

TSU- ACCOUNTING OFFICE

Operations Manual

TARLAC STATE UNIVERSITY

VISION

Tarlac State University is envisioned to be a premier university in the Asia-Pacific region.

MISSION

Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

Towards this end, TSU shall:

- Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.
- Premier as a research institution by enhancing research undertakings in the fields of technology and sciences, and strengthening collaboration with local and international institutions.
- Be a champion in community development by strengthening partnership with public and private organizations and individuals.

DEVELOPMENTAL GOALS

- To uphold academic excellence and establish its position as a premier university in the Region;
- To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;
- To enhance and strengthen partnership with LGUs, private organizations and individuals in community development and people empowerment; and
- To enhance income generating projects.

CORE VALUES

The six (6) core values institutionalized as a way of life of the university community are:

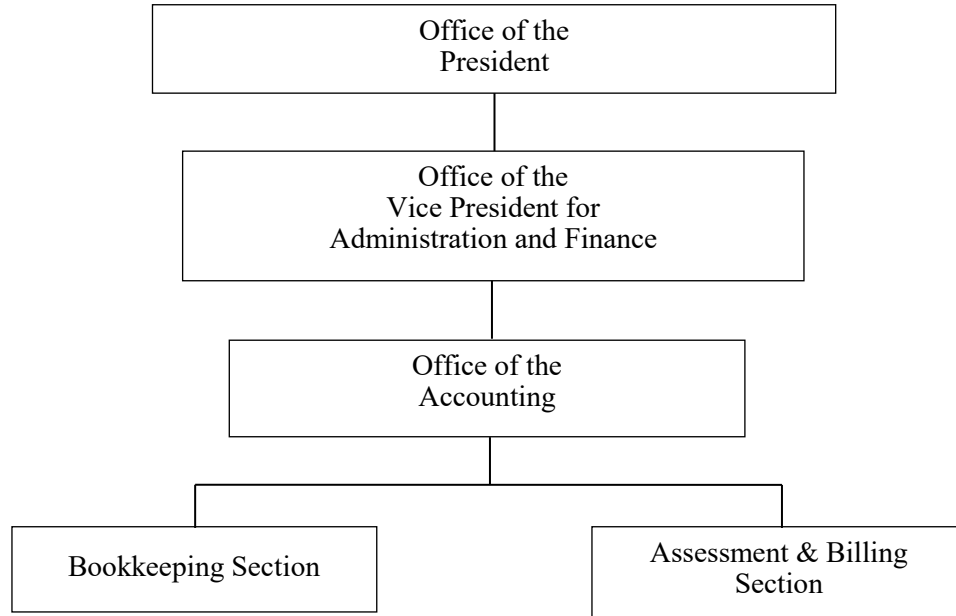
- E - Excellence and Enhanced Competition
- Q - Quality
- U - Unity
- I - Integrity and Involvement
- T - Trust in God, Transparency & True Commitment
- Y - Yearning for Global Competitiveness

INTRODUCTION

The Accounting Office (AO) provides accurate and timely information needed to make resource allocation decisions, monitors budgetary performance and assesses the effectiveness of operations through optimum use of computer technology.

ACCOUNTING OFFICE

1.1 ORGANIZATIONAL STRUCTURE



1.2. FUNCTIONS AND SERVICES OF THE ACCOUNTING OFFICE

1.2.1. Bookkeeping Section

Functions:

- 1.2.1.1. Maintain basic accounting records and books of accounts to reflect accurately and currently the financial condition and results of operation of the university for management and analysis.
- 1.2.1.2. Review reports of all accountable officers before recording them in the journals.
- 1.2.1.3. Maintain records of deposits, repayments, payroll/voucher deductions, withholdings, refunds, remittances of payable accounts to other government offices and private parties.
- 1.2.1.4. Process vouchers, payrolls, requisitions and other claims and certify as to the availability of cash.

- 1.2.1.5. Maintain index records for all payments made.
- 1.2.1.6. Prepare billings to debtors of the university and maintain subsidiary records as required.

1.2.2. Assessment and Billing Section

Functions:

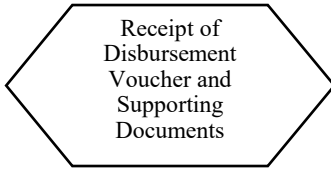
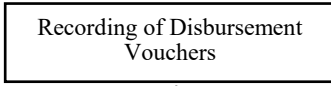

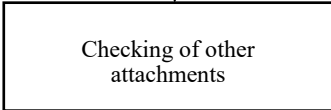
- 1.2.2.1. Set the template for college program of fees during enrollment (refer to the chart of accounts for Special Budget (SB) and Trust Funds (TF)).
- 1.2.2.2. Review assessment made by colleges during the enrollment to determine mistakes in assessment and coordinate with offices concern relative to the automation of enrollment system.
- 1.2.2.3. Assess for adding, dropping, changing.
- 1.2.2.4. Assess of fees other than enrollment fees such as graduation, bid bonds, cash advance return/refund remittances, etc.
- 1.2.2.5. Advise students on the payment of balances duly coordinated thru the deans of colleges.
- 1.2.2.6. Prepare Voucher/Payroll for 1).refund for total dropping of the entire enrollment; and 2.) refund of breakage deposit.
- 1.2.2.7. Prepare of statement of accounts and /or issue certificate of payments as requested.
- 1.2.2.8. Submit reports that may be required by higher authorities.

1.3. DUTIES OF THE ACCOUNTING OFFICE DIRECTOR

- 1.3.1. Pre payment audit transactions;
- 1.3.2. Certifies as to availability of funds;
- 1.3.3. Certifies the Disbursement voucher;
- 1.3.4. Reviewing and approving Journal Entries;
- 1.3.5. Prepares monthly Bank Reconciliation Statement –MDS account;

- 1.3.6. Analyze system generated reports (Trial Balance s, Financial Statements, SL Balances & Schedules);
- 1.3.7. Prepares Monthly Remittance of Value Added Taxes Withheld;
- 1.3.8. Prepares Monthly Remittance of Expanded Income Taxes Withheld (1601E);
- 1.3.9. Prepares monthly Tax Remittance Advice (TRA);
- 1.3.10. Prepares quarterly summary schedule of Cash Advance;
- 1.3.11. Prepares other financial reports required by COA, DBM, etc.

1.4. WORKFLOWCHART ON TRANSACTIONS AND SERVICES

Responsible	Process Flow	Procedure
1. Receiving/ releasing clerk	 <pre> graph TD A{{Receipt of Disbursement Voucher and Supporting Documents}} --> B[Recording of Disbursement Vouchers] B --> C[Checking of OS contents and] C --> D[Checking of other attachments] </pre>	Receiving/releasing clerk receives Disbursement Voucher (DV) and its supporting documents (SDs).
2. Receiving/ releasing clerk		Receiving clerk records the DV in the incoming portion of log-book, records the current claim in the Index Cards and attaches card to the DV.
3. Accountant/ Processor		Accountant/processor checks the Obligation Slip (OS) if properly accomplished and if SDs is complete.
4. Accountant/ Processor		<p>Accountant/processor checks Acceptance Report (AR) against Purchase Order (PO), OS and Purchase Request (PR)</p> <p>Accountant/Processor checks the following:</p> <ul style="list-style-type: none"> • Index card: For verification of previous payments made on the same claim. • PR: For funding information and verification of signature of authorized official who received the supplies/equipment • Summary of Canvass/ Abstract of Bids: For ascertaining that the prices in the PO are as per award to the winning bidder/supplier

Responsible	Process Flow	Procedure
4. Accountant/ Processor	<div style="border: 1px solid black; padding: 5px; text-align: center;">Checking of other attachments</div> <div style="text-align: center;">↓</div>	<ul style="list-style-type: none"> PO, Inspection Report and Acceptance Certificate (AC), Invoice, Delivery Receipt (DR), and DV: For a) matching of items purchased against those requisitioned; b) correctness and proper acknowledgement by authorized officials of items delivered; c) verification whether items delivered and accepted were in accordance with PO as to quantity and specification; and d) verification of correctness of amount to be paid, applicable taxes to be withheld, terms of payment, liquidated damages/penalties are likewise determined
5. Accountant/ Processor	<div style="border: 1px solid black; padding: 5px; text-align: center;">Journalizing Accounting Entries</div> <div style="text-align: center;">↓</div>	<p>Accountant/processor journalizes and prepares accounting entries, then initials Box D of the DV and indicates the PPA and OS in the JEV.</p>
6. Director	<div style="border: 1px solid black; padding: 5px; text-align: center;">Review of accounting entries and completeness of SDs. Checking of cash availability</div> <div style="text-align: center;">↓</div>	<p>The Head of Office reviews the computation and the correctness of the accounting entries, checks the availability of cash, then, signs Box A of DV.</p>
7. Releasing Clerk	<div style="border: 1px solid black; padding: 5px; text-align: center;">Final Recording of DV and Releasing</div>	<p>The releasing clerk records the processed DV in the releasing portion of logbook, and then releases the DV with the SDs.</p>

1.5. POLICIES AND PROCEDURES

615.1. Basic Requirements for Disbursement

- Existence of a lawful and sufficient allotment.
- Existence of a valid obligation.
- Legality of transaction and in conformity with laws, rules and regulations.
- Approval of the expense by duly authorized representative.

1.5.2. Certification and Pre-Audit of Disbursement

- Certifies and approves vouchers and payrolls as to validity, propriety and legality of the claim.
- Necessary documents supporting the Disbursement Vouchers (DV) were complete and proper.

1.6. MANDATORY MINIMUM SUPPORTING DOCUMENTS FOR COMMON TRANSACTIONS

1.6.1. Travel Expenses

- Letter of invitation or its equivalent
- Approved travel order/ itinerary of travel
- Certificate of appearance/ participation/ certificate of travel completion
- Receipts/ tickets

1.6.2. Purchases

- Requisition/RIV/Purchase Request
- Purchase Order/letter order/contract
- Original Invoice
- Certificate of Acceptance
- Inspection Report/ Waiver of Inspection
- Result of test/analysis by proper government agency if articles are subject to test

1.6.3. Emergency Purchase:

- Canvass papers
- At least three (3) price quotations from bonafide dealers
- Certificate of emergency purchase

1.6.4. Purchase Thru Exclusive Distributors:

- Certificate of exclusive distributorship
- Certificate that there are no sub-dealers selling at lower prices

and that no suitable substitute are available

1.6.5. Public Bidding:

- Abstract of bids supported by winning bidders offer and
- Bid tenders of other participants
- Letter of award/ acceptance
- Performance bond of winning bidder

1.6.6. Negotiated Contracts- Infra:

- Authority to enter into negotiated contract
- Contract document, performance bond and contractor's accreditation
- Plans and specifications
- Program of work and detailed cost estimates
- Notice to commence work
- Certificate of acceptance and inspection report

1.6.7. Contract Thru Public Bidding- Infra

- Advertisement/ call for bid
- Contract document, performance bond and contractor's accreditation
- Plans and specifications
- Program of work and detailed cost estimates
- Abstract of bids with winning bidder's offer and tenders of other participants
- Letter of award/ acceptance of bid proposal
- Notice to commence work
- Certificate of completion
- Certificate of acceptance and inspection report

1.6.8. Claims For Repairs

- Repairs thru negotiated contracts & public bidding (refer to above except for plans and specifications)
- Job order/ contract
- Waste material report
- Certification that damage is due to fair wear & tear & not due to negligence
- Guaranty of the repairman
- Pre/Post-repair inspection by IAS if amount is below Php 5,000.00 or by COA if amount exceeds Php 5,000.00

1.6.9. Granting, Utilization and Liquidation of Cash Advances

1.6.9.1 General Guidelines

- 1.6.9.1.1. No cash advance shall be given unless for a legally specific purpose.
- 1.6.9.1.2. No additional cash advances shall be allowed to any official or employee unless the previous cash advance given to him/her is first settled or a proper accounting thereof is made.
- 1.6.9.1.3. A cash advance shall be reported on as soon as the purpose for which it was given has been served.
- 1.6.9.1.4. Only permanently appointed officials shall be designated as disbursing officers. Elected officials may be granted a cash advance only for their travelling expenses.
- 1.6.9.1.5. Only duly appointed or designated disbursing officers may perform disbursing functions. Officers and employees who are given cash advances for official travel need not be designated as disbursing officers.
- 1.6.9.1.6. Transfer of cash advance from one Accountable Officer (AO) to another shall not be allowed.
- 1.6.9.1.7. The cash advance shall be used solely for the specific purpose for which it was granted. Under no circumstances shall it be used for encashment of checks or for liquidation of a previous cash advance.

1.6.10. Liquidation of Cash Advances

The AO shall liquidate his cash advances as follows:

- 1.6.10.1. Salaries, Wages, and others: Within five (5) days after payment period.
- 1.6.10.2. Petty Operating Expenses: Within twenty (20) days after the end of the year; subject to replenishment as frequently as necessary during the year.

- 1.6.10.3. Official Travel: Within sixty (60) days after return to the Philippines in case of foreign travel or within thirty (30) days after return to his permanent official station in case of local travel.
- 1.6.10.4. When cash advance is no longer needed or has not been used for a period of two (2) months, it must be returned to or refunded immediately to the collecting officer.
- 1.6.10.5. All cash advances shall be fully liquidated at the end of each year. Except for petty cash fund, the AO shall refund any unexpended balance to the cashier/ collecting officer who will issue the necessary official receipt.
- 1.6.10.6. At the start of the ensuing year, a new cash advance may be granted, provided that a list of expenses against the previous cash advance is submitted. However, when no liquidation of the previous cash advance is received on or before January 20, the Accountant shall cause the withholding of the AO's salary.

Failure of the Accountable Officer to liquidate his cash advance within the prescribed period shall constitute a valid cause for the withholding of his salary and the institution of other sanctions.

1.7. ASSESSMENT OF FEES FOR UNDERGRADUATE FRESHMEN

For freshmen in the undergraduate program student's rate per unit depends upon the approved amount during the year of entry to TSU. Onetime payment for the breakage deposit upon entry to TSU is being charged which is refundable upon graduation or when the student decides to transfer or drop all the subjects enrolled.

At least 70% of the assessed fees shall be paid on enrollment assessment. If installment payment is availed, service fee shall be charged on the 1st payment. The student shall pay on or before the due date of payment. The balance otherwise a corresponding penalty shall be charged thereof.

Adding, dropping and changing is discouraged unless there is an approval by proper authorities.

Chargeable optional fees depend on the need of the course enrolled. Presented in the next chart is the breakdown of fees as of 2011.

Particulars	Full Pay	1st Pay	2nd Pay
SPECIAL BU Rev. Fee	40.00	40.00	-
Late Enrolment/ Paym	150.00	150.00	-
Lec-Day	200.00	100.00	100.00
Lab-Day	300.00	150.00	150.00
Lec. (ESSC)	260.00	130.00	130.00
Lab (ESSC)	390.00	195.00	195.00
Reg. Fee	120.00	60.00	60.00
Med & Den	120.00	60.00	60.00
Library	120.00	60.00	60.00
TRUST FUND Guidance	120.00	120.00	-
SPECIAL BU Physical	900.00	450.00	450.00
Maintenance	100.00	50.00	50.00
Equip	160.00	80.00	80.00
TRUST FUND SCUAA	120.00	120.00	-
The Work	50.00	50.00	-
Coll. Pub.	40.00	40.00	-
SSC	50.00	50.00	-
Sub-SSC	85.00	85.00	-
SPECIAL BU Insurance	20.00	20.00	-
TRUST FUND Athletics	120.00	120.00	-
Socio-Cultural	120.00	120.00	-
ICT Dev't. Fee	100.00	100.00	-
BUSINESS C Coll. Uniform	560.00	560.00	-
PE Uniform	454.00	454.00	-
RFID	155.00	155.00	-
ID Holder & Case Set	75.00	75.00	-
Student Handbook	100.00	100.00	-
TRUST FUND Breakage Dep	900.00	900.00	-
SPECIAL BU Entrance	120.00	120.00	-
----- nothing follows -----			
Total :	6,049.00	4,714.00	1,335.00

1.8. ASSESSMENT OF FEES FOR FOREIGN STUDENTS

1.8.1. Tuition Fees

	<u>LEC / UNIT</u>	<u>LAB / UNIT</u>
Baccalaureate Programs	US \$ 30	US \$ 45
Post Baccalaureate Programs	US \$ 35	US \$ 50
Doctoral Program	US \$ 40	US \$ 60

1.8.2. One Time Collection US \$ 200

1.8.3. Application	US \$ 25	
1.8.4. Miscellaneous Fees	US\$50	
GRAND TOTAL	<u>US \$ 415</u>	<u>US \$ 205</u>

1.9. REFUND PROCEDURES AND POLICIES

1.9.1. Cash refund is applicable when total dropping of the subjects enrolled

1.9.2. Requirement in the preparation of voucher refund:

- Submit original copy of Official receipt
- Certificate of Registration
- Dropping form and O.R. payment of revision fee
- Contact number

1.9.3. Eighty percent (80%) refund of tuition and other fees, except registration fee, ID and uniforms (if already claimed) shall be refunded if applied for within the first week of classes.

1.9.4. Fifty percent (50%) refund of tuition and other fees, except registration fee, ID and uniforms (if already claimed) shall be refunded if applied for second week of classes, but shall not exceed one month.

1.9.5. Credit refund is applied when overpayment or when subject was dissolved

Requirements:

- Submit document stating that the subject was dissolved duly signed
- Certificate of registration where the subject was indicated
- Official receipt (proof of payment)

1.9.6. Refund of Breakage Deposit

1.9.6.1. Requirements:

- Submit Official receipt where the breakage fee is reflected.
- Honorable dismissal (proof of exit).
- If graduated (with lesser graduation fee than the breakage deposit), photocopy of graduation program is required.

- If applying for graduation fees, automatic deduction must be applied thereon.

1.9.6.2. One hundred percent (100%) refund on breakage deposit, if no liability has been found shall be applied.

1.9.7. Refund of Fees to Scholars with Checks Payable to the University

Requirements:

- Certificate of scholarship from OSA or from the scholarship provider
- Official receipts from the student

1.9.8. Procedures and Policies in the Billing of Fees:

- Statement of Account and Notice of Billing to various scholarship providers/agencies shall be prepared
- Certification of fees paid during the period requested by students with personal scholarship providers shall be issued.
- List of account balances of students shall be furnished to the deans of colleges for monitoring and coordination with the settlement thereof.
- Billing/List of students with account balances protected by guarantors shall be regularly monitored.

TSU- ADMINISTRATIVE
SERVICES OFFICE

Operations Manual

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INTRODUCTION

The Administrative Services Office contributes to the efficient and effective direct support to the University.

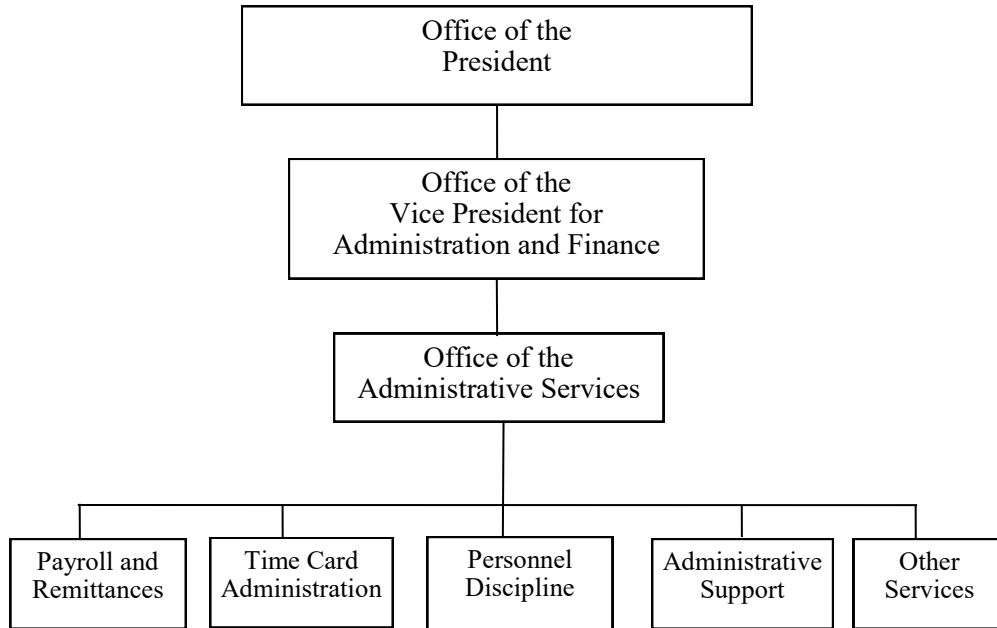
The Office takes care of the payrolls and remittances, time card administration, personnel discipline and other administrative support. The Office also develops and implements administrative policies and guidelines in accordance with CSC rules on discipline.

The Office works closely and collaboratively with related offices in the implementation and evaluation of major final outputs. It enhances services by continuously updating software requirements.

The ASO team is committed, proactive, competent and people-oriented members of the Tarlac State University. The team is able to provide a kind of service that is efficient by doing the right things at a minimum time, effective by doing things that are apt & sufficient, and spirited & lighthearted by giving excellent effort in serving with cheerful hearts.

ADMINISTRATIVE SERVICES OFFICE

1.1 ORGANIZATIONAL STRUCTURE



1.2 FUNCTIONS AND SERVICES OF THE ADMINISTRATIVE SERVICES OFFICE

The Administrative Services are composed of five sections namely: Payroll and Remittances, Time Card Administration; Personnel Discipline; Administrative Support and Other Services section.

1.2.1. Payroll and Remittances Section

Functions:

- 1.2.1.1. Certify payrolls of academic and non-academic personnel salary– Personnel Economic Relief Allowance (PERA), Representation and Travelling Allowance (RATA), Clothing, Subsistence, and Laundry Allowances, Proportional Vacation Pay, Mid-Year Bonus and Year-end Bonus & Cash Gift, Salary Differential, Productivity Enhancement Incentive Benefit (PEI), Monetization of leave credits, PBB, Loyalty Pay, Service Award Payroll for Foundation, RICE Sub-

sidy, Handling Fee Payroll, Night Shift Differential of Security Guards.

- 1.2.1.2. Certify vouchers for payment of remittances on Government Service Insurance System (GSIS), Bureau of Internal Revenue (BIR), Tarlac State University Faculty and Personnel Union (TSUFPU), Tarlac State University Non-Academic Staff Association (TSUNASA), Tarlac State University Multi-Purpose Cooperative (TSUMPC), Eduardo Cojuangco Foundation (ECF), Philippine Long Distance Telephone Company (PLDT), Investment and Student Scholarship Fund (ISSF), Philippine Public School Teacher Association (PPSTA), Philam Insurance, Fortune Care, Maxicare, IMS, HDMF Premiums, PHIC, reimbursement of faculty scholars, disallowances and losses, traveling allowances, and cash advances., refunds and loans.
- 1.2.1.3. Collect daily time record of student assistants, compute number of hours served, and prepares their payroll.
- 1.2.1.4. Prepare the following payroll: (a) Salary, (b) PERA, (c) RATA, (d) Subsistence and Laundry Allowance, (e) Clothing Allowance, (f) Proportional Vacation Pay, (g) Mid-Year 7 Year-end Bonus and Cash Gift, (i) Productivity Incentive Benefit, and (j) Night shift differentials of security guards, PEI, PBB, Salary Differential
- 1.2.1.5. Prepare payroll for Job Orders such as clerks, programmers, dental and medical workers, utility workers and security guards.
- 1.2.1.6. Prepare payrolls for Lecturers/Part-timers of all Colleges after submission of the approved Special Order. Daily Time Records must be submitted one day after 10th and 25th day of the month.
- 1.2.1.7. Prepare honorarium payroll of regular faculty of all Colleges upon submission of the approved Special Order and Daily Time Record every end of the semester/summer.

- 1.2.1.8. Prepare the following remittances:
- 1.2.1.8.1. Premium
- 1.2.1.8.1.1. Government Service Insurance System:
- Retirement and Life Insurance
 - Employees Compensation Insurance Premium
 - Unlimited Optional Life Insurance
- 1.2.1.8.1.2. PhilHealth Insurance
- 1.2.1.8.1.3. Bureau of Internal Revenue on Withholding Tax
- 1.2.1.8.1.4. Home Development Mutual Fund Contributions
- 1.2.1.8.2. Loans
- 1.2.1.8.2.1. Government Service Insurance System Loans (consolidated loan, regular policy, optional policy, emergency, educational loan, cash advanced, real estate loan).
- 1.2.1.8.2.2. Home Development Mutual Fund (Multi-Purpose and calamity)
- 1.2.1.8.2.3. TSU-Investment and Student Scholarship Fund
- 1.2.1.8.2.4. TSU Multi-Purpose Cooperative
- 1.2.1.8.2.5. Eduardo Cojuangco Foundation
- 1.2.1.8.2.6. TSU NASA
- 1.2.1.8.3. Membership Contributions
- 1.2.1.8.3.1. Philippine Public School Teachers Association—MAS/MRBS
- 1.2.1.8.3.2. TSU Faculty Union
- 1.2.1.8.3.3. TSU Non-Academic Staff Association
- 1.2.1.8.3.4. TSU Multi-Purpose Loan Cooperative
- 1.2.1.8.3.5. TSU-ISSF
- 1.2.1.8.4. Personal Health Insurance
- 1.2.1.6.4.1. Philam Care
- 1.2.1.6.4.2. Fortune Care
- 1.2.1.6.4.3. Maxicare & IMS

- 1.2.1.9. Other Payroll/Vouchers Prepared
 - 1.2.1.9.1. Terminal Pay and Gratuity Pay
 - 1.2.1.9.2. Salary Differentials
 - 1.2.1.9.3. Maternity Leave Pay
 - 1.2.1.9.4. Faculty Scholars (tuition fees, book and monthly allowance/stipend)
 - 1.2.1.9.5. WAP (Hospitalization Benefit)
- 1.2.1.10. Compute withholding tax to be deducted from the salary, honorarium/overtime and other benefits of the regular faculty and personnel of the university.
- 1.2.1.11. Prepare Annual Income Tax Report and Individual Income Tax Return of all the regular faculty and personnel of the university for submission to BIR.
- 1.2.1.12. Print Pay slip of regular faculty and personnel and job orders.

1.2.3. Time Card Administration Section

Functions:

- 1.2.3.1. Supervise the collection of daily time record of non-teaching staff and certificate of service of faculty, consolidate the same and prepare report as to number of days on leave, number of days served and/or number of hours undetermined.
- 1.2.3.2. Prepare daily and monthly report of the result of monitoring.
- 1.2.3.3. Deliver notice from the Administrative Office to the concerned immediate supervisors on report of absences.

1.2.4. Personnel Discipline Section

Functions:

- 1.2.4.1. Supervise the monitoring of attendance and punctuality of faculty members and non-teaching personnel (regular, job orders, part-timers and lecturers).
- 1.2.4.2. Participate in the conduct of administrative investigations and promotion of efficiency and welfare of personnel.

- 1.2.4.3. Promote and pursue discipline in accordance with CSC rules on discipline. In line with this, the unit aims to initiate administrative investigation to erring employees and to penalize somebody if found guilty beyond doubt and following the due process on certain light or grave offenses.

