

OFFICE OF THE PRESIDENT

September 28, 1993

MEMORANDUM NO. 201
Series of 1993

T O: All Offices, Centers and Departments
SUBJECT: STREAMLINING THE PROCESSING OF VOUCHERS AND OTHER
FINANCIAL DOCUMENTS

Effective October 1, 1993, the procedures in processing and approval of financial documents indicated in attachment A and the general flow chart indicated in attachment B shall be adopted.

1. Among the new features indicated in attachment A are the following:

a. Approval of vouchers and other financial documents, for amounts involving P100,000 and below is delegated to only 3 officials:

- a.1 FMO - P25,000 and below
- a.2 Administrative Officer - P25,000 - P50,000
- a.3 VP Administration - P50,001 - P100,000

b. The countersignature of FMO/Budget Officer is no longer required in the ROA and RIV.

c. Sealed canvass papers can be opened by SPMD in the presence of ICU representative.

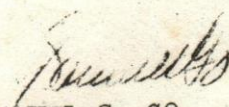
2. The general flow chart (Attachment B) has the following new features:

a. Except when the requesting and approving Office are the same, all financial papers shall be processed by the accounting division before they are forwarded to the approving office.

b. Approving authority of appointments for casual/contractual/emergency labor is delegated to the Administrative Officer; for student labor, division heads.

- c. Approval of leave with pay or without pay and travel is delegated to the following officials:
 - 1 day - Unit Head
 - 2-5 days - Division Head/Director/Officer
 - 6-29 days - Vice President for Administration
 - d. The Vice President for Administration is also given the delegated authority to approve the following:
 - d.1 Terminal Leave - 6 months and below
 - d.2 Scholarship Contract - 1 year and below
 - e. Approval of maternity leave is delegated to the Administrative Officer.
- 3. The use of purchase/job request form shall be adopted (see Attachment C), when making request for purchase and/or job.
 - 4. With the exception of the Accounting Division which is given a maximum of 3 working days, all other offices shall act within 1 working day upon receipt of the papers for processing. Office action shall either be in a form of official's signature or notation/listing of deficiencies.
 - 5. For non-favorable action, complete (not partial/not installment) listing of deficiencies shall be done by the office concerned before returning the papers to the requesting party.
 - 6. The Financial Management Officer and her staff are encouraged to conduct a periodic seminar to all concerned staff regarding the faithful implementation of this Memo.
 - 7. Any item or provision in the previous Memoranda that is inconsistent with the Memo is hereby repealed or modified accordingly.

Please be guided accordingly.


SAMUEL S. GO
President

cc: All Dept./Office/Center Heads
Records
File