



# **AREA X ADMINISTRATION**

## **PRELIMINARY SURVEY VISIT**

### **A. ORGANIZATION**

#### **A.7. System of Communication Flow**

# UNIVERSITY OPERATIONS MANUAL



Management  
System  
ISO 9001:2015  
[www.tuv.com](http://www.tuv.com)  
ID 910434167



## FOR ADMINISTRATION AND FINANCE

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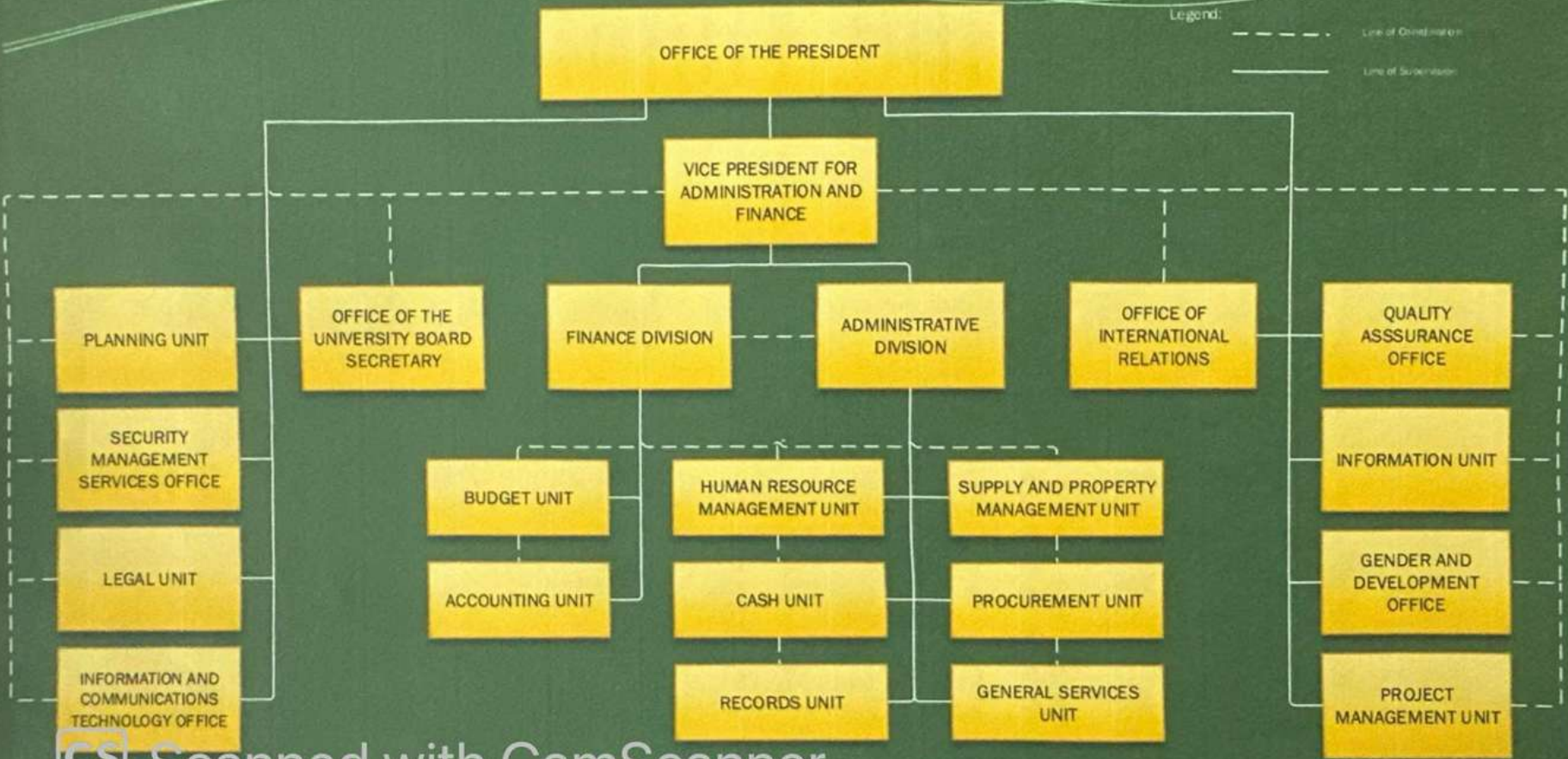
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# Organizational Chart for Administration and Finance

