

PHILIPPINE SCIENCE HIGH SCHOOL

MODULE I: FINANCIAL MANAGEMENT SYSTEM



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LIST OF ACRONYMS

ABM	Agency Budget Matrix
ACIC	Advice of Cheque Issued and Cancelled
AGDBs	Authorized Government Depository Banks
AO	Administrative Officer
BARs	Budget Accountability Reports
BEDs	Budget Execution Documents
BEst Forms	Budget Estimates
BIR	Bureau of Internal Revenue
BP Forms	Budget Preparation Forms
BTr	Bureau of Treasury
CDR	Cash Disbursement Report
CJ	Cash Journal
CkDJ	Cheque Disbursement Journal
CO	Capital Outlay
COA	Commission on Audit
CRJ	Cash Receipts Journal
CRR	Cash Receipt Record
CsDJ	Cash Disbursement Journal
DBM	Department of Budget and Management
DO	Disbursing Officer
DOST	Department of Science and Technology
DV	Disbursement Voucher
FAD	Finance Administration
GAA	General Appropriations ACT
GL	General Ledgers
GSBs	Government Servicing Banks
HOR	House of Representatives
IOT	Itinerary of Travel
JEV	Journal Entry Vouchers
LR	Liquidation Report
MAA	Management Audit Analyst
MDS	Modified Disbursements System
MFO	Major Final Output

MOOE	Maintenance and Other Operating Expense
MRAAF	Monthly Report of Accountability for Accountable Form
NBM	National Budget Memorandum
NCA	Notice of Cash Allocation
NCE	National Competitive Examination
NEP	National Expenditure Program
NG	National Government
NGAS	New Government Accounting System
NTA	Notice of Transfer of Allocation
ObR	Obligation Request
OED	Office of the Executive Director
OPIF	Organizational Performance Indicator Framework
OR	Official Receipt
OTR	Official Transcript of Records
PCF	Petty Cash Fund
PCR	Petty Cash Register
PCRR	Petty Cash Replenishment Register
PCV	Petty Cash Voucher
PMS	Presidential Management Staff
PR	Purchase Request
PSHS	Philippine Science High School
RA	Regular Agency
RAAF	Report of Accountability for Accountable Forms
RAO	Registries of Allotments and Obligations
RAOCO	Registry of Allotments and Obligations- Capital Outlay
RAOFE	Registry of Allotments and Obligations Financial Expenses
RAOMO	Registry of Allotments and Obligations Maintenance and Other Operating Expenses
RAOPS	Registry of Allotments and Obligations Personal Services
RCD	Report of Collections and Deposits
RCI	Report of Cheques Issued
RCIC	Report of Cheques Issued and Cancelled
RD	Report of Disbursements
RIS	Requisition and Issue Slip

RSMI	Reporting of Supplies and Materials Issued
SAOB	Statement of Allotments, Obligations and Balances
SARO	Special Allotment Release Order
SIE	Statement of Income and Expenses
SL	Subsidiary Ledgers
SO	Special Order
SR	Service Request
TRA	Tax Remittance Advice

I. BUDGETING

Overview

Government budgeting is the critical exercise of allocating revenues and borrowed funds to attain economic and social goals of the country. It also entails the management of government expenditures to create the most economic impact from the production and delivery of goods and services while supporting a healthy fiscal position¹.

Government budgeting is important because it enables the government to plan and manage its financial resources to support the implementation of various programs and projects that best promote the development of the country. Through the budget, the government can prioritize and put into action its plans, programs and policies within the constraints of its financial capability as dictated by economic conditions.

The objectives of budgeting include²:

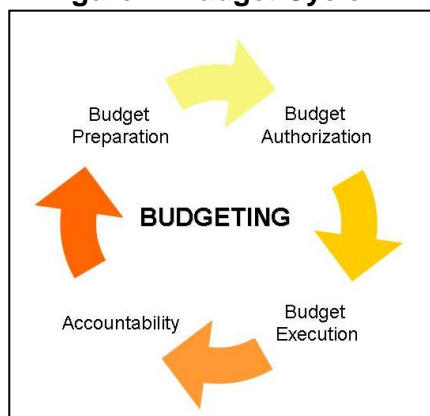
- To provide structure in the agency. Budgeting offers useful guidance in designing an agency's plan and direction.
- To provide allocation. Budgeting helps direct and efficiently utilize the agency's resources in implementing plans, programs and activities.
- To measure agency performance. Budgeting serves as a practical basis for evaluating an agency's performance.

Budgeting for the national government involves four (4) distinct processes or phases: *budget preparation, budget authorization, budget execution and accountability*³.

While distinctly separate, these processes overlap in the implementation during a budget year⁴.

Budget preparation for the next budget year proceeds while government agencies are executing the budget for the current year and at the same time engaged in budget accountability and review of the past year's budget⁵.

Figure 1. Budget Cycle



¹ Taken from the Department of Budget and Management (DBM) "Primer on Government Budgeting," Retrieved: 24 May 2011 http://www.dbm.gov.ph/dbm_publications/all_pub.htm

² Accounting Tools, "What are the Objectives of Budgeting?" 13 December 2012. Retrieved: 05 June 2012. Available <<http://www.accountingtools.com/questions-and-answers/what-are-the-objectives-of-budgeting.html>>.

³ DBM, May 2011

⁴ *Ibid*

⁵ *Ibid*

A. Budget Preparation

The budget preparation usually starts with the issuance of a budget call by the Department of Budget and Management (DBM) which defines the budget framework; sets economic and fiscal targets; prescribe the priority thrust and budget levels; and spells out the guidelines and procedures, technical instructions and the timetable for budget preparation.

The budget call is issued through a National Budget Memorandum (NBM) which will be sent to all national government agencies, departments, bureaus, offices, commissions, state universities and colleges and other concerned instrumentalities of the national government. The call sets forth the guidelines, priorities, directions and timetable for the preparation of the annual budget. The issuance of the NBM is during the last quarter of the year prior to the incoming fiscal year (eg. December 2011 for 2012 fiscal year).

For purposes of this Module, upon receipt of the National Budget Memorandum (Budget Call) from DBM, the Philippine Science High School (PSHS)- Office of the Executive Director (OED) through an office memorandum will inform the regional campus directors regarding the requirements needed in the preparation of the budget proposal. The regional campuses and OED are required to conduct their budget planning workshop. The expected outputs of the workshop are the following:

- Budget Estimates (BES Forms 1-28)
- Major Final Output (MFO)
- Agency Budget Matrix (FORM A)
- Agency Performance Measures (FORM B)
- Budget Preparation Forms (BP Forms)

Upon receipt of the indicative budget ceiling from DOST, the OED organizes a PSHS System-wide planning workshop. During this two (2) day workshop, each campus will present and revise their prospective budget proposal/ operational plans based on the budget ceiling issued by DBM. Thereafter, the OED consolidates the budget proposals from all campuses for endorsement from DOST and submission to DBM.

