. HRMO Staff checks the request form, generates the Pay Slip from the Payroll System, and releases the Pay Slip to Client or authorized representative. | None | 5 minutes | <i>Zaira B. Roque</i> Admin. Aide (HRMO) <i>Roque A. Irader</i> Supervising Administrative Officer / HRMO (HRMO) |
| 2. Receives the duly signed Pay Slip and affix | 2. HRMO Staff files the processed request form. | None | 3 minutes | <i>Zaira B. Roque</i> Admin. Aide (HRMO) |

| | | | | |
|---|--|-------------|------------------|--|
| signature on the request form upon receipt of document. | | | | |
| Total | | None | 8 minutes | |

7. Preparation of Regular Payroll

To facilitate payment for services rendered

| | | | | |
|---|---|---|------------------------|---|
| Office or Division | Human Resource Management Office | | | |
| Classification | Complex | | | |
| Type of Transaction | G2C | | | |
| Who may avail | Regular Personnel | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| DOCUMENTS | NO. OF COPIES | | | |
| Regular submission of DTRs/ARs with supporting documents | 2 copies | Accomplished by Client and submitted to the Office of the Chief Administrative Officer – Administrative Services Division | | |
| CAO - ASD Summary Report of Attendance Records Submitted | 1 copy | Office of the Chief Administrative Officer – Administrative Services Division | | |
| Billing Statements of Lending Agencies | 1 copy | Concerned Lending Agencies | | |
| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submits regular daily time records/ attendance records and supporting documents for payroll preparation at the Office of the CAO-ASD. | 1.1 CAO-ASD Staff checks the completeness of the DTRs/ARs and supporting documents submitted. | None | | (Office of the Chief Administrative Officer – Administrative Services Division) |
| | 1.2 CAO-ASD Staff prepares Summary Report of Attendance | None | | (Office of the Chief Administrative Officer – |

| | | | | |
|--|---|-------------|-----------------------------|--|
| | Records Submitted and submits it to concerned offices. | | | Administrative Services Division) |
| | 2. HRMO Staff receives the Summary Report of Attendance Records Submitted from the CAO-ASD. | None | 3 minutes | Janeth P. Aliposa Internal Auditor II (HRMO) |
| | 3. HRMO Staff prepares the Regular Payroll based on the CAO-ASD Report. | None | 5 days | Janeth P. Aliposa Internal Auditor II (HRMO) Roque A. Irader Supervising Administrative Officer / HRMO (HRMO) |
| | 4. Processes the Regular Payroll until it is forwarded to the Budget Office. | None | 2 days | Janeth P. Aliposa Internal Auditor II (HRMO) |
| | Total | None | 7 days and 3 minutes | |

8. Preparation of Casual, Contractual and Job Order Employees' Payroll

To facilitate payment of services rendered by Casual, Contractual and Job Order employees for regular days on a specific period

| | | |
|---|----------------------------------|------------------------|
| Office or Division | Human Resource Management Office | |
| Classification | Complex | |
| Type of Transaction | G2C | |
| Who may avail | Casual Employees | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| DOCUMENTS | NO. OF COPIES | |
| Duly accomplished DTRs/ ARs with supporting documents | 2 copies | Accomplished by Client |

| Accomplishment Report | 1 copy | Accomplished by Client | | |
|--|---|----------------------------------|-----------------|---|
| Detailed Work Plan | 1 copy | Accomplished by Client | | |
| Contract of Service | 1 copy | Human Resource Management Office | | |
| Billing Statements of Lending Agencies | 1 copy | Concerned Lending Agencies | | |
| Duly Sworn Tax Declaration | 1 copy | Bureau of Internal Revenue | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submits regular daily time records/ attendance records and supporting documents for payroll preparation at the HRMO. | 1.1 HRMO Staff checks the completeness of the DTRs/ARs and supporting documents, receives the documents submitted and computes the exact number of days rendered for a particular period. | None | 1 day | <p><i>Zaira B. Roque</i> Admin. Aide (HRMO)</p> <p><i>Joel E. Custorio</i> Admin. Aide III (HRMO)</p> <p><i>Josephine N. Toleran</i> Admin. Aide III (HRMO)</p> <p><i>Sylvio E. Pepito</i> Admin. Asst. II (HRMO)</p> <p><i>Precious Jade R. Villegas</i> Admin. Asst. II (HRMO)</p> <p><i>Ariel Kary C. Gordo</i> Admin. Asst. III (HRMO)</p> <p><i>Nenette C. Salazar</i> Admin. Officer I (HRMO)</p> <p><i>Jannette T. Montallana</i> Admin. Officer V (HRMO)</p> <p><i>Rowena T. Baena</i> Senior Admin. Asst. II</p> |

| | | | | |
|--|---|-------------|---------------|--|
| | | | | (HRMO) <i>Janeth P. Aliposa</i> <i>Internal Auditor II</i> (HRMO) |
| | 1.2 HRMO Staff prepares and processes the payroll, and consequently forwards it to the Budget Office. | None | 2 days | <i>Zaira B. Roque</i> <i>Admin. Aide</i> (HRMO) <i>Joel E. Custorio</i> <i>Admin. Aide III</i> (HRMO) <i>Josephine N. Toleran</i> <i>Admin. Aide III</i> (HRMO) <i>Ariel Kary C. Gordo</i> <i>Admin. Asst. III</i> (HRMO) <i>Nenette C. Salazar</i> <i>Admin. Officer I</i> (HRMO) <i>Roque A. Irader</i> <i>Supervising Administrative Officer / HRMO</i> (HRMO) |
| | Total | None | 3 days | |

9. Preparation of Honoraria Payroll

To facilitate payment of services rendered by Faculty Members (honoraria for Part-Time Lecturers and excess load of their regular teaching load in the Graduate Studies and Undergraduate Level on a specific period

| | | |
|----------------------------------|--|------------------------|
| Office or Division | Human Resource Management Office | |
| Classification | Complex | |
| Type of Transaction | G2C | |
| Who may avail | Faculty with excess load and Part-Time Lecturers | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE |
| DOCUMENTS | NO. OF COPIES | |

| | | | | |
|---|---|----------------------------------|------------------------|--|
| Duly accomplished DTRs/ ARs with supporting documents for Honorarium Claims | 2 copies | Accomplished by Client | | |
| Approved Contract of Service (for Part-Time Lecturers) | 1 copy | Accomplished by Client | | |
| Accomplishment Report | 1 copy | Accomplished by Client | | |
| Duly Sworn Tax Declaration | 1 copy | Bureau of Internal Revenue | | |
| Approved Faculty Work Load * (with Certification that grades were already submitted for last payment) | 1 copy | Registrar's Office | | |
| Authenticated Special Order (for excess load) | 1 copy | Records' Office | | |
| Photocopy of Regular DTRs/ ARs (for excess load) | 1 copy | Human Resource Management Office | | |
| Certificate of Actual Conduct of Classes | 1 copy | College Dean | | |
| Approved Request for Make-Up Classes | 1 copy | College Dean | | |
| Approved Clearance *(for PTLs at the end of semester) | 1 copy | Human Resource Management Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submits regular daily time records/ attendance records and supporting documents for payroll preparation, at the HRMO. | 1.1 HRMO Staff checks the completeness of the DTRs/ARs and supporting documents, receives the documents submitted and computes the exact number of days rendered for a particular period. | None | 4 days | <i>Joel E. Custorio Admin. Aide III (HRMO)</i> <i>Ariel Kary C. Gordo Admin. Asst. III (HRMO)</i> |
| | 1.2 HRMO Staff prepares and processes the payroll, and consequently forwards it to the Budget Office. | None | 3 days | <i>Joel E. Custorio Admin. Aide III (HRMO)</i> <i>Ariel Kary C. Gordo Admin. Asst. III (HRMO)</i> |

| | | | | |
|--------------|--|-------------|---------------|---|
| | | | | <i>Roque A. Irader Supervising Administrative Officer / HRMO (HRMO)</i> |
| Total | | None | 7 days | |

10. Preparation of Payroll for Incentives, Allowance and Subsistence

To facilitate payment of services rendered, incentives and subsistence

| | | | | |
|--|---|---|------------------------|---|
| Office or Division | | Human Resource Management Office | | |
| Classification | | Complex | | |
| Type of Transaction | | G2C | | |
| Who may avail | | Regular, Casual, Contractual, Part-Time and Job Order Employees | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| DOCUMENTS | | NO. OF COPIES | | |
| Authenticated Special Order | | 1 copy | Records' Office | |
| Pertinent documents relevant to the claim | | 2 copies | Accomplished by Client | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submits needed documents for payroll preparation, at the HRMO. | 1.1 HRMO Staff checks the completeness of the documents, receives the documents submitted and computes the amount for the specific incentive, allowance or subsistence. | None | 2 days | <i>Joel E. Custorio Admin. Aide III (HRMO)</i> <i>Janeth P. Aliposa Internal Auditor II (HRMO)</i> |
| | 1.2 HRMO Staff prepares and processes the payroll, and consequently forwards it to the Budget Office. | None | 2 days | <i>Joel E. Custorio Admin. Aide III (HRMO)</i> <i>Janeth P. Aliposa Internal Auditor II (HRMO)</i> <i>Roque A. Irader</i> |

| | | | | |
|--------------|--|-------------|---------------|---|
| | | | | Supervising Administrative Officer / HRMO (HRMO) |
| Total | | None | 4 days | |

11. Preparation of Student Assistants' Payroll

To facilitate payment of services rendered by Student Assistants for regular days on a specific period

| | | | | |
|--|---|----------------------------------|------------------------|---|
| Office or Division | | Human Resource Management Office | | |
| Classification | | Complex | | |
| Type of Transaction | | G2C | | |
| Who may avail | | Student Assistants | | |
| CHECKLIST OF REQUIREMENTS | | | | |
| DOCUMENTS | | NO. OF COPIES | WHERE TO SECURE | |
| Duly accomplished DTRs/ ARs with supporting documents | | 2 copies | Accomplished by Client | |
| Accomplishment Report | | 2 copies | Accomplished by Client | |
| Detailed Work Plan (University Link) | | 2 copies | Accomplished by Client | |
| Authenticated Special Order | | 2 copies | Records Office | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submits regular daily time records/ attendance records and supporting documents for payroll preparation at the HRMO. | 1.1 HRMO Staff checks the completeness of the DTRs/ARs and supporting documents, receives the documents submitted and computes the exact number of days rendered for a particular period. | None | 2 hours | Sylvio E. Pepito Admin. Asst. II (HRMO) |
| | 1.2 HRMO Staff prepares and processes the payroll, and consequently forwards it to the Budget Office. | None | 2 hours | Sylvio E. Pepito Admin. Asst. II (HRMO) Roque A. Irader Supervising Administrative Officer / HRMO |

| | | | | |
|--|--------------|-------------|----------------|--------|
| | | | | (HRMO) |
| | Total | None | 4 hours | |

12. Preparation of Payroll for Overtime Services

To facilitate payment of services rendered by Regular, Casual, Contractual and Job Order employees for services rendered during overtime on a specific period

| | | | | |
|--|---|--|------------------------|---|
| Office or Division | | Human Resource Management Office | | |
| Classification | | Complex | | |
| Type of Transaction | | G2C | | |
| Who may avail | | Regular, Casual, Contractual and Job Order Employees | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| DOCUMENTS | NO. OF COPIES | | | |
| Duly accomplished DTRs/ ARs for Overtime Services | 2 copies | Accomplished by Client | | |
| Quantified Overtime Accomplishment Report | 2 copies | Accomplished by Client | | |
| Overtime Work Plan | 2 copies | Accomplished by Client | | |
| Authenticated Special Order | 2 copies | Records Office | | |
| Duly accomplished Request Form for Regular DTRs/ARs | 2 copies | Accomplished by Client; Human Resource Management Office | | |
| Contract of Service (for contractual and job order employees) | 2 copies | Human Resource Management Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submits documents for overtime services at the HRMO. | 1.1 HRMO Staff checks the completeness of the documents, receives the documents submitted and computes the exact number of days rendered for a particular period. | None | 2 days | Zaira B. Roque Admin. Aide (HRMO) |
| | 1.2 HRMO Staff prepares and processes the payroll, and consequently | None | 2 days | Zaira B. Roque Admin. Aide (HRMO) |

| | | | | |
|--------------|-----------------------------------|-------------|---------------|---|
| | forwards it to the Budget Office. | | | <i>Roque A. Irader</i> Supervising Administrative Officer / HRMO (HRMO) |
| Total | | None | 4 days | |