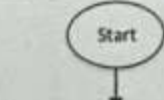
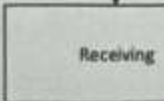
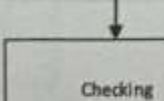
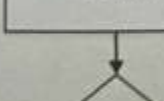
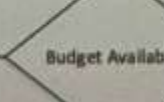
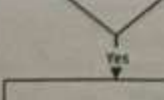
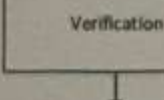
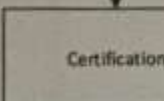
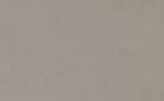


ADMINISTRATIVE AND FINANCIAL SERVICE PROCESSES


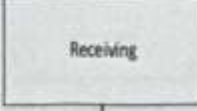
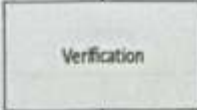
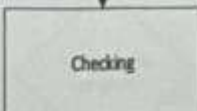
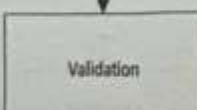

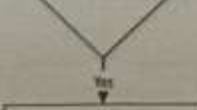
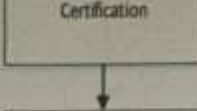
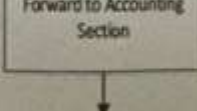
Finance Division

**Budget Unit**

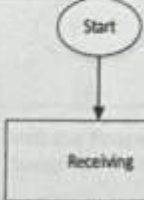
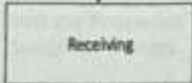
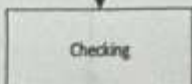

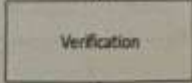
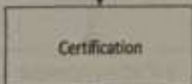
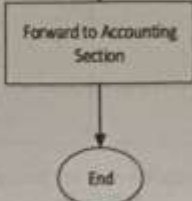
a. Certification of Allotment Availability for Remuneration of all Services Rendered

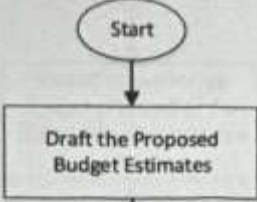
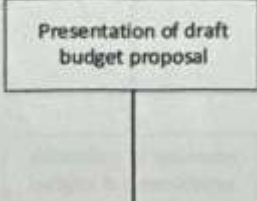
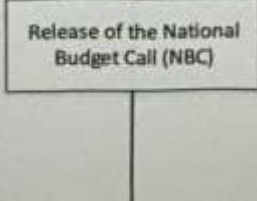
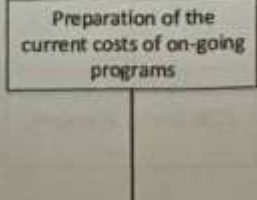
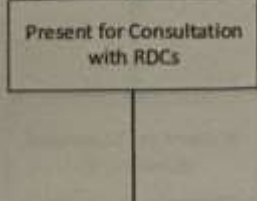
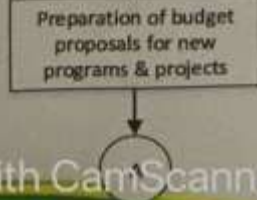
Person in-charge	Process Flow	Procedure Details
		
Fund-in-charge		-The Fund In-Charge received documents from the Records Section.
Fund-in-charge		-The Fund In-Charge checks if the attached Job Order (JO) and Contract of Service (COS) are duly signed, for recommendation by the head of unit/project leader.
Fund-in-charge		-The attached endorsement from the Director of Human Resource Management Office (HRMO) shall be checked for the authority of the request. If the JO is properly endorsed both by the head of unit/project leader and the Director of HRMO, verification of allotment from the Registry of Allotment and Obligations shall be done by the Fund In-Charge as per General Appropriations Act (GAA)/Program of Receipts and Expenditures (PRE) for appropriate disposition of financial transaction.
Fund-in-charge		
Fund-in-charge		-The Budget Officer shall attach a Certification of Allotment Availability, duly signed, before proceeding with the request of services of a Job Order.
Fund-in-charge		-The Fund In-Charge shall forward the documents to the accounting office.
Budget Officer		
Fund-in-charge		

b. Certification of Allotment Availability for Purchase Request (PR)