Below shows the steps undertaken by PSHS during budget preparation.

1. Steps in Budget Preparation

Procedure	Responsible Unit/ Person ⁶	Output	Timeline ⁷
1. Issuance of the National Budget Memorandum (Budget Call) (See Appendix 1: Policy Guidelines and Procedures in the Preparation of the FY 2013 Budget Proposals (National Budget Memorandum No. 112))	Department of Budget and Management (DBM)	National Budget Memorandum (Budget Call)	December (prior to incoming fiscal year)

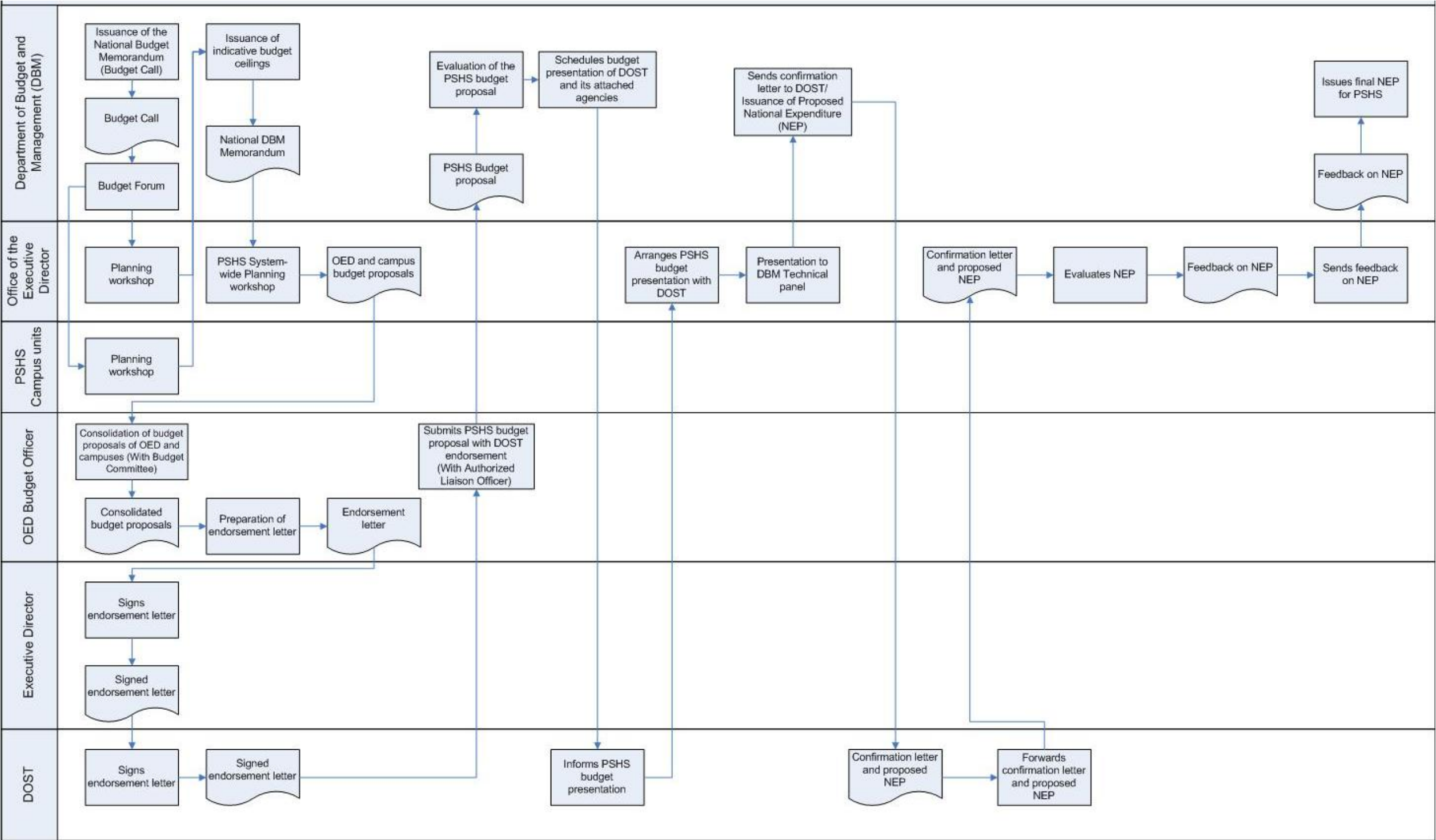
⁶ See List of Reclassified Positions for updated designation/ title of each position

⁷ Indicative dates (See Figure 2)

Procedure	Responsible Unit/ Person⁶	Output	Timeline⁷
2. Discussion of the Budget call	DBM	Budget Forum	December-January
3. Campus unit/ office planning workshop	PSHS campus units and Office of the Executive Director (OED)	Proposed budget	January (of fiscal year)
4. Issuance of the indicative budget ceilings through the National DBM Memorandum (See Appendix 2: Macroeconomic Assumptions, Fiscal Targets and Department Budget Ceiling (National Budget Memorandum No. 113))	DBM	National DBM Memorandum	January (of fiscal year)
5. Participation of campus units in the two (2) day planning workshop - Basis for budget proposal is the budget ceiling issued by the DBM	OED	Revised budget proposal of each campus unit	January-February
6. Consolidation of the budget proposal of all campuses and system office	OED Budget Officer with Budget Committee	Consolidated budget proposal	February-March
7. Preparation of the endorsement letter	OED Budget Officer	Endorsement letter	March
8. Approval of the endorsement letter	Executive Director	Signed endorsement letter	March
9. Approval of the endorsement letter for the PSHS budget proposal	Department of Science and Technology (DOST) Secretary	Signed endorsement letter	March
10. Submission of budget proposal with DOST endorsement to DBM	OED Budget Officer or Authorized Liaison Officer	Received copy of the budget proposal	April
11. Evaluation of the submitted budget proposal	DBM	April	
12. Scheduling budget presentation	DBM and DOST		April