13. Processing of Leave Application

All personnel of the University are required to file their leave of absence in the CSC prescribed form

| | | | | |
|---|--|------------------------|------------------------|--|
| Office or Division | Human Resource Management Office | | | |
| Classification | Simple | | | |
| Type of Transaction | G2C | | | |
| Who may avail | All Personnel of the University | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| DOCUMENTS | NO. OF COPIES | | | |
| Leave Application Form | 3 copies | Accomplished by Client | | |
| Photocopy of previous approved application for leave | 1 copy | Accomplished by Client | | |
| Pertinent documents relative to the leave being applied for | 1 copy | Accomplished by Client | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client secures Application for Leave Form from the HRMO. | 1. Provides Leave Application Form. | None | 1 minute | <i>Zaira B. Roque</i> Admin. Aide (HRMO) <i>Sylvio E. Pepito</i> Admin. Asst. II (HRMO) |
| 2. Client submits application to his/her immediate supervisor for approval. | | None | | (College/ Department/Unit concerned) |
| 3. Application form is submitted to the HRMO | 3.1 The HRMO Staff reviews the documents submitted for | None | 3 minutes | <i>Sylvio E. Pepito</i> Admin. Asst. II (HRMO) |

| | | | | |
|---|--|-------------|-------------------|---|
| for Certification. | completeness and receives the leave application. | | | |
| | 3.2 The HRMO Staff then fills up the Certification portion of the leave application and signifies as to the leave credits balance of the applicant and have it signed by the HRMO. | None | 10 minutes | <i>Sylvio E. Pepito</i> <i>Admin. Asst. II</i> <i>(HRMO)</i> <i>Roque A. Irader</i> <i>Supervising</i> <i>Administrative</i> <i>Officer / HRMO</i> <i>(HRMO)</i> |
| | 3.3 Forwards the leave application to the Office of the University President for approval. | None | 3 minutes | <i>Sylvio E. Pepito</i> <i>Admin. Asst. II</i> <i>(HRMO)</i> |
| | 3.4 Leave application is processed at the Office of the University President. Once approved, is transmitted back to the HRMO. | None | | (Office of the University President) |
| | 3.5 HRMO Staff receives the leave application acted by the University President and organize files for release/filing. | None | 3 minutes | <i>Sylvio E. Pepito</i> <i>Admin. Asst. II</i> <i>(HRMO)</i> |
| 4. Client secures copy of approved leave application from the HRMO. | 4.1 The HRMO Staff provides personal copy of the leave application to the Client and the other copy for the HRMO file. | None | 5 minutes | <i>Sylvio E. Pepito</i> <i>Admin. Asst. II</i> <i>(HRMO)</i> |
| Total | | None | 25 minutes | |

14. Preparation of Terminal Leave Benefits

To facilitate payment of terminal leave benefits of Regular and Casual employees for government services

| | | |
|--|----------------------------------|----------------------------------|
| Office or Division | Human Resource Management Office | |
| Classification | Complex | |
| Type of Transaction | G2C | |
| Who may avail | UEP Personnel | |
| CHECKLIST OF REQUIREMENTS | | |
| DOCUMENTS | NO. OF COPIES | WHERE TO SECURE |
| Duly Accomplished and Approved Retirement Application Form (CSC Form No. 6) | 3 copies | Accomplished by Client |
| Letter of Intent to Retire | 3 copies | Accomplished by Client |
| Approved Application Letter for Retirement | 3 copies | Accomplished by Client |
| Statement of Assets, Liabilities and Net Worth | 3 copies | Accomplished by Client |
| Clearance | 3 copies | Accomplished by Client |
| Declaration of Pendency/ Non-Pendency of Case | 3 copies | Accomplished by Client |
| Applicant's Authorization to deduct all financial obligation with employer (if applicable) | 3 copies | Accomplished by Client |
| Latest Notice of Salary Adjustment/Notice of Step Increment | 3 copies | Human Resource Management Office |
| Certified Statement of Leave Credits Earned | 3 copies | Human Resource Management Office |
| Service Record | 3 copies | Human Resource Management Office |
| List of Actual Retirees to be Paid | 3 copies | Human Resource Management Office |
| Agency Request signed by the Agency Head/Authorized Representative | 3 copies | Human Resource Management Office |
| Certificate of Non-Availability of Funds | 3 copies | Human Resource Management Office |
| Monthly Disbursement Program (BED3) | 3 copies | Human Resource Management Office |
| Affidavit of Undertaking (for NBC 461, if applicable) | 3 copies | Human Resource Management Office |
| Copy of Deceased Retiree's / Employee's Death Certificate | 3 copies | Accomplished by Client |
| Marriage Contract (if applicable) | 3 copies | Accomplished by Client |

| Duly Notarized Judicial and Extra-Judicial Settlement of Estate | | 3 copies | Accomplished by Client | | |
|---|---|-----------------|------------------------|---|--|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE | |
| 1. Client submits all pertinent documents for Claim of Terminal Leave Benefits to the HRMO. | 1.1 HRMO Staff receives and reviews the documents. | None | 15 minutes | <i>Rowena T. Baena Senior Admin. Asst. II (HRMO)</i> | |
| | 1.2 The Staff ensures completeness of documents needed for the claims and processes the same for the endorsement by the HRMO. | None | 5 days | <i>Rowena T. Baena Senior Admin. Asst. II (HRMO)</i> <i>Roque A. Irader Supervising Administrative Officer / HRMO (HRMO)</i> | |
| | 1.3 The Staff forwards the documents to the Office of the University President for approval. | None | 5 minutes | <i>Rowena T. Baena Senior Admin. Asst. II (HRMO)</i> | |
| | 1.4 Documents reviewed, approved and transmitted back to the HRMO. | None | | (Office of the University President) | |
| | 1.5 HRMO Staff receives the documents and files them accordingly. | None | 1 day | <i>Rowena T. Baena Senior Admin. Asst. II (HRMO)</i> | |
| 2. Client secures copy of documents from the HRMO Staff. | 2. The HRMO Staff provides personal copy of the documents to the Client and the other copies | None | 15 minutes | <i>Rowena T. Baena Senior Admin. Asst. II (HRMO)</i> | |

| | | | | |
|--------------|---------------------|-------------|------------------------------|--|
| | for the HRMO files. | | | |
| Total | | None | 6 days and 35 minutes | |

15. Assistance for GSIS Retirement Claims

To facilitate payment of GSIS Retirement Claims of Regular and Casual employees for government services

| | | | | |
|--|--|----------------------------------|--|--|
| Office or Division | | Human Resource Management Office | | |
| Classification | | Complex | | |
| Type of Transaction | | G2C | | |
| Who may avail | | UEP Personnel | | |
| CHECKLIST OF REQUIREMENTS | | | | |
| DOCUMENTS | | NO. OF COPIES | WHERE TO SECURE | |
| Duly Accomplished GSIS Form for Retirement Claims | | 6 copies | GSIS and Accomplished by Client | |
| Duly Accomplished Request Form | | 1 copy | Human Resource Management Office and Accomplished by Client | |
| Service Record | | 6 copies | Human Resource Management Office | |
| Endorsement to GSIS | | 2 copies | Human Resource Management Office Office of the University President | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submits accomplished GSIS Form and HRMO Request Form for GSIS Retirement Claims to the HRMO. | 1.1 HRMO Staff receives and reviews the documents. | None | 15 minutes | <i>Rowena T. Baena Senior Admin. Asst. II (HRMO)</i> |
| | 1.2 The Staff ensures completeness of documents needed for the claim and processes the same for the endorsement by the HRMO. | None | 3 days | <i>Rowena T. Baena Senior Admin. Asst. II (HRMO)</i> <i>Roque A. Irader Supervising Administrative Officer / HRMO</i> |

| | | | |
|--|---|--|--|
| | receives, reviews and ensures the completeness of | | <i>Gordo Admin. Asst. III (HRMO)</i> |
|--|---|--|--|

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|---|
| 1. Client submits all pertinent documents for application/ renewal of contract to the Office of the University President. | 1.1 Staff of the Office of the University President receives and reviews the documents and forwards it to the Budget Office for funding. | None | | (Office of the University President) |
| | 1.2 Budget Office returns the documents to the Office of the University President for endorsement. | None | | (Budget Office) |
| | 1.3 Staff of the Office of the University President receives the documents and the University President endorses it to the HRMO for action. | None | | (Office of the University President) |
| | 1.4 HRMO Staff receives, reviews and ensures the completeness of the documents transmitted from the Office of the University President, prepares the Contract and processes the same for the endorsement by the HRMO. | None | 1 day | <i>Zaira B. Roque</i> <i>Admin. Aide</i> <i>(HRMO)</i> <i>Joel E. Custorio</i> <i>Admin. Aide III</i> <i>(HRMO)</i> <i>Roque A. Irader</i> <i>Supervising</i> <i>Administrative</i> <i>Officer / HRMO</i> <i>(HRMO)</i> |
| 2. Client secures copy of contract from the | 2. The HRMO Staff releases the contract to the Client for | None | 5 minutes | <i>Ariel Kary C. Gordo</i> <i>Admin. Asst. III</i> <i>(HRMO)</i> |

| | | | | |
|---|--|-------------|-----------------------------|--|
| HRMO Staff for Client's and Supervisor's signature. | signature and processing. | | | |
| 3. Client submits documents to the Budget Office for signature. | 3.1 The Budget Office Staff receives the documents and processes the same for the signature of the Budget Officer and forwards the documents to the Office of the University President for approval. | None | | (Budget Office) |
| | 3.2 The University President approves the contract and forwards the documents to the HRMO. | None | | (Office of the University President) |
| | 3.3 HRMO Staff receives and checks completeness of contract and files the approved contract. | None | 5 minutes | Zaira B. Roque Admin. Aide (HRMO) Joel E. Custorio Admin. Aide III (HRMO) |
| 4. Client secures copy of the approved contract from the HRMO. | 4.1 HRMO Staff releases the approved contract to Client and files HRMO copy accordingly. | None | 5 minutes | Zaira B. Roque Admin. Aide (HRMO) |
| Total | | None | 1 day and 15 minutes | |

| | | | | |
|--|---|-------------|-------------------------------|--|
| | completeness of the documents transmitted from the Office of the University President, prepares the Special Order and processes the same for the endorsement by the HRMO. | | | |
| | 1.5 The Staff forwards the documents to the Office of the University President, for approval. | None | 5 minutes | <i>Sylvio E. Pepito</i> Admin. Asst. II (HRMO) |
| | 1.6 Documents reviewed and approved are transmitted back to the HRMO. | None | | (Office of the University President) |
| | 1.7 HRMO Staff receives the documents and files them accordingly. | None | 1 hour | <i>Sylvio E. Pepito</i> Admin. Asst. II (HRMO) |
| 2. Client secures copy of documents from the HRMO Staff. | 2. The HRMO Staff provides personal copy of the documents to the Client and the other copies for the HRMO files. | None | 5 minutes | <i>Sylvio E. Pepito</i> Admin. Asst. II (HRMO) |
| Total | | None | 2 hours and 10 minutes | |