1.2.5. Administrative Support Section

Functions:

- 1.2.5.1. Execute policies and functions of the administrative aspects of operation of the University.
- 1.2.5.2. Sits as member of the administrative council in formatting policies and development strategies designed to improve the efficiency and effectiveness of personnel.
- 1.2.5.3. Sit as member of the Bids and Awards Committee, Scholarship Committee, Personnel Selection Board, and PRAISE Committee.
- 1.2.5.4. Review and prepare reports, communication, memoranda, certification, contracts of services/job orders and student assistants for President's action..
- 1.2.5.5. Review academic loading of faculty assigned to teach on honorarium basis (as to number of students and rate).
- 1.2.5.6. Participate in reclassification of plantilla positions.
- 1.2.5.7. Conduct inspection and inventory of property for condemnation.

1.2.6. Other Services

Functions:

- 1.2.6.1. Supervise the preparation of summary report of assets, liabilities and networth of faculty and staff for submission to the Ombudsman.
- 1.2.6.2. Collect and prepare summary of filers of Statement of Assets, Liabilities, and Networth as well as Disclosure of Business Interests of faculty and staff for submission to the Ombudsman Office.
- 1.2.6.3. Bills Payment
 - Philippine Long Distance Telephone Company
 - Smart Communications
 - Tarlac Electric Incorporated
 - Prime Water
 - Bayantel
 - Converge
- 1.2.6.4. Statement of Income and Deductions (as requested).
- 1.2.6.5. Assists in the celebration of Foundation for the retirees, distributes invitations/GC and other functions as required.
- 1.2.6.6. Supervise and monitor the dispatching of university vehicles and the preparation of trip tickets.
- 1.2.6.7. Receive and deliver MOA, MOU, and Contract for review/notary by the Legal Consultant.
- 1.2.6.8. Convey Legal Opinion/Comment/Recommendation by the Legal Consultant to various MOA, MOU and Contract to concerned offices/personnel.
- 1.2.6.9. Prepare documents for Renewal of Appointment of the Legal Consultant to TSU and OSG.
- 1.2.6.10. Prepare Job Order and SAI & PR for repair and defective parts of TSU vehicle.
- 1.2.6.11. Monitor easy trip account and prepare Job Order for reloading of easy trip

- 1.2.6.12. Preparation of Certificate of No Vehicle Available
- 1.2.6.13. Preparation of new and retention application of postpaid accounts
- 1.2.6.14. Prepare, process and transact the following concerns in Smart Communications and other TelCos:
 - a. Change of ownership
 - b. Collecting of excess payments
 - c. SIM replacement and change of MIN
 - d. Barring of incoming and outgoing SMS and call
 - e. Lifting of redirected MINs
 - f. Sending thru email copy of Tax Certificate to Bayantel
 - g. Letter of Termination of Contract for concerned TelCos

1.3. DUTIES OF THE ADMINISTRATIVE SERVICE OFFICE DIRECTOR

- 1.3.1. Contributes to the efficient and effective direct support service to the University through the supervision on the preparation of pay rolls and remittances, time card and administration, personnel discipline and other relative administrative support services.
- 1.3.2. Reviews/prepares reports, communication, memoranda, certification, contracts of services/ job orders and student assistants for President's approval.
- 1.3.3. Reviews academic loading of faculty assigned to teach on honorarium basis (as to number of students and rate).
- 1.3.4. Reviews and certifies Special Orders of Lecturers/ Part-timers.
- 1.3.5. Promotes and pursue discipline in accordance with CSC rules and regulations. In line with this, to initiate administrative investigation to erring employees and administer sanction if found guilty beyond reasonable doubt following the due process on certain light or grave offenses.
- 1.3.6. Participates in the policy formulation of the Administrative Council and the Management Council.
- 1.3.7. Administers sworn and subscribe documents of the University for academic and non-academic personnel, service contractors and students, like assets and liabilities and waiver for on the job training of students.

- 1.3.8. Certifies monthly income and deductions of regular faculty and personnel as well as the job orders for loan purposes.
- 1.3.9. Supervises and monitors documents printed in the printing press.
- 1.3.10. Supervises and monitors the dispatching of university vehicles and preparation of trip tickets.
- 1.3.11. Conducts inspection and inventory of property for condemnation.
- 1.3.12. Sits as member of the different Committees namely: Administrative Council, Scholarship, PRAISE, Merit Selection and Promotion Plan, Personnel Selection Board, Performance Management Team, Bids and Awards Committee.

5.4. WORKFLOW CHART ON TRANSACTIONS AND SERVICES

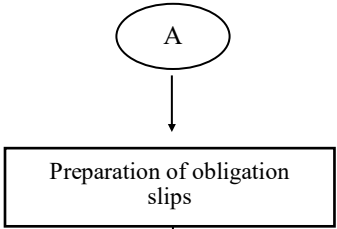
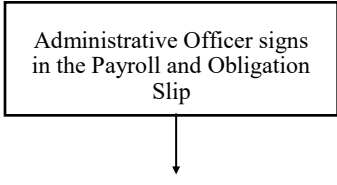
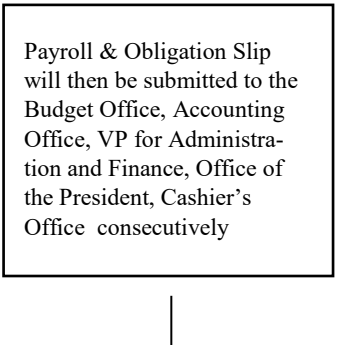
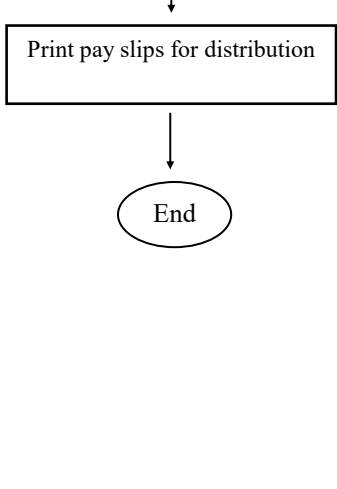
The workflow chart of the Administrative Services Office is classified into:

1.4. WORKFLOW CHART ON TRANSACTIONS AND SERVICES

The workflow chart of the Administrative Services Office is classified into:

A. General Payroll

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Collect DTR/COS</div> <div style="text-align: center;">↓</div>	DTRs and COS shall be collected
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Generate report of services of employees</div> <div style="text-align: center;">↓</div>	Report of services of employees shall be generated
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Submit list of leaves/ absences /under time to HR</div> <div style="text-align: center;">↓</div>	Absences, Leaves, and under time shall be noted to the report of services
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Accept list of deductions in the payroll section</div> <div style="text-align: center;">↓</div>	Report of services shall be passed to HR for confirmation, posting (if necessary) of the absences, leaves and under time and the generation of the list of deduction for absences and leave without pay.
	<div style="border: 1px solid black; padding: 5px; text-align: center;">Input deductions</div> <div style="text-align: center;">↓</div>	Once confirmed, report of deduction shall be generated and submitted to the payroll department
	<div style="border: 1px solid black; padding: 5px; text-align: center;">Processing & Printing of Payroll</div> <div style="text-align: center;">↓</div>	Payroll department shall accept the report and input the deductions
	<div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 40px; margin: 0 auto;">A</div>	Payroll shall then be processed and printed

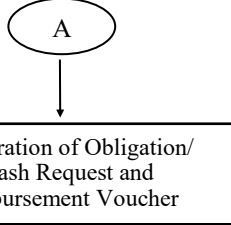
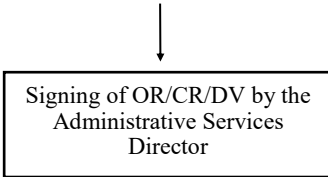
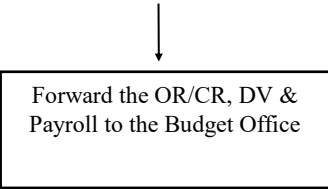
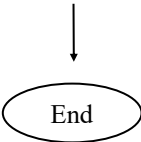
Responsible	Process Flow	Procedure
5. Receiving/releasing clerk		Obligation slip shall also be prepared
6. Receiving/releasing clerk		Payroll and Obligation Slip shall be submitted to the Director of the Administrative Office for signature
7. Accountant/Processor		Signed Payroll and OS shall be passed to the concerned offices for their action; and
8. Accountant/Processor		In-charge of payroll shall print pay slips for distribution to concerned employees

B. Student Assistant (SA) Payroll

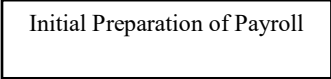

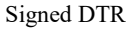
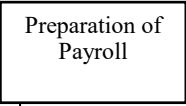
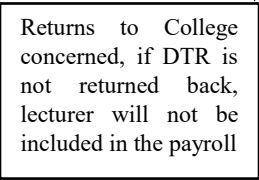
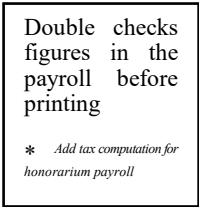
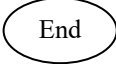

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Collect DTR</div> <div style="text-align: center;">↓</div>	Daily Time Record (DTR) of Student Assistants shall be collected by person in-charge
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Compute number of hours worked</div> <div style="text-align: center;">↓</div>	The number of hours served by the students shall be computed
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare payroll of SA</div> <div style="text-align: center;">↓</div>	Payroll shall be prepared by person-in-charge
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Print payroll of SA</div> <div style="text-align: center;">↓</div>	Payroll shall be printed
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Routing of printed payroll for signature and approval</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center; width: 50px; margin: 0 auto;">End</div>	Printed payroll will be submitted to the Dean of Student Affairs Office, Budget Office, Accounting Office, VP for Administration and Finance and Cashier's office respectively.

C. Payroll Preparation for Job Orders

Responsible	Process Flow	Procedure
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p> <p>6.</p>	<pre> graph TD A1[Initial Preparation of Payroll] --> B{Received DTR} B --> C[Preparation of Payroll] B --> D[Return to concerned job order, if DTR is not returned back, job order will not be included in the payroll] C --> E[Double checking of figures in the payroll before the process] D --> F((End)) E --> G[Double of Obligation/ Cash Request and Disbursement Voucher] G --> H((A)) </pre>	<p>Encoding of Deductions, Checking of Contract of Service and Checking of any increase in wages</p>

Responsible	Process Flow	Procedure
7.		Attachments: Duly Signed DTR Contract of Service
8.		
9.		
		

D. Payroll Preparation for Lecturer/Part Timer/Honorarium

Responsible	Process Flow	Procedure
1.		Checking of Daily Time Record Checking of Attached Special Order
2.		
3.		
4.		
5.		
6.	 <p><i>* Add tax computation for honorarium payroll</i></p> 	
		

Responsible	Process Flow	Procedure
<p>7.</p> <p>8.</p> <p>9.</p>	<pre> graph TD A((A)) --> B[Preparation of Obligation Request and Disbursement Voucher/ Payroll] B --> C[Signing of OR, DV & Payroll by the Admin. Services Director] C --> D[Forward the OR, DV & Payroll to concerned Dean to certify the render of the service] D --> E((End)) </pre>	<p>Attachments: Duly Signed DTR Special Order</p>

E. Remittance

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare reconciliation sheet</div> <div style="text-align: center;">↓</div>	Person-in-charge shall prepare Reconciliation Sheet
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare collection list for Monthly remittance</div> <div style="text-align: center;">↓</div>	List of collection for monthly remittance shall be prepared (schedule of monthly remittance). This shall become the attachment to the voucher and Obligation Slip
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Encode collections to the prescribed forms (Schedule of Monthly remittance)</div> <div style="text-align: center;">↓</div>	Encoding of collections (list) to the prescribed agency forms.
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Print schedule of monthly remittance</div>	Schedule of monthly remittance shall be printed
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare of Obligation Slip (OS)</div> <div style="text-align: center;">↓</div>	Voucher and Obligations Slip shall be prepared
6.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Director of Administrative Office signs the documents</div> <div style="text-align: center;">↓</div> <div style="text-align: center;">○ A ○</div>	Director of Administrative Office shall sign the schedule of monthly remittance, voucher and OS

Responsible	Process Flow	Procedure
<p>7.</p> <p>8.</p>	<pre> graph TD A((A)) --> B[Routing of printed remittance schedule for signature and approval] B --> C[Printing of Pay Slips for distribution] C --> D((End)) </pre>	<p>Remittance schedule will be submitted to the, Budget Office (for government share only), Accounting Office, VP for Administration and Finance and Cashier's Office respectively.</p> <p>Person –in-charge of Job Order payroll shall print slips for distribution</p>

1.5. INSTITUTIONAL POLICIES

- 1.5.1. All administrative/non-academic staff shall render ten (10) hours a day for four-day-a-week work and eight (8) hours a day for five-day-a-week work, as the case may be.

If they render overtime service, they shall be entitled to such overtime pay or meal and transportation allowances as may be authorized.

- 1.5.2. All faculties shall record their attendance and accomplished the certificate of service (COS) and shall be paid such as salaries fixed by the Board of Regents and/or by DBM National Budget Circulars.

- 1.5.3. All administrative officers and staff in the non-teaching shall accomplish the daily time record (Form 48) to record their attendance and shall be paid such salaries or wages fixed by the Board of Regents.

When the interest of the TSU service so requires, the head of any office may request the proper authorities to extend the daily hour labor for any and all of the employees under him, and may likewise require any or all of them to do overtime work not only on work days but also on holidays; provided, that working hours in excess of forty (40) hours a week is be properly compensated.

- 1.5.4. The Declaration of Statement of Assets, Liabilities and Networth, Disclosure of Business Interests of faculty and staff shall be accomplished every year for submission on or before April 30, to contain information as of December 31 of the previous year. It is also accomplished by a government service within 30days from separation, statements of which must cover from January 1 up to the employee's last day in service, and by a new government employee within 30 days after assumption into office, to include information as of his/her first day of government service.

TSU– BUDGET MANAGEMENT
OFFICE

Operations Manual

TARLAC STATE UNIVERSITY

VISION

Tarlac State University is envisioned to be a premier university in the Asia-Pacific region.

MISSION

Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

Towards this end, TSU shall:

- Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.
- Premier as a research institution by enhancing research undertakings in the fields of technology and sciences, and strengthening collaboration with local and international institutions.
- Be a champion in community development by strengthening partnership with public and private organizations and individuals.

DEVELOPMENTAL GOALS

- To uphold academic excellence and establish its position as a premier university in the Region;
- To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;
- To enhance and strengthen partnership with LGUs, private organizations and individuals in community development and people empowerment; and
- To enhance income generating projects.

CORE VALUES

The six (6) core values institutionalized as a way of life of the university community are:

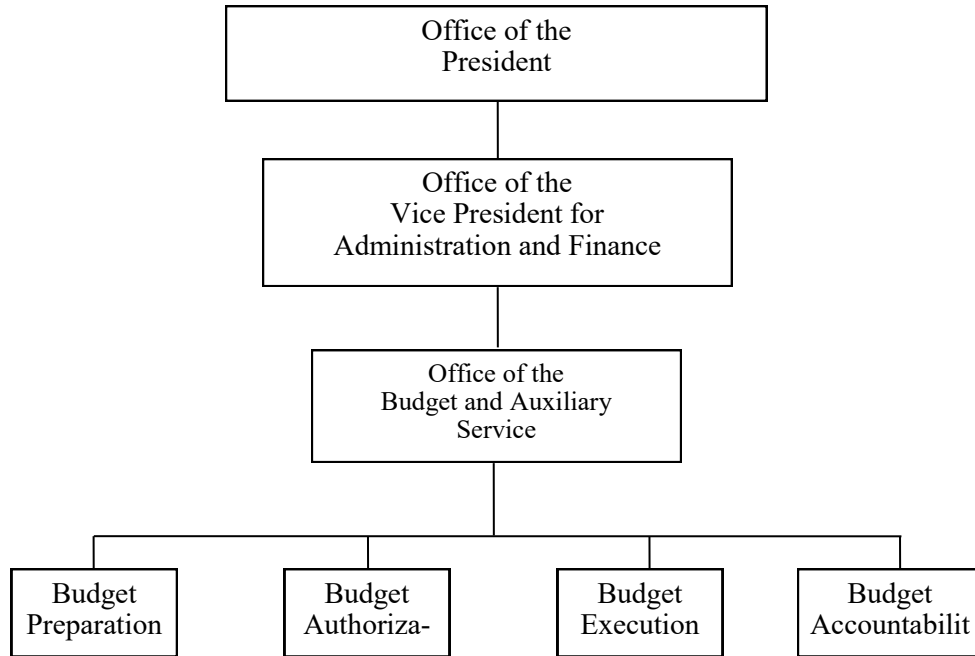
- E - Excellence and Enhanced Competition
- Q - Quality
- U - Unity
- I - Integrity and Involvement
- T - Trust in God, Transparency & True Commitment
- Y - Yearning for Global Competitiveness

INTRODUCTION

The Budget Management Office provide for a long term financial sustainability of the university in order to reverse gradual reduction in government support for the TSU. The office aims to review approved Agency Annual Budget Proposal of the University President; Spearhead conduct of series of meetings with the different school officials regarding expenditure priorities of the university; Classify expenses in accordance with the Chart of Accounts and Purposes; and Prepare monthly status of funds by Program/Project/Activity to be submitted to the Vice President for Administration for analysis and consolidation.

BUDGET MANAGEMENT OFFICE

1.1 ORGANIZATIONAL STRUCTURE



2.2. FUNCTIONS AND SERVICES OF THE BUDGET MANAGEMENT OFFICE

The Budget Management Office adheres to the government phases of budgeting known as budget preparation, budget authorization, budget execution, and budget accounting.

2.2.1. Budget Preparation

Functions:

- 2.2.1.1. Consolidation of needed data for budget preparation during the 1st quarter of the year.

- 2.2.1.2. Preparation of complete set of Budget Proposal using prescribed forms and following procedures per National Budget Memorandum issued by DBM, Senate, Congress, till the 2nd quarter of the year.
- 2.2.1.3. Preparation and completion of Budget Execution Document (BEDs) for the last quarter of the year.
- 2.2.1.4. Preparation and completion of Budget and Financial Accountability Reports (BFAR) every quarter of the year.
- 2.2.1.5. Consolidation and completion of Special Budget Proposal for BOR during the 1st and 2nd quarter of the year.
- 2.2.1.6. Preparation and completion of Normative Financing.

2.2.2. Budget Authorization

Functions:

2.2.2.1. During this phase of the budget, the President or its authorized representative conducts a series of meeting with the deans and directors to prioritize the expenditures of the University.

2.2.2.2. A month after the signing of the General Appropriation Act by the President, the Budget Office shall submit to DBM.

2.2.2.3. All work and financial plans regardless of funding source shall be consolidated by the Budget Office before approval of the President.

2.2.2.4. Conducts series of meeting with different offices with regard to their expenditures priorities.

2.2.2.5. Submits to DBM of the Work Plan, Financial Plan of Program/Activities project, Cash Program, List of Retirement and Terminal Leave Benefits and Annual Procurement Program of the University.

2.2.3. Budget Execution

Function:

2.2.3.1. Receiving and reviewing obligation requests, vouchers, payrolls, job orders, purchase requests and other requests for funding.

2.2.3.2. Recording of obligated requests, vouchers, payrolls for each fund as well as RAOPS, RAOMOOE, RAOSB, TF, TSU Production.

2.2.3.3. Reviewing and certifying of obligation request, cash requests, payrolls, vouchers and other requests for funding.

2.2.3.4. Obligating and posting of obligation requests, payrolls, vouchers and other requests for funding.

2.2.3.5. Approving of obligation request, payrolls, vouchers, and other requests for allotment.

2.2.3.6. Releasing /routing vouchers, payrolls, and other requests for funding.

2.2.6.7. Posting amount per obligated vouchers, payrolls per program/function by object or expenditures.

2.2.4. BUDGET MONITORING

Function:

2.2.4.1. Providing accurate and correct figure regarding allocated budget to various office of the University and other agency of the government as well.

2.2.4.2. Evaluating of fund allocation and utilization if in accordance with approved budget based on budget to various offices of the Agency.

2.2.4.3. Providing financial analyses to various projects and activities of the College to support the management in its decision-making function.

2.2.4.4 Providing financial analyses and reports to various agencies of the government.

2.2.5. SUPPORT FUNCTIONS

2.2.5.1. Serves as a liaison officer to different agencies as compliance for the submission of various requirements.

2.2.5.2. Attend all budget hearings, dialogues, meetings, consultations of the agency and other reviewing officials.

2.2.5.3. Preparation of individual reports regarding the use of budgetary balances of each offices of the agency.

2.2.5.4. Preparation of analyses to all projects under the CBP and other activities of the institution.

2.3 DUTIES AND RESPONSIBILITIES OF BUDGET MANAGEMENT OFFICE DIRECTOR

2.3.1. Consolidates needed data for budget preparation during the 1st quarter of the year.

2.3.2. Prepares complete set of Budget Proposal using prescribed forms and following procedures per National Budget Memorandum issued by DBM, NEDA, Senate, Congress, till the 2nd quarter of the year.

2.3.3. Prepares and completes Budget Execution Document (BEDs) for the last quarter of the year.

2.3.4. Prepares and completes of Budget and Financial Accountability Reports (BFAR) every quarter of the year.

2.3.5. Consolidates and completes Special Budget Proposal for BOR during the 1st and 2nd quarter of the year.

2.3.6. Reviewing and certifying cash requests, payrolls, vouchers and other requests for funding.

2.3.7. Approving of obligation request, payrolls, vouchers, and other requests for allotment.

2.3.8. Providing accurate and correct figure regarding allocated budget to various office of the University and other agency of the government as well.

2.3.9. Serves as a liaison officer to different agencies as compliance for the submission of various requirements.

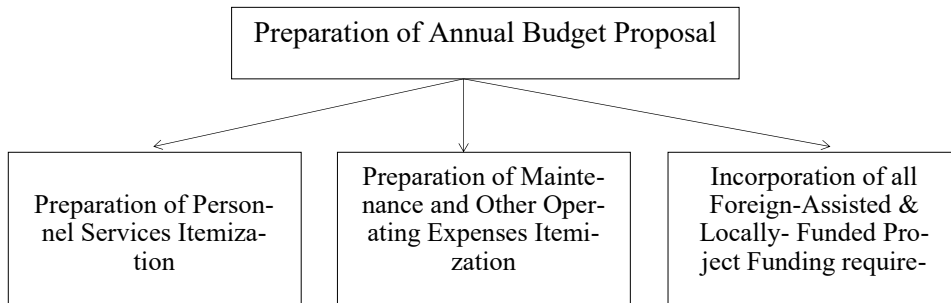
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2.3.11. Preparation of individual reports regarding the use of budgetary balances of each offices of the agency.

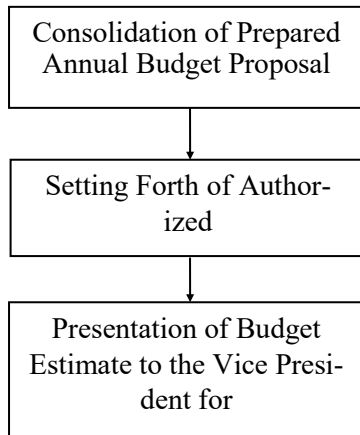
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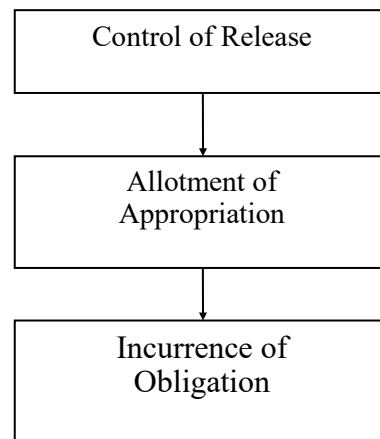
2.4. WORKFLOW CHART ON TRANSACTIONS AND SERVICES



B. BUDGET AUTHORIZATION



C. BUDGET EXECUTION



TSU– CASHIERING OFFICE

Operations Manual

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- To uphold academic excellence and establish its position as a premier university in the Region;
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- E - xcellence and Enhanced Competition
- Q - uality
- U - nity
- I - ntegrity and Involvement
- T - rust in God, Transparency & True Commitment
- Y - earning for Global Competitiveness

INTRODUCTION

Monetary responsibility is ensuring that ***“all resources of the government shall be managed, expended or utilized in accordance with law and regulation, and safeguarded against loss and wastage through illegal and improper disposition.”*** This responsibility rests directly with the President of Tarlac State University (TSU) with the Office of the Cashiering as one of its component.

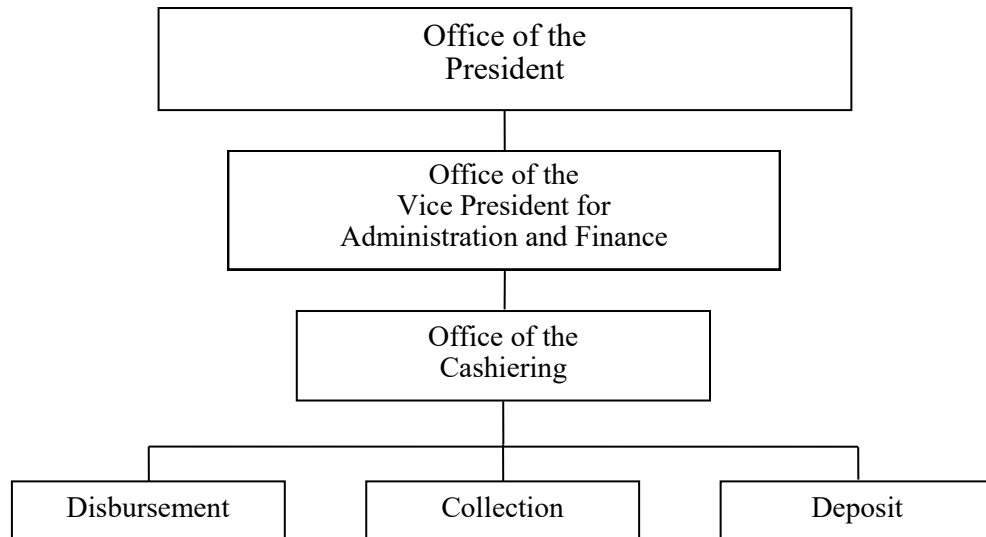
The manual in cashiering provides not only, the accountable officers, but also other offices of TSU as a ready reference for updating them on the different laws, rules and regulations pertaining to collections and deposits; and disbursements and the control mechanism over them.

Knowledge and awareness of these regulations are positive steps in helping ensure the efficient and judicious collections, deposits and disbursements of cash resources of TSU.

The goal of the Cashiering Office (CO) is to ensure that all cash resources of the Tarlac State University shall be expended or utilized in accordance with the law and regulation. They are safeguarded against loss or wastage through illegal or improper disposition to ensure efficiency and effectiveness in the operations of the University.

CASHIERING OFFICE

1.1 ORGANIZATIONAL STRUCTURE



1.2. FUNCTIONS AND SERVICES OF THE CASHIERING OFFICE

The cashiering office is composed of three major functions: disburse, collect and deposit, and to record and report transactions incurred daily.