Procedure	Responsible Unit/ Person⁶	Output	Timeline⁷
- DBM informs DOST then DOST informs OED of scheduled budget presentation			
13. Budget presentation to DBM technical panel	Attended by the DOST Secretary, PSHS System Executive Director, Deputy Executive Director, Planning Officer, FAD Chief, Budget Officer		April-May
14. Issuance of the Proposed National Expenditure (NEP) and sends confirmation letter to DOST	DBM	Proposed NEP and confirmation letter	June
15. Feedback to the NEP	OED	Feedback on NEP/ no action	June-July
- No feedback will be automatically taken as acceptable by DBM			
16. Issuance of final NEP for PSHS	DBM	NEP	July
- While waiting for the issuance of the final NEP, the OED Budget Officer and Planning Officer starts preparing the budgetary requirements for the hearings at the House of Representatives (HOR) and Senate			

Figure 2. Budget Preparation Process



LEGEND: Process Document

Figure 3. Budget Preparation Timeline

Procedure	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1. DBM issues the National Budget Memorandum (Budget Call)													
2. DBM discusses the budget call through a Budget Forum													
3. Each campus unit conducts a planning workshop													
4. DBM issues the indicative budget ceilings through a National Budget Memorandum													
5. PSHS campus units participate in the two (2) day planning workshop organized by the OED													
6. Budget Officer with the Budget Committee consolidates the budget proposal of all campus units and system office													
7. OED Budget Officer prepares the endorsement letter													
8. Executive Director signs the endorsement letter for the budget proposal													
9. DOST Secretary approves and signs the endorsement for the PSHS budget proposal													
10. OED Budget Officer/ Authorized Liaison Officer submits budget proposal with DOST endorsement to DBM													
11. DBM evaluates the submitted budget proposal													
12. DBM and DOST schedules budget presentation													
13. Budget presentation to DBM technical panel													
14. DBM issues proposed National Expenditure (NEP) and sends confirmation letter to DOST													
15. OED-FAD feedback to the NEP													
16. DBM issues final NEP for PSHS													

2. Forms used in Budget Preparation

The following forms are required in the preparation of the annual budget. The template for each form (in softcopy) is prepared by the FAD group of each unit/ office:

- **Budget Estimates (BES Forms 1-28)**

The forms provide a detailed approximation of budgetary needs of each campus/ unit. These forms are submitted to the OED for evaluation and review in support of the proposed budget of the campus.

These are prepared and accomplished by the Administrative Officer/ Budget Officer and Supply Officer (for equipment related funds)

[Appendix 3 shows the sample templates of the BES Forms.](#)

- **Budget Preparation Forms (BP Forms)**

Forms prescribed under the issued National Budget Call. These forms are designed in accordance with the New Government Accounting System (NGAS)⁸. As part of the PSHS budget proposal, it is submitted in five (5) complete sets to DBM together with the Table I- Summary of RDC/ CSO Feedback on Major On-going Programs and Projects (if applicable), Inventory of Equipment and Accomplished Reports from the previous year, Agency Performance Measures and the Major Final Output (MFO) Budget Matrix.

These are prepared and accomplished by the Regional Budget Officer and FAD Chief.

[Appendix 4 shows sample templates of the BP Forms.](#)

- **Major Final Output (MFO) Budget Matrix (FORM A)**

The MFO Budget Matrix shows the status of each program/ activities/ projects undertaken by the agency during the previous year, current year and incoming year. It also serves as a basis for justifying proposed budget.

These are prepared and accomplished by the Planning Officer/ Chief FAD and Budget Officer of each campus unit and OED. However, the outputs submitted by each campus are compiled by the OED Budget Officer and Planning Officer.

[Appendix 5 shows sample template of an MFO Budget Matrix Form.](#)

- **Agency Performance Measures (FORM B)**

Form B shows the three (3) year performance measures of the agency. It is based the Organizational Performance Indicator Framework (OPIF), MFO Budget Matrix,

⁸ See <http://www.coa.gov.ph/NGAS/ngasmanual.asp> for the NGAS Manual

appropriate performance indicators, accomplishments and targets and corresponding budgetary allocation for related programs/ activities or projects.

The Agency Performance Measures (FORM B) is prepared and accomplished by the Budget Officer and Planning Officer

[Appendix 6 shows sample template of the Agency Performance Measures Form.](#)

B. Budget Authorization

Budget authorization is done under the legislative branch. The draft budget in the National Expenditure Program (NEP) shall be submitted to the House of Representatives (HOR) and Senate for approval. There will be series of hearings/ deliberations in the cabinet (HOR and Senate). As such, each agency/ department and its head are called to justify the budget they have submitted.

When approved, the final budget shall be included in the approved bill by the President of the Philippines which then becomes the **General Appropriations Act (GAA)**.

The General Appropriations Act (GAA)