20. Preparation of Office Orders, Special Orders, and Memoranda

To facilitate preparation of office orders, special orders and memoranda

| | | | | |
|---|---|----------------------------------|------------------------|--|
| Office or Division | | Human Resource Management Office | | |
| Classification | | Complex | | |
| Type of Transaction | | G2C | | |
| Who may avail | | Student Assistant | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| DOCUMENTS | | NO. OF COPIES | | |
| | | 1 copy | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submits all pertinent documents for application/ renewal of contract to the Office of the University President. | 1.1 Staff of the Office of the University President receives and reviews the documents and forwards it to the Budget Office for funding. | None | | (Office of the University President) |
| | 1.2 Budget Office returns the documents to the Office of the University President for endorsement. | None | | (Budget Office) |
| | 1.3 Staff of the Office of the University President receives the documents and the University President endorses it to the HRMO for action. | None | | (Office of the University President) |
| | 1.4 HRMO Staff receives, reviews and ensures the completeness of the documents | None | 1 hour | <i>Sylvio E. Pepito</i> Admin. Asst. II (HRMO) |

| Who may avail | | UEP Personnel | | |
|---|---|----------------|----------------------------------|---|
| CHECKLIST OF REQUIREMENTS | | | | |
| DOCUMENTS | | NO. OF COPIES | WHERE TO SECURE | |
| Performance Targets | | 3 copies | Human Resource Management Office | |
| Performance Actual Accomplishment | | 3 copies | Human Resource Management Office | |
| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Office/Unit submits the bound copies of the accomplished Performance Targets and/or Performance Actual Accomplishments as scheduled. | 1.1 HRMO Staff receives and reviews the documents. | None | 10 minutes per IPCR | <i>Precious Jade R. Villegas Admin. Asst. II (HRMO)</i> |
| | 1.2 The Staff forwards the documents to the Office of the Vice President for Administration and Finance / PMT Chair for processing. | None | 5 minutes | <i>Precious Jade R. Villegas Admin. Asst. II (HRMO)</i> |
| | 1.3 HRMO Staff facilitates review of the IPCRs with the PMT. | None | 15 minutes per IPCR | <i>Precious Jade R. Villegas Admin. Asst. II (HRMO)</i> |
| | 1.4 IPCRs reviewed and approved are transmitted back to the HRMO. | None | | (Office of the Vice President for Administration and Finance / PMT Chair) |
| | 1.5 HRMO Staff receives the documents and files them accordingly. | None | 3 minutes | <i>Precious Jade R. Villegas Admin. Asst. II (HRMO)</i> |
| 2. Client secures copy of reviewed | 2. The HRMO Staff provides personal copy of | None | 5 minutes | <i>Precious Jade R. Villegas Admin. Asst. II</i> |

| | | | | |
|--|---|-------------|------------------|--------|
| and approved IPCR from the HRMO Staff. | the IPCR to the Client and the other copies for the HRMO and PMT files. | | | (HRMO) |
| Total | | None | 38 inutes | |

22. Recruitment, Selection and Placement Services

Recruitment of Personnel for both promotional and new entrants appointee shall be based on their relative qualifications and competence to perform the duties and responsibilities of the positions

| | | | | |
|--|--|------------------------------|------------------------|--------------------------------------|
| Office or Division | Human Resource Management Office | | | |
| Classification | Complex | | | |
| Type of Transaction | G2C | | | |
| Who may avail | External and Internal Clients | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| DOCUMENTS | NO. OF COPIES | | | |
| Application Letter | 1 copy | To be accomplished by client | | |
| Transcript of Records | 1 copy | To be accomplished by client | | |
| Diploma | 1 copy | To be accomplished by client | | |
| Personal Data Sheet | 3 copies | To be accomplished by Client | | |
| Certificate of employment / Service Record (from previous employer, if applicable) | 1 copy | To be accomplished by client | | |
| Performance Rating from previous employment | 1 copy | To be accomplished by client | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Applicant submits application letter at the Office of the University President or via email provided. | 1.1 The Staff of the Office of the University President receives or prints application letter of the external/internal applicants and endorses the same to the University President for comment. | None | | (Office of the University President) |

| | | | | |
|--|--|------|------------|--|
| | 1.2 The University President forwards the documents to the HRMO for appropriate action. | None | | (Office of the University President) |
| | 1.3 The HRMO Staff receives, reviews and ensures the completeness of the documents transmitted from the Office of the University President, conducts initial screening of the applicant's documents to determine who are qualified to undergo the next assessment phase. | None | 10 minutes | <i>Ariel Kary C. Gordo Admin. Asst. III (HRMO)</i> |
| 2. Applicant receives notification via email or text message for the pre-evaluation examination by the HRMO. | 2. HR interprets the result of the psychological test conducted by the Guidance Office and submits the interpretation to the members of HRMPSB one week after the conduct of the test. | None | 30 minutes | <i>Ariel Kary C. Gordo Admin. Asst. III (HRMO)</i> |
| 3. Applicant prepares the needed documents for an interview. | 3.1 Checks the completeness of the documents for an interview. | None | 20 minutes | <i>Ariel Kary C. Gordo Admin. Asst. III (HRMO)</i> |
| | 3.2 Informs the applicant as to the schedule of the online interview. | None | 10 minutes | <i>Ariel Kary C. Gordo Admin. Asst. III (HRMO)</i> |

| | | | | |
|--|---|------|------------|--|
| 4. Applicant from time to time checks the website of the University for them to be aware of the schedule for the online interview. | 4.1 Conducts online interview of qualified applicants. | None | 30 minutes | HRMPSB (UEP) |
| | 4.2 Informs the applicant via online for the preparation of an employment / sends letter of information to non-selected applicants. | None | 10 minutes | Ariel Kary C. Gordo Admin. Asst. III (HRMO) |
| 5. Applicant receives notification for employment/ information as to non-selected applicant. | 5. Requires qualified applicant to report to HRMO for further instruction and gets copies of required documents for employment purposes. | None | 1 day | Ariel Kary C. Gordo Admin. Asst. III (HRMO) |
| 6. Applicant secures documents for employment from HRMO and submits the same upon completion. | 6.1 Checks the veracity and authenticity of the documents and completeness of required documents. | None | 10 minutes | Ariel Kary C. Gordo Admin. Asst. III (HRMO) |
| | 6.2 Prepares appointment papers for approval of the University President and submits the same to the CSC for validation and to the Board of | None | 5 minutes | Ariel Kary C. Gordo Admin. Asst. III (HRMO) Sylvio E. Pepito Admin. Asst. II (HRMO) |

| | Regents for confirmation/ approval. | | | |
|--|--|-------------|---------------------------------------|--|
| | 6.3 Advises applicant to report to the HRMO for further instructions. | None | 5 minutes | <i>Ariel Kary C. Gordo Admin. Asst. III (HRMO)</i> |
| 7. Newly hired employee proceeds to the HRMO and to respective department/ college/unit for announcements regarding the tasks. | 7. Informs the newly hired employees as to the first day of service and other information. | None | 10 minutes | <i>Ariel Kary C. Gordo Admin. Asst. III (HRMO)</i> |
| 8. Newly hired employee attends an orientation. | 8. Conducts an orientation of the newly hired employees through the Learning and Development Unit of the University. | None | 1 day | <i>UEP Key Officials (UEP)</i> |
| Total | | None | 2 days, 2 hours and 10 minutes | |

RECORDS OFFICE
Request for Copy of Records

- I Required documents -**
 - Fills-in request form
 - II Schedule of availability of service -**
 - Monday-Friday 7:30-11:30 AM/1:00-5:00 PM
 - III Service Fee –**
 - None
 - IV Who may avail -**
 - Faculty and Employees
- IV Steps to avail services:**

| Step | Applicant/Client | Office Activity | Duration | Person-In-Charge |
|----------------------------|---|---|-----------|----------------------------------|
| SIMPLE TRANSACTIONS | | | | |
| 1. | Fill-in & sign a request form listing down the needed documents | Provide the request form | 3 mins | Mr. James Bianes |
| 3. | Submit the approved/signed request form to the staff in-charge | Retrieve/locate the requested docs and photocopy the same | 5-10 mins | Ms Maresiel Ultra/Rowel Broniola |
| | | Authenticate said docs | 2 mins | L.Merida - SAO |

RECORDS OFFICE

Request for Copy of Records

- I Required documents -**
- Letter request/Fills-in request form
 - Valid proof of identification or authorization
- II Schedule of availability of service -**
- Monday-Friday 7:30-11:30 AM/1:00-5:00 PM
- III Service Fee –**
- depends on the documents being requested
- IV Who may avail -**
- Faculty, Employees, Students & Alumni
- IV Steps to avail services:**

| Step | Applicant/Client | Office Activity | Duration | Person-In-Charge |
|-----------------------------|--|---|----------|--|
| COMPLEX TRANSACTIONS | | | | |
| 1. | Fill-in completely, legibly & sign a request form listing down the needed documents | Provide the FOI Form 1 | 3 mins | Mr. James Blandes/ M. Ultra/R. Broniola |
| | | Sign & indorse request (FOI Form 2) to the office/unit/college who can provide the information needed | 3 mins | L.G. Merida SAO |
| 2. | Proceed & submit the approved/signed request form to the staff in-charge of the office/unit/dept./ Colleges where the requested information/document is available. | Receives the requests from the bearer/client. | | Office/unit/department/ College sec/staff |
| 3. | Wait for the instructions from the office staff. | Give instruction to the client to claim the requested | | Office/unit/department/ College sec/staff |

| | | | | |
|----|---------------------------------|---|------------|---|
| | | documents at the Records Office. | | |
| | | Locate/retrieve the requested documents from the files & recopy/photocopy the same. | 10-15 mins | Office/unit/department/ College sec/staff |
| | | Certifies the requested docs & forward it to the RO for release | 2 mins | Office/unit/department Head/ College Dean/staff |
| 4. | Receive the requested documents | Record & release the requested documents | 3 mins | M. Ultra/ L. G. Merida |

RECORDS OFFICE

Request for Copy of Records/Information from the University Pursuant to the Freedom of Information

I Required documents -

- Written request with contact information of the requesting party.
- Valid proof of identification or authorization

II Schedule of availability of service -

- Monday-Friday 7:30-11:30 AM/1:00-5:00 PM

III Service Fee –

- depends on the documents being requested

IV Who may avail -

- Stakeholders/other agencies

IV Steps to avail services:

| Step | Applicant/Client | Office Activity | Duration | Person-In-Charge |
|--------------------------------------|---|---|----------|--------------------|
| HIGHLY TECHNICAL TRANSACTIONS | | | | |
| 1. | Submit written request listing down the needed documents & state reason/purpose of the request. | Provide reasonable assistance to the requesting party/ies to comply with the request requirements. | 2 mins | L.G. Merida SAO |
| | | Initial evaluation & determination of the request whether it fall under any exceptions under existing laws. | 3 mins | L.G. Merida SAO |
| | | The request shall be stamped by the receiving office staff indicating his/her signature & date of receipt & a copy thereof furnished to the requesting party. | 2 mins | J. Bianes |
| 2. | Fills-in/accomplish FOI Form 1 | Indorse the same using FOI Form 2 to the Office of the President for approval & returned to the RO. | | L.G. Merida SAO |

| | | | | |
|----|---------------------------------|---|--|------------------|
| | | Furnish a copy of the approved request the concerned office in the Univ. where requested information shall come from. | | Concerned Office |
| 3. | Receive the requested documents | The requested info shall be forwarded by the concerned office to the RO for release to the requesting party & notify for the availability of the request. | | M. Ultra |

Note: The UEP RO shall respond to a request fully compliant with the requirements as soon as practicable but not exceeding **fifteen (15) days** from the receipt thereof. The response refers to the decision of the office to grant or deny access to the information requested

The period to respond may be extended whenever the information requested requires extensive search of the government office's records facilities, examination of voluminous records, the occurrence of fortuitous events or analogue cases. The office shall notify the person making the request of such extension, setting forth the reasons for the extension. In no case shall the extension go beyond **twenty (20) working days** from the end of the original period, unless exceptional circumstances warrant a longer period.

