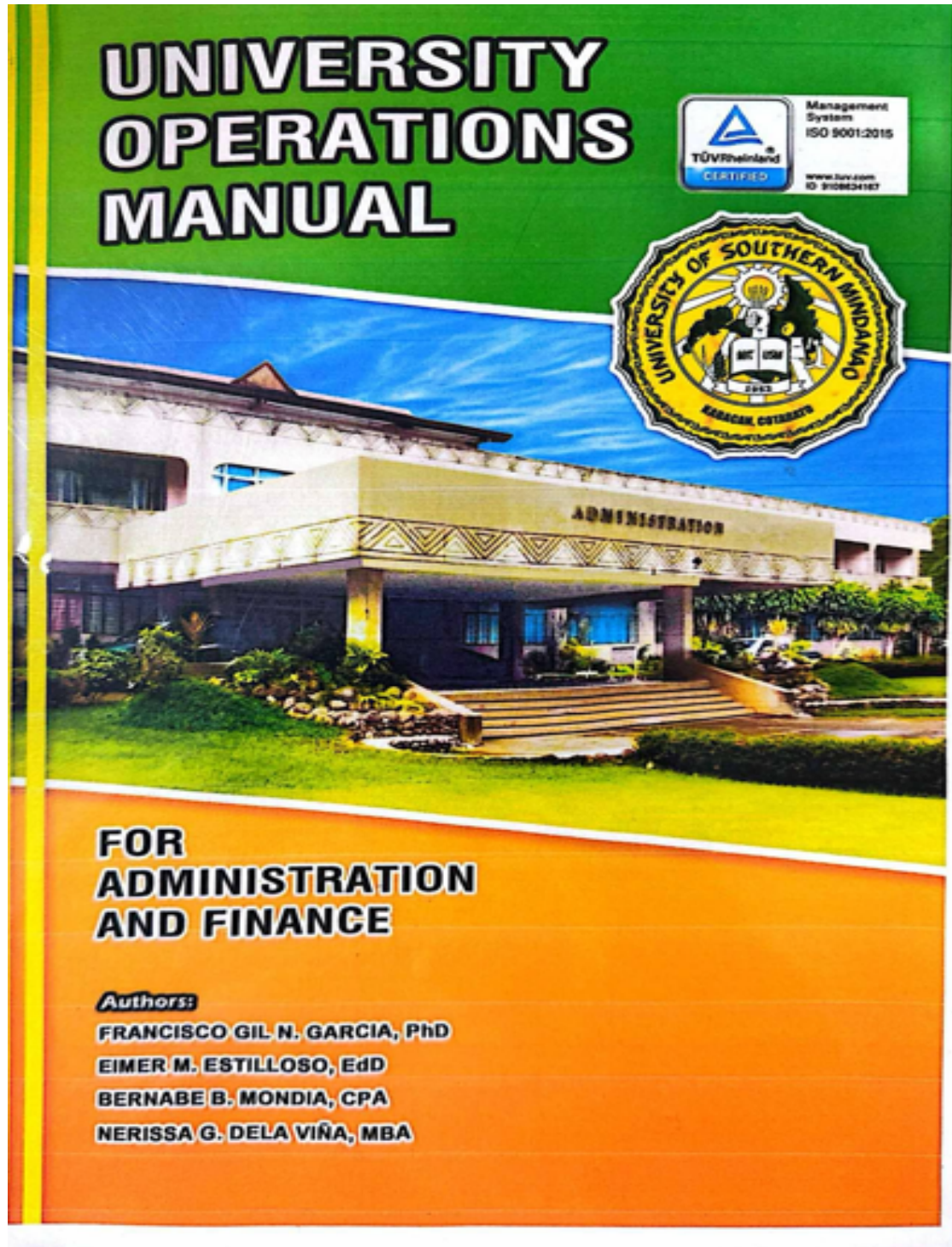


A.8 Administrative /Operations Manual



Purpose of this Manual

The University of Southern Mindanao is committed to a transparent and responsible preparation of financial statements consistent with appropriate issuances of the government through the Department of Finance, the Department of Budget and Management, the Commission on Audit, and other pertinent government agencies. This manual aims to facilitate the work of employees involved in administrative and financial work tasks. The manual will also work as a tool for the management in implementing internal control.

Hopefully, these policies and procedures will address concerns on the various administrative, accounting, and financial policies, internal control policies, and relevant office administration policies affecting the University's day-to-day operations. The written policies will also ensure financial accountability and transparency, minimize misunderstanding, sustain good governance, and protect the assets of the University. This first phase of the operation manual covers only the offices under the Vice-President for Administration and Finance.