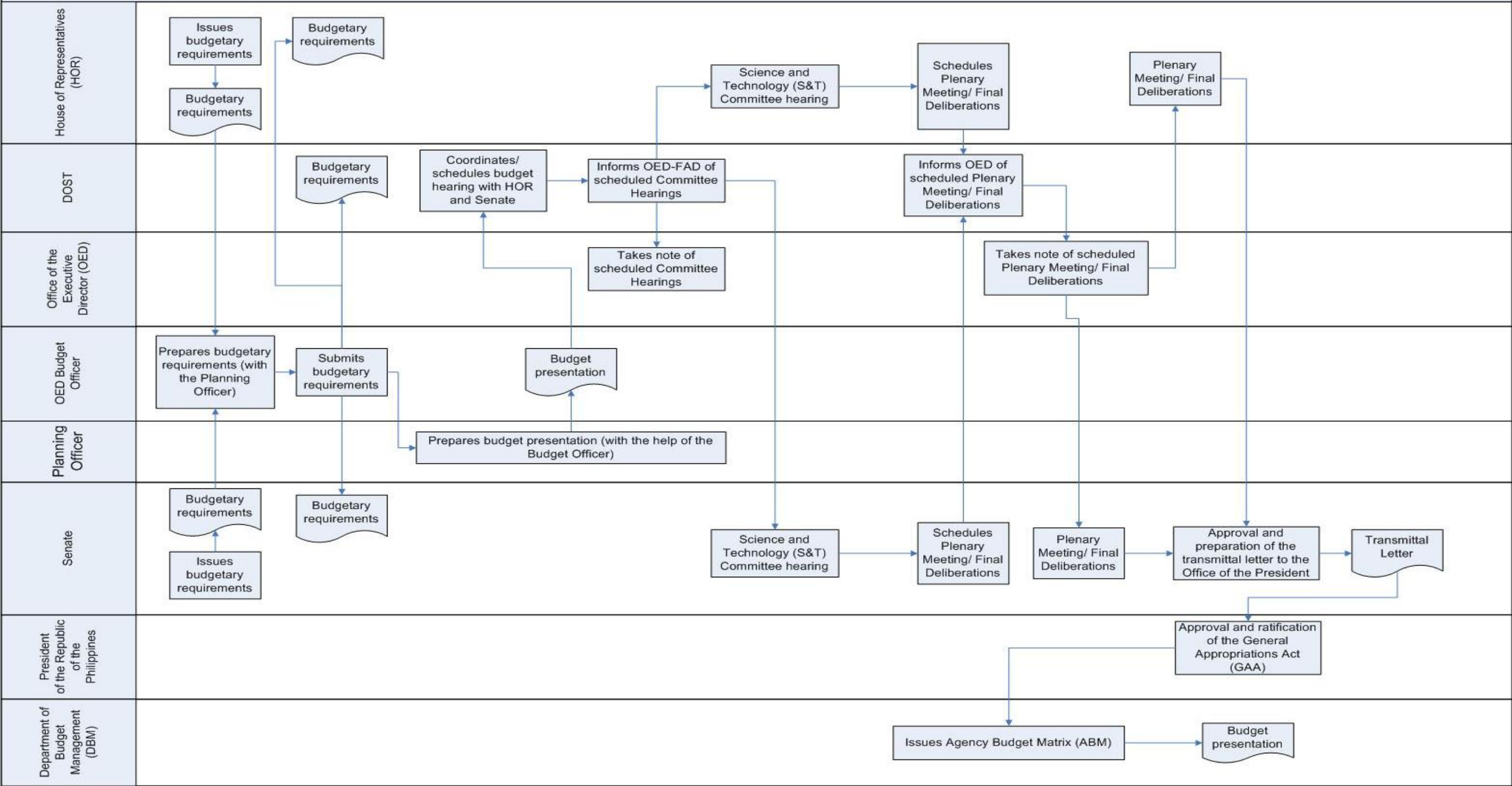
The General Appropriations Act (GAA) is the legislative authorization that contains the new appropriations in terms of specific amounts for salaries, wages and other personnel benefits; maintenance and other operating expenses; and capital outlays authorized to be spent for the implementation of various programs/ projects and activities of all departments, bureaus and offices of the government for a given year.

1. Steps in Budget Authorization

Procedure	Responsible Unit/ Person ⁹	Output
1. Issuance of budgetary requirements	House of Representatives (HOR) and Senate	Letter indicating all budgetary requirements
2. Preparation of budgetary requirements - See B.2. for a list of Budget Authorization Forms and Documents required (See Appendix 7)	Budget Officer and Planning Officer	Budgetary requirements
3. Submission of budgetary requirements to HOR and Senate - Copy furnished to DOST Secretary	OED Planning Officer and Budget Officer	Budgetary requirements
4. Preparation for budget presentation - Must be submitted three (3) days before scheduled committee hearing	Planning Officer with the assistance of the OED-Budget Officer	Briefing materials/ Budget presentation/ Information kit
5. Coordination and scheduling of Committee Hearing with HOR and Senate	DOST	N/A
6. Informs OED-FAD of scheduled Committee Hearings	DOST	N/A
7. HOR Chair and Senate Chair on Science and Technology (S & T) Committee Hearing - Committee hearings with HOR and Senate may overlap in preparation for the final deliberations/ Plenary Meeting	Attended by the DOST Secretary, PSHS System Executive Director, Deputy Executive Director, Planning Officer, FAD Chief, Budget Officer	N/A
8. Scheduling of Plenary Meeting	HOR and Senate	N/A
9. Informs OED of scheduled Plenary Meeting	DOST	N/A
10. Plenary Meeting	Attended by the DOST Secretary, PSHS System Executive Director, Deputy Executive Director, Planning Officer, FAD Chief, Budget Officer	N/A
11. Approval and preparation of the transmittal letter to the Office of President	Senate	Transmittal letter
12. Approval/ ratification of the GAA	President	GAA
13. Issues Agency Budget Matrix (ABM) (See Appendix 8)	DBM	ABM

⁹ See List of Reclassified Positions for updated designation/ title of each position

Figure 4. Budget Authorization Process



2. Budget Authorization Forms/ Documents

The following budgetary documents are generally required by the HOR and Senate. These are prepared and compiled by the PSHS System FAD Group (Planning and Budget Officers and Accountant):

2.1. Budget Briefing Folio for the incoming fiscal year

This includes PSHS' goals/ thrusts and objectives for the incoming fiscal year, highlights and salient features of major items in the proposed budget, justification for any major change between the previous and incoming fiscal year.

2.2. Major final outputs (MFOs) and performance indicators (qualitative/ quantitative with comparative budgets from the previous fiscal year until the incoming fiscal year)

The MFO shows the attribution of the budgetary requirements of P/A/P statement and its component activities to the different MFOs of the agency.

2.3. Duly accomplished BP Forms which conform to the budget ceiling approved by the President of the Philippines for the incoming fiscal year

2.4. PSHS budget proposal originally submitted to the DBM

2.5. Financial report, targets and highlights of the accomplishments/ performance of PSHS

2.6. Comparative detailed breakdown of the Maintenance and Other Operating Expense (MOOE), Capital Outlay (CO) and Object of Expenditures of Special Account (if any) for the previous, actual and incoming fiscal year

2.7. Campus allocation of PSHS' budget for the previous, actual and incoming fiscal year

2.8. Annual Report of the previous year

2.9. Status of Allotment and Fund Releases, by Program/ Activity/ Project of the previous and present fiscal year (FORM B)

2.10. Details of budgetary adjustments (FORM C)

2.11. Report (financial and narrative) on the source and utilization of income and special accounts, if any, for the previous and actual fiscal year

2.12. Complete set of the previous fiscal year Commission on Audit (COA) Audit Report, including report on Compliance with COA Audit Findings and Recommendations

2.13. Breakdown and nature of Cash Advances, including breakdown of un-liquidated amounts

2.14. Consolidated budget of PSHS from all sources

2.15. Summary of filled and unfilled positions

2.16. Updated directory of official and key positions including regional campuses (indicate the name, designation/ position and contact information)

2.17. Other statistical data which include research and development budget for the last five years, detailed list of funds from all sources, internal and external, innovative programs (with status) introduced for the last two (2) years and present fiscal year and GIA projects and sources for the previous and actual fiscal year and projections for the incoming fiscal year

These documents must be consistent with the National Expenditure Program (NEP). It must also be submitted in printed and soft copy prior to the scheduled Committee Hearing and Plenary Meeting.