Once a decision is made to grant the request, the person making such request shall be notified of such decision and directed to pay the required fees.

In case the request for information is denied, wholly or partially, the RO shall soon as practicable and within **fifteen (15) working days** from the receipt of the request, notify the requesting party of the denial in writing. The notice shall clearly set forth the ground/s and the circumstance on which the denial is base.

Denial of any request for access to information may be appealed to person or office next higher in the authority, provided, that the written appeal must be filed by the same person making the request within **fifteen (15) working days** from the notice of denial or from the lapse of the relevant period to respond to the request. The appeal be decided by the person or office next higher in authority within **thirty (30) working days** from the filing of the said letter appeal. Failure of such person or office to decide within the afore-stated period shall be deemed a denial of the appeal. Upon exhaustion of administrative appeal remedies, the requesting party may file the appropriate case in the proper courts in accordance with the Rules of Court.

RECORDS OFFICE

Documents that could be treated as subject of the Freedom of Information pursuant to Executive Order No. 2, series 2016.

1. Service Records
2. Special Order
3. Office Order
4. Memorandum Order
5. Administrative Order
6. Statement of Assets Liabilities and Networth
7. Clearance
8. 201 / 202 Files
 - Includes:
 - a. Appointments
 - b. Notice of Salary Adjustment
 - c. Notice of Step Increment
 - d. Medical Certificate for new entrance to government
 - e. Minutes for FSSB/ASB proceedings
 - f. Resolution
 - g. Position Description Form
 - h. Personal Data Sheet
 - i. Special Order (designation)
 - j. Service Records
9. MOA (between UEP and other Agencies)
10. MOA (Housing)
11. Annual Reports
12. Performance Appraisal Reports / Individual Performance Commitment Review
13. Minutes of BOR Meeting

Prepared by:

(SGD) LYRA G. MERIDA
SAO / Records Officer IV

Security Measures for Students, Personnel and Visitors

| | |
|----------------------------------|--|
| Office or Division | Office of the Security Force |
| Who may avail: | Students, personnel and other stakeholders |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| Visitor's ID | UEP Security Force |
| Visitor's Log Sheet (1 copy) | |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|---|-----------------|-----------------|--|
| 1. UEP students, personnel and visitors/guest enter at the Administration Building Gate following and observing standard health protocols, body temperature scan, disinfects and handwashing. | 1.1 Security Guards check the Identification Card. | None | 3 minutes | Security Guard on duty |
| | 1.2 Check for prohibited drugs, guns and deadly weapons and person/s found in possession of these shall not be allowed to enter the premises. | | | |
| | 1.3 Immediately call the police through their hotline of such security concern. | | | |
| 2. Visitors/guest register at the guard house | 2.1 Require visitors/guests to fill out completely the COVID 19 Health Declaration form and individual visitors/guests' log sheet reflecting the time of arrival in the campus. | None | 5 minutes | Security Guard on duty Visitors/Guests |
| | 2.2 Require visitors to leave their personal valid IDs in exchange of a visitor's ID | | | |
| 3. Request for assistance of the route/way or to accompany visitor to the office/unit to be visited or transacted with. | 3. Security guards on duty assist visitors as to the route/way or accompany visitor to the office/unit to be visited or transacted with. | None | 5 minutes | Security Guard on duty Visitors/Guests |
| 4. Claim personal IDs. | 4. Security guards on duty retrieve the visitors' ID and return the personal ID of the visitors. | None | 1 minute | Security Guard on duty Visitors/Guests |
| 5. Security guards submit accomplished log sheet to the Security Office | 5. Receive accomplished log sheet/s and files the same. | None | 2 minutes | Chief Security Officer Security Guard on duty |



PROCUREMENT UNIT
BAC SECRETARIAT OFFICE
 External Services

1. Sale of Bidding Services

The service provides the suppliers and the contractors on the process on how to acquire Bidding Documents.

| | | | | |
|---|---|--|------------------------|---|
| Office or Division: | Procurement Unit – BAC Secretariat Office | | | |
| Classification: | Simple (up to 3 days) | | | |
| Type of Transaction: | G2B – Government to Business Entity/ies | | | |
| Who may avail: | All (if any citizen is eligible) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Bidding Documents (2 copies) | | BAC Secretariat Division, Procurement Office and PHILGEPS | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit all requirements and present all original copies. | 1. The BAC Secretariat shall receive the letter of intent from prospective Bidders. | None | 5 minutes | BAC Secretariat Staff Procurement unit |
| | 2. The BAC Secretariat will assess the payment. | More than 1M up to 5M = 5,000.00 More than 5M up to 10M = 10,000.00 More than 10M up to 50M = 25,000.00 More than 50M up to 500M = 50,000.00 More 500M = 75,000.00 | 5 minutes | BAC Secretariat Staff Procurement unit |
| | 3. The Contractor shall pay the fee at the Cashiers Office. | More than 1M up to 5M = Php 5,000.00 | 5 minutes | Cashiers Office |

| | | | | |
|---------------|---|--|-------------------------------------|---|
| | | More than 5M up to 10M = Php 10,000.00 | | |
| | | More than 10M up to 50M = Php 25,000.00 | | |
| | | More than 50M up to 500M = Php 50,000.00 | | |
| | | More 500M = Php 75,000.00 | | |
| | 4. The BAC Shall require the prospective Bidder/Supplier a photocopy of his/her official receipt and issue complete set of bidding documents | None | 5 minutes | BAC Secretariat Staff Procurement unit |
| TOTAL: | | <i>(Total fees to be paid will depend on the equivalent amount of allotted budget stated on the table above)</i> | 0 day/s, 0 hour/s, 20 minutes | |

2. Canvassing of Request

The service provides information on how canvasser of UEP BAC Secretariat distributes/retrieves Request of Quotation on any eligible supplier or contractor,

| | | | | |
|--|--|--|------------------------|---------------------------|
| Office or Division: | Procurement Unit – BAC Secretariat Office | | | |
| Classification: | Highly Technical (7 days to 20 days) | | | |
| Type of Transaction: | G2B – Government to Business Entity/ies | | | |
| Who may avail: | All (if any citizen is eligible) | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request for Quotation (3 copies) | | BAC Secretariat Division, Procurement Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Browse Request for Quotation with attach supporting documents on Philgeps | The BAC Secretariat shall post the Request of Quotation at the Philgeps with ABC above Php 50,000. | None | 3 to 5 days | BAC Secretariat Staff |

| | | | | |
|--|--|------|--------------------------------|-----------------------|
| 2. Receive Request for Quotation with attach supporting documents. | Distribute RFQ to all eligible contractors/suppliers | None | 1 to 3 days | BAC Secretariat Staff |
| | The Canvassing Staff shall retrieve all RFQ distributed to eligible contractors/suppliers. | None | 1 hour | BAC Secretariat Staff |
| TOTAL: | | None | 8 days, 1 hour, and 0 minute/s | |

1. Preparation and Submission of Annual Procurement Plan (APP)

The services as required by the law to offices and colleges to submit their Project Procurement Management Plan for the applicable year to be included in the Annual Procurement Plan of the University.

| | | | | |
|--|--|--|------------------------|---------------------------|
| Office or Division: | Procurement Unit – BAC Secretariat Office | | | |
| Classification: | Highly Technical (7 days to 20 days) | | | |
| Type of Transaction: | G2G – Government to Government | | | |
| Who may avail: | Residents only | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Project Procurement and Management Plan Form (3 copies) | | BAC Secretariat Division, Procurement Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit all the requirements and present all original copies | 1. The BAC Secretariat shall receive and logged the approved PPMP of each Offices/Unit/Colleges of the University. | None | 2 months | BAC Secretariat Staff |
| | 2. The BAC Secretariat will evaluate PPMP for each units and offices/colleges. | None | 1 day | BAC Secretariat Staff |
| | 3. The BAC Secretariat shall consolidate the PPMP in each Offices/Unit/Colleges for the submission of Annual Procurement Plan (APP-CSE) Common Supplies and Equipment. | None | 1 month | BAC Secretariat Staff |
| | 4. The BAC Secretariat shall forward the APP-CSE to the BAC | None | 1 day | BAC Secretariat Staff |

| | | | | |
|--|--|------|---------------------|-----------------------|
| | Chairman for verification. | | | |
| | 5. The BAC Secretariat will forward the APP to the Office of the President for the approval. | None | 1 day | BAC Secretariat Staff |
| | | | | |
| | TOTAL: | None | 3 months and 3 days | |

1. Procurement Monitoring

Document used to record and monitor all the procurement activities of the University/Procurement entity and submitted to the BAC.

| | | | | |
|---|--|------------------------|------------------------|---------------------------|
| Office or Division: | Procurement Unit – BAC Secretariat Office | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2G and G2B | | | |
| Who may avail: | End-users, BAC and BAC Secretariat Office | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Purchase Request (3 copies) PPMP (3 copies) | | BAC Secretariat | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The Office of the President forward Approved Purchase Request (PR) with Approved PPMP or Annual Procurement Plan | 1.1 Receives Approved PPMP or Annual Procurement Plan (APP) and Approved Purchase Request (PR) from the Office of the President (OP) | None | 5 minutes | BAC Secretariat Staff |
| | 1.2 Logged the Incoming Approved Purchase Request (PR). | None | 5 minutes | BAC Secretariat Staff |
| | 1.3 Forwarded to Supply office for the Preparation of Agency Procurement Request (APR) | None | 5 minutes | BAC Secretariat Staff |
| | 1.4 Preparation of BAC Resolution | None | 15 minutes | BAC Secretariat Staff |
| | 1.5 Assist for the Signature of the BAC Members. | None | 30 minutes | BAC Secretariat Staff |
| | 1.6 Records and forward the BAC Resolution to the Office of the | None | 15 minutes | BAC Secretariat Staff |

| | | | | |
|--|---|------|--|-----------------------|
| | President for Approval. | | | |
| | 1.7 Records, prepares and facilitate Request for Quotation (RFQ) signatories. | None | 15 minutes | BAC Secretariat Staff |
| | 1.8 Serves and retrieves RFQ to 3 qualified (PHILGEPS registered) Suppliers. | None | 2 days | BAC Secretariat Staff |
| | 1.9 Collects and Records RFQ for BAC Opening and facilitates signing of RFQ. | None | 1 day | BAC Secretariat Staff |
| | 1.10 Prepared Semiannually and Annually Procurement Monitoring chart for the Submission of the BAC. | None | 1 day | BAC Secretariat Staff |
| | TOTAL | None | 4 days and 1 hour and 30 minutes. | |

2. PHILGEPS Website Posting, Virtual Store Website and/or Government Procurement Policy Board (GPPB) Online Portal

To post all procurement notices and awards with Approved Budget for the Contract (ABC) above PHP 50,000 as approved for the RA 9184 and its IRR and other relevant documents; regardless of amount for the GPPB Online Portal.