1.2.1. Disbursement

To pay out obligations to payees by check, ADA and cash (Petty Cash, through ATM and Cash Advances by an accountable officer.

1.2.2. Collection and Deposit

To receive payment from payees in any manner and procedure of collections covered by laws and regulations, and deposit them for safekeeping in a government servicing bank.

1.2.3. Record and Report

To record in the respective books of account, and to prepare and

submit reports to concerned offices transactions incurred daily.

1.3. DUTIES OF THE CASHIERING OFFICE DIRECTOR

- 1.3.1. Supervises Disbursement; Collection & Deposit, and Recording & Reporting.
- 1.3.2. Verifies correctness of Records and Reports.
- 1.3.3. Prepares accomplishment Report.
- 1.3.4. Performs other duties which may be assigned from time to time.

1.4. WORKFLOW CHART ON TRANSACTIONS AND SERVICES

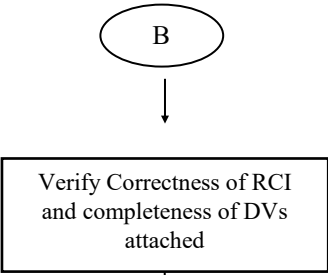
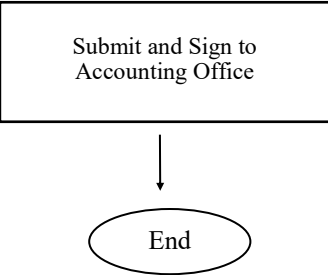
The Cashiering Office operates in the following scheme:

1. Disbursement with Recording & Reporting

a. Check Disbursement

Responsible	Process Flow	Procedure
1. Staff	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receive Disbursement Voucher (DV)</div> <p align="center">↓</p>	A staff receives approved disbursement voucher (DV) after verifying the completeness of signed and approved supporting documents.
2. Disbursement Clerk	<div style="border: 1px solid black; padding: 5px; text-align: center;">Sort DV by Fund</div> <p align="center">↓</p>	Disbursement clerk sorts out DV by fund using obligation slip (OS) as basis.
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare New Checks by Fund</div> <p align="center">↓</p>	New checks are prepared by account/fund and attached to corresponding DV.
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Print Checks and ACIC if Charged to MDS</div> <p align="center">↓</p>	Checks are encoded and printed using the Automated Disbursement System (ADS) together with Advice of Checks Issued and Cancelled (ACIC), if charged against MDS.
5. Staff	<div style="border: 1px solid black; padding: 5px; text-align: center;">Verify Correctness of Printed Checks</div> <p align="center">↓</p>	A staff verifies correctness of each check specifically the name of the payee, the amount, and the fund used.
6. Director	<div style="border: 1px solid black; padding: 5px; text-align: center;">Route for Signature</div> <p align="center">↓</p>	The Director signs each check after confirming its accuracy before the countersigning officer signs it.
7.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Submit ACIC to GSB</div> <p align="center">↓</p>	Submit to GSB Advice of Checks Issued & Cancelled (ACIC) if charge against MDS
	<p align="center">↓</p> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; text-align: center; line-height: 40px;">A</div>	

Responsible	Process Flow	Procedure
8. 9. 10. 11. 12.	<pre> graph TD A((A)) --> B[Sort and Prepare for Releasing] B --> C[Payout to Payee] C --> D[Register by pen Transactions to CkDR by Fund] D --> E[Sort and prepare paid DVs by Fund] E --> F[Make Report of Checks Issued (RCI) and attached Paid DVs] F --> B((B)) </pre>	<p>The Releasing clerk sorts out the DVs by account/fund before notifying and releasing.</p> <p>Checks are released to Payee/s.</p> <p>All transactions are registered by pen to the Check Disbursement Record (CkDR).</p> <p>Checks are released to payee/s.</p> <p>The DV of released checks are stamped paid and duplicates are filed. Original copies and supporting documents are forwarded to disbursement clerk in charge in the preparation of the Report of Checks Issued (RCI).</p> <p>Using the ADS, released checks are tagged and the RCI is produced.</p>
	Sort and Prepare for Releasing	
	Payout to Payee	
	Register by pen Transactions to CkDR by Fund	
	Sort and prepare paid DVs by Fund	
	Make Report of Checks Issued (RCI) and attached Paid DVs	

Responsible	Process Flow	Procedure
13.	 <pre> graph TD B([B]) --> Step1[Verify Correctness of RCI and completeness of DVs attached] </pre>	The Director confirms the correctness of the RCI and paid DVs together with the transactions registered on the CkDR
14.	 <pre> graph TD Step2[Submit and Sign to Accounting Office] --> End([End]) </pre>	The RCI, DVs and supporting documents are submitted to the Accounting Office.

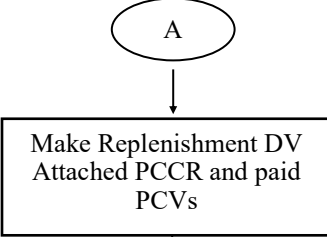
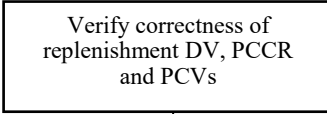
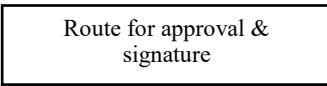
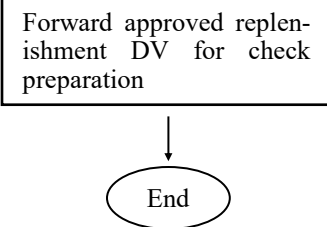
b. LDDAP-ADA

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receive DVs approved for ADA payment</div>	Receive DVs approved for ADA payment
	↓	
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Sort DVs by obligation</div>	Sort DVs by obligation: MOOE, PS, and CO
	↓	
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare/Fill-up the LDDAP-ADA by obligation</div>	Prepare/Fill-up the LDDAP-ADA by obligation
	↓	
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare/Fill-up the SLIIE</div>	Prepare/Fill-up the SLIIE
	↓	
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Verify correctness of the LDAP-ADA, SLIIE and attachments</div>	Verify correctness of the LDAP-ADA, SLIIE and attachments: approved DVs and payrolls
	↓	
6.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Route for Signature and approval</div>	Route for Signature and approval
	↓	
7.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare proof list if ADA is for TSU personnel</div>	Prepare proof list if ADA is for TSU personnel
	↓	
	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">A</div>	

Responsible	Process Flow	Procedure
<p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p> <p>12.</p> <p>13.</p> <p>14.</p>	<pre> graph TD A((A)) --> B[Route proof list for signature and approval] B --> C[Forward ADA SLIIE and proof list to GSB] C --> D[Obtain SOA from GSB to confirm payment] D --> E[Notify payee of the payment and other requirements] E --> F[Registration to ADADR] F --> G[Post and deduct daily total ADA transactions to the MDS CkDR] G --> H[Submit copies to Accounting of paid LDDAP-ADA and its attachments, ORs and SOA] H --> End((End)) </pre>	<p>Route proof list for signature and approval</p> <p>Forward ADA SLIIE and proof list to GSB</p> <p>Obtain SOA from GSB to confirm payment</p> <p>Notify payee of the payment, demand OR and release TAX Certificate if required</p> <p>Register by pen daily transactions to ADADR</p> <p>Post and deduct daily transactions to ADADR</p> <p>Submit copies to Accounting Office of paid LDDAP-ADA and its attachments, ORs and SOA</p>

C. Cash Disbursement - Petty Cash Funds (PCF)

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Make CA for PCF</div> <div style="text-align: center;">↓</div>	Cash advance is made by the Disbursement Accountable Officer (DAO) charged against MDS Fund to establish the PCF
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receive PCV</div> <div style="text-align: center;">↓</div>	The DAO receives the approved Petty Cash Voucher (PCV)
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Pay Out PCV</div> <div style="text-align: center;">↓</div>	PCV are paid out to responsible employees that shall not exceed Php 3,000.00
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Retrieve Official</div> <div style="text-align: center;">↓</div>	Official receipt/s are retrieved from responsible employee after goods are checked by designated authorities
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Register by pen daily transactions to PCDR</div> <div style="text-align: center;">↓</div>	Transactions on the Petty Cash Disbursement Record (PCDR) for PCF are registered by pen
6.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Sort and prepare paid PCVs</div> <div style="text-align: center;">↓</div>	Sort and prepare paid PCVs
7.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Make PCRR and attached paid PCVs</div> <div style="text-align: center;">↓</div>	Make Petty Cash Replenishment Report (PCRR) and attached paid Petty Cash Vouchers.
	<div style="text-align: center;">↓</div> <div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">A</div> </div>	

Responsible	Process Flow	Procedure
8.		Make replenishment DV, attached PCCR and paid PCVs
9.		Verify correctness of Replenishment DV, PCCR and PCVs
10.		Route for approval and signature
11.		Forward approved replenishment DV for check preparation

C. Cash Disbursement - Automated Teller Machine (ATM)

Responsible	Process Flow	Procedure
1. Disbursement Clerk	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receive Payrolls</div>	Various payrolls are received by the disbursement clerk
2.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare Proof list and DV</div>	Proof list and DV are prepared
3.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Route for Approval & Signature</div>	Route for approval & signature of authorized officers
4.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Forward to Check Preparation</div>	Forward approved proof list and DV to check preparation section
5.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Submit proof list and approved check to GSB</div>	DVs, checks and ACIC are routed for approval and signature Checks, proof lists and disks are submitted to Government Servicing Bank
6.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Withdrawal</div>	Withdrawal is done through ATM
7.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Record transaction by pen in the CkDR</div>	Record of transactions by pen are included in the CkDR
	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Reporting of transactions are included in the RCI</div>	Reporting of transactions are included in the RCI
	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; text-align: center; line-height: 40px;">A</div>	


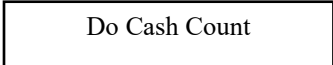
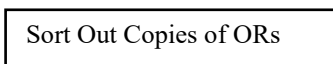
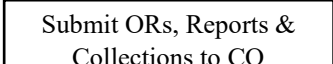
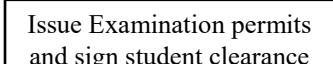
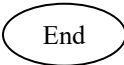
C. Cash Advance by DAO

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receive Various Payrolls</div> <div style="text-align: center;">↓</div>	DAO receives payroll/s
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Make CA by Fund</div> <div style="text-align: center;">↓</div>	Based on the payrolls, cash advance by fund is made
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Pay Out Payrolls</div> <div style="text-align: center;">↓</div>	The payee is paid out
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Register by pen transactions to CDR</div> <div style="text-align: center;">↓</div>	Transactions on the CDR are registered by pen
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Make RD and Liquidation Report</div> <div style="text-align: center;">↓</div>	RD is made and cash advance is liquidated
6.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Sign and Submit to Accounting Office</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;">End</div>	RD and liquidation report are submitted to the Accounting Office

2. Collection and Deposit with Recording & Reporting

a. Collection

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Collectors Receive New Official Receipts</div> <div style="text-align: center;">↓</div>	New set of official receipts are received by the sub-collector from the Collecting Officer
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Log in to the System</div> <div style="text-align: center;">↓</div>	Collections are logged in to the system
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Encode New OR Series</div> <div style="text-align: center;">↓</div>	OR number series are encoded
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">CO confirms encoded new series</div> <div style="text-align: center;">↓</div>	CO confirmation of encoded OR series
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receive Assessment Slip</div> <div style="text-align: center;">↓</div>	Assessment slip is received to access new transaction to be encoded
6.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receive Cash or Check Payment</div> <div style="text-align: center;">↓</div>	Cash or check payment is received
7.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Release OR and Change (if there's any)</div> <div style="text-align: center;">↓</div>	Original copies of ORs and change if any, are released to payer
8.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Make List of Payers</div> <div style="text-align: center;">↓</div>	When all ORs are consumed the List of Payers is produced
	<div style="text-align: center;">↓</div> <div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">A</div> </div>	

Responsible	Process Flow	Procedure
1.		
2.		Cash count is made
3.		Duplicate and triplicate copies of ORs are segregated
4.		Cash, ORs (duplicate & triplicate), list of payer, and cash count reports are submitted to the Collecting Officer
5.		Issue examination permits and sign student clearance when necessary
		

b. Deposit

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">CO Receive Reports & Cash from Collectors</div> <div style="text-align: center;">↓</div>	Cash and checks, list of payer, cash counts reports, and copies of ORs from sub-collectors are received by the collecting officer
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Sort & Arrange Bills & Checks</div> <div style="text-align: center;">↓</div>	Bills and checks are sorted out and arranged per fund/account
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Allocate Bills & Checks per Fund/Account</div> <div style="text-align: center;">↓</div>	Deposit slips are made by fund account
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Make Deposit Slips by Fund/Account</div> <div style="text-align: center;">↓</div>	Collections are remitted to GSB the next banking day
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Deposit to GSB</div> <div style="text-align: center;">↓</div>	
6.	<div style="border: 1px solid black; padding: 5px; text-align: center;">CO obtain the following reports from computerized collection system: List of Collectors: Summary of Collections by: Funds, By Accounts and by Sub-accounts</div> <div style="text-align: center;">↓</div>	The following reports are prepared: list of sub-collectors, summary of collections by funds, collection by accounts and sub-accounts
7.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Make RCD</div> <div style="text-align: center;">↓</div>	Reports of Collections and Deposits (RCD) is prepared
8.	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 0 auto; text-align: center; line-height: 40px;">A</div>	

Responsible	Process Flow	Procedure
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	<pre> graph TD A([A]) --> B[Attached Deposit Slips and Reports obtained from computerized Collection System] B --> C[Prepare and attached duplicate copy of ORs] C --> D[Verify correctness of RCD and completeness of attachments] D --> E[Register by pen transactions to Cash Receipts Record] E --> F[Submit Reports and attachments to Accounting Office] F --> G([End]) </pre>	<p>Attached Deposit Slips and Reports obtained from computerized Collection System</p> <p>Prepare and attached duplicate copy of ORs</p> <p>The correctness of the RCD, attached reports & deposit slips are verified by the Director</p> <p>Transactions are registered by pen to the Cash Receipts Record (CRR)</p> <p>RCD together with the supporting documents & duplicate copies of ORs are submitted to the Accounting Office</p>

1.5. INSTITUTIONAL POLICIES

- 1.5.1. Cash, accountable forms and documents are kept in the office. Thus, the following security measures are adopted:
 - 1.5.1.1. The office is declared a restricted area. Only office staff, key officials, and servicing bank (DBP and LBP) employees are allowed to enter. TSU staff and clients are allowed to enter only when necessary. Thus, entrance door is locked at all times.
 - 1.5.1.2. All safety rooms, cabinets and drawers containing cash and accountable forms or documents shall be locked at all times when not in use.
- 1.5.2. All staff must observe proper courtesy in the conduct of their duties and responsibilities.
- 1.5.3. Preparation of checks is up to 3:00 pm only except for “Rush Vouchers.”
- 1.5.4. In the releasing of checks or cash the following shall be requested from the payee before payment:
 - 1.5.4.1. Signature of the payee on the voucher/payroll.
 - 1.5.4.2. Identification Card (ID) of the payee.
 - 1.5.4.3. When represented by other person, a letter of authorization, special power of attorney and ID of the payee and representative is requested.
 - 1.5.4.4. For dealers, agencies or companies the following required: company ID, authority to collect from the agency or company being represented and Official Receipts.
- 1.5.5. Other obligations of TSU are to be directly paid or remitted to concerned agencies. Official Receipts are also required.
- 1.5.6. All reports are to be accomplished and submitted daily or whenever necessary after collecting and disbursing transactions are completed.
- 1.5.7. Daily posting by pen of transactions to their respective book of account must be accomplished daily.

1.6. POLICIES AND PROCEDURES

1.6.1. MDS General Policy Guidelines

- 1.6.1.1. The Department of Budget and Management (DBM) issues a monthly Notice of Cash Allocation (NCA) directly to Tarlac State University which covers its funding requirements for Personal Services (PS), Maintenance and Other Operating Expenses, and Financial Expenses. The Bureau of Treasury (BTr) and the concerned Government Supervising Bank (GSB) shall be furnished with a copy.
- 1.6.1.2. The GSB of TSU which is the Development Bank of the Philippines (DBP) shall maintain a separate account or ledger for TSU using this as basis to control withdrawals of TSU.
- 1.6.1.3. TSU shall maintain a separate account or ledger for MDS and shall be reconciled monthly with the account of DBP.
- 1.6.1.4. Balance of the NCA at the end of a quarter automatically expires and is no longer valid for use in the ensuing month.
- 1.6.1.5. Previous year's unpaid obligations shall be paid out only when requested NCA for the purpose is released during the ensuing year (DBM Cir. Letter 91-10, Nov. 22, 1991).
- 1.6.1.6. Implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) per DBM Circular Letter No. 2013-16 for Accounts Payable of National Government Agencies.

1.6.2. Payment using the Tax Remittance Advice (TRA)

TRA refers to the accountable document issued by DBM, which serves as the basis for TSU to record the remittance of all taxes withheld to the BIR. The same document is the basis for the BIR and BTr to record the collection and deposits in their respective books of accounts.

Under this mode of payment, the DBM shall reduce the Notice of Cash Allocation issued to TSU by an amount equivalent to the total tax to be remitted to BIR by TSU. The amount deducted by DBM is based on monthly request for the issuance of TRA submitted by TSU duly supported by Statement of Tax Withheld.

1.6.3. Direct Payment

TSU shall directly make the payment to creditors or suppliers using funds derived from income and trust funds as authorized by law and regulations.

1.6.4. Records

- 1.6.4.1. Cash Disbursement Records (CDR) for each fund is used to record the cash advance received and the disbursements made out of the cash advance. A separate record should be maintained for each source of fund.
- 1.6.4.2. Check Disbursement Records (CkDR) is used to record checks released charged against the Notice of Cash Allocation (NCA)/funding checks received/deposits in a bank current account of TSU. A separate record must be maintained for each source of fund.
- 1.6.4.3 Petty Cash Disbursement Record (PCDR) is used to record the petty cash advance and disbursement.

1.6.5. Reports

- 1.6.5.1. Reports of Checks Issued (RCI) are prepared by the Check Releasing Officer to report checks actually received by the payer or authorized representatives during the day. Separate RCI shall be prepared for MDS and Current Accounts released and supported by a List of Unreleased and Cancelled Checks. Initials of the staff who prepared the reports should be affixed before forwarding them to the Director of Cashiering for review and signature.
- 1.6.5.2. Reports of Disbursements (RD) are prepared by the Special Disbursing Officer to support liquidation of cash advances. The reports shall be certified as to their correctness by the Director of Cashiering and forwarded to the Accounting Office for preparation of the JEV and final recording in the Cash Disbursement Journal (CDJ).
- 1.6.5.3. Petty Cash Replenishment Report (PCRR) is prepared by the Petty Cash Custodian so as to report all disbursements made out of the Petty Cash Fund (PCF).

1.6.6. Requirements

- 1.6.6.1. Basic Requirements Applicable to all Types of Disbursements:
- Certificate of availability of funds
 - Approval of claim or expenditure by head of office or his duly authorized representative
 - Submission of documents and other evidences to establish the validity and correctness of the claim for payment
 - Conformity of the expenditures to existing laws and regulations.
 - Proper accounting treatment
- 1.6.6.2. Only permanent appointed officials and employees shall be granted cash advances.
- 1.6.6.3. Only duly appointed or designated disbursing officer may perform disbursing functions.
- 1.6.6.4. Transfer of cash advance for one accountable officer to another shall not be allowed.
- 1.6.6.5. The cash advance shall be used only for specific legal purpose for which it was granted. Under no circumstances shall it be used for encashment of checks or for liquidation of a previous cash advance.
- 1.6.6.6. No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him is settled or a proper accounting thereof is made (Sec. 89, PD 1445).
- 1.6.6.7. No cash advance shall be granted on account of infrastructure or other undertakings on a project basis.
- 1.6.6.8. The accountant shall obligate all cash advances granted. He/she shall see to it that cash advances for a particular year are not used to pay expenses of other years.
- 1.6.6.9. Whenever a cash advance is subjected to cash examination by auditors, any money taken from the accountable officer supported merely by chits and forms of IOUs shall be considered invalid disbursement even if it was actually given to the official or employee who signed them.

- 1.6.6.10. No cash advance shall be given unless used for a legally authorized specific purpose. A cash advance shall be reported on and liquidated as soon as the purpose for which it was given has been served.
- 1.6.6.11. Under the NGAS, cash given to a disbursing officer shall be limited to the payroll fund and specific/special projects.
- 1.6.6.12. Under the NGAS, a PCF is established which shall be used for miscellaneous expenditures which cannot be conveniently paid by check. There is no limitation for the national government agencies for the PCF. Prudence and experience will determine the amount of the Fund established.

The PCF in TSU shall be maintained under the imprest system. The disbursements shall be through the Petty Cash Voucher (PCV) which shall be approved by the authorized official. The PCV shall not exceed Php3,000.00.

- 1.6.6.13. A cash advance shall not be used for encashment of checks (GAO Memo Circular No. 139). Thus, any check found in the possession of a disbursing officer shall be disallowed by the auditor unless the check presented is a replenishment check of the accountable officer being audited.
- 1.6.6.14. When a cash advance is no longer needed or has not been used for a period of two months, the same should be returned to, or deposited immediately with the collecting officer (COA Circular No. 97-002).
- 1.6.6.15. The Accountable Officer shall liquidate his/her cash advance as follows:
 - Salaries, Wages, and others: Within 5 days after each 15day/end of the month pay period.
 - Petty Cash Fund: Within 20 days after the end of the year; subject to replenishment during the year.
 - Foreign Travel: Within 60 days after return to the Philippines.
 - Local Travel: Immediately upon completion of the official travel.

- Failure of the accountable officer to liquidate his/her cash advance within the prescribed period shall constitute a valid cause for the withholding of his/her salary (COA Cir. 97-002).
- 1.6.6.16. All cash advances shall be fully liquidated at the end of the each year. Except for the PCF, the accountable officer shall refund any unexpended balance to the collecting officer who will issue the necessary official receipt.
- 1.6.6.17. Under no circumstances, shall a cash advance be allowed to remain unliquidated at the end of the fiscal year even if the officer concerned should again need the cash advance (COA Circular No. 97-002, COA Circular No. 75-12 and PD 477).
- 1.6.6.18. When no liquidation of the previous cash advance is received on or before January 20, the accountant shall cause the withholding of the AO's salary.
- 1.6.6.19. No officer or employee shall be granted a cash advance unless s/he is properly bonded in accordance with law. The amount of cash advance which may be granted shall not exceed the maximum amount covered by the bond.
- 1.6.6.20. At all times, upon demand by an authorized officer, the amount of the cash advance shall be subject to instant production, either in the form of cash or paid vouchers. The failure of the accountable officer to produce the cash advance upon demand shall be a prima facie evidence of misappropriation or malversation of public funds and shall render him criminally liable under the provisions of Article 217 of the Revised Penal Code and Section 128 of PD 1445.

1.7. Specific Policies on Collections

- 1.7.1. The university uses a computerized collecting system approved by the Board of Regents and with consideration of the following specific policies on collections issued by COA (Training Handbook on Cash Management & Control System, PDC-COA, May 2004).
 - 1.7.1.1. Except as may otherwise specifically provided by law or competent authority all moneys officially received by a public officer in any capacity or upon any occasion must be accounted for as government funds (Sec. 42, Chapter 7, Title I (B) Book V, 1978 Administrative Code).
 - 1.7.1.2. No payment of any nature shall be received by a collecting officer without immediately issuing an official receipt in acknowledgment thereof. The receipts are officially numbered, subject to proper custody, accountability and audit.
 - 1.7.1.3. Official receipts are designed to cover a particular kind of collection only. Unless otherwise, specifically authorized, an OR shall be used only for which it is intended.
 - 1.7.1.4. At no instance shall temporary receipts be issued to acknowledge receipt of public funds.
 - 1.7.1.5. Pre-numbered ORs shall be issued in strict numerical sequence. All copies of each receipt shall be exact copies or carbon reproduction in all aspects of the original. TSU ORs are bought from the National Printing Office and inspected by the Commission on Audit (COA) before use.
 - 1.7.1.6. Collections received through the mail shall be acknowledged and remitted or deposited, and recorded just like other collections.
 - 1.7.1.7. Checks and warrants issued to TSU in payment of obligations are accepted upon proper endorsement and identification of the payee.
 - 1.7.1.8. At no instance should money in the hands of the collecting officer be utilized for the purpose of encashing private or personal checks. (Sec. 67 (1) and (3), PD 1445).
 - 1.7.1.9. Checks presented for payment must be drawn by the payor himself and made payable to the agency or head of agency. In the latter case, only the official title of the agency head concerned

shall be stated as the payee. (GAAM)

Under no circumstances shall the following checks be accepted:

- Checks drawn payable to the name of the agency head or any of its officers
- Endorsed private checks
- Post-dated checks
- Stale checks
- Out-of-town checks, except those which are drawn by the government or its instrumentalities.

1.7.1.10. Before issuing an OR, the collecting officer shall carefully scrutinize the check presented to him/her and make sure that it is complete and correct particularly the date, signature or counter-signature, and amount in words and figures appearing on the face of the check. (GAAM)

The number and the date of the official receipt issued shall be indicated at the back of the check. Likewise, the collecting officer shall, in all cases, indicate in the official receipt, the address of the payor to facilitate communication with him/her, if necessary.

1.7.1.11. When a check drawn in favor of the government is not accepted by the drawee bank for any reason, the drawer shall continue to be liable for the sum due and all penalties resulting from delayed payments.

1.7.1.12. No change shall be given to the payor in the event that the amount of the dues is less than the face of the check in payment thereof. The difference shall be receipted for by the issuance of a separate general receipts and shall be accounted for simultaneously with the collection as Trust Liabilities – Miscellaneous.

1.7.1.13. An official receipt is an accountable form held in trust by the Collecting Officer or another person duly authorized to possess or have custody thereof. He shall be responsible for its safe-keeping, the proper and authorized use or application thereof and the reporting of its use and condition; and shall be liable for loss, damage or deterioration occasioned by negligence in the keeping or use thereof.

1.7.1.14. All official receipts being issued by TSU shall bear its name printed and stamped on the face thereof.

- 1.7.1.15. Accountable officer shall render a report to the COA Unit Auditor on their accountability for accountable forms at least once a month in the prescribed form. Such report shall also be prepared in case of transfer of office or accountability by the accountable officer.
- 1.7.1.16. Private checks drawn for the purpose other than payment of dues in favor of government (TSU) shall not be accepted for encashment or exchange (Section 105, GAAM Vol. I). The auditor who finds any such check in the possession of the collecting officer shall immediately disallow it and shall declare the collecting officer short to the extent of the amount of the check (GAO General Circular No. 110).