[Appendix 7 shows sample templates of the budgetary forms required during budget authorization.](#)

C. Budget Execution

Budget execution is the actual disbursement of public funds using a Modified Disbursement System prescribed by DBM. This system is designed to be flexible and has a Cash Flow Forecast system that ensures that there are available funds for approved items in the budget.

Based on the approved GAA, DBM issues obligational and disbursement authorities. Agencies shall implement the programs and projects covered by the authorities issued by DBM. Obligational Authorities (i.e. Allotment through ABM, SAROs) allows an agency to enter into commitments or incur obligations. Disbursement Authorities (i.e. NCA, etc.) allows an agency to liquidate obligations/ commitments or pay goods/ services delivered and completed.

Prior to approval of the GAA, DBM in coordination with the agencies/ OUs, shall prepare a tentative cash program. Agencies/ OUs may submit to DBM, a request for release of NCA requirements chargeable against the prior year's budget.

Upon approval of the GAA, agencies/ OUs shall prepare and submit to DBM a realistic Monthly Cash Program (MCP). DBM shall prepare an updated cash program based on evaluated MCP as submitted by the agency and additional SARO releases. DBM shall issue a comprehensive NCA to cover agency requirements equivalent to the comprehensive allotment release under the ABM. DBM shall also monitor the cash program by maintaining a control sheet for the MCP.

1. Steps in Budget Execution

1.1. Allotment Procedure

Procedure	Responsible Person ¹⁰		Output
	Office of the Executive Director (OED)	Main Campus/ Regional Campuses	
1. Receipt of Agency Budget Matrix (ABM) (See Appendix 8) from DBM	Budget Officer		
2. Facilitate delivery of ABM (Original hardcopy) to Regional Campuses	Budget Officer		
3. Requests SARO (See Appendix 9)	Budget Officer/ Human Resource (HR)	Budget Officer	Request for SARO
- SARO is used for funding of items not included in the GAA i.e. newly filled plantilla items, equipment outlay under use of income, re-alignments			
- Request of SARO for the current appropriation is allowed until November 15.			
- Request for continuing appropriation is until June 15			
4. Submission of requests to OED for endorsement of the Executive Director to DOST	Budget Officer/ Planning Officer/ HR	Budget Officer/ FAD Chiefs	Requests and draft endorsement letter
5. Endorsement of SARO request to DOST Secretary	Executive Director		
6. Endorsement of SARO request (with endorsement of the Executive Director)	DOST Secretary		
7. Picks-up endorsement from DOST and delivery of SARO with endorsement of PSHS System Executive Director and DOST Secretary to DBM	Budget Officer/ Authorized Representative		
8. Review and issuance of SARO	DBM		

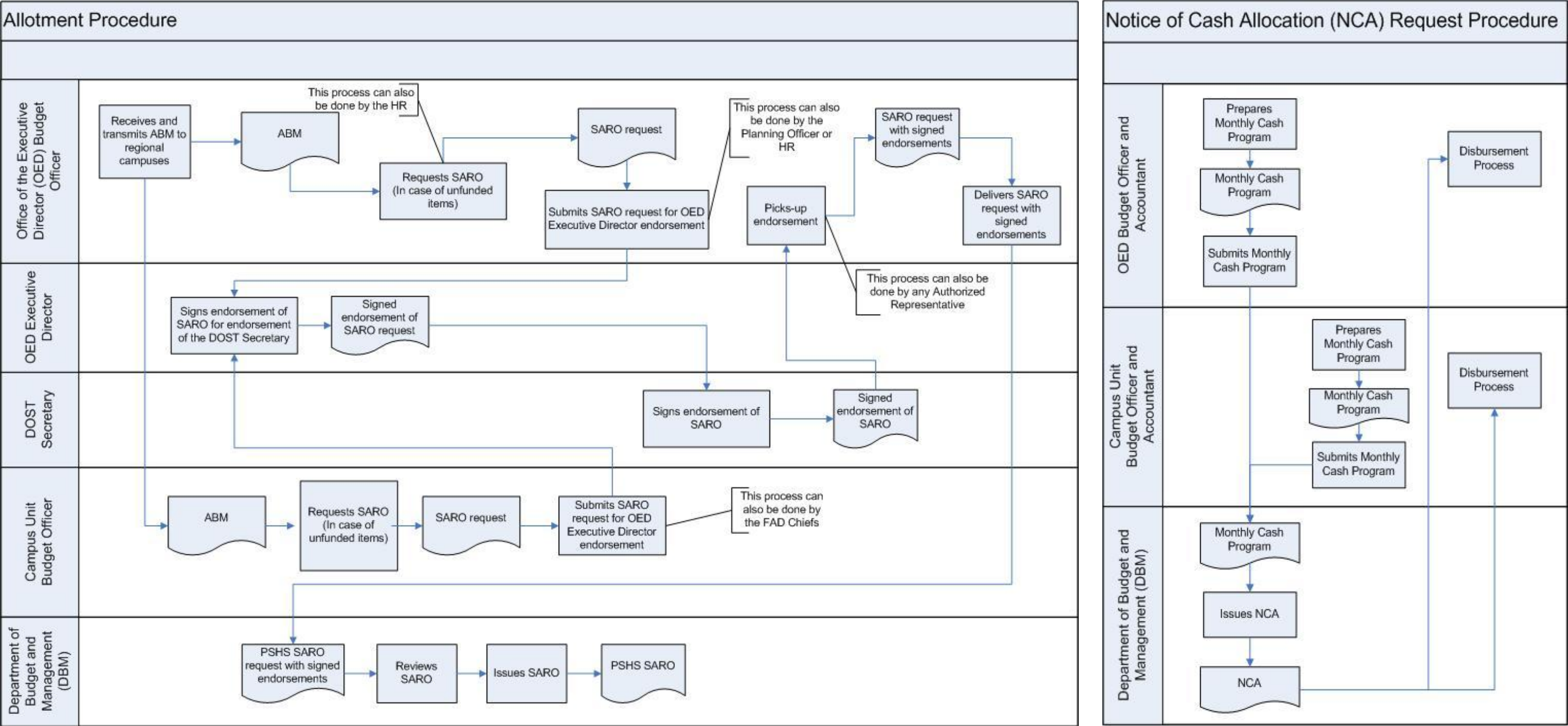
¹⁰ See List of Reclassified Positions for updated designation/ title of each position

1.2. Notice of Cash Allocation (NCA) Request Procedure

Procedure	Responsible Person ¹¹		Output
	Office of the Executive Director	Main Campus/ Regional Campuses	
1. Preparation and submission of Monthly Cash Program to DBM	Budget Officer and Accountant	Accountants and Budget Officers	Monthly Cash Program
2. Submission of Monthly Cash Program to DBM	Budget Officer and Accountant	Accountants and Budget Officers	Monthly Cash Program
3. Issuance of NCA (See Appendix 10)	DBM		
- NCA released (Comprehensive release) is allotted for 6 months (January-June)			
4. Start of disbursement process			
Depends on the type of disbursement (i.e. Supply- Supply Officer, etc.)			