| | | | | |
|---|---|------------------------|------------------------|---------------------------|
| Office or Division: | Procurement Unit – BAC Secretariat Office | | | |
| Classification: | Complex | | | |
| Type of Transaction: | G2C and G2B | | | |
| Who may avail: | End-users, BAC and Procuring Entity | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request for Quotation (RFQ), Notice of Award, BAC Resolution/ Abstract of Bids, Notice to Proceed APP-Non CSE, and APP-CSE | | BAC Secretariat | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The Office of the President forward Approved Purchase Request (PR) with Approved PPMP or Annual | 1.1 Post to PHILGEPS Websites Request for Quotation (RFQ), Notice of Award, BAC Resolution/ Abstract of Bids, | None | 5 Days | BAC Secretariat Staff |

| | | | | |
|------------------|---|------|---------------|--|
| Procurement Plan | Notice to Proceed and APP Non-CSE, and APP CSE for GPPB Online Portal | | | |
| | TOTAL | None | 5 days | |

3. Abstract of Quotations

Abstract of Quotation is the document used in the opening of Request for Quotation (RFQ)/Bid Documents by the BAC which certify the correctness of abstract and all bids with the Lowest Calculated Responsive Bid (LCRB) suppliers and recommend Approval to the Head of Agency for award of the contract in favor of the winning bidders.

| | | | | |
|--|---|-----------------------------------|------------------------|------------------------------|
| Office or Division: | Procurement Unit – BAC Secretariat Office | | | |
| Classification: | Simple | | | |
| Type of Transaction: | G2C and G2B | | | |
| Who may avail: | End-users, Suppliers and BAC Secretariat Office | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Mayors Permit/Business Permit (1 copy) | | Accomplish by the Clients/Bidders | | |
| Income/Business Tax Return (1 copy) | | Accomplish by the Clients/Bidders | | |
| PhilGEPS Registration Number (1 copy) | | Accomplish by the Clients/Bidders | | |
| Omnibus Sworn statement (1 copy) | | Accomplish by the Clients/Bidders | | |
| Professional License/Curriculum Vitae (Consulting Services) (1 copy) | | Accomplish by the Clients/Bidders | | |
| PCAB License (infra) (1 copy) | | Accomplish by the Clients/Bidders | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The Canvasser submit the RFQs to the BAC Secretariat Office. | 1.1 Receives the RFQ's from the Canvasser. | None | 1 day | BAC Secretariat Office Staff |
| | 1.2 Validates the RFQs according to the completeness of the requirements. | | | |
| | 1.3 Submit to the BAC for the Opening of RFQ. | | | |
| | TOTAL | None | 1 Day | |

4. Notice of Award (NOA)

Notice of Award for the Winning Bidders/Suppliers

| | |
|-----------------------------|---|
| Office or Division: | Procurement Unit – BAC Secretariat Office |
| Classification: | Complex |
| Type of Transaction: | G2C |

| Who may avail: | | Procuring entity | | |
|---|--|------------------|------------------------------|-----------------------|
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Request for Quotation (RFQ), Notice of Award, BAC Resolution/ Abstract of Bids, Notice to Proceed APP-Non CSE, and APP-CSE | | BAC Secretariat | | |
| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The BAC opens the RFQ's and forward it to the BAC Secretariat Office for the Creation of RFQ Abstract of Bids. | 1.1 Creates Abstract of Bids and Assist for the signatory of BAC Members. | None | 2 Days | BAC Secretariat Staff |
| | 1.2 Preparation of Notice of Award for the Approval for the President and assist Signatory of conforme to the winning suppliers/bidders. | None | 30 minutes | |
| | 1.3 Forward the Notice of Award and it's document to the Supply Office, | None | 10 minutes | Supply Officer |
| | TOTAL | None | 2 days and 40 minutes | |

1. Purchase Request/ Job Order/ APR

Preparation of Purchase Request/ Job Order/ APR

| Office or Division: | | Supply Management Office | | |
|---|---|------------------------------------|------------------------|--|
| Classification: | | Complex | | |
| Type of Transaction: | | G2C | | |
| Who may avail: | | End User, BAC and Procuring Entity | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Purchase Request (PR) (3 copies) | | Supply Management Office | | |
| Job Order (JO) (3 copies) | | Supply Management Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The end user submits Purchase Request (PR)/ Job Order with approved Project Procurement Management Plan (PPMP) or Annual Procurement Program (APP) | 1.1 Receives PR/JO with approved PPMP or APP from end-user with soft copy for data capture and indicate PR No. / JO No. | None | 5 minutes | <i>Joan M. Yrma</i> Admin Aide (Supply Mgt. Office) <i>Concepcion C. Tafalla</i> Admin Asst. III (Supply Mgt. Office) <i>Magdalen Pahimnayan</i> Admin Aide (Supply Mgt. Office) |
| | 1.2 Prepare Agency Procurement Request (APR) for DBM | None | 15 minutes | <i>Cleofe M. Socorro</i> Admin Asst. II (Supply Mgt. Office) |
| | 1.3 Serve, Retrieves APR and pick-up supplies procured from PS | None | 1 day | <i>Marcel A. Manlangit</i> Admin Officer III (Supply Mngt. Office) |
| | Total | None | 1 day and 20 minutes | |

2. Purchase Order / Contract

Preparation of Purchase Request/ Contract

| | |
|----------------------------|---------------------------------|
| Office or Division: | Supply Management Office |
|----------------------------|---------------------------------|

| Classification: | Complex | | | |
|---|--|--------------------------|------------------------|--|
| Type of Transaction: | G2C | | | |
| Who may avail: | Procuring Entity | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Purchase Order (PO)/ Contract Form (3 copies) | | Supply Management Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.BAC Secretariat forwards the Abstract and Notice of Award | 1.1 Creates/ prepares the Purchase Order/ Contract | None | 1 day | <i>Joan M. Yruba</i> Admin Aide (Supply Mgt. Office) <i>Cleofe M. Socorro</i> Admin Asst. II (Supply Mgt. Office) <i>Magdalen Pahimnayan</i> Admin Aide (Supply Mgt. Office) |
| | 1.2 Routes the Po/ Contract for approval of all relevant signatories | None | 1 day | <i>Magdalen Pahimnayan</i> Admin Aide (Supply Mgt. Office) <i>Kevin Sison</i> Admin Aide (Supply Mgt. Office) |
| | Total | None | 2 days | |

3. Confirmation of Purchase Order / Contract

Awarding and Confirmation of Purchase Order/ Contract to supplier who won the contract

| | |
|---|------------------------------------|
| Office or Division: | Supply Management Office |
| Classification: | Complex |
| Type of Transaction: | G2C |
| Who may avail: | End User, BAC and Procuring Entity |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| Purchase Order (PO)/ Contract Form (3 copies) | Supply Management Office |

| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|----------------|-----------------|---|
| 1. Received, confirmed and appropriately signs the PO/Contract | 1.1 Serve the PO/ Contract to the Winning Bidder | None | 1/2 day | <i>Kiven O. Sison Admin Aide (Supply Mgt. Office)</i> |
| | 1.2 Receives signed and accomplished form and files them appropriately | None | 1/2 day | <i>Supply Officer</i> |
| | Total | None | 1 day | |

4. Release of Supplies/ Materials/ Equipment

The process involves the release of supplies, materials and equipment as per request from the faculty, non-teaching employees and students. Includes the release of office supplies, janitorial, electrical, hardware, supplies and materials.

| Office or Division: | Supply Management Office | | | |
|--|---|---|-----------------|-------------------------------------|
| Classification: | Complex | | | |
| Type of Transaction: | G2C | | | |
| Who may avail: | End User, BAC and Procuring Entity | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Requisition and Issue Slip (RIS) (3 copies) | | Supply Management Office | | |
| Purchase Request (PR) (3 copies) | | Supply Management Office | | |
| Acknowledgement Receipt (3 copies) | | Supply Management Office/ Property Office | | |
| Inventory Custodian Slip (3 copies) | | Supply Management Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Supplier, following necessary health protocols, deliveries items/ materials/ equipment with the PO served | 1.1 Checks and evaluate the items/ materials/ equipment delivered in conformity to the specifications found on the PO | None | 4 days | Supply Officer Inspectorate Team |
| | 1.3 Supplies Office and Inspectorate Team signs the delivery receipt | None | | Supply Officer Inspectorate Team |
| | 1.3 The assigned personnel prepare | None | | Marcel A. Manlangit |

| | | | | |
|--|---|------|--------|--|
| | Inspection and Acceptance Report | | | Joji Delorino Melchor Capawing |
| | 1.4 The Supply Officer and Inspectorate Team signs the Inspection and Acceptance Report (4 copies) | | | Supply Officer Inspectorate Team |
| | 1.5 Assigned personnel prepared in 4 copies the following documents: -Requisition and Issue Slip (RIS) -Property Acknowledgement Receipt (PAR) -Inventory Custodian Slip (ICS) | | | Marcel A. Manlangit Joji Delorino Melchor Capawing Supply Office Personnel |
| 2. End user/ receives and check the delivered items based on the given specifications and signs RIS, PAR or ICS | 2.1 Delivers the items/ materials/ equipment to end user and let them sign the RIS, PAR or ICS | | | Marcel Manlangit Melchor Capawing |
| | 2.2 Supply Office received signed and accomplished forms from end user and assign control number | | | Marcel A. Manlangit Joji Delorino Melchor Capawing |
| | 2.3 Assigned personnel prepares voucher for payment | | | Cleofe M. Socorro Joan M. Yruma. |
| Note: Total number of hours is the maximum time per transaction, it may lessen depending to the member of items to be released | Total | None | 4 days | |

1. Physical Inventory

| Office or Division: | Property Management Office | | | |
|----------------------------------|--|----------------------------|------------------------|---|
| Classification: | Complex | | | |
| Type of Transaction: | G2C | | | |
| Who may avail: | Units/ Offices and Colleges Personnel | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Inventory and Inspection Report | | Property Management Office | | |
| Property Acknowledgement Receipt | | Property Management Office | | |
| Acknowledgement Receipt | | Property Management Office | | |
| Physical Inventory | | Property Management Office | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 3. Request for Condemnation | 1.1 Prepares Inventory and Inspection Report for Unser | None | 5 minutes | <i>Joan M. Yruba</i> Admin Aide (Supply Mgt. Office) <i>Concepcion C. Tafalla</i> Admin Asst. III (Supply Mgt. Office) <i>Magdalen Pahimnayan</i> Admin Aide (Supply Mgt. Office) |
| | 3.1 Prepare Agency Procurement Request (APR) for DBM | None | 15 minutes | <i>Cleafe M. Socorro</i> Admin Asst. II (Supply Mgt. Office) |
| | 1.3 Serve, Retrieves APR and pick-up supplies procured from PS | None | 1 day | <i>Marcel A. Manlangit</i> Admin Officer III (Supply Mngt. Office) |
| | Total | None | 1 day and 20 minutes | |



ADMINISTRATIVE SERVICES DIVISION
Property Management Office

PHYSICAL INVENTORY: UNITS/OFFICES AND COLLEGES

| Office or Division: | PROPERTY MANAGEMENT OFFICE | | | |
|----------------------------------|--|----------------------------|-----------------|---|
| Classification: | Complex | | | |
| Type of Transaction: | G2C | | | |
| Who may Avail: | Personnel | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Inventory and Inspection Report | | PROPERTY MANAGEMENT OFFICE | | |
| Property Acknowledgment Receipt | | PROPERTY MANAGEMENT OFFICE | | |
| Acknowledgment Receipt | | PROPERTY MANAGEMENT OFFICE | | |
| Physical Inventory | | PROPERTY MANAGEMENT OFFICE | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Request for Condemnation | 1.1 Prepares Inventory and Inspection Report for Unserviceable Property. | None | 20 minutes | Lilibeth O. Acebuche OIC, Property Office |
| | 1.2 Inspects Serviceable Non-Serviceable to be sold or to be salvaged. | None | 30 minutes | Engr. Constantine F. Merida Property Inspector |
| | 1.3 Approves Inventory and Inspection Report. | None | 5 minutes | Dr. Cherry I. Ultra University President |
| | 1.4 Cancels Property Acknowledgment Receipt (PAR) | None | 2minutes | Lilibeth O. Acebuche OIC, Property Office |
| | 1.5 Provides owner's copy of cancels PAR and I&I Report. | None | | Concerned Employee/s |
| | 1.6 Stores Unserviceable properties at the storage Room. | None | 20 minutes | Mark Lester C. Cho JO Property Office |