1.8.1. Specific Policies on Deposits

- 1.8.1.1. Unless otherwise specifically provided by law, all income accruing to TSU shall be deposited in the National Treasury or in any duly Authorized Government Depository Bank (AGDB).
- 1.8.1.2. All collections shall be deposited intact, as well as collections turned over by sub-collectors to AGDB daily or not later than the next banking day. All deposits shall be recorded in the Cash Receipts Record (CRR).
- 1.8.1.3. At the close of each business day, the collecting officer shall accomplish the Report of Collections and Deposits (RCD).
- 1.8.1.4. The AGDB shall acknowledge receipts of deposits received by them, the acknowledgment bearing the date of actual remittance or deposit and indicating from whom and on what account it was received.
- 1.8.1.5. TSU is authorized to maintain Combined Savings and Current Accounts, wherein deposits are made only through the Savings Accounts and withdrawals are made only by the issuance of checks that are drawn on approved vouchers against the current account.

1.8.2. Procedures/Process

- 1.8.2.1. Receive cash/check by the designated staff from payor representing collection based on the order of payment prepared by authorized TSU offices.
- 1.8.2.2. Issue OR to acknowledge receipt of cash/check using the approved computerized collecting system.
- 1.8.2.3. Prepare Cash Receipts Record (List of Payor).
- 1.8.2.4. Prepare Deposit Slip (DS) in four (4) copies. Submit cash/checks, CRR, Collection Count and DS to Collections Unit Head. The DS shall be distributed as follows:
 - Original – AGDB
 - Copy 2 – To be attached to RCD (COA Copy)
 - Copy 3 – To be attached to RCD (Accounting Copy)
 - Copy 4 - To be attached to RCD (Cashiering Copy)
- 1.8.2.5. The Collection Unit Head (CUH) shall deposit collections to AGDB.
- 1.8.2.6. Based on the validated DS from the AGDB and copy of the ORs on file, the CUH shall prepare Report of Collections and Deposits (RCD) in three copies. Affix initials on the RCD and forwards the same together with copy 2 of the ORs and DS to the Director of Cashiering for review and signature.
- 1.8.2.7. The Director reviews and signs the RCD and forwards copies to designated staff for submission to concerned offices. The RCD shall be distributed as follows:
 - Original – COA together with copy 2 of ORs and DS
 - Copy 2 – Accounting together with Copy 3 of DS
 - Copy 3 - Cashiering Unit file with Copy 4 of DS
- 1.8.2.8. The Director record all collections and deposits in the books of accounts at the end of each business day.

1.9. LEGAL BASIS

1.9.1. Disbursement (Sec. 4, PD 1445)

Financial operations, transactions and disbursements of TSU are governed by the following policies:

- 1.9.1.1. No money shall be paid out of any public fund except in pursuance of an appropriation, law or other specific statutory authority.
- 1.9.1.2. Government (TSU) funds shall be spent or used solely for public purposes.
- 1.9.1.3. Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received.
- 1.9.1.4. All those exercising authorities over the financial affairs, transactions, and operations of the government agency shall to the greatest extent, share fiscal responsibility.
- 1.9.1.5. Disbursements or disposition of government (TSU) funds shall invariably bear the approval of the proper officials.
- 1.9.1.6. Claims against TSU funds shall be supported with complete documentation.
- 1.9.1.7. All laws and regulations applicable to financial transactions shall be faithfully adhered to.
- 1.9.1.8. Generally accepted principles and practices of accounting as well as sound management and fiscal administration shall be observed, provided that they do not contravene to existing laws and regulations.

1.10. FORMS USED IN OFFICE TRANSACTIONS

ACKNOWLEDGEMENT RECEIPT

Date _____

This is to acknowledge receipt of the amount of _____
 _____ (_____) from the Tarlac State University
 representing payments of _____.

Check No.
 Date:
 Bank:

Received payment by:

 Signature over printed name

LIST OF DEPOSIT SLIPS
 November 17, 2015

Special Budget		Production		Trust Fund		BOT	
Dep. Slip No.	Amount	Dep. Slip No.	Amount	Dep. Slip No.	Amount	Dep. Slip No.	Amount
TOTAL	-		-		-		-

Certified Correct:
RICO G. TOMAS
 Director, Cashiering

SUMMARY OF COLLECTIONS AND DEPOSITS
 Tarlac State University
 Main Campus
 _____, 2015

Sheet 1 of 1

COLLECTIONS

NO.	DATE	OFFICIAL RECEIPT (OR) COVERAGE	No. of ORs Used	REPORT NO.	COLLECTIONS							
					SB	BC	TF	IA	HL	BOT	TOTAL	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
Total												

Certified Correct:
RICO G. TOMAS
 Director, Cashiering

SUMMARY OF COLLECTIONS AND DEPOSITS
 Tarlac State University
 Main Campus
 _____, 2015

TSU-AM-01 Rev.00

Sheet 1 of 1

COLLECTIONS

NO.	DATE	OFFICIAL RECEIPT (OR) COVERAGE	No. of ORs Used	REPORT NO.	COLLECTIONS								
					SB	BC	TF	IA	HL	BOT	TOTAL		
		TOTAL											

Certified Correct:
RICO G. TOMAS
 Director, Cashiering

Effectivity: November 2015

COLLECTIONS

November 2015

	SB	PD	HL	IA	TF	BOT	Total
Total Undeposited							
Add: Current							
Total Collection							

LESS: DEPOSITS

Date 15-11-s551*
15-11-s552
15-11-pbc278*
15-11-pbc279*
15-11-t243

TOTAL UNDEPOSITED

Breakdown PD Collection

	BC	HL	IA	Total
Administrative Aide VI				

**REPORT OF ADVICE TO DEBIT ACCOUNT (ADA)
FOR THE ACCOUNT OF MDS-REGULAR**

For the period of _____

Page 1 of 1 **Report No.**

ADA Date	ADA No.	DV No./ Payroll	PAYEE	NATURE OF PAYMENT	AMOUNT	TOTAL
TOTAL						-

CERTIFICATION

I hereby certify that this Report of Advice to Debit account in one sheet(s) if full, true and correct statement of all ADA released by me in payment for obligation for the period stated and shown in the attached disbursement vouchers.

Prepared by:
Admin Aide VI

Admin. Officer V

REPORT OF CHECK ISSUED
TARLAC STATE UNIVERSITY
FOR THE ACCOUNTS OF SPECIAL BUDGET
 For the period of _____

Page 1 of 1		Report No.							
CHECK Date	CHECK No.	DV No./ Payroll	OS	Resp. CTR Code	PAYEE	NATURE OF PAYMENT	CHECK		AMOUNT
							RELEASED	UNRELEASED	

CERTIFICATION

I hereby certify that this Report of Checks Issued in one sheets is a full, true and correct statement of all checks released by me in payment for obligation for the period stated and shown in the attached disbursement vouchers.

Prepared by: _____ Date _____
 Admin Aide VI Admin. Officer V

PETTY CASH REPLENISHMENT REPORT
TARLAC STATE UNIVERSITY
OFFICE OF THE UNIVERSITY CASHIER
for the period of _____

Sheet 1 of 1

DATE	DV/PCV No.	OS No.	PAYEE	NATURE OF PAYMENT	AMOUNT		TOTAL
					PETTY CASH	NON PETTY CASH	
TOTAL						-	-

CERTIFICATION

I hereby certify that this Petty Cash Replenishment report in one sheet is a full, true and correct statement of all cash released by me in payment for obligation for the period stated and shown in the attached disbursement/petty cash vouchers

Name	Noted by:
Petty Cash custodian	Director

REPORT OF DISBURSEMENT
 Tarlac State University
FUNDS
 Date

Report No.
Sheet 1 of 2

Date	DV/ Payroll No.	Cash Request/ DV #	Responsibility Center Code	PAYEE	Nature of Payment	Amount
				Total		0.00

I hereby certify that this Report of Disbursement in two (2) sheets is a full, true and correct statement of the disbursement made by me and that this is in liquidation of the cash advances granted this month in the amount of P1p per Voucher/ADA dtd

 Name

 Position

 Date

**GENERAL FORM NO.2
REVISED JANUARY 1982**

Sheet 2 of 2

LIST OF CASH ADVANCE
Date

CASH ADVANCE:

Date	ADA No.	CA-DV No.	Nature of Payment	Amount
------	---------	-----------	-------------------	--------

TOTAL CASH ADVANCE:
LESS: DISBURSEMENT per this report
UNLIQUIDATED CASH ADVANCE as of

—
—
—

Certified Correct:

Name
Position

REPORT OF ACCOUNTABILITY FOR ACCOUNTABLE FORMS
TARLAC STATE UNIVERSITY
Month of _____

Name of Form & No.	Beginning Balance			Receipt			Issued			Ending Balance		
	Qty.	Inclusive Serial Nos.		Qty.	Inclusive Serial Nos.		Qty.	Inclusive Serial Nos.		Qty.	Inclusive Serial Nos.	
		From	To		From	To		From	To		From	To
DBP CHECKS:												
MDS-Regular												
Accounts Payable												
Trust Fund (TF)												
Special Budget (SB)												
TSU Production Php (PD)												
LBP CHECKS:												
Special Budget-LBP (SB-LBP)												
DOST												
CHED												
CERTIFICATION												
<p><i>I hereby certify that the foregoing is a true statement of all accountable forms received, issued and transferred by me during the period above-stated and the correctness of the beginning balances.</i></p>												
<p align="right">Director: Cashiering (Name and Signature of Accountable Officer)</p>												

**GENERAL FORM NO.2
REVISED JANUARY 1982**

REIMBURSEMENT EXPENSE RECEIPT	
Date	No.
<p>RECEIVED from _____ (Name) _____ the amount _____ of _____ (Official Designation) _____ (P) _____ (In Figures) in payment for _____ (In Words) _____ _____ (Payments for subsistence, services, rental or transportation should show inclusive dates, purpose, distance, inclusive points of travel, etc.)</p>	
PAYEE	
<p>Name/ Signature _____ Address _____ Comm. Tax. Cert. No. _____ Date of Issue _____ Place of Issue _____</p>	
WITNESS	
<p>Name/ Signature _____ Address _____ Comm. Tax. Cert. No. _____ Date of Issue _____ Place of Issue _____</p>	

INSTRUCTIONS

REIMBURSEMENT EXPENSE RECEIPT

1. Reimbursement Expense Receipt for payments of more than P35.00 should be secured.
2. The address of the payee, his Community Tax Certificate Number, the date and place of issue should be indicated below his name and signature. If his Community tax Certificate is not available, the payment should be witnessed by one who has. The number, date and place of issue of the Community Tax certificate of the witness should be stated under his name and signature.
3. A witness is likewise required in cases when the signature of the payee illegible, or when he cannot sign and acknowledgment is made by a thumb mark.

SLUIE

DEPARTMENT: STATE UNIVERSITIES AND COLLEGES
 AGENCY: TARLAC STATE UNIVERSITY
 FUND CODE: 101101

Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLUIE)

To: The Bank Manager
 DBP-Tarlac
 Macabulos Drive, San Roque, Tarlac City

LDDAP-ADA No.	Date Issue	Amount				For GSB Use Only	
		Total	Allotment/Object Class			Remarks	
			PS	MOOE	C O FINEX		
		-	-	-			
		-	-	-			
No. of pgs. of LDDAP-ADA		Total Amount in Words					
LDDAP-ADA No.	Amount	Date Issued	OF WHICH INVALIDATED ENTRIES OF PREVIOUSLY ISSUED LDDAP-ADAs			Remarks	
			Allotment/Object Class				
			PS	MOOE	CO FINEX TOTAL		
Certified Correct by: _____ Approved by: _____ Director, Accounting Office VP-Student Affairs							
TRANSMITTAL INFORMATION Delivered by: _____ Received by: _____ Admin. Aide VI _____							

TSU– CENTRAL RECORDS
OFFICE

Operations Manual

TARLAC STATE UNIVERSITY

VISION

Tarlac State University is envisioned to be a premier university in the Asia-Pacific region.

MISSION

Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

Towards this end, TSU shall:

- Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.
- Premier as a research institution by enhancing research undertakings in the fields of technology and sciences, and strengthening collaboration with local and international institutions.
- Be a champion in community development by strengthening partnership with public and private organizations and individuals.

DEVELOPMENTAL GOALS

- To uphold academic excellence and establish its position as a premier university in the Region;
- To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;
- To enhance and strengthen partnership with LGUs, private organizations and individuals in community development and people empowerment; and
- To enhance income generating projects.

CORE VALUES

The six (6) core values institutionalized as a way of life of the university community are:

- E - Excellence and Enhanced Competition
- Q - Quality
- U - Unity
- I - Integrity and Involvement
- T - Trust in God, Transparency & True Commitment
- Y - Yearning for Global Competitiveness

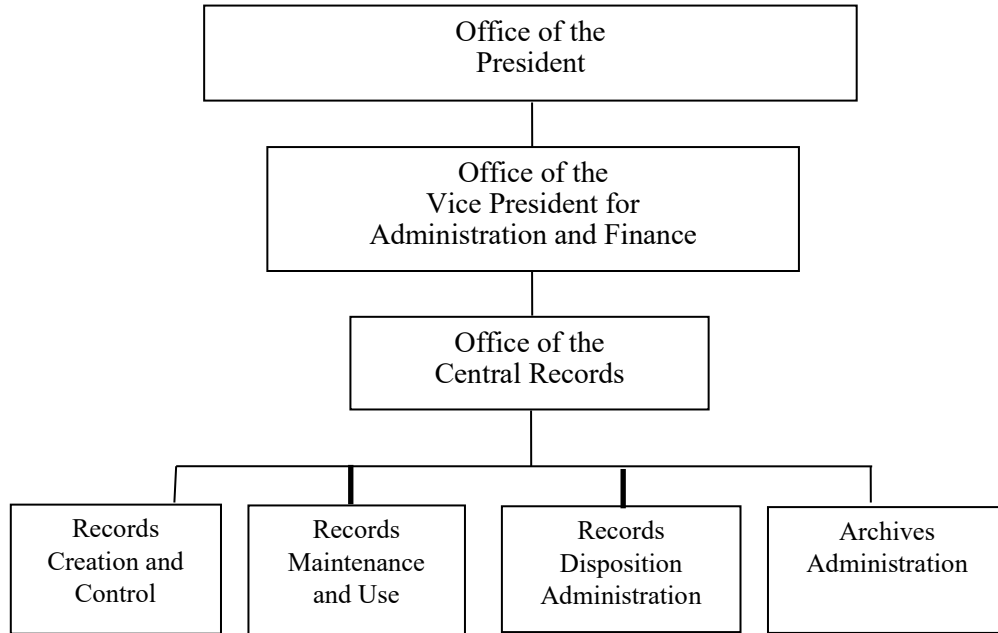
INTRODUCTION

The Central Records Office aims to provide an efficient, effective and economical records management (records creation, maintenance and use, disposition administration, records center/archive administration) to achieve adequate and proper documentation of policies and operations in TSU.

The Office inclines to provide rapid handling and accurate delivery of mails throughout the university at a minimum cost, save records that are necessary for continues operation of the University and dispose those are no longer useful, ensure the security and confidentiality of records kept in the office, assist the administration by providing authentic documents as references in studies and decision making, establish records storage properly classified, coded and secured for effective retrieval as they are needed and save costly office space either by transferring non-current records to a more economical storage space or destroying them.

CENTRAL RECORDS OFFICE

1.1 ORGANIZATIONAL STRUCTURE



1.2 FUNCTIONS AND SERVICES OF THE CENTRAL RECORDS OFFICE

In the Central Records Office, functions are classified as to: Creation and Control; Maintenance and Use; Records Disposition Administration; and Records Center and Archives Administration.

1.2.1. Creation and Control

Functions:

- 1.2.1.1. Record, classify, label and file received communication created within the university (*internal source of communication*).
- 1.2.1.2. Record, classify, label and file received communication coming from other institutions, agencies, or offices outside the university (*external source of communication*).

1.2.2. Maintenance & Use

Functions:

- 1.2.2.1. Organize the documents being received
- 1.2.2.2. Handles and operates records properly
- 1.2.2.3. Arrange written materials into usable filing sequences
- 1.2.2.4. Selection of the most efficient type of filing *e.g. master listing, reclassifying, retrieving, safekeeping*

1.2.3. Records Disposition Administration

Functions:

- 1.2.3.1. Systematically transfer non-current records from office to storage area
- 1.2.3.2. Identify and preserve archival records
- 1.2.3.3. Destruct valueless records through inventory, appraisal, indexing, tracking activities

1.2.4. Records Archives Administration

Functions:

- 1.2.4.1. Identify papers, periodicals, books or other item, articles or materials that have enduring archival value.
- 1.2.4.2. Classify these materials as to whether they are in the form of electronic, audio-visual, or print in nature
- 1.2.4.3. Select materials that need utmost care and permanent preservation.

1.3. DUTIES OF THE CENTRAL RECORDS OFFICE DIRECTOR

Function:

- 1.3.1. Serve as the representative of the University to the different Divisions of the National Archives of the Philippines (NAP) in relation to the implementation of RA 9470, Otherwise known as NAP 2007;

- 1.3.2 Formulate and implement plans, policies and procedures relative to records creation, maintenance and use, disposal administration and archive management which shall be properly communicate throughout the University;
- 1.3.3 Facilitate meetings in consultation with higher authorities over the active, inactive, and continuing records management and control in coordination with the deans of colleges and heads of offices for the efficient and economical operations;
- 1.3.4 Supervise, review and consolidate the daily accomplishment of the office;
- 1.3.5 Initiate the conduct of seminars, trainings, workshops, meetings/consultation to provide knowledge and skills of personnel in-charge of records;
- 1.3.6 Shall handle the operation of the Archive and Mini Gallery of the University;
- 1.3.6. Attend to seminars, trainings, meetings and participate to other related job functions that are deemed necessary for the betterment/development of the university and for professional growth;
- 1.3.7. Accountable in the authentication/verification of documents in support to appointments, promotion, accreditation, decisions and other as required;
- 1.3.8. Inspect and appraise retention schedules for transfer to the storage area;
- 1.3.9. Monitor and evaluate the existing policies and identify areas needing improvement in support to the University's VMGO.

1.4. WORKFLOW CHART ON TRANSACTIONS AND SERVICES


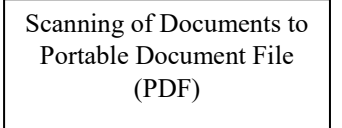

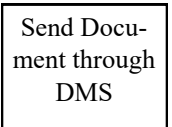
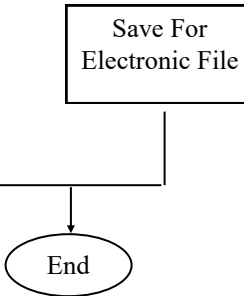
The operations flow chart of the records management office is done according to:

A.1. Record Creation and Control (Manual)

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receiving</div> <div style="text-align: center;">↓</div>	<p>Open and review the material presented as well as determine the purpose, verify signatures, stamp with TSU label “RECEIVED” or “RELEASED”, “CERTIFIED TRUE COPY”, “ORIGINAL PRESENTED” with affixed signature and date.</p> <p>Record the material into the corresponding logbook and distribute incoming and internally created mail of all kinds such as letters, memoranda and faxes.</p> <p>Classify written materials, index, attach relevant papers and pass the material to the action officers aided by the pigeon hole. In cases like notice of meetings, urgent and sensitive communications are being served to the person him/herself.</p> <p>Classify and/or sort-out the materials in terms of college/unit, organization or take into consideration the already labeled files at hand.</p>
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Stamping (Received /Release)</div> <div style="text-align: center;">↓</div>	
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Recording</div> <div style="text-align: center;">↓</div>	
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Reproduce copy based on of number of recipients</div> <div style="text-align: center;">↓</div>	
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Send/Disseminate</div> <div style="text-align: center;">↓</div> <div style="text-align: center;">○ A</div>	

Responsible	Process Flow	Procedure
6.	<pre> graph TD A([A]) --> B[Retain Original Copy] B --> C([End]) </pre>	File the material into their respective folders

A.2. Record Creation and Control (Automation)

Responsible	Process Flow	Procedure
1.	 <pre> graph TD Review[Review] --> Scanning[Scanning of Documents to Portable Document File (PDF)] Scanning --> DMS{For DMS?} DMS --> SendDMS[Send Document through DMS] DMS --> SaveFile[Save For Electronic File] SendDMS --> End([End]) SaveFile --> End </pre>	
2.		<p>Scanning / Digitalization for storing to the initial records automation and conversion to Portable Document Format (PDF and send to all Colleges and Offices of Tarlac State University using Document Management System (DMS).</p>
3.		
4.		<p>For purposes of Back up and counter disaster Mgmt. Program, such data stored and send it to MISO Server.</p>
5.		

B. Maintenance and Use

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Review</div> <p style="text-align: center;">↓</p>	Maintain summary list of all files; Monitoring control forms when forwarded at the pigeon hole, mark actions taken into the material,
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Reclassification/ Sorting</div> <p style="text-align: center;">↓</p>	Classify and file records in such a way that can provide faster search and retrieval;
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Filing Operations</div> <p style="text-align: center;">↓</p>	Plan and set up the physical arrangement of filing equipment's, supplies and materials or even storage and archives center operations.
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Master Listing/Safe Keeping</div> <p style="text-align: center;">↓</p>	Encoding of Summaries: Travel Orders Special Orders Admin Orders Memoranda Committees MOA Legal Financial Files
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Retrieval</div> <p style="text-align: center;">↓</p>	Maintain narrative and statistic reports for future improvements.
	<div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center; width: fit-content; margin: 0 auto;">End</div>	

C. Disposition Administration

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Review</div>	
	↓	
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Inventory-Taking</div>	Maintain records Inventory, Prepare Records Disposition Schedule(RDS) using NAP Form, and establish retention periods,
	↓	Tracking/monitoring their life span .
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Appraisal</div>	Preparation of Request for Authority to Dispose ap-
	↓	prove by TSU President and NAP Executive Director.
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Transfer to Storage/ Conduct Disposal Procedures</div>	Packing of Inactive Records.
	↓	Transfer to Records storage.
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Master Listing</div>	Actual Disposal witnesses. (COA,NAP)
	↓	a. Preservation of Permanent Records
	↓	b. Transfer of Records Disposal of Record
	<div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center;">End</div>	

D. Records Archive/ Archives Administration

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Arrangement Archival Materials</div>	Selecting archive materials
2.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Master Listing, Scanning and/Digitization</div>	Scan/digitize Preparing records inventory.
3.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Accessioning</div>	Actual Transfer to archive center Organizing materials for display
4.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Finding Aids</div>	Safekeeping and Preservation
5.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Storage and Preservation Techniques</div>	Application of counter Disaster management
	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; text-align: center; width: 50px; margin: 0 auto;">End</div>	

1.5. POLICIES AND PROCEDURES

1.5.1. Correspondence

- 1.5.1.1. Official communications shall bear the standard formats;
- 1.5.1.2. Observe the thru channels in making correspondences;
- 1.5.1.3. Original copy of the correspondence shall be forwarded to the Central Records Office duly signed by proper authorities;
- 1.5.1.4. Must be familiar when to use long and short coupon bond, paper textures, singles space, double space and others;
- 1.5.1.5. When enclosure accompany the correspondence, they should be listed in the lower left-hand corner, state who shall be furnished;
- 1.5.1.6. Confidential correspondences shall be marked “confidential” on the 1st page. To determine the classification.
- 1.5.1.7. Never use facsimile or initials in the original copies;
- 1.5.1.8. Assign an accountable personnel who will take charge in the protection and preservation of the recorded communication to avoid misplacements and lost.
- 1.5.1.9. There should be an established rules to be followed by the filling operator;

1.5.2. Internal Correspondence

- 1.5.2.1. Review the nature/format of communication which shall be duly signed;
- 1.5.2.2. Secure at least two original copies of the communication for stamping with the Central Records office (violet ink);
- 1.5.2.3. The stamp shall bear the dater and signature/initial of the records office personnel in charge or authorized;
- 1.5.2.4. The office personnel shall see to it that the original copy is submitted for recording purposes. In case only one original copy is submitted and approved, a notation at the records file that the “original copy”

is under the custody of: print name and signature of the person accountable;

- 1.5.2.5. If the original copy can be reproduced, require the creator of the communication to do so for proper recording;
- 1.5.2.6. Enter the pertinent data of the communication to the Record book;
- 1.5.2.7. Reproduce copies if necessary;
- 1.5.2.8. Perform the information dissemination/action needed;
- 1.5.2.9. Status of actions taken in the communication are noted below the material;
- 1.5.2.10. If the communication is sent thru the pigeon hole, a monitoring form shall be filled up by the authorized receiving personnel;
- 1.5.2.11. The communication is sent thru Office Communicator (OC) or Document Management System (DMS) when it requires multiple recipient in observance of the less paper record management;
- 1.5.2.12. Observance of urgency and confidentiality of documents based on the IRR of RA 9470 is also a general rule.

1.5.3. External Correspondences

- 1.5.3.1. Official communications addressed to TSU or TSU President shall be forwarded to the Office of the President for notation before stamping and dissemination;
- 1.5.3.2. The Secretary of the President shall forward duly noted communications to the central records office;
- 1.5.3.3. Recording procedures and control shall be done as stated in the internal policies procedures.

1.5.4. Reproduction of Copies

- 1.5.4.1. A record should be produces when it contributes to the completion of an assign tasks;
- 1.5.4.2. Learn to simplify procedures in order to contribute to the

- 1.5.4.3. cost saving measures of the university;
See it that copies reproduced shall be served to the concerned office/personnel;
- 1.5.4.4. Do not keep excess copies to avoid files on pile.

1.5.5. Distribution function

- 1.5.5.1. Hand carried correspondences shall be released to the person carrying and sign at the logbook (pigeon hole).
- 1.5.5.2. Correspondences received from the president office with notation shall be forwarded thru:
 - a. Pigeon Hole
 - b. Office Communicator (OC)
 - c. Document Management System (DMS)
 - d. Contact thru telephone/cellphone depending upon the need of correspondence.
- 1.5.5.3. All communications forwarded to colleges/offices shall be printed when needed for immediate/future use.

1.5.6. Servicing with files (Requested and Retrieval)

- 1.5.6.1. All files requested shall be approved by the Record Manager of Record coordinator in their respective offices/colleges using the form prescribed per Admin Order No. 12, s. 2015;
- 1.5.6.2. Only authorized personnel at the Central Records Office shall conduct the retrieval and refilling of files;
- 1.5.6.3. A monitoring form is provided requiring the requestor to fill up before the release of the request;
- 1.5.6.4. In case request in for research purposes, a from devised for the purpose is available and required to fill up;
- 1.5.6.5. All requests are included in the Report of Accomplishments.

1.5.7. Restrictions and Security Measures on Records

- 1.5.7.1 Only authorized persons should have access to the files. Use counters to help control to this problem.

- 1.5.7.2. Designate a filing operator to ensure protection of records for file;
- 1.5.7.3. Only authorized personnel can removed records from file and re file;
- 1.5.7.4. Provide facilities such as desks, tables and chair for personnel authorized to use records for reference, to minimize taking records out of records room.
- 1.5.7.5. Materials which are fire hazards should be removed from the records room.
- 1.5.7.6. All Electrical switches and plugs should be turn off and all windows should be closed before closing the records room and records storage area.
- 1.5.7.7. Smoking in records area is strictly prohibited.
- 1.5.7.8. Provide records room with fire extinguishers.

1.5.8. Do's and Don'ts in Filing

Anyone working with files, can perform his work better by observing the following “Do's and Don'ts in filling”.