¹¹ See List of Reclassified Positions for updated designation/ title of each position

Figure 5. Budget Execution Process



2. Budget Execution Forms

The following forms are required for budget execution:

2.1. Agency Budget Matrix (ABM)¹²

The ABM refers to a document showing the disaggregation of agency expenditures into components such as by funding source of appropriations, operating unit, allotment calls (i.e. PS, MOOE, CO, programs/ activities/ projects (PAP) and also by need of clearance. Needing clearance refers to the budgetary allocation in the agency budget that shall be released through SARO upon compliance of certain documentary requirements. Not needing clearance refers to budgetary items under the agency budgets which do not require clearance/ approval/ documentation for its implementation.

[Appendix 8 shows the sample template of the ABM.](#)

2.2. Special Allotment Release Order (SARO)¹³

Authority issued to an agency to incur obligations not exceeding the approved amount (budget). The amount should be spent primarily for the purposes indicated within a specified period. The release of SARO is subject to compliance with specific laws or regulations or is subject to separate approval or clearance by competent authority.

[Appendix 9 shows the sample template of the SARO.](#)

2.3. Notice of Cash Allocation (NCA)

Cash authority issued by the DBM to different offices and operating units to cover cash requirements of PSHS.

[Appendix 10 shows the sample template of the NCA](#)

2.4. Obligation Request (ObR)

Obligation Request reflects the actual obligations the agency incurred. The ObR is prepared by the Budget Officer of each unit/ office. It is then duly certified by the head of the budget unit/ or his/ her authorized representative on the availability of allotment obligated for the purpose indicated therein (Box B). The budget officer shall stamp the date and serial number of each ObR and certifies the availability of the budget allocated.

The transaction is recorded in appropriate registries of allotment.

[Appendix 11 shows sample template of the ObR.](#)

¹² Commission on Audit Circular No. 96-002 dated 27 February 1996

¹³ *Ibid*

2.5. Statement of Allotments, Obligations and Balances (SAOB)

This form provides information on appropriation, allotments, current year obligations and balances. It is used to monitor and ensure the proper utilization of appropriation and allotment received by the agency.

[Appendix 12 shows the sample template of the SAOB for the quarterly and year-end reports submitted to COA.](#)

The BAR Report No. 4 for DBM reports ([See Appendix 13](#)) serves as the monthly SAOB. It is prepared by the Budget Officers of each campus unit/ office and approved by the Campus Director/ Executive Director. The source of information is based on the accomplished ObR.

The duly accomplished SAOB is submitted to the OED Budget Officer on or before the 4th day of the following month for consolidation while the consolidated SAOB of each campus is submitted to the DBM on or before the 10th day of the following month together the Monthly Report of Disbursement prepared by the Accountants.

2.6. Monthly Financial Performance Report Form (Consolidated Flash Reports)

Document which shows the monthly expenditure of the agency for purposes of monitoring expenses incurred. These forms are prepared by the Budget Officer and Accountant of each campus unit/ office. It is then submitted to the OED Budget Officer and Accountant for consolidation. The OED submits the consolidated flash reports on or before the 5th day of the following month to the DOST- Finance Management Services (FMS) Division. The DOST-FMS then submits it to the Presidential Management System (PMS) on or before the 10th of the following month with the SAOB.

[Appendix 14 shows sample template of the Monthly Financial Performance Report Form \(Consolidation Flash Reports\).](#)

D. Budget Accountability

Budget accountability is focused on accurate recording and reporting of the income and expenditures of the agency. It also shows the physical, financial and income accomplishments of the agency. DBM evaluates agency performance by correlating targets/ plans per BEDs with actual performance per BARs. The result is the basis for release/ realignment of funds, as input to budget preparation and as reporting accomplishments of departments/ agencies to the President.

1. Budget Accountability Forms

Upon completion of disbursements, Budget Officer of each campus unit/ office prepares the Accountability forms on a Monthly and Quarterly basis. These are submitted to the

OED Budget Officer for consolidation and submission to DBM. The following are the budget accountability forms prescribed by DBM:

1.1. Budget Accountability Reports (BARs)

These are reports which show the agency's actual accomplishments and performance within a specified time frame. The following are the BAR forms:

a. BAR No.1: Budget Form No. 132- Quarterly Physical Report of Operations

This form is prepared by the Budget Officer and approved by the Campus Director/ Executive Director.

b. BAR No. 2: Budget Form No. 131 - Financial Report of Operations

This form presents not only the breakdown of the Maintenance and Other Operating Expenses (MOOE) but also other expenditures (i.e. Personal Services and Capital Outlay). It is certified correct by the Budget Officer and submitted by the Campus Director/ Executive Director

c. BAR No. 3: Quarterly Report of Income

This form is certified correct by the Accountant and submitted by the Campus Director/ Executive Director

d. BAR No. 4: Statement of Allotments, Obligations and Balances (SAOB)

This form is certified correct by the Budget Officer and submitted by the Campus Director/ Executive Director

e. BAR No. 5: Budget Form No. 1330 Monthly Report of Disbursements

This form is certified correct by the Accountant and approved by the Campus Director/ Executive Director.

[Appendix 13 shows sample templates of the BARs.](#)

1.2. Budget Execution Documents (BEDs)

These are forms which present the agency's targets and plans for the current year. These are generally required during the onset of the budget execution phase. The following are the BED forms:

- a. BED No. 1: Financial Plan (For the present year)
- b. BED No. 2: Physical Plan
- c. BED No. 3: Monthly Cash Program
- d. BED No.3-A: list of not Yet Due and Demandable Obligations
- e. BED No. 4: Program of Monthly Income

[Appendix 15 shows sample templates of the BEDs.](#)

By 2015, BARs and BEDs will be consolidated as an initiative of the Public Financial Management Reform Program (Treasury Single Account Government Integrated Financial Management Information System) (GIFMIS)

1.3. Registry of Allotments and Obligations

These are documents which provide information on the allotment received, its corresponding expenditure and balances.