Prepared by:

LILIBETH O. ACEBUCHÉ
 OIC, Property Management Office



ADMINISTRATIVE SERVICES DIVISION
Property Management Office

ISSUANCE OF PROPERTY ACKNOWLEDGEMENT RECEIPT (PAR)

| Office or Division: | | PROPERTY MANAGEMENT OFFICE | | |
|--|---|----------------------------|---------------------|---|
| Classification: | | Complex | | |
| Type of Transaction: | | G2C | | |
| Who may Avail: | | Personnel | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Inventory and Inspection Report | | PROPERTY MANAGEMENT OFFICE | | |
| Property Acknowledgment Receipt | | PROPERTY MANAGEMENT OFFICE | | |
| Acknowledgment Receipt | | PROPERTY MANAGEMENT OFFICE | | |
| Physical Inventory | | PROPERTY MANAGEMENT OFFICE | | |
| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSIN G TIME | PERSON RESPONSIBLE |
| 2. Property Acknowledgment Receipt (PAR) | 2.1 Receives pertinent documents from Supply Office. | None | 2minutes | Mark Lester C. Cho |
| | 2.2 Checks the supporting documents | None | 5 minutes | Lilibeth O. Acebuche OIC, Propoerty Office |
| | 2.3 Signs the Property Acknowledgment Receipt (PAR) if the delivered item is in good condition. | None | 1 minute | Lilibeth O. Acebuche OIC, Propoerty Office |
| | 2.4 Files the PAR for their individual Folder/Storage. | None | 2minutes | Mark Lester C. Cho |
| | 2.5 Provides owner's copy | None | | Concerned Employee/s |

Prepared by:


LILIBETH O. ACEBUCHE
 OIC, Property Management Office



ADMINISTRATIVE SERVICES DIVISION
Property Management Office

PROCESSES INVENTORY AND INSPECTION REPORT

| Office or Division: | | PROPERTY MANAGEMENT OFFICE | | |
|--|--|----------------------------|-----------------|--|
| Classification: | | Complex | | |
| Type of Transaction: | | G2C | | |
| Who may Avail: | | Personnel | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Inventory and Inspection Report | | PROPERTY MANAGEMENT OFFICE | | |
| Property Acknowledgment Receipt | | PROPERTY MANAGEMENT OFFICE | | |
| Acknowledgment Receipt | | PROPERTY MANAGEMENT OFFICE | | |
| Physical Inventory | | PROPERTY MANAGEMENT OFFICE | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 3. Physical Inventory Units/ Offices and Colleges Concerned Offices Accountable Employees | 3.1 Checks Property Acknowledgment Receipt (PAR) or Memorandum Receipt (MR). | None | 2 minutes | Lilibeth O. Acebuche OIC, Property Office |
| | 3.2 Conducts Physical Inventory | None | 30 minutes | Anastacia N. Cerbito Mark Lester C. Cho Staff, Property Office |
| | 3.3 Provides New ARE (Acknowledgment Receipt). | None | 5minutes | Anastacia N. Cerbito Mark Lester C. Cho |
| | 3.4 Signs the Acknowledgment Receipt. | None | 1 Minute | Lilibeth O. Acebuche OIC, Property Office |
| | 3.5 Provides Owner's Copy | None | | Concerned Employees/s |

Prepared by:


LILIBETH O. ACEBUCHE
 OIC, Property Management Office

UNIVERSITY SPORTS DEVELOPMENT OFFICE (USDO)
Selection of University Varsity athletes and request of services for sports development

This process is intended to guarantee an efficient and ensure easy flow in the selection of university Varsity Athletes and responding to the request of services for sports development.

| | | | | |
|---|--|--|------------------------|---|
| Office or division | University Sports Development Office (USDO) | | | |
| Classification | Simple | | | |
| Type of transaction | G2C, | | | |
| Who may avail | Students, Coaches and other Stakeholders | | | |
| SELECTION OF VARSITY ATHLETES | | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notice of recruitment of athletes (1 copy) Athletes Profile Form (1 copy) Performance evaluation form (1 copy) Core Team endorsement Form (1 copy) Athletes Eligibility Form (1 Copy) Athletes Training Monitoring Form (1 copy) | | University Sports Development Office(USDO) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Recruitment Senior secondary school Student | 1.1 Send notice for recruitment to university coaches | None | 5 minutes | Dick U. Sison Director. USDO |
| | 1.2 Scout potential athletes in the Provincial and EVRAA meet | None | 1 week | USDO Staff Dick U. Sison Director. USDO |
| | 1.3 Gather information of athletes performance in their school | None | 30 minutes | Coaches and Trainor' Dick U. Sison Director. USDO |
| | 1.4 Encourage senior high school student athletes to enroll in the university | None | 30 minutes | Coaches and Trainor's Dick U. Sison Director. USDO |
| 2. Freshmen College Student in the University | 2.1 Encourage to join the Varsity Athletes during orientation | None | 10 minutes | Dick U. Sison Director. USDO |
| | 2.2 Assist athletes to Present himself/ herself to college/ unit for a Try-out | None | 15 minutes | Unit managers and unit coaches Dick U. Sison Director. USDO University Coaches and Trainor's |

| | | | | |
|-------------------------------------|---|------|------------|--|
| | 2.3 Encouraged to Participate actively in the UEPAA Games | None | 10 minutes | Dick U. Sison Director. USDO Unit managers and unit coaches |
| | 2.4 Evaluate performance of athletes | None | 30 minutes | Dick U. Sison Director. USDO Coaches and Trainor's |
| 3. Membership in training pool | 3.1 provide and Fill-up Athletes Profile Form | None | 10 minutes | Dick U. Sison Director. USDO USDO Staff Coaches and Trainor's |
| | 3.2 Monitor training attendance | None | 15 minutes | Coaches and Trainor's USDO Staff |
| | 3.3 Training Performance assessment | None | 30 minutes | Dick U. Sison Director. USDO Coaches and Trainor's |
| 4. Endorsement of core team Members | 4.1 Submission of list of core team members | None | 5 minutes | Dick U. Sison Director. USDO USDO Staff Coaches and Trainor's |
| | 4.2 Fill-up and submit eligibility form | None | 5 minutes | Dick U. Sison Director. USDO Athletes |
| | 4.3 Screening and evaluation of the eligibility of athlete | None | 20 minutes | Dick U. Sison Director. USDO USDO Staff |
| | 4.4 Notification of selected Varsity athletes thru Posting of list in Messenger group chats | None | 15 minutes | Dick U. Sison Director. USDO USDO Staff Jenelyn Q. Perez, Eugene Hilton P. Cablay Coaches and Trainor's |
| | 4.5 Participation in Regional/National Competitions | None | 1 week | Dick U. Sison Director. USDO University Administration University Coaches |
| | 4.6 Joining off-season competition/ invitational tournaments | None | | Dick U. Sison Director. USDO University Administration University Coaches |

UNIVERSITY SPORTS DEVELOPMENT OFFICE SERVICES

| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
|--|--|---|-----------------|--|
| Sports Development Services Request Form (1 copy) Evaluation / Feedback form (1 copy) | | University Sports Development Office (USDO) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Requesting Party/ organization fill up request for services form, | 1.1 Determine the request either external or internal | None | 5 minutes | Dick U. Sison Director, USDO USDO Staff Coaches and Trainor's |
| | 1.2 Assess immediately the request for services. | None | 3 minutes | Dick U. Sison Director, USDO USDO Staff |
| | 1.3 Determine the availability of Resources | None | 3 minutes | Dick U. Sison Director, USDO USDO Staff |
| | 1.4 Identify concerned staff/ personnel who will be involved in the request of services. | None | 5 minutes | Dick U. Sison Director, USDO |
| | 1.5 Communicate to the staff/ personnel for their availability and willingness. | None | 10 minutes | Dick U. Sison Director, USDO USDO Staff |
| 2. Orientation meeting/ briefing | 2.1 Meeting with the concerned personnel and requesting party | None | 30 minutes | Dick U. Sison Director, USDO Requesting Party Representative |
| | 2.2 Establish a terms and conditions of services requested | None | 20 min utes | Dick U. Sison Director, USDO Requesting Party Representative |
| | 2.3 Develop a plan for the services | None | 30 minutes | Dick U. Sison Director, USDO |

| | requested. | | | Requesting Party Representative |
|--|--|------|------------|---|
| 3. Approval of the request for services | Endorse the request for services for approval to higher authorities, if necessary . | None | 15 minutes | Dick U. Sison Director, USDO And/or University President |
| 4. Deliver services | Implement the services requested. | None | | Dick U. Sison Director, USDO |
| 5. Evaluation of the Services delivered. | Require Requesting party/organization to fill up evaluation and feedback of the services rendered. | None | 5 minutes | Dick U. Sison Director, USDO USDO Staff |

CULTURAL AFFAIRS OFFICE

RECRUITMENT OF UNIVERSITY PERFORMING ARTS MEMBERS AND INTERNAL/EXTERNAL REQUESTS FOR PERFORMANCE

The cultural component of the University is handled by the Office of the Director for Cultural Affairs. Under the office is the University Performing Arts Organization, a pool of talented students in the fields of dance, music, visual arts and theater. The organization encourages students to develop and improve their talents and skills and instill among them the pride of our cultural heritage.

To ensure the smooth processing of recruitment of members of the various field of arts and in responding the request for performances in the university-based activities and/or invitations outside the campus, the process are described below.

| Office or division | | Cultural Affairs Office (CAO) | | |
|--|---|---------------------------------|----------------------------|--|
| Classification | | Simple | | |
| Type of transaction | | G2C | | |
| Who may avail | | Students and other Stakeholders | | |
| RECRUITMENT OF UNIVERSITY PERFORMING ARTS MEMBERS | | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| Notice of Recruitment/Audition Schedule (1 copy), Recruitment Information Form (1 copy), Audition Rubrics per Field of Arts - Chorale, Rondalla, Live Band, Dance, Visual Arts, and Theater Arts Company (1 copy), Membership Form (1 copy), Artists' Training/Practice and Performance Monitoring Form (1 copy) | | Cultural Affairs Office (CAO) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Visit the UEP Cultural Affairs Office or check the Facebook page of the Office or UPAO Facebook page for inquiries. | 1.1 Distribute and/or post fliers for the audition on the bulletin boards of the different colleges, including posts on Facebook pages. | None | 15 minutes | <i>Dr. Mary Lynn E. Verano, Director, Cultural Affairs (CAO)</i> <i>UPAO officers and members</i> |
| 2.1 Secure a recruitment form and fill-out with relevant information. 2.2 Submit the recruitment form with complete information. | 2.1 Distribute/release the recruitment form. 2.2. Receive the recruitment form from the interested applicants thru the office. | None | 5 minutes 5 minutes | <i>Dr. Mary Lynn E. Verano, Director, Cultural Affairs (CAO)</i> <i>UPAO officers and members</i> |
| 3.1 Submit oneself for the audition | 3.1 Conduct series of auditions for the UPAO | None | 2 weeks | <i>Dr. Mary Lynn E. Verano, Director,</i> |