Person in-charge	Process Flow	Procedure Details
Fund-in-charge		<p>-The Fund In-Charge received documents from the Records Section.</p>
BAC Secretariat		<p>-The PR shall be verified and countersigned by the Bids and Awards Committee (BAC) Secretariat and Supply Officer as to the availability of stock as per the approved Project Procurement Management Plan (PPMP) for the proper inventory of the supplies/equipment being requested.</p>
Fund-in-charge		<p>-The Fund In-Charge shall check the control number of the PR for the completeness of the request form.</p>
Fund-in-charge		<p>-If the PR is both recommended by the head of the unit/project leader and the Supply Officer and contains the control number on the document, the Fund In-Charge shall validate from the Registry of Allotment and Obligations (RAO) as per the GAA/PRE whether the item/object of expenditure is allocated.</p>
Fund-in-charge		<p>-In cases where PR does not comply with any of the abovementioned requirements, and if the item/s requested is/are not included in the Registry of Allotment and Obligations/PRE, a notice slip shall be attached by the Fund In-Charge to the document and forward it to the Records Office to be returned to the end-user/Requisitioning Office to comply with the deficiency in the document.</p>
Fund-in-charge	 <p>Records Section ← No</p> <p>Duly signed &amp; Approved Job Request → Yes</p>	<p>-The Fund In-Charge shall countersign the PR and forward it to the Budget Officer for signature. This certifies that the PR has an allotment and shall allow the request to proceed with the purchase/ procurement of the stated necessary supplies/equipment.</p>
Fund-in-charge		<p>-The Fund In-Charge shall forward the documents to the accounting office.</p>
Fund-in-charge		<p>-The Fund In-Charge shall forward the documents to the accounting office.</p>
		