- 1.5.8.1. Do stifle papers together in the upper left corner. Don't use pins, wire clips, or rubber bands on files papers.
- 1.5.8.2. Do pre-arrange or send papers on exact order according to the filing system you are using. Don't start to file with papers in haphazard arrangement.
- 1.5.8.3. Do print or write in block letters all labels on the folders. Don't write captions on the folders in long hand style.
- 1.5.8.4. Do file materials everyday. Don't allow the materials to be filed to pile up day after day.
- 1.5.8.5. Do lift the folder out to insert papers in the proper place. Don't jam papers down into the folders.
- 1.5.8.6. Do file in the order of date, keeping the latest date on top or in front. Don't allow papers to be out of chronological

order.

- 1.5.8.7. Do file in back of the file guides. Don't file in front of the file guides.
- 1.5.8.8. Do make an individual folder when you have six to eight pieces of materials on a subject or on a customer. Don't allow your miscellaneous folder to become cluttered and overcrowded.
- 1.5.8.9. Do see that no folders contains more than capacity for which it is designed generally one and half to two and a half centimeters thick of materials. Don't allow the folders to become so full that they bulge or become unwieldy.
- 1.5.8.10. Do close each file drawer as you finish with it. Don't pull out more than one folder drawer at a time.
- 1.5.8.11. Keep files in accordance with the files classification guide. Don't pull a folder out of lace just because it may too large.
- 1.5.8.12. Do charge out removed and place the corresponding "charge out card in the file". Don't lend records and then depend upon memory to tell you who took them.

1.5.9. Disposition Administration

Refers to the systematic transfer of non-current records from office to storage area, identification and preservation of archival records and the destruction of valueless record. (Inventory, appraisal, indexing, tracking).

Steps in the Records Inventory

1. Appraisal of Record (distinguish records and non-records)
2. Establishment of Retention Periods (tracking / monitoring)
3. Records Disposition Schedule
4. Preparation, Submission and Approval of RDS
5. Application of RDS
 - a. Retention of Active Records
 - b. Preservation of Permanent Records
 - c. Transfer of Records
 - d. Disposal of Records
 - e. Any document that are considered to be valueless based on the Records Inventory and Records Disposition Scheduled approved by the NAP, shall be disposal and contribute income from sales out of

valueless records.

1.5.10. Disposition of Records

The TSU Central Records Office has an establishment plan of pearly Disposition of valueless records and at the same time CONDUCT of SEMINAR inviting NAP Representatives as Resource Speakers. Management and Improvement Committee (MIC) is also created to assist for the economical and efficient system of records disposition taking into consideration the following steps:

1. The Records Director assists the Deans/Directors thru their respective clerks in the preparation of inventory. Appraisal of records for disposal is based from the General Records Disposition Schedule of NAP and the TSU Records Disposition Schedule;
2. The Request for Authority to Dispose (NAP form) shall be filled up for approval of the TSU President and forward to the Executive Director of the National Archives of the Philippines (NAP) for approval;
3. Upon notice of approval of the Request for Authority to Dispose from the National Archives of the Philippines, Central Records Office shall request the presence of NAP and COA as witness for the actual disposal;
4. Records for disposal shall be bundled and labeled.

1.5.11. Records Storage

A systematic movement of records from high cost office space and equipment into a low cost controlled stage area is the maintenance of a STORAGE:

Steps Involved in the Records Transfer

1. Selecting files for transfer
2. Preparing records for transfer
3. Preparing records for transfer
4. Actual Transfer
- 5.

RETIREMENT of RECORDS

- Scheduling
- Intermediate Storage
- Preservation
- Disposal
- Entering the records transfer in the logbook

The Records storage of the office is located near TSU gym. It can accommodate 10 steel cabinets containing inactive files of the office and forwarded by other offices/colleges. It serves also as the temporary house of records waiting for their useful value and eventually be disposed of.

1.5.12. Archives Administration

Records Center/ Archives Administration - refers to papers, periodicals, books or other items, articles or materials, whether in the form of electronic, audio-visual, or print, which by nature and characteristics have enduring archival value that have been selected for utmost care and permanent preservation.

The office has now an initial Archives Center located at the Mezzanine 2nd floor of front the Cashiering beside the Procurement Office. Due to non availability of personnel to stay from Tuesday to Friday, said Archives is open only during Wednesday morning and Friday Morning. If there are requests to visit, they come to the office and a staff is assigned or the Director is willing to accompany if available.

1.6. CENTRAL RECORDS MONITORING FORMS

**1.6.1. Record Office Form No.1
(To be filled up before releasing approved requests)**

Date	Name of Requestor	Unit / College	Particulars	Purpose	No. of Copies	Remarks

**1.6.2. Record Office Form No.2
(To be Filled up in requesting blank forms)**

Date	Name of Requestor	Unit / College	Particulars	Purpose	No. of Copies	Remarks

**1.6.3. Record Office Form No.3
(To be filled up requesting mailing stamps)**

Date	Name of Requestor	Unit / College	Particulars	Purpose	No. of Stamps	Remarks

**1.6.4. Record Office Form No.4
(Form used when monitoring / transferring inactive files)**

Nature of File	Description of File	Location	Retention Period	Date	Status	Remarks	Reviewed by
Admin Fiscal							
Legal Archival							

**1.6.5. Record Office Form No.5
(Form used in the Pigeon Hole)**

Tarlac State University Records Maintenance Name of In-Charge _____ College / Unit _____				
Date	Particulars	Signatures	Doc. No.	Remarks

**1.6.6. Record Office Form No.6
(Form used in File Requisition)**

CRO2015-01	Republic of the Philippines TARLAC STATE UNIVERSITY CENTRAL RECORDS OFFICE Tarlac City FILE REQUISITION SLIP
Description of File Requested: _____ Purpose/s: _____ _____ _____	
Requested by: _____ Signature of Dean/Records Coordinator _____ College/Service Unit: _____ Contact No. _____	
Date Requested: _____ Date Released: _____	

1.7. INSTITUTIONAL POLICY

Republic Act No. 9470 otherwise known as the National Archives of the Philippines Act of 2007 and its Implementing Rules and Regulations, intends to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniformed throughout the country.

TSU– CIVIL SECURITY OFFICE

Operations Manual

TARLAC STATE UNIVERSITY

VISION

Tarlac State University is envisioned to be a premier university in the Asia-Pacific region.

MISSION

Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

Towards this end, TSU shall:

- Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.
- Premier as a research institution by enhancing research undertakings in the fields of technology and sciences, and strengthening collaboration with local and international institutions.
- Be a champion in community development by strengthening partnership with public and private organizations and individuals.

DEVELOPMENTAL GOALS

- To uphold academic excellence and establish its position as a premier university in the Region;
- To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;
- To enhance and strengthen partnership with LGUs, private organizations and individuals in community development and people empowerment; and
- To enhance income generating projects.

CORE VALUES

The six (6) core values institutionalized as a way of life of the university community are:

- E - Excellence and Enhanced Competition
- Q - Quality
- U - Unity
- I - Integrity and Involvement
- T - Trust in God, Transparency & True Commitment
- Y - Yearning for Global Competitiveness

INTRODUCTION

Creating a safe school is the responsibility of the entire community. Our school, the Tarlac State University, is a safe haven for teaching and learning, free from crime and any violence, because at any instance of crime or violence in school will not only affect the individuals involved, but also may disrupt the educational process, and effects the school itself and the surrounding community.

Security management accounts in large part for the maintenance of peace and order, and stability in any given setting. For our interest, we refer to the direct protection and continued safety of all the faculty, students and staff, including government establishments and facilities.

Sound school policy development plays an essential role as a violence prevention and control tool. By anticipating safety problems and actively addressing them, schools increase their ability to avoid or respond to a crises, clearly articulated rules and policies, established through community involvement and implemented fairly, will provide a solid foundation for a comprehensive approach to school safety. Administrative support is essential to provide necessary resources for safety and violence prevention efforts. Careful planning and vigilant monitoring are required to ensure the security of the school.

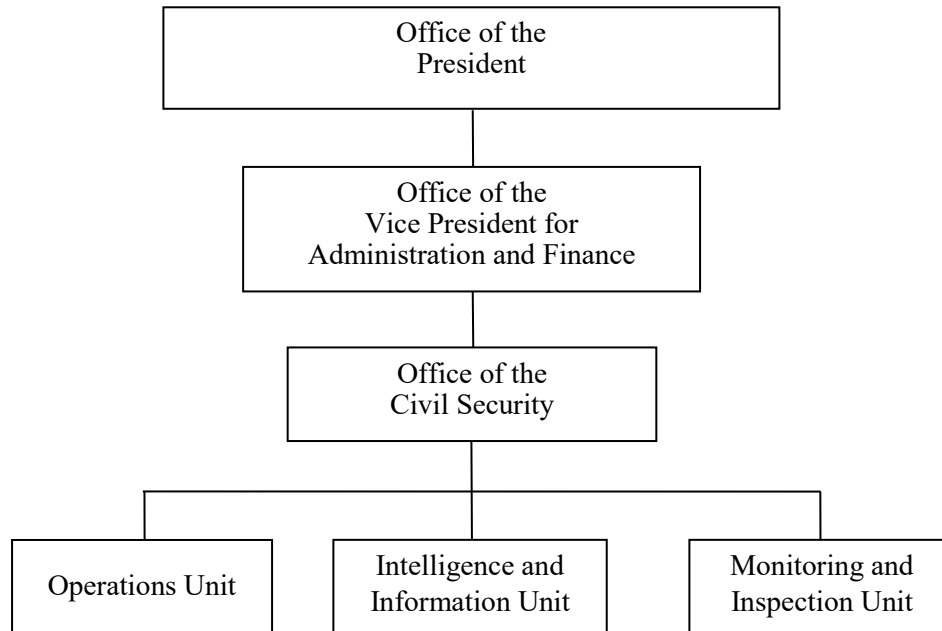
It is imperative that school administrators understand security and safety in the sense of a management function, security and safety must become a way of thinking in schools. A greater sense of this can be achieved when stakeholders make it priority item on their development agenda.

Security and safety are not separate functions, they must be integrated into the institution's everyday operations, without effective security policies, procedures and strategies, how will your institution's missions and visions be attained and be fulfilled. So to be truly effective, institution of higher learning must have a wide security programs.

The objective of the TSU Civil Security Office is to have a safe environment, which is free from any threat or violence. Because in a school with safe environment, teachers can teach efficiently and effectively their students. And when the school climate is well organized and appropriate discipline is present, there are fewer opportunities for students to misbehave.

CIVIL SECURITY OFFICE

1.1 ORGANIZATIONAL STRUCTURE



1.2. FUNCTIONS AND SERVICES OF THE CIVIL SECURITY OFFICE

The functions of the civil security office are carried out by the different units of the office namely the operations unit, intelligence and information unit, inspection and monitoring unit.

1.2.1. Operations Unit

Functions:

- 1.2.1.1. Assist in the entire operation of the TSU CSF office.
- 1.2.1.2. Takes charge of the shift/change in the deployment of SGs in the different campuses of the University.
- 1.2.1.3. Rate the performance of all SGs of the University to ensure excellence.

- 1.2.1.4. Conduct regular/special meeting to maintain unity and commitment in the performance of duties.
- 1.2.1.5. Coordinate with the Intelligence & Information and the Monitoring & Inspection Units.
- 1.2.1.6. Provide security and safety services 24 hours each day.
- 1.2.1.7. Inspect all Duty Guards on posts to see if they wear proper uniforms and show proper decorum.
- 1.2.1.8. Collect all daily operational reports from the different units of the office; then, summarize and submit them to the director of the CSF.
- 1.2.1.9. Prepare Guard Detail (for 15-day duty) and submit to the CSF-Director for approval.
- 1.2.1.10. Prepare monthly disposition report to be approved by the CSF-Director and the VP for administration.
- 1.2.1.11. Submit approved monthly disposition report in the Supervisory Office for Security and Investigation Agencies (SOSIA) – Philippine National Police (PNP), Camp Olivas, San Fernando and Camp Crame, Quezon City.

1.2.2. Intelligence and Information Unit

Functions:

- 1.2.2.1. Provide security and safety services 24/7.
- 1.2.2.2. Establishes and supports crime prevention programs of the TSU Civil Security Force;
- 1.2.2.3. Investigates and apprehend those who commit crimes;
- 1.2.2.4. Coordinates with other agencies especially on matters that increase the security proficiency of the Security Guards;
- 1.2.2.5. Provides warning to the Security Guards in cases of emergency.
- 1.2.2.6. Issue violation slips and report student violators to the CSF-Office for the endorsement to the OSA.

- 1.2.2.7. Conduct security and safety surveys and evaluations.
- 1.2.2.8. Conduct investigations on reported complaints, crimes, and incidents.
- 1.2.2.9. Plan and prepare response to emergencies such as fire, earthquake, accidents, and other incidents.
- 1.2.2.10. Coordinates with the TSU community, government agencies, non-government organizations (NGO's), and other schools pertaining to campus security and safety.
- 1.2.2.11. Coordinates constantly with the Operations, Monitoring and Inspection Units.

1.2.3. Inspection and Monitoring Unit

Functions:

1.2.3.1. Inspection

- 1.2.3.1.1. Provide security and safety services 24/7.
- 1.2.3.1.2. Conduct investigation in cases involving violations of school policies/regulations including loss of supplies and materials and other matters affecting security, peace and order in the University;
- 1.2.3.1.3. Conduct spot inspection/visitation to all guard posts to ensure readiness of all posted guards;
- 1.2.3.1.4. Screen, check and keep record of all incoming and outgoing vehicles in the University.
- 1.2.3.1.5. Screen, check and keep record of all students, faculty, staff and visitors entering and leaving the different campuses of the University;
- 1.2.3.1.6. Implement and enforce University policies, rules, regulations, and procedures pertaining to security and safety such as:

- Personnel access and identification cards for University personnel, students, non-organic personnel, and visitors.
 - Vehicular control and access.
 - Entry/exit and transfer of materials, equipment, and properties.
- 1.2.3.1.7. Coordinate constantly with the Operations, Intelligence and Information Units.
- 1.2.3.1.8. Monitor special events and activities conducted inside the campus.
- 1.2.3.1.9. Monitor the classrooms every hour to eliminate vandals; and shall submit the daily monitoring sheet to the office of Civil Security.

13.3. DUTIES OF THE CIVIL SECURITY OFFICE DIRECTOR

- 13.3.1. Ensure and maintain safety, peace and order in the university;
- 13.3.2. Schedule the time of duty of all security guards in the university to be approved by the President;
- 13.3.3. Accomplish Monthly Disposition Report to be submitted at PNP SO SIA;
- 13.3.4. Identifies Post in Charge in the different security posts;
- 13.3.5. Supervise, monitor, and accomplish individual Performance Evaluation of the personnel;
- 13.3.6. Report untoward incidents immediately to proper authorities;
- 13.3.7. Submit reports to the higher authorities where such reports are necessary;
- 13.3.8. Attend official meetings, seminars/ trainings;
- 13.3.9. Conduct regular meetings with the personnel; and
- 13.3.10. Submit and compile monthly accomplishment report.

1.4. WORKFLOW CHART ON TRANSACTIONS AND SERVICES

A. Operations Unit

Responsible	Process Flow	Procedure
1.	Deployment o Security Guards	<p>The Civil Security Force Director takes charge in the assignment/deployment of guards.</p> <p>Regular/special meetings shall be conducted to inform guards for updates and other reports from their posts.</p> <p>Daily operational reports shall be put in writing and shall be collected and summarized.</p> <p>Disposition report shall be prepared base from the collected and summarized daily operations report.</p> <p>Disposition report shall be submitted to the VP for Administration for comments and approval.</p>
	↓	
2.	Organization of Regular/ Special Meeting	
	↓	
3.	Collection of Daily Operational Report	
	↓	
4.	Preparation of Monthly Disposition Report	
	↓	
5.	Submission of Monthly Operational Report for Approval	
	↓ End	

B. Intelligence and Information Unit

Responsible	Process Flow	Procedure
1.	Investigation	Investigation of information furnished shall be done.
2.	↓ Apprehension	Once investigated, apprehension of person/s concerned shall follow.
3.	↓ Coordination	There shall be close coordination with the different units of the security force as well as the persons concerned for further investigation to prove culpability of apprehended person/s.
4.	↓ Issuance of Violation Slip	Violation slips shall be issued to all persons concerned and penalty shall be imposed.
5.	↓ Evaluation	Evaluation of the incident shall be done to reduce/eliminate recurrence of such incidents.
	↓ End	



C. Inspection and Monitoring Unit

Responsible	Process Flow	Procedure
6.	<div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Spot Inspection of Guard Posts</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Screening, Checking, Recording of Incoming/ Outgoing Vehicles</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Screening, Checking, Recording of Student, Faculty, Staff & Visitors Entering and Leaving</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Checking, Class-rooms and Surroundings Against vandals by the Roving Guard</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; width: fit-content; margin: 0 auto;">End</div> </div>	<p>Spot inspection of guards on duty shall be made</p> <p>Guards on duty shall screen, check, and record incoming and outgoing vehicles to ensure safety</p> <p>Guards on duty shall likewise screen, check and record students, faculty, staff & visitors entering and leaving the university to make sure that policies, rules and procedures are being followed.</p> <p>Classrooms and surrounding shall be monitored by roving guards to check vandals.</p>
7.		

1.5. INSTITUTIONAL POLICIES

- 1.5.1. Proper wearing of uniforms of SGs on post and every meeting/formation/special occasions shall be strictly implemented.
- 1.5.2. SGs are mandated to practice professional ethics and conduct at all time.
- 1.5.3. No firearms shall be carried by any security personnel except when in the actual performance of duty.
- 1.5.4. SGs shall not serve as a bodyguard or personal security escort of any persons.
- 1.5.5. SGs shall enforce the following policies of the university:
 - No I.D., no uniform, no entry.
 - Inspection of supplies and materials transported to and from the different campuses of the TSU.
 - Inspection of supplies and materials considered scraps and/or wastes before their disposal.
 - Observance of power/lights off period.
 - No smoking policy.
 - Visitors' registration in the log book.
 - Wearing of shorts & sleeveless are not allowed inside the campus
 - Plastics and styrofoams not allowed inside the campus
 - Deadly weapons are not allowed inside the campus
 - No TSU Vehicle Sticker No Entry
- 1.5.6. SGs must arrive 15 minutes before relieving time in the post where they are detailed to perform their duty.
- 1.5.7. SGs are refrained from performing duties while under the influence of liquor.
- 1.5.8. SGs are strictly prohibited to participate in any form of gambling while in the performance of duty.
- 1.5.9. Request for leave/absences must be submitted to the proper authorities at least 24 hours (if applicable) before the start of leave of absence(s).

1.6 FORM USED IN OFFICE TRANSACTIONS

CSF Form 3					
 Visitor's Permit 					
Date:					
Time In:		Time Out:			
Name:					
ID Presented:					
Office to be visited:					
Purpose (to be filled out by the visitor/s)					
Remarks (to be filled out by TSU Employee)					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">S.G. on Duty</td> </tr> </table>					S.G. on Duty
S.G. on Duty					

Republic of the Philippines
TARLAC STATE UNIVERSITY
CIVIL SECURITY OFFICE
Tarlac City

INCIDENT REPORT FORM

Location of Crime:

Inside the Campus ()
Outside the Campus ()

Date & Time the Incident Occurred: (Date) _____ (Time) _____

Date & Time the Incident Reported: (Date) _____ (Time) _____

Description of the Incident:

Name of the Victim: _____

Identities of any known suspects or witnesses: _____

Use of any weapon in the commission of the crime: _____

Injuries involved: _____

Complete description of the crime: _____

TSU-CSF

Tarlac State University
CIVIL SECURITY FORCE
Tarlac City



CSF Form 4

To: TSU STICKER No. _____

This is to remind you that your sticker has already expired last _____
_____. Please secure a new
sticker as soon as possible.

Thank you and have a good day!

MARCELINO C. GAMIS
Chief for Operations, TSU-CSF



Republic of the Philippines
TARLAC STATE UNIVERSITY
CIVIL SECURITY OFFICE



LOGSHEET

CAMPUS _____ **DATE** _____

Name	Shift	Time In	Signature	Time Out	Signature
FIRST SHIFT					
SECOND SHIFT					
THIRD SHIFT					
Remarks					
Name of Absent	Name of Reliever	Time	Nature of Duty		

Verified by:

Conforme:

 HEAD GUARD

 DIRECTOR-CSF

TARLAC STATE UNIVERSITY
Civil Security Office
Tarlac City

MALAYANG SALAYSAY

Ako si _____,
taong gulang, mag-aaral ng Tarlac State University at kasalukuyang naninirahan sa _____ ay buong kalayaang
magsasalaysay ng mga sumusunod na pangyayari:

Noong ika- _____ ng _____ 20____, mga
ika _____ habang ako ay _____ sa

Bilang patunay sa aking mga isinalaysay, ay ang aking lagda sa ibaba nito na
aking _____ ginawa _____ ngayong _____ ika- _____ ng
_____, 20____, ditosa _____, ng kusang loob at walang
halong pananakot o kaya ay pangako ng ano mang pasubali.

(buong pangalan) (lagda)

Mga Saksi

(buong pangalan) (lagda)

(buong pangalan) (lagda)

SUBSCRIBED AND SWORN TO BEFORE ME THIS

DAY OF _____ 20____ AT

AFFIANT EXHIBIT-
ING TO ME HIS RESIDENCE CERTIFICATE NO.

ISSUED _____ AT

ON _____.

TARLAC STATE UNIVERSITY
Tarlac City

PERMIT - TO - STAY FORM

Civil Security Office

Please accomplish the following form and submit the printed duplicate copy to the Civil Security Office.

Copy: () Faculty () Staff

Date _____

Please Print Clearly

Name:				Office/College:			
From:	Date		To		Date		Building:
	Time				Time		Room Number:

Reason (s):

To be filled up by Immediate Supervisor

() Approved Remarks:
() Disapproved

Noted:

Signature of Applicant

Director, CSF

Recommending Approval:

Approved:

Vice President Concerned

VP for Admin. And Finance

LOGBOOK ENTRY FORM

TARLAC STATE UNIVERSITY
Civil Security Office
Tarlac City

LOGBOOK ENTRY FORM

Guard on Duty :
Post on Duty :
Day of Duty :
Tour of Duty :

Outgoing Guard

Incoming Guard

Name of Employee	Time In: Time Out:	Signature	Remarks
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TARLAC STATE UNIVERSITY
Civil Security Office
Tarlac City

SPOT/INITIAL REPORT FORM

For : _____
Fr : _____
Thru : _____
To : _____
Subj : _____
Date : _____

1. _____

2. _____

3. _____

4. _____

Copy Furnished:

Duty Guard

TARLAC STATE UNIVERSITY
Civil Security Office
Tarlac City

FIRE/VEHICULAR ACCIDENT FORM

Following actions to be taken by a security guard during fire/vehicle accident.

1. Notify the PNP Operation Center/Fire Department/Agency/Client
Record the time of fire/vehicular accident _____
Name of person contacted _____
Name of the office/tel.no. _____
Time contacted _____
Other government office/s concerned _____
Number of casualties:
Died on the spot: _____ Injured: _____
2. Alert residents/employees in the area.

For motor vehicle on fire due to traffic/vehicular accident:
3. Get the following data:
Type (car, jeep, etc.) _____
Color/Plate Number _____
Identity of the driver _____
4. Secure the accident/fire scene: Yes _____ No _____
5. Requested for ambulance: Yes _____ No _____
6. Name/s of person contacted: _____
7. Fire Department/PNP office concerned contacted: _____
8. Name of Duty Officer contacted: _____
9. Number of fire trucks responded:
(in case of fire as a result of vehicular accident) _____
(in case of conflagration) _____
10. Number of casualties (identify) _____
Died on the spot (how many) _____
11. Sought assistance of civilian: Yes _____ No _____
12. Evacuated casualties to hospital: Yes _____ No _____
13. Directed traffic: Yes _____ No _____
14. Moved vehicles to ease traffic flow: Yes _____ No _____
15. Turned over the case to responding traffic investigator: _____
16. Date/Time of turn over: _____
17. Record the name of traffic investigator: _____
18. Place of assignment/address of office: _____

TARLAC STATE UNIVERSITY
Civil Security Office
Tarlac City

HOSTAGE SITUATION FORM

A security guard's role in this emergency situation is to minimize injury to the hostage(s) victim(s) and to contain the hostage taker pending arrival of the SWAT/CH/Crisis Response Team/Negotiating Team.

Following actions to be taken by a security guard during hostage taking situation:

1. Notify the PNP/SWAT/EOD Team/Agency/Client
2. Record the following:
 - Name of the Duty Officer contacted: _____
 - Date/Time of Call: _____
 - Establish identity of the hostage taker/suspect _____
(Gender, Height, Physical appearance, body built, etc.) _____
 - Establish identity of the victim _____
(Gender, Height, Physical Appearance, Body Built, etc.) _____
3. Cordon the area and isolate the victim/suspect from the public.
4. Do not allow any unauthorized person to enter the stronghold/area.
5. Evaluate the injured person/s.
6. Call the nearest hospital (Name of hospital and address) _____
7. Record the name of the Duty Officer _____
8. Date/Time of the call _____
9. Determine location/number of suspects _____
10. Determine weapon used by the suspects _____
11. Upon arrival of the Negotiating Team, record the following:
 - Name of Negotiators: _____
 - Office assignment/address: _____
 - Other government office/s concerned: _____
12. Determine access routes and advise Police Units concerned: _____
Yes _____ No _____
13. Assist the Police/Negotiating Team upon arrival in the area:
Yes _____ No _____
14. Direct the Police/Negotiating Team on the way to the stronghold area:
Yes _____ No _____
15. Provide the Police all pertinent information _____
(Suspect's ID, clothing, description, body built, weapon used)
(Victim's ID, clothing, condition, location, access points, obstacles, etc.)
16. Record time and date of the Negotiating Team left the stronghold area.
17. Make a report to your Agency/Client's Management.
18. Prepare to attend court duties.

TARLAC STATE UNIVERSITY
Civil Security Office
Tarlac City

ROBBERY/HOLD-UP FORM

Upon receipt/witness of the robbery/hold-up incident, the security must do the following:

1. Record the date and time the robbery was found/reported _____
2. Call the nearest PNP Station/Barangay Office and record the following:
Name of the Duty Officer: _____
Date and time the call was made _____
Place and address of the Barangay Office/PNP Station contacted _____
3. Secure the crime scene with a rope, yellow line (strictly do not allow no one to pass).
4. If suspect is identified give the following information:
Name of the suspect: _____
(Include age, address, ethnic group, body built, appearance, etc.)
If vehicle was used identify the following:
(Make, model, plate number, color) _____
5. Take note of persons at the crime scene (They are probable witness/es).
6. If there are injured victims, notify the nearest hospital or Barangay Medical Team, and record the following:
Name/address of the hospital: _____
Name of the Duty Doctor/Nurse: _____
Date and time of the call: _____
7. If the suspect is still at the crime scene:
Report to the PNP Hqs for reinforcement _____
Location of the suspect: _____
Number of the suspect/s confined in the area: _____
Determine type, make, name, model of firearms used: _____

- Seal off all possible exists within the area/stronghold
8. Make a report to your Agency/Management.
9. Keep unauthorized persons at the crime scene.
10. Assist the investigation upon arrival at the crime scene.
11. Be ready to stand as witness and prepare to attend court duties.