| | | | | |
|--|--|------|-------------------------------|---|
| procedure. | Chorale, Rondalia, Live Band, Dance, Visual Arts and Theater. | | | <i>Cultural Affair (CAO)</i> |
| 3.2 Audition passers orientation | 3.2 Convene the audition committee to assess/evaluate/screen the performances of the applicants. | | 1 hour | <i>UPAO Officers/ Cultural Arts Group Coordinators and members</i> |
| | 3.3 Release/post results of audition passers on the bulletin boards of the colleges and their Facebook pages. | | 15 minutes | |
| | 3.4 Conduct a brief orientation among the audition passers regarding their responsibilities and commitment in the promotion of culture and arts. | | 30 minutes | |
| 4. Issuance and filling-up of membership form | Distribute/release the membership form. | None | 5 minutes | <i>Dr. Mary Lynn E. Verano, Director, Cultural Affair (CAO)</i> |
| 5.1 Attend practice and/or training, rehearsals and workshops. | 5.1 Conduct practices, rehearsals, training in the different fields of arts. | None | 2 hours/day | <i>Dr. Mary Lynn E. Verano, Director, Cultural Affair (CAO)</i> <i>UPAO Officers/ Cultural Arts Group Coordinators and members</i> <i>Advisers, Trainers, and PASUC Coaches</i> |
| 5.2 Participate in university-based activities and/or invitations outside the campus. | 5.2 Check and monitor the attendance of the performing arts members. | | | |
| | 5.3 Facilitate and/or assist students' performances in the university-based activities and/or invitations outside the campus. | | | |
| REQUEST FOR PERFORMANCE | | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| Internal Performance Request Form (1 copy), External Performance Request Form (1 copy), | | | Cultural Affairs Office (CAO) | |

| Performance Evaluation Form (1 copy) | | | | |
|--|---|-----------------|-----------------|---|
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1.1 Secure and fill-out the internal or external request form. 1.2 Submit the accomplished internal or external request form. | 1.1 Release the internal or external request form. 1.2 Receive the accomplished internal or external request form. | None | 5 minutes | Dr. Mary Lynn E. Verano, Director, Cultural Affairs (CAO) Representative of the requesting organization, college, or agency. |
| (Evaluation of the submitted request forms of the client by the director). | 2.1 Check the form entry and its conditions. 2.2 Conduct meeting of the concerned cultural arts group with regards to the request. | None | 3 days | Dr. Mary Lynn E. Verano, Director, Cultural Affairs (CAO) UPAO Officers/ Cultural Arts Group Coordinators |
| (Issuance of the approval slip) 2. Receive the approved slip. | 3. Release copy of approved slip for the internal or external request thru the office or via phone patch. | None | 5 minutes | Dr. Mary Lynn E. Verano, Director, Cultural Affairs (CAO) |
| 3. Fill-out the performance evaluation form. | 4. Distribute the performance evaluation form to the requesting party. 4.2 Receive the accomplished evaluation form from the requesting party. | None | 5 minutes | Dr. Mary Lynn E. Verano, Director, Cultural Affairs (CAO) Representative of the requesting organization, college, or agency. |

Note: Any authorized representative of the organization, college, and/or agency should secure a performance request form from the Office of the Director for Cultural Affairs two (2) weeks before the requested date of performance.

UEP Business Arcade

- The main service offering of the UEPBA is rental of stall outlets to those newbies or seasoned businessmen. To develop their entrepreneurial opportunity into reality, and taking the risk of unpredictable challenges in the business

UEP Farmers Training Center

- Host Social occasions, big events and religion activities.
- Provide accommodation to participants/trainees, guest and visitors during seminars, conferences, training, forum, dialogues and symposium.
- Provide participants /trainees/costumers of equipment during the conduct of the above activities/events.
- Serve as an institution area for HRM Students.

UEP Garments and Textile Center:

- Involved students in the operation for knowledge transfer, skills development and related experiential learning.
- Serve as facility for the practicum of students taking up courses related to business and clothing. Also inspire student's interest and develop skills readiness to partake in entrepreneurial activities, in the start -up and management of business venture as skilled professionals after finishing their university degrees.
- Give back to community by employing and/or contracting relevant and highly qualified skilled workers for livelihood development.
- Apply modernize marketing initiatives to peddle the goods to the students: building a good interpersonal relationship with the supplier;
- Applied school and PE uniforms to the students of the different colleges in the university and other clients.

UEP Health Services:

- Medical examinations were conducted to students and employees of the University including athletes and coaches. There services extended which includes consultation and treatment and also served with dental consultation/treatment.

UEP Hostel:

- Provide an efficient services to the customers and stakeholders. Applied school and PE uniforms to the students of the different colleges in the university and other clients.
- Serve and provide as a component of training and exposure of the CBA- HRM students that would imposed or enhanced their knowledge, skills and attitude as required of the course.

UEP ID Production:

- Supply quality identification cards to the student and employees of the University of Eastern Philippines at a cheaper price.
- Serve as a training ground for BS Accountancy and BS Information Technology students in terms of bookkeeping and computer services of the project.

UEP Kapihan:

- Provide nutritious and affordable foods and snacks to the students, employees and clients of Kapihan.
- Provide clean, well ventilated and spacious function hall enough to accommodate the participants.
- Offer reasonable price menu for catering services.
- Serve as a venue for laboratory hands-on training to the UEP students particularly the Home Economics and HE students.

UEP Kiddie Learning Center:

- Provide efficient and effective services to preschoolers.
- Serve as a facility for the would-be teachers of BEED and BEED-HE students.

UEP Ladies Dormitory:

- Function as the primary affordable accommodation service provider for women students in the university.
- Serve as a facility to hands-on practice for the Bachelor of Science in Hotel and Restaurant Management (BSHRM) and Bachelor of Science in Home Economics (BSHE) students in order to enhance their knowledge, skills and attitude as required by their course.
- Generate additional revenue and sustain its operation and finance projects for instruction, research, extension and production.

UEP Sounds

- Serve the university in the cardinal affairs: Investitures rites, graduation rites, flag ceremony, Founding Anniversary.
- Serve as other activities, booking in the UEP Gymnatorium. Serve as a portage of other events such as wedding, recession, birthday etc.
Serve and support mostly to students in their social activities.


UEP White Beach Resort and Recreation Center

- Relaxation
- Recreational activities
- The beach being the primary focus for inviting visitors offer a large of services and amenities and typically includes recreational activities.

Prepared by:


NILDA G. DE ASIS
Admin Aide

Noted by:


EUNICE L. LLUZ, PhD.
ASBA Director



| | | | | |
|--|---|--|------------------------|--------------------------------|
| Office or Division: | | GENDER AND DEVELOPMENT CENTER | | |
| Classification: | | | | |
| Type of Transaction: | | G2G | | |
| Who may avail: | | STUDENTS/ FACULTY/ NON-TEACHING PERSONNEL | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| | | | | |
| | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Employee / student presents the request letter and request form to GADC | 1.1 GADC receives the request letter and request form. | N/A | 10 Minutes | GAD Secretary/ clerk |
| | 1.2 GADC will have an Interview to the client | | 1 Hour maximum | GAD Focal Person |
| 2. Client presents formal written complaints to GADC | 2.1 GADC will conduct a meeting with the CODI | | 1 hour | GAD Focal Person/ CODI Members |
| | 2.2 CODI will recommend to the head of the agency based on the result of investigation. | | | |



**UNIVERSITY OF EASTERN PHILIPPINES
QUALITY ASSURANCE UNIT**

CITIZEN'S CHARTER

PROPOSED COMPREHENSIVE LIST OF GOVERNMENT SERVICES OFFERED

| Office or Division | | QUALITY ASSURANCE UNIT | | |
|--|--|--|-------------------|--------------------|
| Classification | | Request for Photocopy of AACCCUP Survey Instrument, Program Performance Profile, and Benchmarking | | |
| Type of Transaction | | G2C | | |
| Who may avail | | Concerned Colleges and Employees | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> ❖ UEP Employee ID ❖ Any Government ID | | <ul style="list-style-type: none"> ❖ UEP Production Officer (In case client from UEP has no UEP Employee ID yet) ❖ Any Government Agency | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client fills up the request form accurately with the assistance of the responsible person. | 1. Acceptance of the request of the client. 1.1 Show the request of the client to QAU Head for approval in releasing the document. 1.2 Photocopy the requested document. | None | 10 minutes | QAU Staff |
| 2. Receipt of requested document and signing in the acknowledgment in the logbook. Client fills-up the Customer Satisfaction Feedback Form | 2. Let the Client sign the logbook for the release of document/s. Releasing officer releases the requested documents | None | 5 minutes | QAU Staff |
| Total | | | 15 minutes | |

| Office or Division | QUALITY ASSURANCE UNIT | | | |
|--|---|-----------------|--|--------------------|
| Classification | Request for the Photocopy of AACCUP Program Certificate, Technical Board Action, and Summary of Findings and Recommendations | | | |
| Type of Transaction | G2C | | | |
| Who may avail | Concerned Colleges and Employees | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| ❖ UEP Employee ID | | | ❖ UEP Production Officer (In case client from UEP has no UEP Employee ID yet | |
| ❖ Any Government ID | | | ❖ Any Government Agency | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client fills up the request form accurately | 1. Acceptance of the request of the client. 1.1 Show the request of the client to QAU Head for approval in releasing the document. 1.2 Photocopy the requested documents. | None | 5 minutes | QAU Staff |
| 2. Receipt of requested document and signing in the acknowledge ment in the logbook. Client fills-up the Customer Satisfaction Feedback Form | 2. Let the Client signs the logbook for the release of document/s. Releasing officer releases the requested documents | None | 3 minutes | QAU Staff |
| Total | | | 8 minutes | |

| | | | | |
|---|---|-------------------------|--|---------------------------|
| Office or Division | QUALITY ASSURANCE UNIT | | | |
| Classification | Request for the copy of Customer Satisfaction Feedback | | | |
| Type of Transaction | G2C | | | |
| Who may avail | Concerned Colleges and Employees | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> ❖ Letter request from the office of the President ❖ UEP Employee ID or Any Government ID | | | <ul style="list-style-type: none"> ❖ Office of the President ❖ UEP Production Officer (In case client from UEP has no UEP Employee ID yet ❖ Any Government Agency | |
| CLIENT STEPS | AGENCY ACTION | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client gives the checklist of requirements to the QAU Staff and fill up the request form. | 1. Acceptance of the checklist of requirements and the request of the client. 1.1 Show the request of the client to QAU Head for approval in releasing the document. 1.2 Photocopy the requested documents. | None | 5 minutes | QAU Staff |
| 2. Receipt of requested document and signing in the acknowledgment in the logbook. Client fills-up the Customer Satisfaction Feedback Form | 2. Let the Client signs the logbook for the release of document/s. Releasing officer releases the requested documents. | None | 3 minutes | QAU Staff |
| Total | | | 8 minutes | |

| Office or Division | QUALITY ASSURANCE UNIT | | | |
|---|--|-----------------|--|---|
| Classification | Request Expert services (Mock UEP-AACCUP Online Accreditation Survey Visit of the degree program) | | | |
| Type of Transaction | Highly Technical | | | |
| Who may avail | UEP and Concerned College/Degree Program | | | |
| CHECKLIST OF REQUIREMENTS | | | WHERE TO SECURE | |
| <ul style="list-style-type: none"> ❖ Letter request from Concerned College for Mock Online Accreditation Survey Visit from the College ❖ Complied all the required documents for the online accreditation visit such as: <ul style="list-style-type: none"> ❖ Certificate of Program Compliance | | | <ul style="list-style-type: none"> ❖ College who want to have Mock UEP-AACCUP Online Accreditation Survey Visit | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client submits the checklist of requirements and fills up the request form accurately. 1.1 Client signs the logbook and fills up the Customer Satisfaction Feedback form. The QAU informs the College and the schedule of Mock online accreditation survey visit | 1. The QAU Head writes to the Office of the President on the Mock AACCUP Online accreditation Survey Visit of the Program. | None | 1-2 hours | QAU Head |
| | 2. Prepares a Special Order for the constitution of working committees | None | 1-2 hours | QAU Head/staff |
| | 3. Submits the prepared SO to the Office of the President for comments and/or approval. | None | 10 minutes | QAU Staff |
| | 4. Coordinates with the committee chairs | None | 1-2 hours | QAU Head/staff |
| | 5. Sets-up the Mock Online Accreditation | None | 1-2 hours | QAU Staff Chair of working committee |
| Total | | | 6 days and 10 minutes | |