- a. [Registry of Allotments and Obligations Personal Services \(RAOPS\)](#)
- b. [Registry of Allotments and Obligations Maintenance and Other Operating Expenses \(RAOMO\)](#)
- c. [Registry of Allotments and Obligations Registry of Allotments and Obligations-Capital Outlay \(RAOCO\)](#)
- d. [Registry of Allotments and Obligations Financial Expenses \(RAOFE\)](#)

Appendix 16 to 19 shows sample templates of the RAOMO, RAOFE, RAOPS and RAOCO.

II. CASH MANAGEMENT

Overview

Cash management is “the strategy and associated processes for managing cost-effectively the government’s short-term cash flows and cash balances, both within government, and between government and other sectors”¹⁴.

The primary objective of cash management is to efficiently maximize the use of cash in line with the direction, plans and goals of the agency. Specifically, cash management aims to¹⁵:

- To maintain the liquidity of the agency. Cash management aims to ensure the agency’s financial capacity to meet obligations as needed.
- To optimize cash. Cash management maximizes the value and use of cash resources.
- To manage risk. Cash management serves to regulate, control and monitor the use of cash resources to protect the agency against financial vulnerability and other risks.

A. Fundamental Principles Governing Financial Transactions and Operations of Any Government Agency¹⁶

1. No money shall be paid out of any public treasury or depository except in pursuance of an appropriation law or other specific statutory authority
2. Government funds or property shall be spent or used solely for public purposes
3. Trust funds shall be available and may be spent only for the specific purpose for which the trust was created or the funds received
4. Fiscal responsibility shall, to the greatest extent, be shared by all those exercising authority over the financial affairs, transactions and operations of the government agency
5. Disbursements or disposition of government funds or property shall invariably bear the approval of the proper officials
6. Claims against government funds shall be supported with complete documentation
7. All laws and regulations applicable to financial transactions shall be faithfully adhered to
8. Generally accepted accounting principles and practices as well as of sound management and fiscal administration shall be observed, provided that they do not contravene existing laws and regulations

B. Notice of Transfer of Allocation (NTA)

The NTA is only processed by the Office of the Executive Director (OED). However, campuses and regional units can request additional funding based on the needs of their campus through the OED.

¹⁴ Mike Williams, “Government Cash Management: Good and Bad Practice,” August 2004. Retrieved: 04 September 2012 <<http://treasury.worldbank.org/bdm/pdf/CM-V2-Aug04MikeWilliams.pdf>>

¹⁵ Credit Management Association, “Cash Management,” Encyclopedia of Credit: Free Business Credit Resource from Credit Management Association 2011. Retrieved: 05 June 2012 <<http://encyclopediaofcredit.com/Cash-Management>>

¹⁶ Taken from Commission on Audit (COA), Committee for the Revision of Auditing Requirements for Typical Government Disbursement, “Revised Documentary Requirements for Common Government Transactions as Prescribed Under COA Circular No. 2012-001 dated 14 June 2012,” June 2012.

C. Disbursements

Disbursement constitutes all cash paid out during a given period either in currency (cash) or by cheque. It may also mean the settlement of government payables/ obligations by cash or by cheque.

The disbursement system covers the preparation and processing of Disbursement Voucher (DV) ([See Appendix 20](#)); preparation and issuance of cheques; payment by cash; granting, utilization, and liquidation/ replenishment of cash advances.

The process of disbursement can be made through cheque, cash, petty cash or payroll.

1. General Requirement for All Types of Disbursement¹⁷

- 1.1 Certificate of Availability of Funds issued by the Chief Accountant
- 2.1 Existence of lawful and sufficient allotment duly obligated as certified by authorized officials (except for Government-Owned and Controlled Corporations (GOCC)/ Government Financing Institutions (GFIs))
- 3.1 Legality of transaction and conformity with laws, rules or regulations
- 4.1 Approval of expenditure by Head of Office or his authorized representative
- 5.1 Sufficient and relevant documents to establish validity of claim

For specific requirements for each type of disbursement, see COA Circular No. 2012-001 dated 14 June 2012 ([Appendix 21](#)).

2. General Guidelines¹⁸

2.1. Granting of Cash Advance

- No cash advance shall be given unless for a legally authorized specific purpose
- No additional cash advances shall be allowed to any official or employee unless the previous cash advance given to him is first liquidated and accounted for in the books
- No cash advance shall be granted for payments on account of infrastructure projects or other undertaking on a project basis
- A cash advance shall be reported as soon as the purpose for which it was given has been served
- Only permanently appointed officials shall be designated as Disbursing Officers. Elected officials may be granted a cash advance only for their official travelling expenses
- Transfer of cash advances from one Accountable Officer to another shall not be allowed

2.2. Liquidation of Cash Advance

- The Accountable Officer shall liquidate cash advances within the following period:

¹⁷ Taken from Commission on Audit (COA), Committee for the Revision of Auditing Requirements for Typical Government Disbursement, "Revised Documentary Requirements for Common Government Transactions as Prescribed Under COA Circular No. 2012-001 dated 14 June 2012," June 2012.

¹⁸ *Ibid*

- Salaries, wages, allowances, honoraria and other similar payments- within five calendar days after the end of the pay period
- Field Operating Expenses – within 20 calendar days after the end of the year subject to replenishment as frequently as necessary during the year
- Petty Cash Fund (PCF) – as soon as the disbursements reaches 75 percent or as needed, the PCF shall be replenished which shall be equal to the total amount of expenditures made there from. In case of termination, resignation, retirement or dismissal of the PCF custodian, immediately thereafter.
- Traveling Expenses – within 30 days after the return of the official/ employee concerned to his official/ employee concerned to the Philippines in the case of foreign travel
- Special purpose – as soon as the purpose of the cash advance has been served
- Official local travels shall be treated and accounted for as cash advances included in the Advances for Officers and Employees Account. Thus, they shall be liquidated prior to approval of any subsequent travel¹⁹
- As required by COA for liquidation purposes, the travelling personnel shall secure a Certificate of Appearance duly signed by the concerned official of the campus/ office visited²⁰
- The Accountant shall²¹:
 - Prepare a list of employees who failed to liquidate the cash advance within the prescribed period
 - Verify the liquidation report and its supporting documents, record it in the books and submit the same to the Auditor within ten (10) days after receipt of the report from the special disbursing officer and travelling personnel. The cash advance shall be considered liquidated upon recording by the Accounting Section.
- The cashier shall withhold the salaries, allowances and other receivables of those who fail to liquidate the CA within the prescribed period²².
- When a cash advance is no longer needed or has not been used for a period of two (2) months, it must be refunded immediately²³
- All cash advances shall be fully liquidated at the end of each year. Any unexpended balance shall be refunded to the cashier/ collecting officer who will issue the necessary official receipt²⁴

2.3. Transfer of Funds to the Implementing Agencies

- Fund transfers should be properly taken up in the books of both agencies, used only for the purpose intended and properly accounted and reported (COA Circular No. 94-013 dated December 13, 1994).

