

OFFICE OF THE CASHIER

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FLOW CHART OF NCA UTILIZATION MONITORING

OFFICE OF THE CASHIER

Prepares the Quarterly
 Estimates of NCA Utilization
 and Balances per object of
 expenditures with details per

month.

2. Conducts follow up to Infra-Project Contractors to monitor accomplishment as basis for the estimate of Capital Outlay Utilization.

- 3. Updates the NCA
 Utilization Report per month
 and as needed to input
 changes in estimates and
 actual disbursements.
- Present this report to ODAS monthly meeting for target setting of disbursements and further discussion of problems and concerns.

OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES

The heads of Offices under ODAS will discuss the presented NCA Utilization Estimate.

The Director for ODAS spearheads the target setting of disbursements.

Problems and concerns regarding the NCA Budget Utilization are resolved and matters that needed approval and management decisions are to be presented to the VP for Administration and Finance by the Director for ODAS.

Close coordination among offices under ODAS and the office of the Director for Finance are implemented to guarantee improvement in the budget utilization.

VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

The VP for Administration and Finance conducts a monthly meeting to discuss various concerns including matters related to the Utilization of Budget. He and the Directors under Him will discuss on the appropriate solutions and sound management decisions needed to improve the NCA Utilization. The VP will present the agreed recommendations to higher management for approval.

Prepared by:

QUEEN-EVER Y. ATUPAN

Head, Office of the Cashier

Noted by:

RYSAN C. GUINOCOR

Director for Administrative Services