TSU– GENERAL SERVICES OFFICE

Operations Manual

TARLAC STATE UNIVERSITY

VISION

Tarlac State University is envisioned to be a premier university in the Asia-Pacific region.

MISSION

Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

Towards this end, TSU shall:

- Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.
- Premier as a research institution by enhancing research undertakings in the fields of technology and sciences, and strengthening collaboration with local and international institutions.
- Be a champion in community development by strengthening partnership with public and private organizations and individuals.

DEVELOPMENTAL GOALS

- To uphold academic excellence and establish its position as a premier university in the Region;
- To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;
- To enhance and strengthen partnership with LGUs, private organizations and individuals in community development and people empowerment; and
- To enhance income generating projects.

CORE VALUES

The six (6) core values institutionalized as a way of life of the university community are:

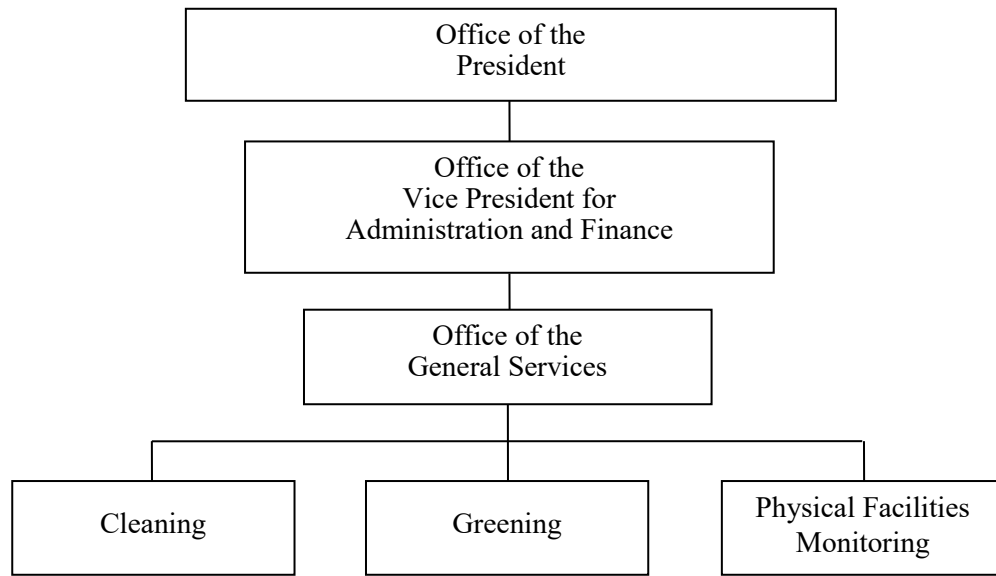
- E - Excellence and Enhanced Competition
- Q - Quality
- U - Unity
- I - Integrity and Involvement
- T - Trust in God, Transparency & True Commitment
- Y - Yearning for Global Competitiveness

INTRODUCTION

The General Services Office (GSO) ensures prompt, sufficient and outstanding service through cleaning, greening and monitoring of physical facilities. The office aims to maintain cleanliness of buildings and surroundings of the University; beautify and keep the environment clean and green; and assist the Physical Plant Office (PPO) in monitoring physical condition of facilities.

GENERAL SERVICES OFFICE

1.1 ORGANIZATIONAL STRUCTURE



2.1 FUNCTIONS AND SERVICES OF THE GENERAL SERVICES OFFICE

The office shall execute the following functions.

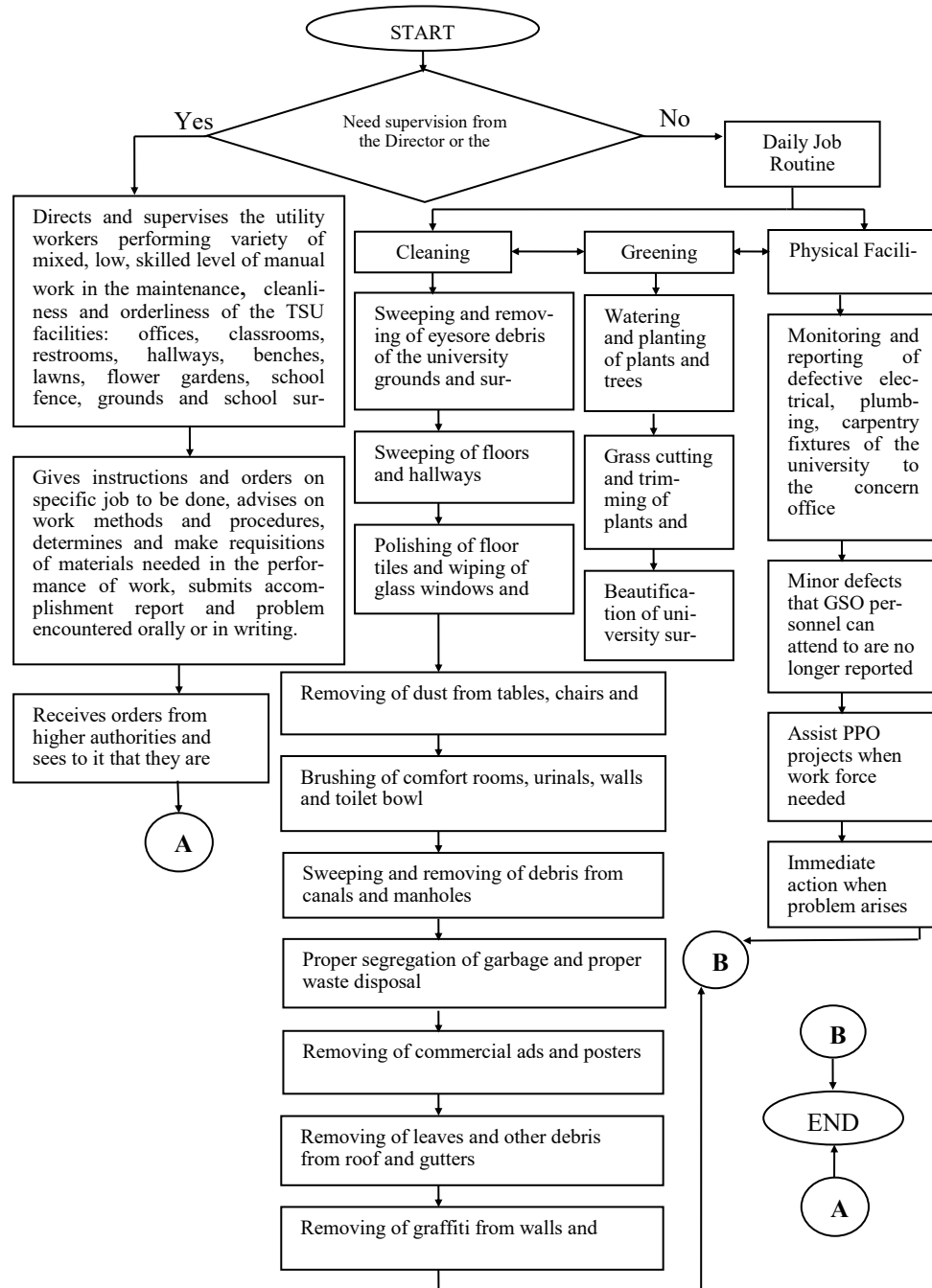
- 2.1.1 Direct and supervise the utility workers performing variety of mixed, low, skilled level of manual work in the maintenance, cleanliness and orderliness of the TSU facilities: offices, classrooms, restrooms, hallways, benches, lawns, flower gardens, school fence, grounds and school surroundings.
- 2.1.2 Give instructions and orders on specific job to be done.
- 2.1.3 Provides advises on work methods and procedures
- 2.1.4 Determines and make requisitions of materials needed in the performance of work.
- 2.1.5 Submits accomplishment report and problem encountered orally or in writing.

- 1.2.6 Receives orders from higher authorities and sees to it that they are carried out.
- 1.2.7 Specifically takes charge of the cleaning, greening, and physical facilities monitoring.

3.1 DUTIES OF THE GENERAL SERVICE OFFICE DIRECTOR

- 3.1.1 Directs and supervises the utility workers performing variety of mixed, low, skilled level of manual work in the maintenance, cleanliness and orderliness of the TSU facilities: offices, classrooms, restrooms, hallways, benches, lawns, flower gardens, school fence, grounds and school surroundings.
- 3.1.2 Gives instructions and orders on specific job to be done, advises on work methods and procedures, determines and make requisitions of materials needed in the performance of work, submits accomplishment report and problem encountered orally or in writing.
- 3.1.3 Monitors daily job routine and accomplishment of personnel in terms of cleaning, greening and physical facilities monitoring.
- 3.1.4 Receives orders from higher authorities and sees to it that they are carried out.
- 3.1.5 Submits monthly accomplishment report and perform other duties that may be assigned from time to time.

4.1 WORKFLOW CHART ON TRANSACTIONS AND SERVICES



TSU– INFRASTRUCTURE
MANAGEMENT OFFICE

Operations Manual

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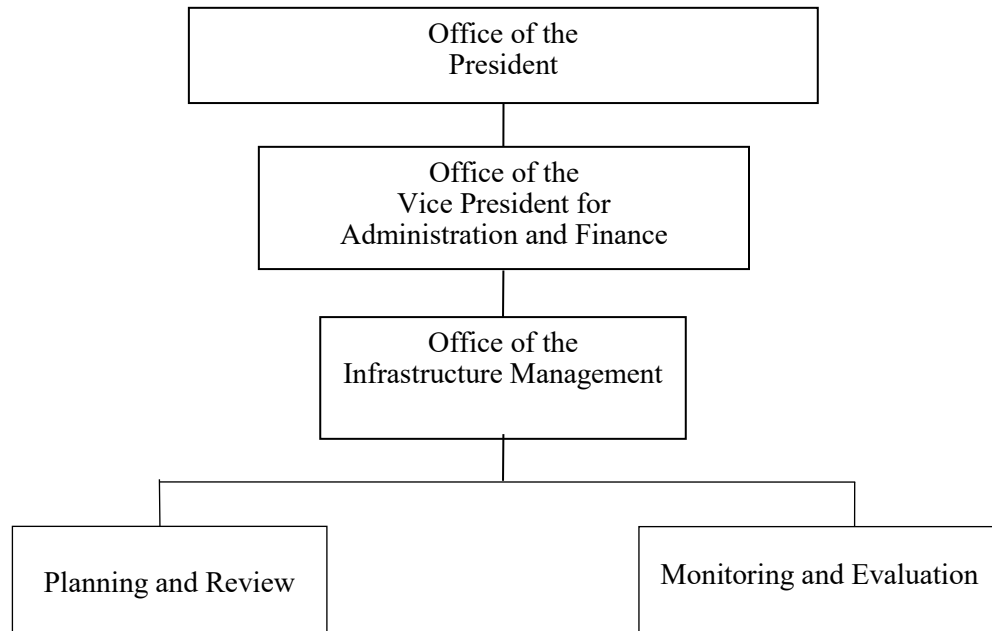
INTRODUCTION

The Human Resource Management Development Office (HRMDO) aims to effectively and efficiently perform personnel actions from recruitment to retirement which includes services on employment, benefits, performance, service incentives, training, and development.

The HRMDO aims to recruit, motivate and develop efficient, effective and flexible workforce necessary; effect implementation of policies on personnel movement, compensation and welfare benefits in compliance with DBM, CSC, and BOR's policies; equip employees to meet the challenges of an ever-changing competitive workforce through staff development and training; and provide data on personnel needed in decision making, formulation of development planning efforts and agency reports.

INFRASTRUCTURE MANAGEMENT OFFICE

1.1 ORGANIZATIONAL STRUCTURE



1.2. FUNCTIONS AND SERVICES OF THE INFRASTRUCTURE MANAGEMENT OFFICE

The Infrastructure Management Office functions as an engineering unit, tasks to develop and implement planning and monitoring procedures to ensure efficient utilization of the University's resources.

11.2.1. Planning and Review

11.2.1.1. Prepares the design specifications and estimates and program of works for small projects that are within the capacity and/or capability of the IMO In-house Project Consultants.

11.2.1.2. Reviews and approves project designs, specifications and estimates.

11.2.1.3. Responsible for the close coordination of the design based on the TOR with the project consultant as well as with the end user (for outsourced consultancy services).

11.2.2. Monitoring and Evaluation

11.2.2.1. Reviews and approves, for compliance with the design concept, approved plans and construction drawings, methods and schedule submitted by the contractor.

11.2.2.2. Conducts together with the end users final inspection and submits final report as to the acceptability of the project for occupancy or use.

1.3. DUTIES OF THE INFRASTRUCTURE MANAGEMENT OFFICE DIRECTOR

11.3.1. Plans, directs, coordinates and oversees the overall infrastructure projects/activities of the University.

11.3.2. Develops, interprets and implements all projects' in accordance with government guidelines, rules, regulations and laws. Prepares and administers operation of every project.

11.3.3. Determines when, how and who is going to perform a project in consonance with the development plan of the University.

11.3.4. Formulates one or more detailed plans to achieve optimum balance of needs or demands with the available resources.

11.3.5. Supervises the creation of technical drawings that are the basis for the construction of various projects of the University showing detailed materials, dimensions and procedures along with specific technical details that are used by architects and engineers.

11.3.6. Develops and strengthens monitoring, inspection and evaluation procedures undertaken during the construction process.

11.3.7. Suggests strategies for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;

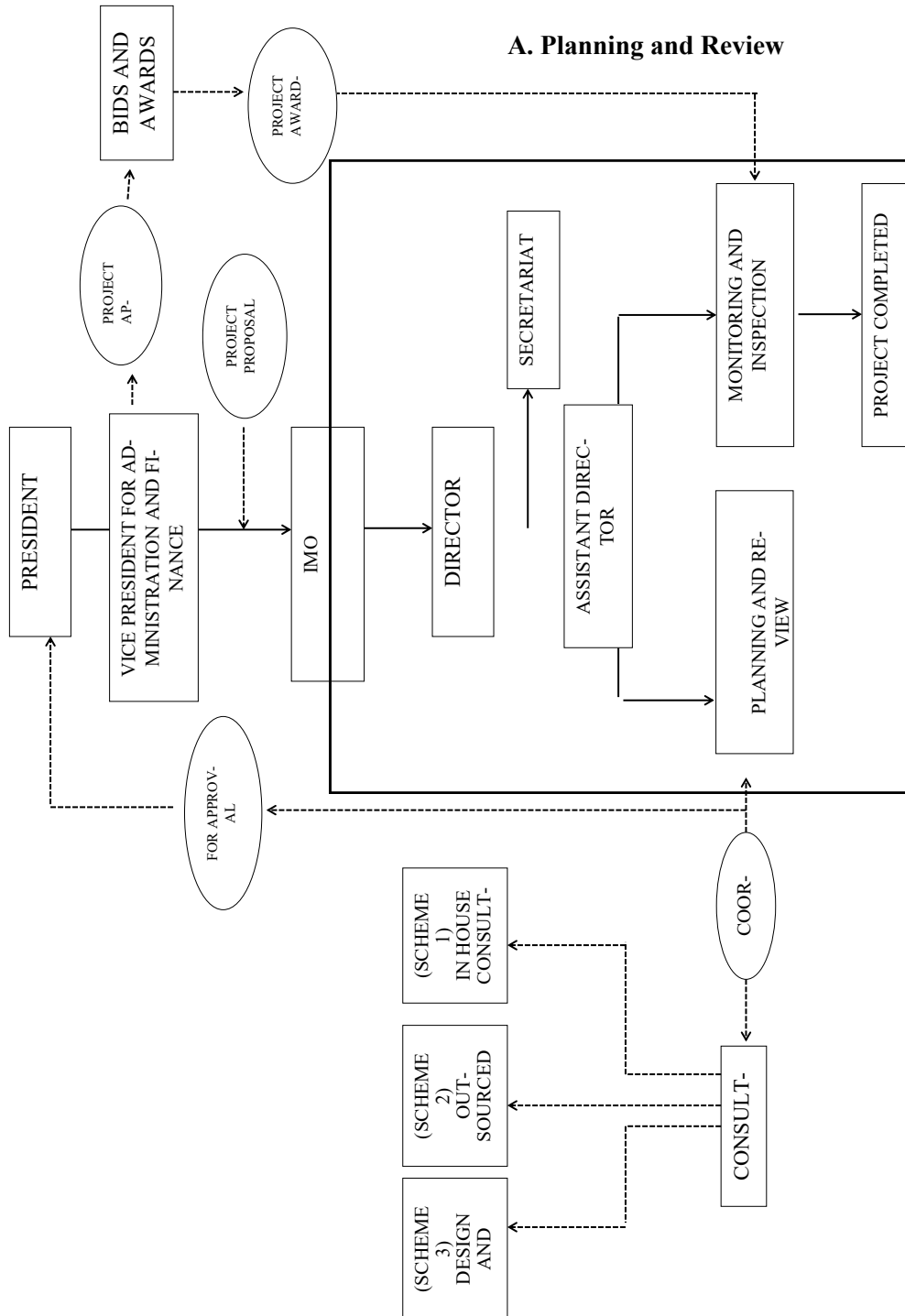
11.3.8. Conducts capacity assessment on existing monitoring and evalua-

tion system and develops monitoring strategy for the project;

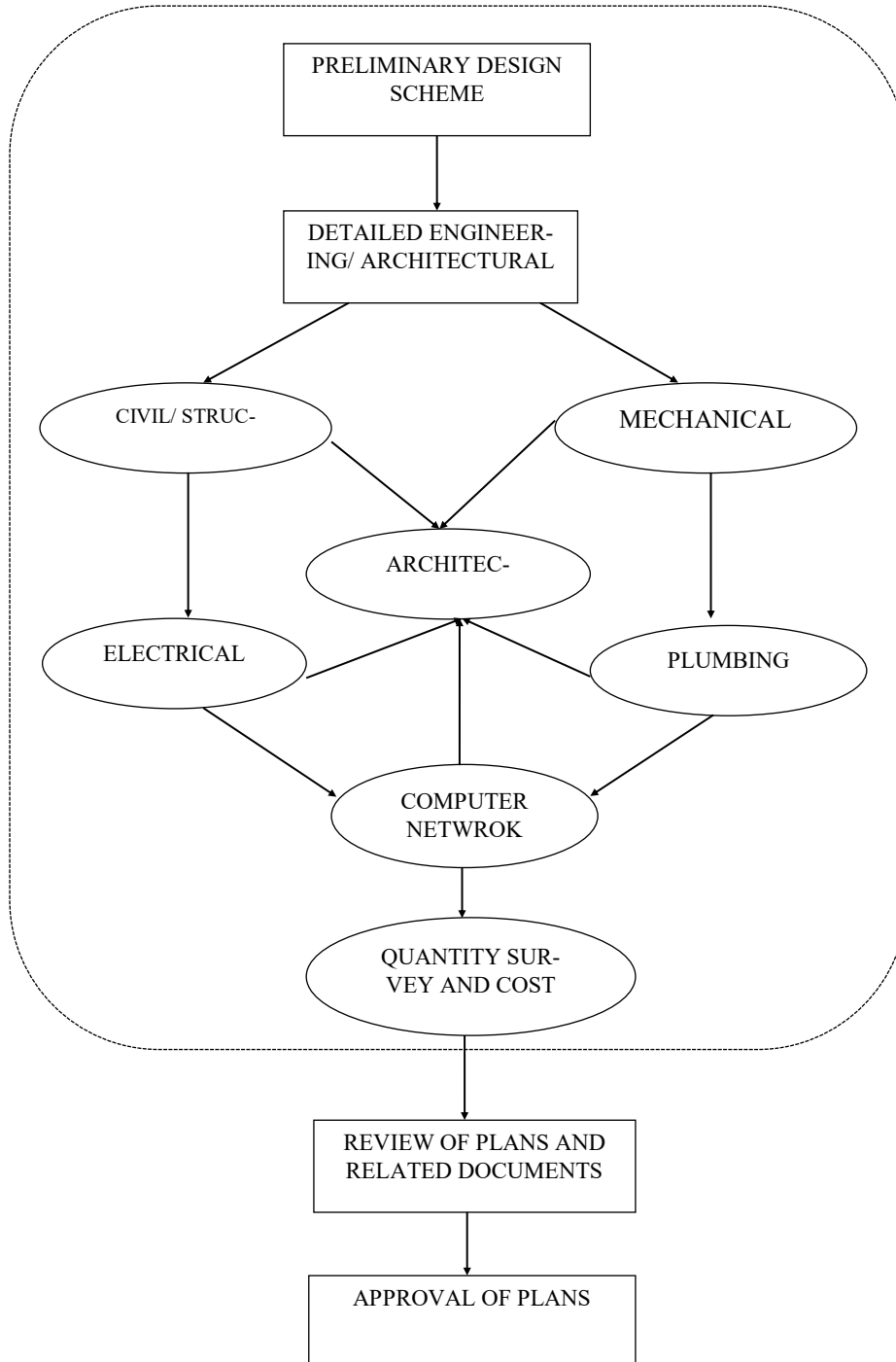
11.3.9. Reports monthly, quarterly, half-yearly and annual progress on all projects to the Office of the Vice President for Administration and Finance.

11.3.10. Ensures coordination and economical application of resources to minimize, monitor, and control the probability and/or impact of unfortunate events or to maximize the realization of opportunities.

1.4. WORKFLOW CHART ON TRANSACTIONS AND SERVICES



B. In house Consulting Services



1.5. INSTITUTIONAL POLICIES

1.5.1 PLANNING AND REVIEW

The Infrastructure Management Office shall begin its task after the inception of the project (after the need for such has been fully assessed) whichever is in consonance with University's development plan. From here on, the planning will commence based on three possible work schemes.

The IMO considers three schemes and shall implement whichever is favor able to the University.

SCHEME 1

For small projects which are not to exceed a maximum allowable aggregate cost of five million pesos (PhP 5 M) for every planning period, the unit in its capacity shall prepare, conduct, supervise and review the schemes, designs, specifications, estimates and contract documents covering the technical design aspects of the TSU infrastructure projects in accordance with current technical standards and guidelines. However, in cases where in time and resources dictate that the unit does not have the capacity to render the needed services, schemes 2 and 3 are recommended.

SCHEME 2

For medium and large projects which exceeds the maximum allowable aggregate cost of five million pesos (PhP 5 M) for every planning period, the IMO may avail CONSULTING SERVICES in accordance with RA 9184 and its implementing rules and regulations. The planning unit shall prepare the TERMS of REFERENCE which includes the following items but are not limited to:

- Description of Services
- Scope of Services
- Deliverables
- Manning Requirement
- Duration of Services
- Approved Budget for the Contract
- Mode of Payment
- Evaluation Criteria (For BAC's reference)
- Computer Network and Cabling

Consultancy services for infrastructure projects shall cover a part if not all, the following fields of engineering and architectural expertise such as but are not limited to:

1. Civil Works / Preliminary Survey and Mapping
2. Structural Works
3. Architectural Works
4. Electrical Works
5. Mechanical Works
6. Plumbing Works

SCHEME 3

Design and Build schemes for Infrastructure projects may be implemented under the conditions set forth in policy and guidelines for Design and Build Schemes by the GPPB. A Design and build Committee shall be created by the procuring entity to assist the IMO in the preparation of all technical documents needed prior to bidding and the BAC/TWG in the evaluation of bid documents. It is proposed that the Design and Build Committee shall receive honoraria the same with that of the BAC or the TWG.

1.5.2. PLANNING AND DESIGN

The Planning consultants whether In-House or Out-Source shall be in charge in the preparation of the following documents signed and sealed by the architect or engineer of record.

1. PRELIMINARY DESIGN SCHEME
2. DETAILED ENGINEERING
 - a. CIVIL/STRUCTURAL
 - b. ELECTRICAL
 - c. PLUMBING AND SANITARY
 - d. MECHANICAL
 - e. MISCELLANEOUS
3. QUANTITY SURVEY AND COST ANALYSIS

1.6 IN HOUSE CONSULTANCY SERVICE PROVIDERS

In-housed consultants may be pooled by the IMO from the Colleges of Engineering and Architecture to be in charge of the preparation of plans and detailed engineering/architectural designs, specification and cost estimates including project monitoring and inspection.

1. Civil Works / Preliminary Survey and Mapping

Engr. Randy Policarpio
Engr. Camilo Rivera
Engr. Leonides Tatu

2. Structural Works

Engr. Jumar Valdez
Engr. Ryan Layug
Engr. Cesar Bartolo

3. Architectural Works

Archt. Marco Bildan
Archt. Arlyn Guieb
Archt. Paul Villegas
Archt. Eduardo Quintero

4. Electrical Works

Engr. Crispin Flora
Engr. Rafael Yumul
Engr. Leo Piao

5. Mechanical Works

Engr. Pedro Suerte-Felipe
Engr. Jessie Domingo

6. Plumbing Works

Archt. Gary Advento
Engr. Ferdinand Angeles

7. Computer Networking/Cabling

Engr. Marlon Gamido
Engr. Edjie delos Reyes

8. Quantity Survey and Cost Management

Engr. Romeo Pulmano
Engr. Efren Leonardo

It is proposed that In house consultation shall be entitled to remuneration on a man-hour of consultancy work basis which shall be determine and approved the Head of the Procuring Entity.

1.7. GENERAL REQUIREMENTS FOR BUILDING DOCUMENTS

PLAN PREPARATION AND DOCUMENTATION

1. ARCHITECTURAL PLANS

- a. FLOOR PLAN
- b. ROOF PLAN
- c. REFLECTED CEILING PLAN
- d. FRONT ELEVATION
- e. LEFT ELEVATION
- f. RIGHT ELEVATION
- g. REAR ELEVATION
- h. CROSS SECTION
- i. LONGITUDINAL SECTION
- j. SCHEDULE OF DOORS AND WINDOWS
- k. SCHEDULE OF FINISHES
- L. STAIR PLAN AND SECTIONAL DETAILS
- m. FURNITURE/FIXTURES/EQUIPMENT LAYOUT AND DE-
TAILS
- n. MISCELLANEOUS DETAILS
- o. PERSPECTIVE
- p. SITE DEVELOPMENT PLAN
- q. VICINITY AND LOCATION MAP

2. STRUCTURAL PLANS

- a. FOUNDATION PLAN
- b. FLOOR FRAMING PLAN
- c. ROOF FRAMING PLAN
- d. DETAILED FOOTING PLAN AND ELEVATION
- e. SCHEDULE OF COLUMNS
- f. SCHEDULE OF BEAMS AND GIRDERS
- g. SCHEDULE OF TRUSSES
- h. STRUCTURAL NOTES AND STANDARD DETAILS
- i. DETAIL OF STAIRS
- j. FRAME CROSS SECTION
- k. FRAME LONGITUDINAL SECTION
- l. MISCELLANEOUS DETAILS

3. ELECTRICAL PLANS
 - a. LIGHTING LAYOUT
 - b. POWER LAYOUT
 - c. SCHEDULE OF LOADS AND COMPUTATION
 - d. RISER DIAGRAM
 - e. MISCELLANEOUS DETAILS
 - f. ELECTRICAL NOTES AND SPECIFICATION

4. PLUMBING AND SANITARY PLANS
 - a. WATER DISTRIBUTION LINE
 - b. SANITARY SEWER LINE
 - c. ISOMETRIC LAYOUT
 - d. DRAINAGE LAYOUT
 - E. PLUMBING NOTES AND SPECIFICATION
 - f. MISCELLANEOUS DETAILS

5. MECHANICAL PLANS
 - a. HVAC SYTEM
 - b. ELEVATOR SYSTEM
 - c. FIRE PROTECTION AND SAFETY SYSTEM
 - d. MECHANICAL NOTES AND SPECIFICATIONS
 - e. MISCELLANEOUS DETAILS

6. QUANTITY SURVEY AND COST ESTIMATE
 - a. BILL OF QUANTITIES
 - b. BILL OF PARTICULARS
 - c. UNIT PRICE UPDATE
 - d. UNIT COST ANALYSIS
 - e. TECHNICAL SPECIFICATIONS

1.8. MONITORING AND INSPECTION

The Monitoring and Inspection section shall be headed by a project engineer who will be in-charge of all on-going projects. Each of the three campuses namely, Main Campus, San Isidro Campus and Lucinda Campus shall have at least one project engineer assigned and shall come from the In-House Consultants. The project engineer(s) may request a building inspector who will work under him full time to see to it that the project is undertaken with highest quality, efficiency and safety. However in cases where the University has neither the capability and/or capacity to provide the needed manpower, Out-Sourced Consulting services shall take care of the project's implementation.