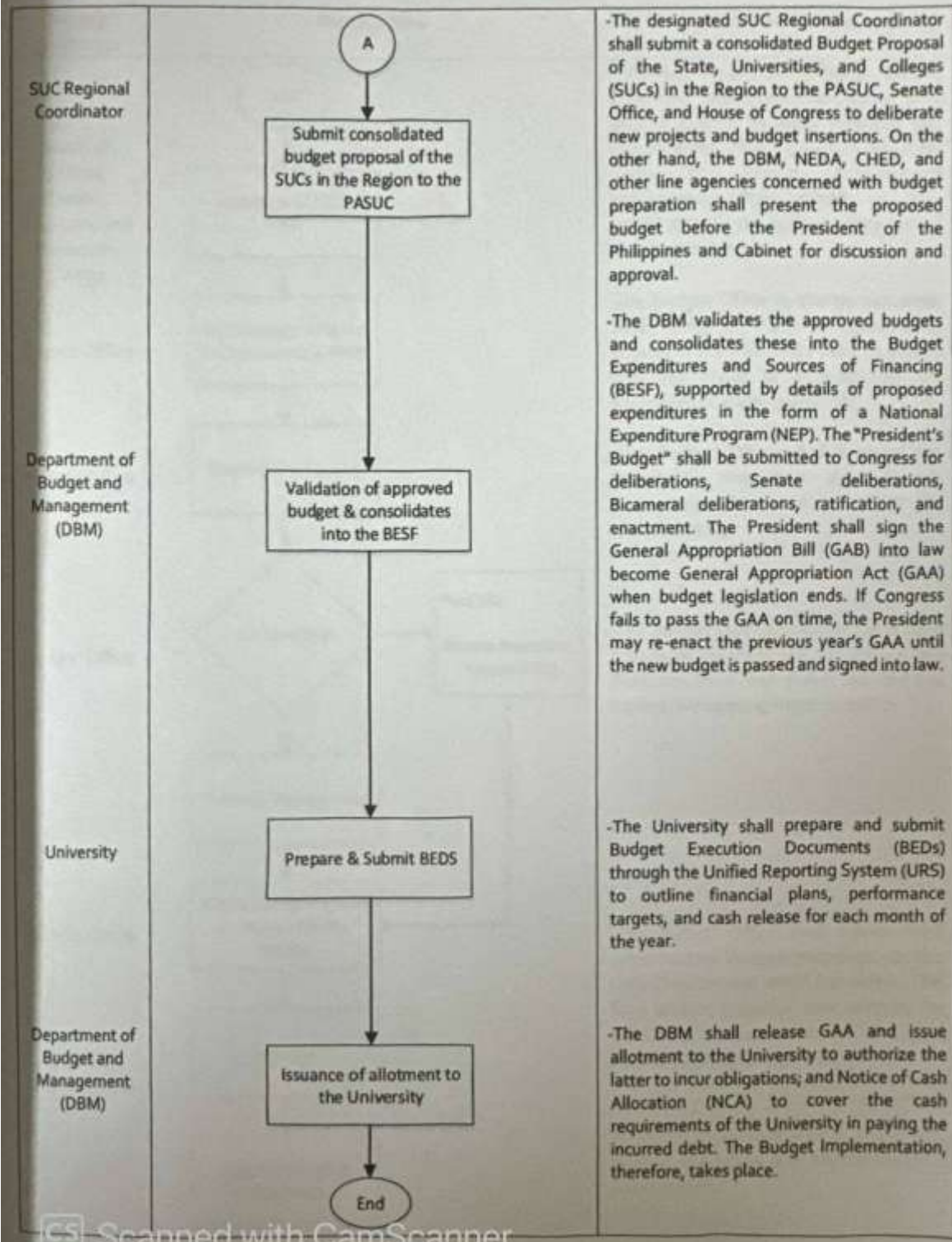
Recording of Obligation

Person in-charge	Process Flow	Procedure Details
		
Fund-in-charge		<p>-The Fund-in-Charge received documents from the Records Section.</p>
Fund-in-charge		<p>-The fund-in-Charge shall check the document if the Job Order (JO), Purchase Request (PR), Contract/Purchase Order (PO), Disbursement Voucher (DV)/ Payroll are duly signed by the Head of the Requesting Office or approved by the President. If the document is incomplete, a notice slip shall be attached before forwarding it to the Records Office to be returned to the concerned party to notify them of the need to complete the deficiency.</p>
Fund-in-charge		<p>-For complete and adequate documents, the Fund in-Charge shall verify the availability of allotment based on the approved Registry of Allotment and Obligations (RAO) for the proper disposition of the transaction.</p>
Fund-in-charge		<p>-The Fund In-Charge shall affix initials on the document for validity and forward it to the Budget Officer for signature and review the ORS/BUS if it is in order and signs the certification in the Obligation Form. Afterward, the document shall be forwarded to the Fund In-Charge.</p>
Fund-in-charge		<p>-The Fund In-Charge shall forward the documents to the accounting office.</p>
Fund-in-charge		

