

**LINE ITEM BUDGET**  
for Budget Year 2026

END-USER/UNIT: LEGAL AFFAIRS AND SERVICES

Program :

MOOE 2026

**REGULAR AGENCY FUND/GENERAL FUND**

TOTAL BUDGET ALLOCATION:

<b>MFO</b>	<b>Projects, Programs and Activities (PAPs):</b>	<b>Account Titles</b>	<b>Budget Allocation</b>
	List of the university assets (tangible and intangible) resources collected and classified in coordination with Supply Property Office, Accounting, Innovation Office and Research Office	Travelling Expenses	3,000.00
	Percentage of MOA/MOU/ Contracts and other legal documents prepared/reviewed corrected and release within 15 days	Office Supplies Expenses	40,000.00
		Semi-Expendable Expenses	51,000.00
	Percentage of legal matters coordinated and referred with with SOLGEN for legal opinions	Postage & Deliveries	1,500.00
	Percentage of Legal Office Manual finished	Office Supplies Expenses	2,000.00
	Number of seminars conducted in coordination with the Office of the Human Resource Management and Development (Anti-Bullying, Anti-Sexual Harrashment and Safe Spaces act or RA 11313)	Training Expenses	thru: L&D
	Efficient & customer friendly assistance	Semi-Expendable Expenses	3,000.00
	Percentage of faculty and staff/students counseled/ advised		
	Percentage of prosecuted anti-sexual harrasment and other cases endorsed in the office	Office Supplies Expenses	2,000.00

		Postage & Deliveries	1,000.00
	Percentage of BOR/UADCO meeting attended		
	Percentage of Legal documents notarized or facilitated (Contracts, agreements, affidavits, etc.) and Certifications of pending case issued/released within 15 days	Office Supplies Expenses	3,000.00
	Percentage of Legal documents administered (SALN, CSC Form re: no pending, etc.)	Office Supplies Expenses	1,500.00
	No. of University complaints against squatters settled within 30 days	Postage & Deliveries	2,000.00
	Orientation for the submission of SALN and review of the submitted SALN by the faculties and staffs.	Training Expenses	thru: L&D
	Fuel for travel	Fuel, Oil & Lubricants Expenses	10,000.00
	Contingency fund		30,000.00
	GRAND TOTAL		150,000.00

Prepared by:

GRECILDA F PABROQUEZ

End-user

Submitted by:

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Immediate Supervisor