To ensure quality of materials and processes, the following tests are necessary before, during and immediately after project construction.

TEST REQUIREMENT FOR MATERIALS AND PROCESSES
(QUALITY ASSURANCE)

- CIVIL/STRUCTURAL WORKS
 - CONCRETE
 - SLUMP
 - COMPRESSIVE STRENGTH
 - REINFORCING STEEL
 - TENSILE STRENGTH
 - BEND
 - CONCRETE MASONRY
 - COMPRESSIVE STRENGTH
 - STRUCTURAL STEEL
 - TENSILE STRENGTH
 - DYE PENETRANT/MAGNETIC PARTICLE
 - ULTRASONIC TESTING
- FIRE PROTECTION WORKS
 - PIPES
 - HYDRAULIC/PNEUMATIC PRESSURE TEST
 - FIRE PUMPS
 - HYDRAULIC PRESSURE FLOW PERFORMANCE TEST
 - SPRINKLER HEADS
 - ACTUAL TEST
- HVAC WORKS
 - CONDENSER PIPES, VALVES
 - HYDRAULIC TEST
 - DUCTS
 - SMOKE TEST
 - PUMPS
 - PERFORMANCE TEST
 - COOLING TOWERS, HEAT EXCHANGERS, WATER COOLED A/C UNITS, FANS/BLOWERS
 - PERFORMANCE TEST
- ELECTRICAL WORKS
 - WIRES AND CABLES
 - MOTORS AND MOTOR CONTROLLERS
 - ENGINE GENERATOR AND AUTOMATIC TRANSFER SWITCHES
 - PRIMARY SWITCH GEAR, UNIT SUBSTATION, LV SWITCH-BOARDS
 - EMERGENCY BATTERY SYSTEM

- WATERPROOFING AND MOISTURE CONTROL
 - ROOF DECK/ TOILETS/SHOWERS
 - FLOODING TEST
 - ROOF SHEETS/TILES
 - WATER SPRINKLING/JETTING
 - WALLS AND CLADDING
 - WATER SPRINKLING/JETTING
 - DOORS AND WINDOWS
 - WATER SPRINKLING/JETTING

CONSTRUCTION OCCUPATIONAL SAFETY AND HEALTH

The contractor prior to commencement of work shall be required to submit a Safety Program/Plan together with a Safety Manual to address all potential hazards during the course of constructing the project.

To ensure safety of workers and all people within the vicinity of the project, the contractor shall assign a safety officer who reports regularly to the IMO project engineer/ building inspector, all concerns regarding safety based on the safety plan of the project under construction. On the other hand, the building inspector shall look over the potential hazards within and adjacent to the construction site and report it directly to the safety officer.

1.8. FORMS USED IN OFFICE TANSCTIONS

**REPUBLIC OF THE PHILIPPINES
INFRASTRUCTURE MANAGEMENT OFFICE
TARLAC STATE UNIVERSITY
Tarlac City**

PROJECT : _____
LOCATION : _____

ATTENDANCE SHEET FOR MEETING NO.

DATE: _____
TIME: _____
VENUE: _____

Attendees

Name	Company	Email address or Contact number	Signature

Solicited by **IMO**

Signed by _____ **Meeting Secretary**

Noted by _____ **IMO ENGINEER**

**REPUBLIC OF THE PHILIPPINES
INFRASTRUCTURE MANAGEMENT OFFICE
TARLAC STATE UNIVERSITY
Tarlac City**

PROJECT : _____
LOCATION : _____

**TRANSMITTAL SHEET
OF MISCELLANEOUS ITEMS**

DATE : _____
TO : _____
ATTN : _____
FROM : IMO

Nature of items

Additional notations and explanations

Transmitted by IMO
Signed by _____

**REPUBLIC OF THE PHILIPPINES
INFRASTRUCTURE MANAGEMENT OFFICE
TARLAC STATE UNIVERSITY
Tarlac City**

PROJECT : _____
LOCATION : _____

**TRANSMITTAL SHEET
OF OFFICIAL DOCUMENTS TO DESIGNERS**

Transmittal Sheet No. IMO –

Date: _____

IMO ARCHITECTS & ENGINEERS
Tarlac City

Attention : _____
Subject : _____

RFIs Print /plans Copies	Submittals Samples Item	Shop drawings Specifications	Letters Change Orders Description	Field inspectors Others

Note

These above items are transmitted

For your action	For your signature	For your use
For your reference	For your information	For your file
As per your request	For your approval	For your confirmation
Returned your sender	For coordination with others	For your corrections

Transmitted by **IMO**
Signed by _____
 IMO ENGINEER

**REPUBLIC OF THE PHILIPPINES
 INFRASTRUCTURE MANAGEMENT OFFICE
 TARLAC STATE UNIVERSITY
 Tarlac City**

PROJECT : _____
LOCATION : _____

**TRANSMITTAL SHEET
 OF OFFICIAL DOCUMENTS TO CONTRACTORS
 Transmittal Sheet No. IMO –**

Date: _____

CONTRACTOR : _____
Tarlac City: _____

Attention : _____
Subject : _____

RFIs Print /plans Copies	Submittals Samples Item	Shop drawings Specifications	Letters Change Orders Description	Field inspectors Others

Note: _____

These above items are transmitted

For your action For your reference As per your request Approved for construction For your resubmittal	For your signature For your information Approved as submitted For implementation Disapproved	For your use For your file Approved as note- For your corrections Returned to sender
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Transmitted by **IMO**
Signed by _____
IMO ENGINEER

TSU– PROCUREMENT OFFICE

Operations Manual

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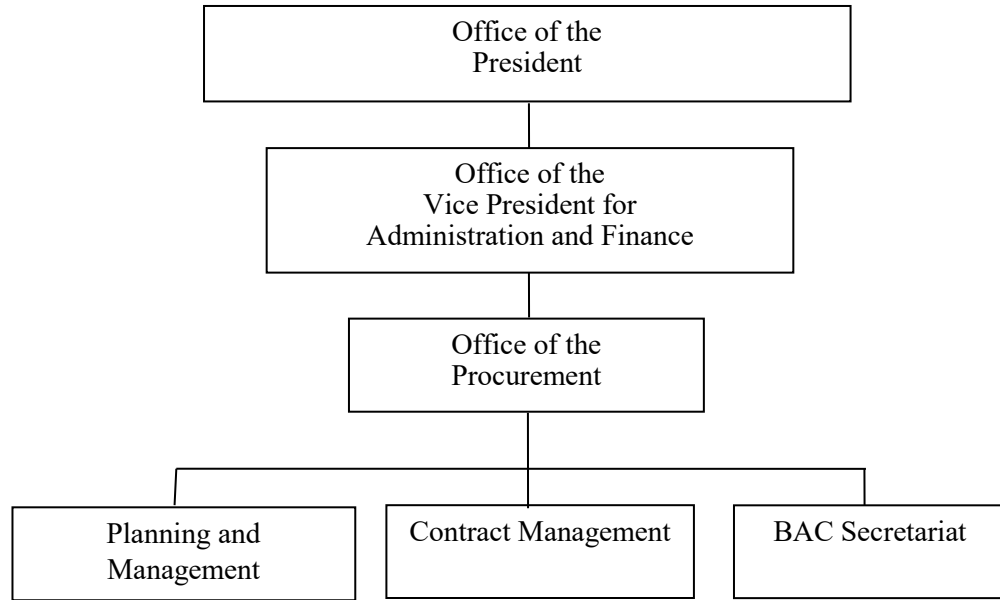
INTRODUCTION

The Procurement Office acquires supplies, materials and equipment needed by the University with utmost efficiency, economy, honesty and effectiveness following the Republic Act 9184 and its Implementing Rules and Regulation (IRR).

The office aims to ensure that the highest quality of supplies, materials and equipment are procured by the University at an optimum cost and ascertain the availability thereto, ensure that the process of procuring the goods and services needed by the different colleges/offices in accordance with government rules and regulations, transparency in the procurement process and in the implementation of the procurement contracts through wide dissemination of bid opportunities and request for quotation by posting to conspicuous places and website of the University, public monitoring of the procurement process and its implementation of awarded contracts with the end view of guaranteeing that these contracts are awarded in pursuant to the provisions of the RA 9184 and its IRR and that all contracts are performed strictly according to its specifications.

PROCUREMENT OFFICE

1.1 ORGANIZATIONAL STRUCTURE



1.2. FUNCTIONS AND SERVICES OF THE PROCUREMENT OFFICE

Procurement office has for its functions; Planning and Management, Contract Management and Secretariat:

1.2.1. Planning and Management

Functions:

- 1.2.1.1. Center of information on sources of supplies, materials and services.
- 1.2.1.2. Obtaining the best value of supplies and materials. Keeping strictly confidential all information and quotations submitted by competing suppliers.
- 1.2.1.3. Receiving and numbering of Purchase Request and Job Order.

1.2.1.4. Routing of all documents for signature and approval.

1.2.1.5. Preparation of Abstract for Quotation

1.2.2. Contract and Management

Functions:

1.2.2.1. Expedite all deliveries.

1.2.2.2. Preparation of documents needed by the Supply and Property Management Office.

1.2.2.3. Preparation of Purchase Order, work Order, Certificate of Completion and disbursement voucher for payment.

1.2.2.4. Monitoring of all contracts completion and deliveries.

1.2.2.5. Issuance of Purchase Order for gasoline/diesel consumption.

1.2.2.6. Posting to the PhilGEPS and TSU transparency seal for all purchases and awarded contracts.

1.2.2.7. Preparation of Monitoring Sheet for all purchases of materials, supplies and services undergone public bidding and alternative mode of procurement..

1.2.2.8. Prepare the bid form of supplies, materials and services undergone public bidding.

1.2.2.9. Prepare request for quotation for supplies, materials and services undergone alternative mode of procurement.

1.2.3. Secretariat

Functions:

1.2.3.1. Preparation of minutes of meeting and BAC Resolutions.

1.2.3.2. Take custody of procurement documents and records.

1.2.3.3. Filing of incoming and outgoing communications, Memo's, Administrative and Office Order.

1.2.3.4. Manage the sale and distribution of bidding documents.

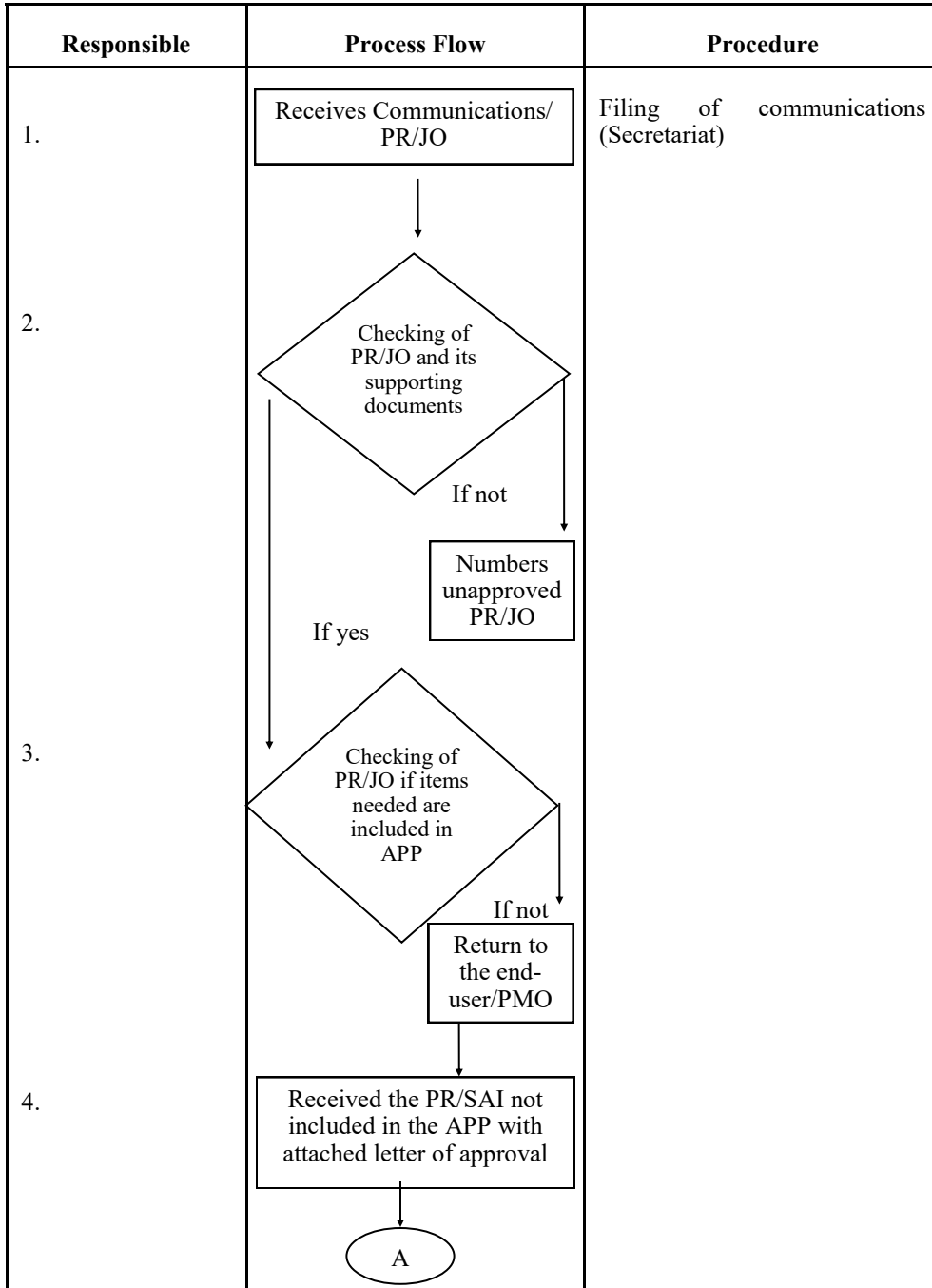
- 1.2.3.5. Assist in the managing of the procurement process.
- 1.2.3.6. Consolidate the various Project Procurement management Plan from various colleges/units.
- 1.2.3.7. Provide Administrative support to the Bids and Awards Committee.
- 1.2.3.8. Advertise and/or post bidding opportunities, including Bidding Documents and notices of awards.
- 1.2.3.9. Act as the central channel of communications for the Bids and Awards Committee with end users, PMO's, other units of the line agency, other government agencies, providers of goods, infrastructure projects, and consulting services, observers and general public.
- 1.2.3.10. Organize and make all necessary arrangements for BAC meetings and conferences.

1.3. DUTIES OF THE PROCUREMENT OFFICE DIRECTOR

- 1.3.1. Supervise and administer the various activities of the unit.
- 1.3.2. Check and monitor status of various purchases of the University, in accordance to the government rules and regulations.
- 1.3.3. Prepare monthly and quarterly accomplishment report/monitoring report of the office.
- 1.3.4. Timely submission of needed reports and on-time attendance in the office.

1.4. WORKFLOW CHART ON TRANSACTIONS AND SERVICES


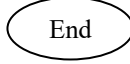
A. Planning and Management



Responsible	Process Flow	Procedure
5.	<pre> graph TD A([A]) -- If yes --> B[Numbering of PR/JO & return to end-user/PMO for Approval] B --> C([End]) </pre>	

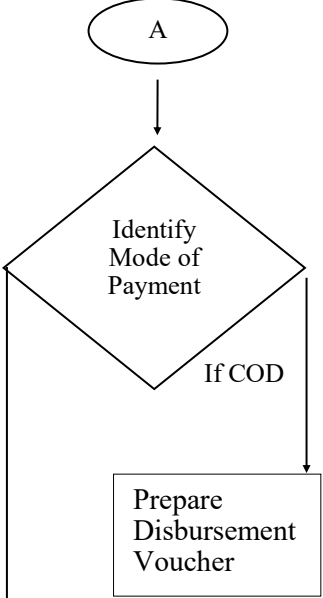
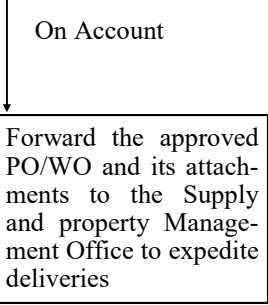
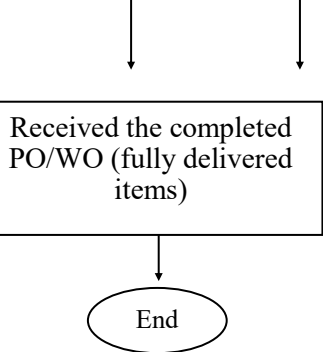
A.2. Planning & Management

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receives the approved PO/JO</div> <div style="text-align: center;">↓</div>	
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Forwards to the BAC for recommendation on the mode</div> <div style="text-align: center;">↓</div>	
3.		
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Preparation of RFQ (if alternative mode of procurement) Bid Form (if bidding)</div> <div style="text-align: center;">↓</div>	
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Identify the Approved Budget for the contract</div> <div style="text-align: center;">↓</div>	
	<div style="border: 1px solid black; padding: 5px; text-align: center;">Posting of RFQ/Bid form to the PhilGEPS</div> <div style="text-align: center;">↓</div> <div style="text-align: center;">○ A</div>	

Responsible	Process Flow	Procedure
1.		
2.	↓	
3.	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Canvassing of needed supplies, materials and services to at least three eligible and qualified bidders </div>	
4.	↓	
5.	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Prepares Abstract for Quotation to be recommended by the Bids and Awards Committee </div>	
5.	<div style="text-align: center;">↓</div> <div style="text-align: center;">  </div>	

B. Contract Management

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Prepare Purchase Order/Work Order/ Cash and Obligation Request </div> <div style="text-align: center;">↓</div>	
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Received the duly approved and signed PO/ WO/CR/OR </div> <div style="text-align: center;">↓</div>	
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Issue the PO/WO to the winning supplier </div> <div style="text-align: center;">↓</div>	
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;"> Furnished copy of PO/ WO to the winning supplier </div> <div style="text-align: center;">↓</div> <div style="text-align: center;"> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;"> A </div> </div>	

Responsible	Process Flow	Procedure
6.	 <pre> graph TD A([A]) --> B{Identify Mode of Payment} B -- "If COD" --> C[Prepare Disbursement Voucher] </pre>	
7.	 <pre> graph TD C[Prepare Disbursement Voucher] -- "On Account" --> D[Forward the approved PO/WO and its attachments to the Supply and property Management Office to expedite deliveries] </pre>	
8.	 <pre> graph TD D[Forward the approved PO/WO and its attachments to the Supply and property Management Office to expedite deliveries] --> E[Received the completed PO/WO (fully delivered items)] E --> F([End]) </pre>	

C. BAC Secretariat

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Received the duly signed Bid Form from the bids and award Committee</div>	
	↓	
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Schedule and organize the Pre-procurement conference with the BAC and end-user</div>	
	↓	
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare the Bidding documents</div>	
	↓	
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Facilitate the conduct of Pre-procurement conference</div>	
	↓	
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Schedule and organize the pre-bidding and bidding conference</div> <div style="text-align: center; margin-top: 10px;">↓</div> <div style="text-align: center; margin-top: 5px;"> <div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center;">A</div> </div>	

Responsible	Process Flow	Procedure
<p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p>	<pre> graph TD A([A]) --> B{Identify the ABC of goods/infrastructure for public bidding} B --> C[Advertise the Invitation To Bid to the Newspaper in national circulation] C --> D[Facilitate the conduct of Pre-bidding Conference and site inspection for infrastructure projects] D --> E[Prepare Bid Supplement if any] E --> B([B]) </pre>	<p>If goods above 2M and infra 5M</p>

Responsible	Process Flow	Procedure
<p>10.</p> <p>11.</p> <p>12.</p> <p>13.</p> <p>14.</p>	<pre> graph TD B((B)) --> 10[Received the post evaluation report from the TWG] 10 --> 11[Prepare the Abstract for Quotation as Read/ Calculated and BAC Resolution] 11 --> 12[Prepare the Notice of award for both goods and infrastructure project and Notice to proceed for infrastructure project] 12 --> 13[Received the approved BAC Resolutions and duly signed Abstract from BAC] 13 --> 14{Identify if goods or infrastructure is awarded} 14 --> C((C)) </pre>	<p>Issue the Notice of Award</p>

Responsible	Process Flow	Procedure
15.	<pre> graph TD D((D)) --> A[Prepare the Purchase Order and Cash/ Obligation Request] A --> B[Forward the approved PO for goods at the Supply and Property Management Office to expedite delivery] B --> E((End)) </pre>	Received the Performance Bond from the winning bidder
2.		Issue the approved Purchase Order for goods to the winning bidder and furnish copy to the COA
3.		

Abbreviations:

- PR = Purchase Request
- JO = Job Order
- APP = Annual Procurement Plan
- BAC = Bids and Award Committee
- PhilGEPS = Philippines Government Electronic Procurement System
- CR = Cash Request
- OR = Obligation Request
- PO = Purchase Order
- WO = Work Order
- C.O.D. = Check on Delivery
- DV = Disbursement Voucher

1.5. INSTITUTIONAL POLICIES

The Procurement Office adheres to Republic ACT 9184 and its Implementing Rules and Regulations.

1.6. FORMS USED IN DIFFERENT OFFICE TRANSACTIONS

A. Purchase Request Form

PURCHASE REQUEST TARLAC STATE UNIVERSITY (Agency)					
Department _____		PR.No. _____		Date: _____	
Section _____		SAI No. _____		Date: _____	
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
				Total Cost:	
Purpose: _____					
			Requested By:		Approved by:
Signature: _____					
Printed Name: _____					
Designation: _____					

B. Job Order Form

Republic of the Philippines
TARLAC STATE UNIVERSITY
Tarlac City

TSU-CSC Form No. 5

Job Order No.
Date:

The President
Tarlac State University
Tarlac City

REQUEST FOR JOB/SERVICES TO BE RENDERED ON:
Article(s):

To be undertaken by: _____

Supplies/materials needed: (Please use back if spaces below are not enough)

Supplies/materials to be supplied by: _____
(Please specify: By Administration or by Contractor)

Quantity	Unit	Articles	Remarks
----------	------	----------	---------

Note: If supplies/materials are to be supplied by the administration (TSU), they should be requested on Purchase Request (PR).

In Charge of Project: _____ (Name) _____ (Designation)

Requested by: _____ (Name) _____ (Designation)

Recommended for Approval: _____ (Name) _____ (Designation)

Estimated Cost: _____

FUNDS AVAILABLE:

APPROVED:

Budget Officer

DR. MYRNA Q. MALLARI
President

Note: To be canvassed after three (3) days and/r to be bided after ten (10) days from date of approval;

C. Work Order Form

Republic of the Philippines
 TARLAC STATE UNIVERSITY
 Tarlac City

 WORK ORDER

Work Order No.: _____
 Date : _____
 JO. No.: _____
 Date: _____

SIR/MADAM:

You are hereby advised to accomplish/deliver the following job/work within _____ (_____) working days upon receipt of the Work Order as per quotation submitted by you duly approved by the TSU Committee on Bids and Awards and the President of the Agency.

QTY.	UNIT	DESCRIPTION	UNIT COST	TOTAL COST

(Please read carefully at the back hereof)

Charge to: _____

ROA No.: _____

CONFORME & RECEIVE COPY: _____

Firm/Dealer/Supplier/Contractor

Date Received

RECEIVED COPY: _____

DATE JO/PR RECEIVED: _____

FUNDS AVAILABLE:
 Finance Officer

 APPROVED:

 President

PURCHASE ORDER					
TARLAC STATE UNIVERSITY Agency					
Supplier: _____ Address: _____ TIN: _____			P.O.No.: _____ Date: _____ Mode of Procurement: _____		
Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: _____ Date of Delivery: _____			Delivery Term: _____ Payment Term: _____		
Item No.	Unit	Description	Quantity	Unit Cost	Total Cost
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.					
Very truly yours, <u>DR. LORNA L. DIMATULAC</u> Authorized Official					
Conforme:					
_____ (Signature over printed name)					
_____ (Date)					
Funds Available: _____ Finance Officer			ALOBS No: _____ Amount: _____		

Republic of the Philippines
 TARLAC STATE UNIVERSITY
 Romulo Boulevard Tarlac City 2300

OBLIGATION REQUEST		No.		
Payee				
Office				
Address				
Responsibility Center	Particulars	P.P.A.	Account Code	Amount
Total				
A. Certified Charges to appropriations/allotment necessary, lawful and under my direct supervision Supporting documents valid, proper and legal		B. Certified Allotment available and obligated for the purpose as indicated above		
Signature		Signature		
Printed Name		Printed Name		JESUS S DANGANAN
Position		Position		Budget Officer IV
Date		Date		

Republic of the Philippines
TARLAC STATE UNIVERSITY
Romulo Boulevard Tarlac City 2300

DISBURSEMENT VOUCHER		No.	
Mode of Payment	MDS Check	Commercial Check	ADA Others
Payee		TIN/Employee No.	OR/BUR No.
Address	Responsibility Center		
		Office/Unit/Project	Code
EXPLANATION		AMOUNT	
A. Certified <input type="checkbox"/> Cash Available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete		B. Approved for Payment 	
Signature		Signature	
Printed Name		Printed Name	
Position		Position	
Date		Date	
C. Received Payment			
Check/ADA No.		Date	Bank Name JEV No.
Signature		Date	Printed Name Date
Official Receipt/Other Documents			

PETTY CASH VOUCHER TARLAC STATE UNIVERSITY Agency		No.: _____ Date: _____
Payee/Office: _____ Address: _____		Responsibility Center Code: _____
I. To be filled up upon request		II. To be filled up upon liquidation
Particulars	Amount	Total amount Granted _____ Total Amount Paid per OR No. _____ Total amount Paid per (Reimbursed) _____
A. Requested by: _____ Name of Requestor Approved by: _____ Immediate Supervisor		C. <input type="checkbox"/> Received Refund <input type="checkbox"/> Reimbursement Paid _____ Petty Cash Custodian
B. Paid by: _____ Petty Cash Custodian Cash Received by: _____ Signature over Printed Name of Payee Date: _____		D. <input type="checkbox"/> Liquidation Submitted: <input type="checkbox"/> Reimbursement Received by: _____ Signature of Payee Date: _____

TSU– PHYSICAL PLANT
and FACILITIES OFFICE

Operations Manual

TARLAC STATE UNIVERSITY

VISION

Tarlac State University is envisioned to be a premier university in the Asia-Pacific region.