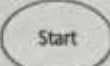
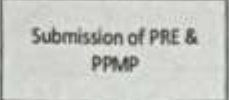
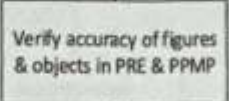
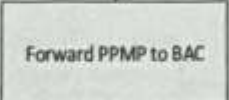
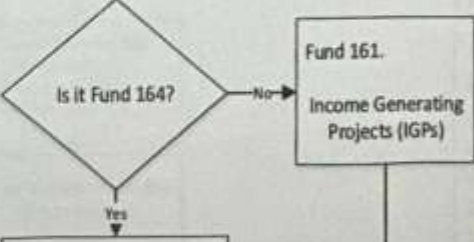
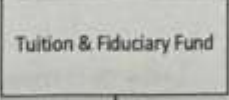
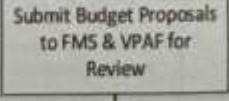
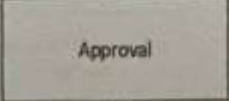
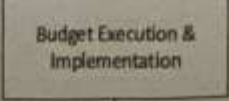
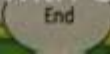
Person in-charge	Process Flow	Procedure Details
Budget Officer	 <pre>                     graph TD                         Start([Start]) --&gt; Draft[Draft the Proposed Budget Estimates]                     </pre>	<p>-The Budget Officer shall draft proposed budget estimates of programs, projects, and activities detailed by the object of expenditures based on the actual obligations incurred in the prior year. These are to prioritize necessary and vital programs, activities, and projects (PAPs) of the University in its regular/comprehensive or current costs of ongoing PAPs operation.</p>
Budget Unit	 <pre>                     graph TD                         Draft[Draft the Proposed Budget Estimates] --&gt; Presentation[Presentation of draft budget proposal]                     </pre>	<p>-The Budget Office shall present the drafted budget proposal to the Financial Management Services (FMS) director and Vice President for Administration and Finance for the finalization of the Universities detailed budget estimates ranking of programs, activities, and projects (PAPs), agreement and endorsement;</p>
Department of Budget and Management (DBM)	 <pre>                     graph TD                         Presentation[Presentation of draft budget proposal] --&gt; Release[Release of the National Budget Call (NBC)]                     </pre>	<p>-The Department of Budget and Management (DBM) shall release the National Budget Call (NBC) to every agency, which will serve as a kick-off to the encoding of Budget Preparation and submission of actual obligations for the prior year;</p>
Budget Officer	 <pre>                     graph TD                         Release[Release of the National Budget Call (NBC)] --&gt; Prep[Preparation of the current costs of on-going programs]                     </pre>	<p>-The Budget Officer shall prepare the forward estimates or current costs of the ongoing programs, activities, and programs (PAPs) and submit these for the "Tier 1" stage of the two-Tier Budget Approach (2 TBA)</p>
Financial Division/ President of the University	 <pre>                     graph TD                         Prep[Preparation of the current costs of on-going programs] --&gt; Consult[Present for Consultation with RDCs]                     </pre>	<p>-The Financial Management Services (FMS) and the President of the University shall present for a consultation with the Regional Development Councils (RDCs) to ensure that the budget proposals are aligned with the Region's development needs and priorities and justify the Universities proposed budget.</p>
Budget Office	 <pre>                     graph TD                         Consult[Present for Consultation with RDCs] --&gt; PrepNew[Preparation of budget proposals for new programs &amp; projects]                         PrepNew --&gt; End([End])                     </pre>	<p>The Budget Office shall prepare the budget proposal for new programs and projects or expand existing ones, the "Tier 2" stage in compliance with the Budget Priorities Framework. The DBM shall conduct a Technical Budget Hearing deliberation to review the Tier 2 budget proposals of the University. The endorsed Tier 1 and Tier 2 budgets shall submit to the DBM through the online generated copies together with the justifications, complete data attachments/requirements, especially for the new proposed PAPs;</p>



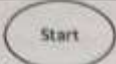
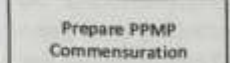
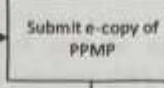
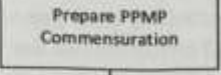
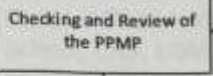
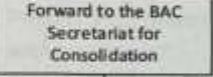
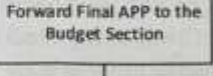
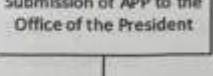
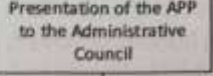
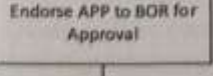
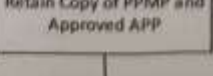
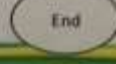
d. Budget Preparation for General Fund (Fund 01) (continuation)



e. Budget Preparation for Off-Budgetary Fund/Internal Generated Income (Fund 05 and 06)