| | | | | |
|--|--|---|------------------------|---------------------------|
| Office or Division | QUALITY ASSURANCE UNIT | | | |
| Classification | Request Expert services (AACCUP Online Accreditation Survey Visit of the degree program) | | | |
| Type of Transaction | Highly Technical | | | |
| Who may avail | UEP and Concerned College/Degree Program | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> ❖ Letter from AACCUP for the Accreditation Survey Visit ❖ Complied all the required documents for the online accreditation visit such <ul style="list-style-type: none"> ❖ Certificate of Program Compliance ❖ Template given by the AACCUP ❖ Confirmation of schedule ❖ Special Order for the Working Committee | | <ul style="list-style-type: none"> ❖ Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP, Inc.) ❖ Office of the University President | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client fills up the request form accurately. 1.1 Client signs the logbook and fills up the Customer Satisfaction Feedback form. | 1. Inform the clients upon QAU receipt of the notice of schedule of accreditation. | None | 5 minutes | QAU Staff |
| | 2. While waiting for the schedule from AACCUP, the QAU prepares a Special Order for the constitution of working committees | None | 1 day | QAU Staff |
| | 3. Submits the prepared SO to the Office of the President for comments and/or approval. | None | 10 minutes | QAU Staff |

| | | | | |
|--------------|--|------|-------------------------------|-----------|
| | 4. Coordinates with the committee chairs | None | 1 - 2 day | QAU Staff |
| | 5. Sets-up the Online Accreditation | None | 1 week | QAU Staff |
| Total | | | 10 days and 15 minutes | |

| Office or Division | QUALITY ASSURANCE UNIT | | | |
|--|---|------------------------|-----------------|--------------------------------|
| Classification | Request Expert services (UEP- AACCU Accreditors for scrutinizing the compliance report of the degree program) | | | |
| Type of Transaction | Highly Technical | | | |
| Who may avail | UEP and Concerned College/Degree Program | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| ❖ Letter Request from the Concerned Program/College ❖ Documents to be scrutinized | | ❖ Concerned College | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Client fills up the request form accurately. | 1. Inform the clients on further instruction when to return the documents to the college. | None | 3 minutes | QAU Staff |
| | 2. The QAU Head requests the available Senior Accreditor. | None | 1 day | QAU Staff |
| | 3. Senior Accreditors scrutinize the document | None | 3 – 5 days | UEP-AACCU Senior accreditor |
| | 4. The QAU staff consolidate the comment/suggestions of the senior accreditors | None | 1 – 2 days | QAU Staff |
| | 5. Return the document to the college for revision. | None | 3 - 5 days | College |

| | | | | |
|--|--|------|-------------------------------|-----------|
| 2. The client resubmits the document to the QAU. 3. Client fills-up the Customer Satisfaction Feedback Form and signs the logbook | 2. The QAU staff transmits the document to the Office of the President then to AACCCUP | None | 9 minutes | QAU Staff |
| Total | | | 12 days and 12 minutes | |

Prepared by:

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**OFFICE OF THE VICE PRESIDENT FOR RESEARCH,
 DEVELOPMENT, AND EXTENSION**

COMPREHENSIVE GOVERNMENT SERVICES OFFERED

1. Recommendation of Project/ Activity Proposal

This procedure describes the simplified transaction process for the approval of project or activity proposal undertaken through the Office of the Vice President for RDE.

| | | | | |
|--|--------------------------------------|---|------------------------|--|
| Office or Division: | | Office of the Vice President for RDE | | |
| Who may avail: | | UEP personnel | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> Fully accomplished Project / Activity Proposal Form and other documents required from different offices | | Downloadable forms through UEP Website (uep.edu.ph) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The URDS will submit these documents to the Office of the VP for RDE | 1. Reviews and approves the proposal | None | 1 day | VP for Research, Development, and Extension (VP RDE) |
| 2. Submits documents to the Office of the President | 2. Reviews and approves the proposal | None | 1 day | University (Office of the University President) |
| Total | | None | 2 days | |

2. Recommendation of Project/ Activity Proposal – Externally Funded

This procedure describes the simplified transaction process for the approval of project or activity proposal (externally funded) undertaken through the Office of the Vice President for RDE.

| | | | | |
|---|--|---|--|--|
| Office or Division: | | Office of the Vice President for RDE | | |
| Who may avail: | | UEP personnel | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> Externally Funded Project / Activity Proposal Form and other documents required from different offices | | Downloadable forms through UEP Website (uep.edu.ph) | | |

| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|----------------|-----------------|--|
| 1. The researcher through the URDS will submit these documents to the Office of the VP for RDE | 1. Reviews and approves the proposal for external funding | None | 1 day | VP for Research, Development, and Extension (VP RDE) |
| 2. Submits documents to the Office of the President | 2. UEP President endorses the proposal to the funding agencies | None | 1 day | University (Office of the University President) |
| Total | | None | 2 days | |

3. Recommendation for the Claim of Awards and Other Incentives

These applies to those researches recognized by the university which include but not limited to University and college-based researches, which won in R&D/E competition and conferences, were published, cited, patented, and registered as utility model.

| Office or Division: | | Office of the Vice President for RDE | | |
|--|---|---|-----------------|--|
| Who may avail: | | UEP personnel | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| <ul style="list-style-type: none"> • Recommendation Letter • Citation of Research • Publication in Peer Reviewed Journals • 5 copies of Research Publication in Peer Reviewed Journals • 5 copies of Oral / Poster Presentation for Research or Research Contest Awards • Copy of Patent / Utility Model Registration • Research/ Extension Monitoring Form | | Downloadable forms through UEP Website (uep.edu.ph) | | |
| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submits documents to the OVRDE | 1. Reviews and approves the claim for incentives | None | 2 days | VP for Research, Development, and Extension (VP RDE) |
| 2. Submits documents to the Office of the President | 2.1 The University President approves and endorses the letter to the Finance Unit | None | 1 day | University President (Office of the University President) Chief Administrative Officer, Finance |

| | | | | |
|--|--|------|--------|--|
| | | | | Services (Office of the CAO- Finance Services) |
| | | | | Accounting staff (Accounting Office) |
| | | | | Cashier (Cashier's Office) |
| | | | | OVRPDE |
| | 2.2 The accounting staff prepares and facilitates the approval of the disbursement voucher. | | | |
| | 2.3 The accounting staff forwards disbursement voucher to the OVPRES to be stamped RECEIVED. | | | |
| | 2.4 The cashier facilitates payment and furnishes the OVPRES with the approved copy of the RECO form, DV and proof of payment. | | | |
| | Total | None | 3 days | |

4. Recommendation to Conduct of Research and Extension Activity

This procedure describes the transaction process in the conduct of research and extension activity of the university. This applies to all research and extension activities undertaken by the University.

| | |
|--|---|
| Office or Division: | Office of the Vice President for RDE |
| Who may avail: | UEP personnel |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| <ul style="list-style-type: none"> Fully accomplished research/extension proposal form (5 copies) | Downloadable forms through UEP Website (uep.edu.ph) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---|--|-----------------|----------------------------|------------------------------|
| 1. If the research/extension activity was approved by the URDS/UES the researcher submits additional supporting documents together with the PPMP and PR | 1.1 Receives, stamps, and records the correspondence (Review compliance) | None | 90 days | OVRPDE's Research Specialist |
| | 1.2 OVRPDE's research specialist consolidates the approved researches and submits for Board Approval. | | 3 days (from BOR approval) | |
| | 2.3 OVRPDE's staff prepares the SO and the notice to proceed. | | | |
| 6. The researcher implements the project. | | None | | Researcher |
| | Total | None | 93 days | |

5. Endorsement of Research Project for Payment of Honorarium

This describes the procedure for payment of Honorarium through an endorsement letter forwarded to the University President. This applies to those researches that have been funded by the University which include but not limited to university and college-based researches.

| | |
|---|---|
| Office or Division: | Office of the Vice President for RDE |
| Who may avail: | UEP personnel |
| CHECKLIST OF REQUIREMENTS | WHERE TO SECURE |
| 5 copies of the following: <ul style="list-style-type: none"> Terminal Report or R&D Progress Report (for on-going) Photocopies of: <ul style="list-style-type: none"> Special Order Endorsement Letter Research/Extension Monitoring Form In-House Panel Comments and Suggestion | Downloadable forms through UEP Website (uep.edu.ph) |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--|--|-----------------|------------------------|---------------------|
| 1. The researcher submits a Terminal Report or R&D Progress Report (narrative) to the URDS | 1.1 Receives and reviews completeness. | None | 20 minutes per project | URDS staff OVRDE |
| | 1.2 If approved, VPRDE prepares the endorsement for payment and forwards it to the University President. | | 1 day | |
| | 1.3 The University President releases a special order for the grant of honorarium for completed research | | 1 day | |
| 2. Researcher submits the signed or approved documents to the payroll maker and follows procedures in respective office. | | | | |
| | Total | None | 2 days, 20 minutes | |

6. Monitoring of RD/E Projects

This procedure aims to establish a mechanism in evaluating and monitoring the status of university approved researches thereby ensuring excellent research output.

| Office or Division: | Office of the Vice President for RDE | | | |
|--|--------------------------------------|---|-----------------|--------------------|
| Who may avail: | UEP personnel | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| copies each: | | Downloadable forms through UEP Website (uep.edu.ph) | | |
| <ul style="list-style-type: none"> • R&D Project Monitoring Form • Communication Letter • R&D Progress Report (Narrative) • Terminal Report • Research Proposal • Research Review / Summary of Evaluators Analysis | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. The researcher submits progress / | 1. Receives the progress/ | None | 5 minutes | URDS/ UES staff |

| accomplishment report to URDS/UES | accomplishment report from the researcher/s | | | |
|--|---|------|--------------------|--------------------|
| 2. The researcher receives the progress report along with recommendation for further accomplishment. | 2.1 The concerned director reviews the progress report. If there is major output, progress report form is forwarded to the VP RDE for approval. | None | 1 day | URDS/ UES director |
| | 2.2 Otherwise, concerned director returns the form of the Project leader for further accomplishment | | | |
| 3. The researcher submits terminal report form/ accomplishment report. | 3. OVRDE prepares the endorsement for payment and forwards it to the University President. | None | 1 day | OVRDE |
| | Total | None | 2 days & 5 minutes | |

7. Endorsement of Patent and Utility Model Applications

This procedure describes the legal process of filing for an Intellectual Property such as patent or utility model. It aims to guide the researchers and innovators of the University on how to file their patent and utility model applications.

| | | | | |
|--|--|---|------------------------|---------------------------|
| Office or Division: | | Office of the Vice President for RDE | | |
| Who may avail: | | UEP personnel | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| copies each: | | Downloadable forms through UEP Website (uep.edu.ph) | | |
| <ul style="list-style-type: none"> • Fully accomplished Patent / Utility Model Registration Form • Invention Disclosure Form • Terminal Report Form | | | | |
| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. IPU-ITSO office files for a Patent, Utility Model, Copyright and Trademark to IPOPHL | 1. The VP RDE endorses this filled application to the University President for funding | None | 1 day | OVRDE, Head IPU-ITSO |
| | Total | None | 1 days | |