MISSION

Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

Towards this end, TSU shall:

- Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.
- Premier as a research institution by enhancing research undertakings in the fields of technology and sciences, and strengthening collaboration with local and international institutions.
- Be a champion in community development by strengthening partnership with public and private organizations and individuals.

DEVELOPMENTAL GOALS

- To uphold academic excellence and establish its position as a premier university in the Region;
- To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;
- To enhance and strengthen partnership with LGUs, private organizations and individuals in community development and people empowerment; and
- To enhance income generating projects.

CORE VALUES

The six (6) core values institutionalized as a way of life of the university community are:

- E - Excellence and Enhanced Competition
- Q - Quality
- U - Unity
- I - Integrity and Involvement
- T - Trust in God, Transparency & True Commitment
- Y - Yearning for Global Competitiveness

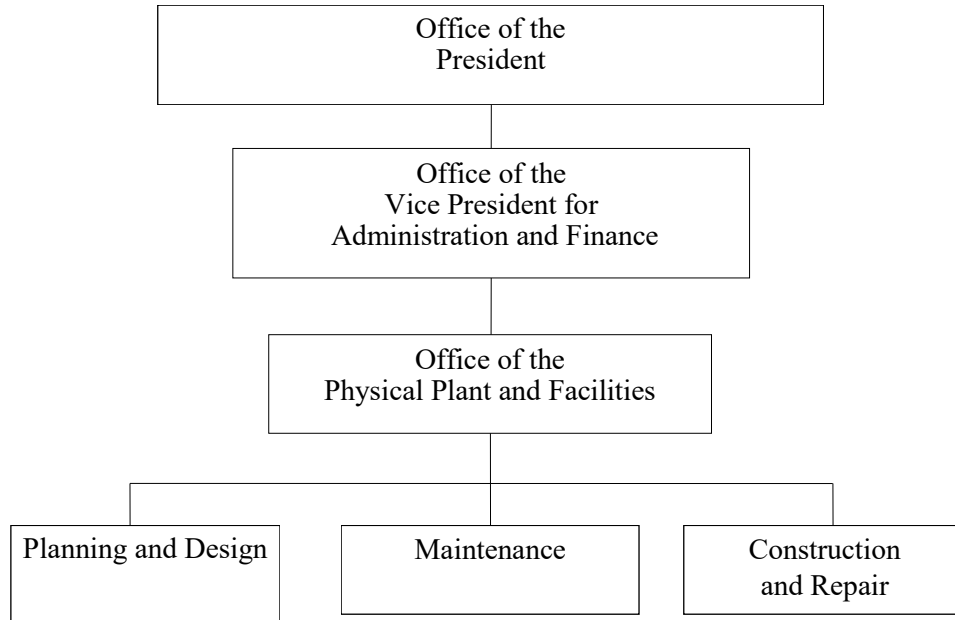
INTRODUCTION

The Physical Plant Office (PPO) facilitates the preparation of plans, designs, construction of small projects, and the repair and maintenance of facilities, buildings and equipment of the specific projects of various offices and colleges.

The Physical Plant Office prepares plans and drawings, and estimates of requested and identified university projects delegated to the office. It conducts repairs on the defective and damaged parts or components of buildings or other structures. PPO constructs or fabricates projects assigned to the office and it also conducts periodic check-up and application of appropriate remedy on the university facilities for any fault or defects that would affect their safety, soundness, and beauty.

PHYSICAL PLANT AND FACILITIES OFFICE

1.1 ORGANIZATIONAL STRUCTURE



1.2. FUNCTIONS AND SERVICES OF THE PHYSICAL PLANT AND FACILITIES OFFICE

The functions of the office include the following:

- 1.2.1. Prepares plans and drawings (manual or CAD application) of requested and identified university projects delegated to PPO.
- 1.2.2. Conducts repair on the defective or damaged parts or components of buildings or other structures.
- 1.2.3. Constructs or fabricates projects assigned to PPO.
- 1.2.4. Conducts periodic check-up and application of appropriate remedy on the university facilities for any fault or blemish that would affect their safety, soundness, and beauty.

1.3. DUTIES OF THE PHYSICAL PLANT OFFICE DIRECTOR

- 1.3.1. Supervise the preparation of plans and drawings (manual and CAD application) of requested/identified projects delegated to the unit;
- 1.3.2. Supervise the estimation of cost of labor and materials of university structure/ facilities delegated to the unit for construction/ repair.
- 1.3.3. Supervise the conduct of repair and maintenance on all facilities in the university.
- 1.3.4. Supervise the construction of fabrication of materials/ projects assigned to the unit.
- 1.3.5. Supervise the conduct of periodic inspection of all facilities of the university and apply appropriate measures to maintain their operational condition.
- 1.3.6. Supervise the assistance done by PPO workers and lending of support to all units and offices relating to petty construction, repair/fabrication works and other services deemed necessary.
- 1.3.7. Supervise the provision of technical assistance to all units/offices to address emergency situations concerning the university facilities.
- 1.3.8. Coaches and mentors PPO workers regularly.
- 1.3.9. Prepares accomplishment report and other reports as required by the university officials.
- 1.3.10. Perform other duties/functions which maybe assigned from time to time.

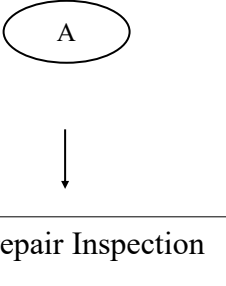
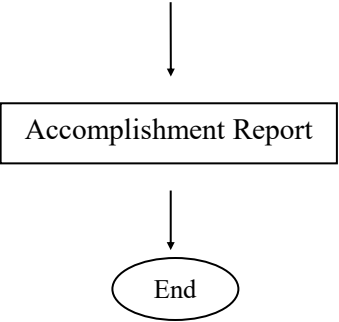
1.4. WORKFLOW CHART ON TRANSACTIONS AND SERVICES

A. Planning and Design Unit

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Projects Included in the PMP</div>	<p>The Architectural Draftsman/ CAD Operator or the clerk of the office receives request for design or drawing of a particular project of a college/unit.</p>
2.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Receiving of Request</div>	<p>The draftsman draws the schematic design of the plan and estimates the cost of materials and labor.</p>
3.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Schematic Design and Estimate</div>	<p>The design will be signed by the Draftsman, the PPO director, member of the TWG and to be approved by the Vice-President for Administration.</p>
4.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Approval by the VP for Administration and Finance</div>	<p>The approved drawing will be forwarded to the End-User for funding request.</p>
5.	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Funding Request</div>	<p>The approved funding request will be forwarded to the PPO for final Plan (detailed drawing, estimates and bill of materials, specification and general conditions).</p>
	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Final Plan and Design</div>	
	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Approval by the President</div>	<p>The final Plan will be signed by the end-user, the TWG member, VP for Administration to be forwarded to the President for approval.</p>
	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Construction</div>	<p>Once approved the project will follow the building construction procedure.</p>
	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; border-radius: 50%; padding: 5px; text-align: center;">End</div>	

B. Construction and Repair Unit

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Receipt of Requests for Repair</div>	<p>Once there is a defect/malfunctioning in any university facility, the responsible official (i.e. End-user/Unit Head/Director) shall notify the Physical Plant and Facilities Office using the PPO Form I (Request for Repair/Pre-repair Inspection Form).</p>
2.	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Estimate</div>	
3.	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Inspection of Requests by technical Committee or Technician Concerned</div>	<p>The Director shall forward the Pre-repair Inspection Form to PPO Technical Committee Member concerned for the conducting of pre-repair inspection.</p>
4.	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Availability of Materials/ Technician</div>	<p>The technical committee member concerned shall inspect the defect and submit the report (PPO Form I) to the PPO for appropriate action.</p>
5.	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">No</div>	<p>If repair can be done by the in-house technician, the PPO Director shall assign the requested job to the technician concerned. The required time of completion of the job shall be agreed upon the technician and the PPO Director.</p>
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">SAI, Purchase Request or Job Order</div>	<p>If repair requires an outside technician, the necessary Job Order (TSU S.O. Form No.5) shall be prepared and submitted to the Procurement Office.</p>
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Yes</div>	<p>Once the Job Order has been approved, the Procurement Office shall make the necessary canvass and subsequently the issuance of Work Order.</p>
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Requisition & Issue Slip</div>	
	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 5px auto;">Repair or Construction Work is assigned to Technician Concerned</div>	
	<div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 40px; margin: 5px auto; display: flex; align-items: center; justify-content: center;">A</div>	

Responsible	Process Flow	Procedure
6.	 <pre> graph TD A((A)) --> B[Post repair Inspection] </pre>	<p>For repairs requiring materials to be used, a requisition and issue slip shall be prepared with the requesting official for the repair or the PPO Director as the requisitioning officer, to be approved by the Vice President for Administration based on the required materials identified in the Pre-repair Inspection Report.</p>
7.	 <pre> graph TD B[Post repair Inspection] --> C[Accomplishment Report] C --> D((End)) </pre>	<p>If the materials are to be used outside the main campus, one (1) copy of the duly approved issuance slip shall be presented to the guard on duty in the campus where the materials shall be used. It is understood that no materials shall be allowed to be brought out of the main campus as origin without a duly approved issuance slip.</p> <p>Upon completion of the project, the technician concerned shall submit an accomplishment report to the office.</p> <p>The Director shall forward the Post-Repair Inspection Form to PPO Technical Committee Member concerned for the conducting of Post-Repair Inspection.</p>

C. Maintenance Unit

Responsible	Process Flow	Procedure
<p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	<pre> graph TD A[Regular Maintenance] --> B[Records/Files of Facilities and Equipment] B --> C[Schedule of Maintenance/ Servicing] C --> D[Assign Maintenance Technician] D --> E{Need Repair} E -- No --> F[Conduct Scheduled Maintenance] E -- Yes --> G[Request for Materials] G --> H((A)) </pre>	<p>The office maintains the records or files of facilities and equipment of the university.</p> <p>The office schedules the regular maintenance and servicing of facilities and equipment.</p> <p>On the scheduled date, a maintenance technician assigned by the office will conduct the inspection of the facility or equipment for work to be done.</p> <p>If the unit needs repair, the problem must be reported to the office immediately for appropriate action.</p> <p>Materials are to be requested and a technician will be assigned to do the repair.</p>

Responsible	Process Flow	Procedure
6.	<pre> graph TD A([A]) --> B[Assign Technician] </pre>	<p>If the unit needs no repair, the assigned technician will follow the maintenance procedure.</p>
7.	<pre> graph TD C[Post-Repair Inspection] --> D([End]) </pre>	<p>After the work completion, the technician shall submit an accomplishment report signed by the end-user of the project.</p> <p>The Director shall forward the Post-repair Inspection Form to PPO Technical Committee Member concerned for the conducting of Post-Repair Inspection.</p>

1.5. INSTITUTIONAL POLICIES

- 1.5.1. Deans, Directors and Heads of Offices shall submit their Project Procurement Management Plan (PPMP) for their respective proposed projects for physical development to the PPO.
- 1.5.2. The PPO consolidates these proposals and is evaluated by a committee based on need and feasibility in accordance with priorities set forth by the Administration.
- 1.5.3. This shall be then approved by appropriate authorities and shall be the PPO Annual Work Program. Projects that are urgent and need immediate attention but are not included in the approved work program shall be approved by appropriate authorities following usual procedures with the required working drawings, estimates and specifications.
- 1.5.4. For construction and fabrication of projects such as cabinets, tables and the like, the following procedure shall be observed:
 - 1.5.4.1. Deans, Directors shall submit request for construction, fabrication of their specific projects to the PPO. The request shall be evaluated based on need and feasibility in accordance with priorities set forth by the Administration.
 - 1.5.4.2. Within the guidelines the necessary working drawings, bill of materials shall be prepared for the approval by proper authorities. However, for projects whose standard drawings have already been approved, a photocopy of that drawing shall be attached.
 - 1.5.4.3. If materials for the said project are included in the approved Annual Procurement Management Program and have been procured, delivered and inspected, PPO personnel shall prepare an issuance slip to be approved by proper authorities based on the required materials identified.
 - 1.5.4.4. Otherwise, if materials are not available, a Purchase Request shall be prepared with the approval by proper authorities and be given to the Procurement Office for canvass and procurement.
 - 1.5.4.5. If the project is very necessary and the PPO personnel may

not be available because of other projects, a Job Order/ Work Order is issued to a private contractor who will undertake the said project.

- 1.5.4.6. Upon completion of the project, an accomplishment report shall be prepared by the PPO Director, with the complete specifications and project cost to be submitted to the Supply and Property Management Office for recording (booking-up) and subsequent issuance to recipient end-users.

1.6. FORMS USED IN DIFFERENT OFFICE TRANSACTIONS

A. Request for Pre-Repair Inspection/Repair

			Pre-Repair No.
Republic of the Philippines TARLAC STATE UNIVERSITY OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATION TARLAC CITY			
REQUEST FOR PRE-REPAIR INSPECTION/REPAIR			
			_____ Date
To:	VP Administration May I request services for the following:		
	Particulars	Location	Defect
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
			Very Truly Yours'
			_____ Requesting Officer/End User
Noted:			

Director			

B. Pre-Repair Inspection report

PRE-REPAIR INSPECTION REPORT			
Item No.	Particulars	Findings	Recommendation (Nature of job, Materials Needed)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Inspected and Submitted by:

TWG

Recommending Approval:

Director

Action to be taken

	For further evaluation
	For replacement
	For repair
	For job out

Approved by:

C. Deployment Form

Republic of the Philippines Tarlac State University PHYSICAL PLANT OFFICE Tarlac City		
DEPLOYMENT FORM		
NAME OF EMPLOYEE: _____		DATE: _____
WORK TO BE DONE	LOCATION	ACCOMPLISHED (to be signed by requester)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Signature of Employee _____	Noted: _____	REGINA E. CHICO Director, PPO
PPO FORM -1/2014		

TSU– SUPPLY AND PROPERTY
MANAGEMENT OFFICE

Operations Manual

TARLAC STATE UNIVERSITY

VISION

Tarlac State University is envisioned to be a premier university in the Asia-Pacific region.

MISSION

Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

Towards this end, TSU shall:

- Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.
- Premier as a research institution by enhancing research undertakings in the fields of technology and sciences, and strengthening collaboration with local and international institutions.
- Be a champion in community development by strengthening partnership with public and private organizations and individuals.

DEVELOPMENTAL GOALS

- To uphold academic excellence and establish its position as a premier university in the Region;
- To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;
- To enhance and strengthen partnership with LGUs, private organizations and individuals in community development and people empowerment; and
- To enhance income generating projects.

CORE VALUES

The six (6) core values institutionalized as a way of life of the university community are:

- E - Excellence and Enhanced Competition
- Q - Quality
- U - Unity
- I - Integrity and Involvement
- T - Trust in God, Transparency & True Commitment
- Y - Yearning for Global Competitiveness

INTRODUCTION

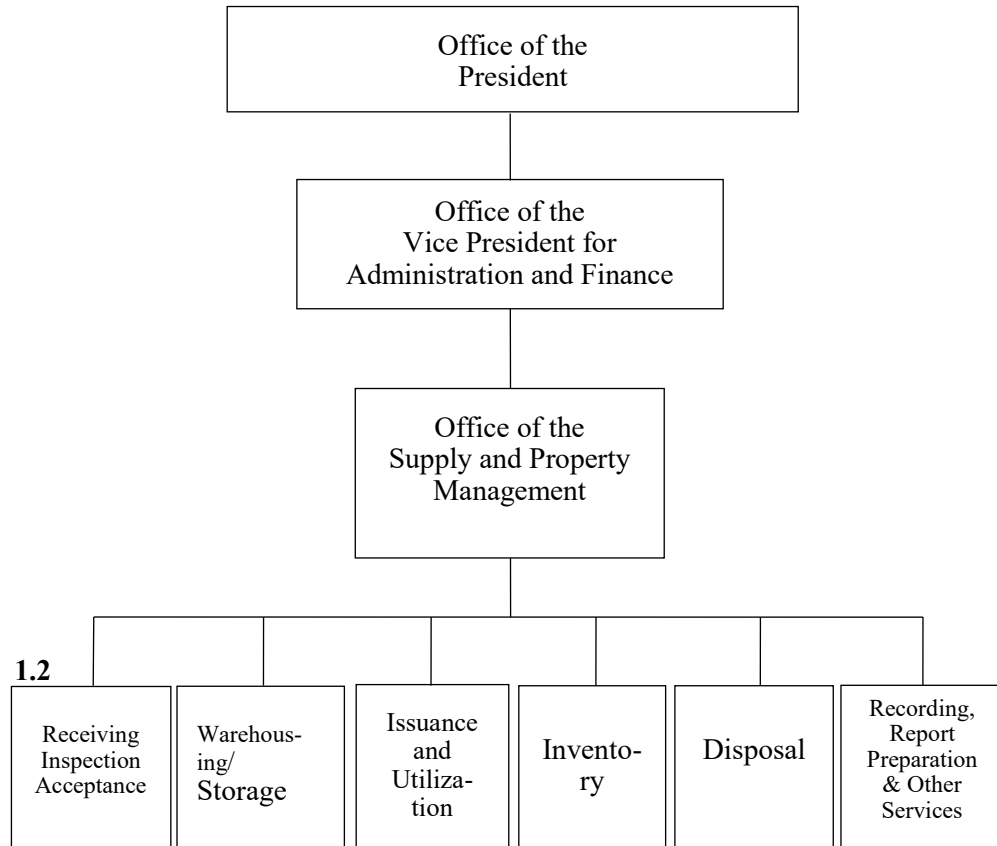
This Manual of Operation consist of functions and workflow of the office, which shall serve as an easy and ready reference for the Supply and Property Management Office staff, administrators, teaching and non-teaching personnel.

The Standard Operating procedures are based on Manual of Custodianship, Manual on Disposal and Manual on the New Government Accounting System that consist of laws, rules and regulations applicable to various activities on property custodianship.

It is hoped that this manual will be of help to assist government in promoting effectiveness and efficiency on property custodianship.

SUPPLY AND PROPERTY MANAGEMENT OFFICE

1.1 ORGANIZATIONAL STRUCTURE



1.2

FUNCTIONS AND SERVICES OF THE SUPPLY AND PROPERTY MANAGEMENT OFFICE

The Supply and Property Management Office has the following main functions:

- 1.2.1 Receive, inspects and accepts deliveries of supplies, materials and equipment.
- 1.2.2 Issue deliveries.
- 1.2.3 Conduct actual physical inventory of stocks, property, plant and equipment.

- 1.2.4. Conduct actual disposal of unserviceable property.
- 1.2.5. Takes charge of warehousing/storage.
- 1.2.6. Record, report, prepare and perform other services related to supply and property management.

1.3. DUTIES OF THE SUPPLY AND PROPERTY MANAGEMENT OFFICE DIRECTOR

- 1.3.1. Monitor deliveries, issuances and inspections of supplies, materials and equipment.
- 1.3.2. Supervises Actual Physical Inventory of Property, Plant and Equipment.
- 1.3.3. Directs Inventory and Inspection of Unserviceable property and Waste Material Report by end-users.
- 1.3.4. Directs Actual Disposal of Unserviceable Property.
- 1.3.5. Checks recording and posting of deliveries and issuances.
- 1.3.6. Evaluates documents needed for payments.
- 1.3.7. Check and submits various reports.
- 1.3.8. Assumes full responsibility for the custody and safekeeping of property management.
- 1.3.9. Supervises all other activities engaged in various supply and property management.
- 1.3.10. Recommends improvements and policy procedures in property custodianship.

1.4. WORKFLOW CHART ON TRANSACTIONS AND SERVICES

The operations flowchart of the Supply and Property Management Office is classified as to:

A. Receiving, Inspection, and Acceptance

Responsible	Process Flow	Procedure
1.	<p style="text-align: center;">Receive & Approve Supply Availability Inquiry (SAI)</p>	<p>1. Receives SAI from the requesting personnel. Review and verifies completeness of information. Determines status of stocks. Fills up the number, stock no., status of stock and "status provided by" portion of the SAI. Returns the original copy of SAI to the requesting personnel and file the duplicate copy.</p>
2.	<p style="text-align: center;">Receive/Check Approved Purchase Order/ Work Order from Procurement Office</p>	<p>2. Assigns number on purchase order/work order and records the date, particulars and name of supplier/creditor in the logbook. The following attachments shall be checked:</p> <ul style="list-style-type: none"> A. Obligation Request B. Abstract of Bids C. Request for Quotation D. Purchase Request/Job Order E. Supply Availability Inquiry F. Pre-repair Inspection
3.	<p style="text-align: center;">Receive Deliveries of Supplies, Materials & Equipment from Different Supplier</p>	<p>3. Upon receipt of inventory items/equipment from supplier, and upon completion of work on the repair of property and equipment, attachments shall be check. Check deliveries with the sales invoice/delivery receipt. Check conformity of items delivered with the specification stated.</p>
4.	<p style="text-align: center;">Inspect Deliveries</p>	<p>4. Request inspection from the inspection committee and conduct inspection procedure. If specification are not in order or delivery is not complete, indicates notation on the Inspection and Acceptance Report.</p>
5.	<p style="text-align: center;">Accept Deliveries</p>	<p>5. The Property/Supply Officer signs the "Acceptance" column, acknowledging receipt of the items delivered, check the appropriate box whether complete or partial delivery, and indicate the date of receipt and remarks, if any. Inspection and Acceptance Report shall be used to acknowledge the receipt of supplies and equipment purchased and inspected.</p>

B. Warehousing/ Storage

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receipt of Materials and Equipment</div>	1. SPMO personnel receives the materials and equipment.
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Checking of Deliveries</div>	2. The warehouseman/ storekeeper receives and checks inventory items for safekeeping.
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Arrangement Inventory Items in the Warehouse</div>	3. The warehouseman/ storekeeper arranges the inventory items in the warehouse in accordance with the storage plan.
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Recording of Inventory</div>	4. Record inventories in the bin cards and in the stock card (SC) and property card (PC).
5.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Protection/Safekeeping of Inventories</div>	5. Protects and cares all stocks and materials stored at the warehouse. See to it that materials are maintained in such condition most suitable for use. Protects supplies, materials and equipment against theft, fire and detonation.

C. Issuance And Utilization

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Preparation of Issuance Documents</div> <div style="text-align: center;">↓</div>	<p>1. Issuing officer receives and reviews the Requisition and Issue Slip (RIS) from the end-user as to completeness of information. Verifies if included in the approved PPMP and APP. Records in the logbook. Issue two (2) copies of RIS to end-user and one (1) copy for SPMO file.</p>
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Receipt, Issuance and Acknowledgement of Released Supplies, Materials and Equipment</div> <div style="text-align: center;">↓</div>	<p>2. Signs "Issuance" portion of the RIS and issue requested inventory items to the requesting officer. In the issuance of equipment, property tag/sticker is attached to the equipment. The PAR is then prepared to be signed by the property Officer and the recipient or the end-user of the property shall acknowledge the receipt by signing the "Received by".</p>
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Accounting for the Receipt, Issuance and Utilization of Supplies,</div> <div style="text-align: center;">↓</div>	<p>3. Files original copy of the PAR per accountable officer/employee and records in the Property Card. PAR shall be used to record the accountability of the end-user, for the equipment. The warehouseman shall maintain bin cards to record receipt and issuance of inventory items. Supply Officer/Stock Clerk shall maintain the Stock Card and Property Card.</p>
4.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Return of Excess/ Unused/ Issued Supplies/ Property</div>	<p>4. When the equipment issued to an officer and employee is no longer needed, said equipment shall be returned to the SPMO Office. Returned equipment shall be re-issued to another end-user.</p>

D. Inventory

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Preparation of Inventory Guidelines</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Creation of Inventory Committees</div> <div style="text-align: center; margin: 5px 0;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Physical Inventory Taking</div>	<p>1. Prepares inventory guidelines and schedules and submit to the agency head for approval.</p> <p>2. Creates committee on inventory composed of representative from SPMO, AO and Faculty or Personnel Association. The inventory shall be witnessed by a duly authorized representative from COA and IAS. The inventory committee shall notify all end-users as to the schedule of inventory taking.</p> <p>3. After the actual inventory taking, a list of all missing properties shall be prepared. An Annual Inventory Report for property, plant and equipment shall be prepared and submitted to COA and Accounting not later than January 10 of each year.</p>

E. Disposal

Responsible	Process Flow	Procedure
1.	Creation of Disposal Committees and Secretariat	1.Reconstitutes the membership of the Committee on Disposal as provided under Executive Order No. 309.
2.	Submission of Document Pertaining to Disposal of Unserviceable Property	2. Accountable Officers in possession of unserviceable property & Equipment shall submit the following to the Disposal Committee: (a) Inventory & Inspection Report of Unserviceable Property(IIRUP) (b) Report of Waste Materials (c) Invoice Receipt.
3.	Inspection of Property to be Disposed	3. Conducts inspection to observe physical condition of the property to be disposed.
4.	Appraisal	4. Conducts ocular inspection of the property to be appraised to assess its physical condition. Seek reference price information such as acquisition cost, or current market price of similar pro-perty, or replacement cost for a similar new property.
5.	Setting of Minimum Value	5. Sets the final appraised value of all disposable property considering obsolescence, market demand, physical condition and result of previous biddings for similar property.
6.	Sale of Property	6. Unserviceable property found to be valuable may be sold at public auction to the highest bidder under the supervision of the Disposal Committee.
7.	Withdrawal of Property	7. Claims shall be made only by the awardees after full payment. The property officer shall accomplish a Tally-Out-Sheet to be acknowledged by the awardees. Claims shall be made only during official working hours. Claims shall be made within the period fixed by the Disposal Committee but not more than 30 days after awarding.
8.	Dropping from the books of accounts	8. Upon disposal of property, the pertinent portion of the I & I Report and Waste Materials Report shall be accomplished.

F. Recording, Report Preparation & Other Services

Responsible	Process Flow	Procedure
1.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Recording/ Encoding of Data</div>	1. Encodes Purchase Orders, requisition and Issue Slips on property, Plant & Equipment. Records actual inventory in the stock card and equipment in the property card.
2.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Preparation of Monthly/Annual Report</div>	2. (a) Supplies & Materials Issued, (b) Inventory Stocks, (c) Annual Inventory of Property, Plant & Equipment, (d) Report of Disposed Property, Plant & Equipment, (e) Inventory & Inspection of Unserviceable Property, (f) Waste material Report.
3.	<div style="border: 1px solid black; padding: 5px; text-align: center;">Submission of Report</div>	3. Submits reports to different offices. Insures government property under the Property Insurance Fund administered by the GSIS. Registers university vehicles.