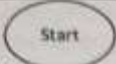
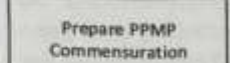
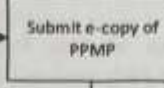
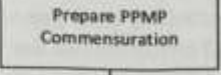
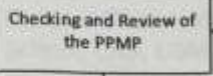
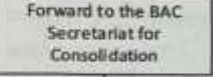
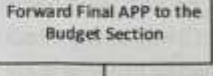
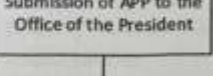
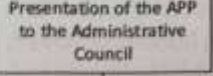
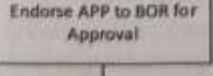
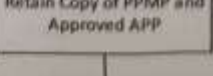
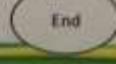
Person in-charge	Process Flow	Procedure Details
Head of Offices, Deans, Directors and Project-In-Charge		<p>-Various Head of Offices, Deans, Directors, and Project-In-Charge shall submit specific Projects Receipts and Expenditures (PRE) program together with the Project Procurement Management Plan (PPMP) of their unit/project to the budget office before the set due date;</p>
Budget Office		<p>-The Budget Office in-charge personnel shall verify accuracy of figures and objects in the PRE and PPMP to ensure that the thing of expenditures are appropriated correspondingly;</p>
Budget Office		<p>-The Budget Office shall forward the PPMP to the Bids and Awards Committee the accurate PPMP for consolidation;</p>
Budget Office		<p>-The Budget Office shall consolidate the budget proposals per Fund 164 for Tuition and Fiduciary Fees and Fund 161 for the Income Generating Projects (IGPs);</p>
Budget Office		<p>-The Budget Office shall submit both consolidated budget proposals to the FMS Director and VPAF for review. The final budget proposal shall prepare for deliberation before the Board of Regent (BOR) meeting for approval;</p>
Budget Office		<p>-After the approval of the PRE and PPMP, Budget execution and implementation commenced.</p>
Budget Office		
Board of Regent (BOR)		
Board of Regent (BOR)		
		

f. Preparation of Annual Procurement Plan (APP)

Person in-charge	Process Flow	Procedure Details
Deans/ Directors/ Project Leaders		
		<p>-For the Funds 05, 06 and 07, the Deans, Directors and Project leaders of each college/department/unit/project shall submit through electronic copy through email of their respective Project Procurement Management Plan (PPMP) together with Program of Receipts and Expenditure (PRE)/Special Budget and Work Plan to the Budget Section's designated email address prescribed for checking and review of proper disposition of the object of expenditures. In the case of General Fund 01, upon the release of National Expenditure Program (NEP) by the Department of Budget Management (DBM), the Deans of Colleges, Directors of Offices and Departments Heads shall prepare their PPMP commensuration to the allocation stipulated in the NEP. The same shall be submitted to the Budget Section for checking and reviewing.</p>
Budget Officer		
		
BAC Secretariat In-charge		
BAC Personnel		<p>-After going through the review by the Budget Section, the final copy shall be printed and submitted to the Budget Section for signature of the Budget Officer. The same shall be forwarded to the office of the Bids and Awards Committee (BAC) Secretariat in-charge of the particular fund for final consolidation that will make up the Annual Procurement Plan (APP) of the respective fund source.</p>
President		
Vice President for Admin and Finance		<p>-The final APP shall be forwarded by the BAC Secretariat to the Budget Section for review and signature of the Budget Section and submit the signed APP to the Office of the University President for signature.</p>
Admin Council		
Budget Section/ BAC Secretariat		<p>-The Annual Procurement Plan (APP) shall be presented to the Administrative Council for endorsement to the Board of Regents for its approval. The approved APP shall serve as the basis for procurement activities of the University.</p>
		<p>-The Budget Section and the BAC secretariat shall retain a copy of the PPMP of each colleges/units/projects included in the consolidated and approved APP for proper implementation of the procurement process.</p>
		



f. Preparation of Annual Procurement Plan (APP)

Person in-charge	Process Flow	Procedure Details
Deans/ Directors/ Project Leaders		
		<p>-For the Funds 05, 06 and 07, the Deans, Directors and Project leaders of each college/department/unit/project shall submit through electronic copy through email of their respective Project Procurement Management Plan (PPMP) together with Program of Receipts and Expenditure (PRE)/Special Budget and Work Plan to the Budget Section's designated email address prescribed for checking and review of proper disposition of the object of expenditures. In the case of General Fund 01, upon the release of National Expenditure Program (NEP) by the Department of Budget Management (DBM), the Deans of Colleges, Directors of Offices and Departments Heads shall prepare their PPMP commensuration to the allocation stipulated in the NEP. The same shall be submitted to the Budget Section for checking and reviewing.</p>
Budget Officer		
		
