

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:

MFO	Projects, Programs and Activities (PAPs):	Account Titles	Budget Allocation
	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
	Percentage of legal matters coordinated and referred with SOLGEN for legal opinions	Semi-Expendable Expenses	51,000.00
	Percentage of Legal Office Manual finished	Postage & Deliveries	1,500.00
	Number of seminars conducted in coordination with the Office of the Human Resource Management and Development (Anti-Bullying, Anti-Sexual Harrasment and Safe Spaces act or RA 11313)	Office Supplies Expenses	2,000.00
	Efficient & customer friendly assistance	Training Expenses	thru: L&D
	Percentage of faculty and staff/students counseled/ advised	Semi-Expendable Expenses	3,000.00
	Percentage of prosecuted anti-sexual harrasment and other cases endorsed in the office	Office Supplies Expenses	2,000.00

	Prepared by: GRECILDA F. PABROQUEZ End-user

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
	150,000.00
	GRAND TOTAL