BAC Secretariat In-charge		
BAC Personnel		<p>-After going through the review by the Budget Section, the final copy shall be printed and submitted to the Budget Section for signature of the Budget Officer. The same shall be forwarded to the office of the Bids and Awards Committee (BAC) Secretariat in-charge of the particular fund for final consolidation that will make up the Annual Procurement Plan (APP) of the respective fund source.</p>
President		
Vice President for Admin and Finance		<p>-The final APP shall be forwarded by the BAC Secretariat to the Budget Section for review and signature of the Budget Section and submit the signed APP to the Office of the University President for signature.</p>
Admin Council		
Budget Section/ BAC Secretariat		<p>-The Annual Procurement Plan (APP) shall be presented to the Administrative Council for endorsement to the Board of Regents for its approval. The approved APP shall serve as the basis for procurement activities of the University.</p>
		<p>-The Budget Section and the BAC secretariat shall retain a copy of the PPMP of each colleges/units/projects included in the consolidated and approved APP for proper implementation of the procurement process.</p>
		





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 Kabacan, Cotabato  
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**OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

Memorandum No. 11  
 Series of 2021

TO : UNIVERSITY IM DEVELOPMENT COMMITTEE MEMBERS

FROM :  **CONSUELO A. TAGARO, RPAE, EdD**  
 Vice President for Academic Affairs

SUBJECT : **Instructional Materials Review**

DATE : February 18, 2021

=====  
 Let us meet this Friday, February 19, 2021, 9:00 AM online through Google Meet to review the following Instructional Materials (IM) endorsed by the College of Human Ecology and Food Sciences (CHEFS) Instructional Material Review Committee:

1. Learning Module in Applied Business Tools and Technologies Management
2. Laboratory Manual in Applied Business Tools and Technologies Management

The link will be posted later in the official Facebook chat group of the IMDC.

Your attendance is highly expected.

Members:

- DR. ELSA A. GONZAGA
- DR. ANITA C. SORNITO
- DR. LAWRENCE ANTHONY U. DOLLENTE
- PROF. PIA AMABELLE M. FLORES
- PROF. ALLAN C. FACURIB
- PROF. EUGENE G. RANJO
- ENGR. KHARLO J. SUBRIO
- PROF. JP E. FORTINEZ

cc:

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**"UNITY IN DIVERSITY AND  
 SUSTAINABLE DEVELOPMENT IN  
 MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."**  
 USM-SYS-F71-Rev.1.2020.07.14




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Kabacan, Cotabato  
Tel. No. 63(64)572-2406



OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM No. 10  
Series of 2021

TO : ALL USM CURRICULUM REVIEW COMMITTEE &  
DEVELOPMENT COMMITTEE MEMBERS

FROM :  **CONSUELO A. TAGARO, EdD**  
Vice President for Academic Affairs

SUBJECT : CURRICULUM REVIEW

DATE : February 22, 2021

=====

Let us please convene on *wednesday*, February 24, 2021, 1:00PM at the VPAA Office, Admin, Building to review the COVID Curriculum of BS Fisheries, BS Biology(4<sup>th</sup> yr), BS Chemistry, BS Nursing, BSIT and BTVTEd, proposed revision of BS Biology(incoming 1<sup>st</sup> yr) and proposal to offer Bachelor of Public Administration for first semester 2021.

**Regular Members:**

**Chairman:** Dr. Consuelo A. Tagaro

**Members:**

Dr. Elsa A. Gonzaga  
 Dr. Ma. Lezel P. Pataray  
 Dr. Lawrence U. Dollente  
 Dr. Tessie E. Lerios  
 Dr. May Eva Z. Garcia  
 Dr. Ma. Luz B. Calibayan  
 Dr. Anita C. Sornito  
 Dr. Julius Jerome G. Ele  
 Prof. Salik D. Makakena  
 Prof. Eugene G. Ranjo  
 Engr. Kharlo J. Subrio

**Provisional Member:**

Dr. Jeannie Duka  
 Dr. Josephine Migalbin  
 Dr. Jonald Pimentel  
 Prof. Emmalyn Mamaluba  
 Prof. Solomon Presto

Your attendance is highly regarded.