¹⁹ Taken from PSHS Office of the Executive Director (OED) Memorandum Order No. 001 Series of 2002

²⁰ *Ibid*

²¹ *Ibid*

²² *Ibid*

²³ *Ibid*

²⁴ *Ibid*

3. Common Rules on Internal Control of Disbursements²⁵

3.1. Disbursement of Cheques

- The DO should be familiar with the laws and regulations affecting his/ her work. He should not have access to or responsibility over, the accounting records related to disbursements
- He should maintain adequate records and should submit required reports regularly and on time
- Officers authorized to sign cheques should have no authority over the accounting records or the custody of cash
- Cheques should be countersigned; the signing and countersigning should not be made in advance
- Disbursement procedure should be designed to ensure that payment is received by the correct party
- Vouchers and supporting papers should be stamped "PAID" upon payment
- Safe and other facilities should be provided to ensure protection of unused cheques and other documents
- The DO, as well as his/ her assistant/s should be bonded with the Fidelity Bond Division of the BTr
- The reconciliation of bank/ treasury transactions should be done by persons other than those responsible for the issuance of the cheques or the signing/ countersigning thereof
- The sequence of cheque numbers should be checked when reconciling banking/ treasury transactions.

3.2. Disbursement by Cash

- As a general rule, disbursements should be made by cheque. Only transactions authorized under existing regulations issued by the COA may be paid out of the cash advance granted to a duly authorized DO.
- Documents supporting the transaction should be reviewed before any payment is made
- The DO should have no hand in preparing and approving payrolls. Timekeeping functions should be separate from payroll preparation
- A close check should be kept on payroll additions and rate changes by persons other than the DO
- Employee service records should be maintained by the personnel unit or persons other than the DO. Such records must be regularly updated
- Rotations should be made of employees in charge of the various phases of payroll preparation²⁶
- Disbursement procedures should eliminate the possibility of payment to wrong parties
- Payroll, vouchers and supporting documents should be stamped "PAID" upon payment
- The DO should have no access to the cash records kept by the accountant
- Cash examinations should be conducted as required under existing rules.

²⁵ Taken from Commission on Audit (COA), Professional Development Office, Training Handbook on Cash Management and Control System, Reprinted with Revision. Quezon City: Professional Development Center, COA, June 2011.

²⁶ As of 05 April 2013, rotation is not possible due to the current plantilla of PSHS

4. Cash Advance

4.1. Procedure for Cash Advance (Travel)

Below shows the procedure for requesting cash advance.

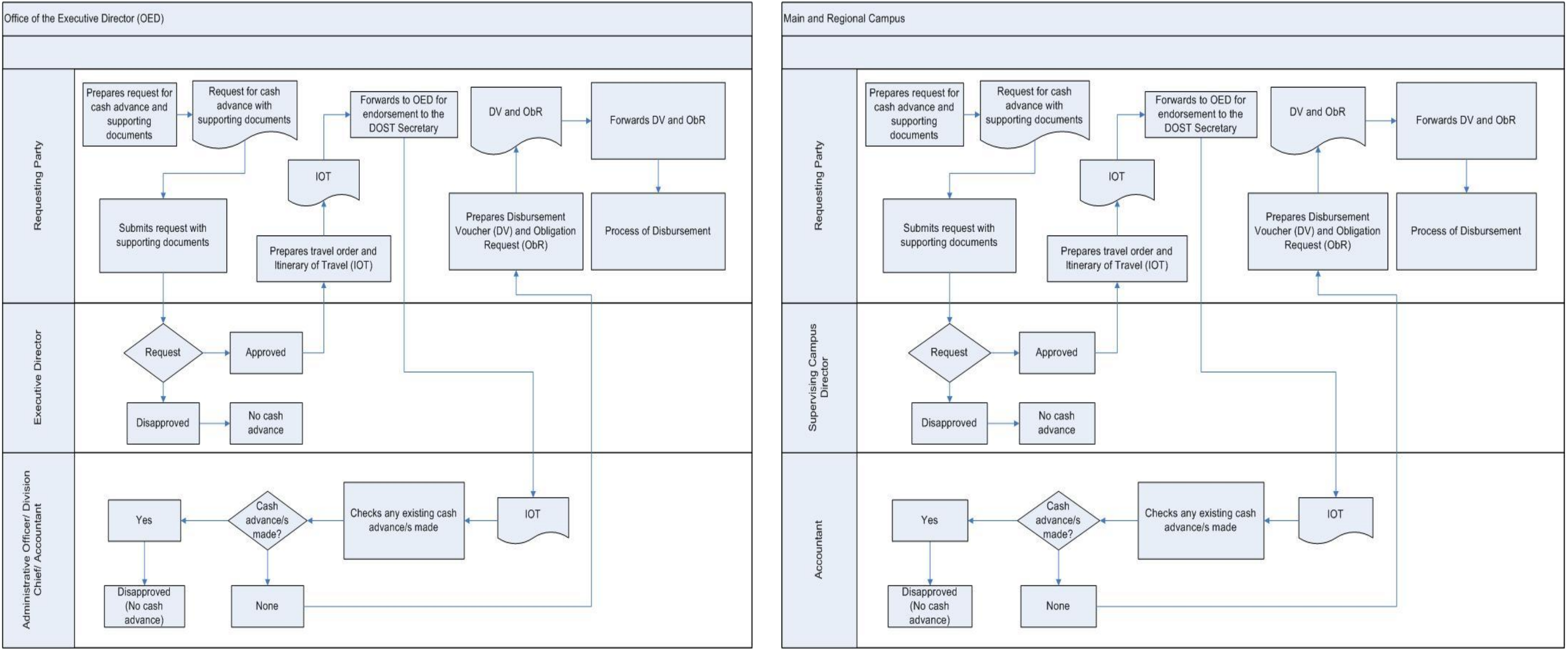
Procedure	Responsible Person ²⁷	
	Office of the Executive Director (OED)	Main and Regional Campuses
1. Prepares request for cash advance and supporting documents	Requesting party	Requesting party
2. Submits request with supporting documents (See Appendix 21 for complete list of supporting documents as per type of transaction)	Requesting party	Requesting party
3. Approves/ Disapproves request. Requires issued Special Order (SO)	Executive Director	Supervisor/ Campus Director
4. If approved, prepares travel order ²⁸ and Itinerary of Travel (IOT) (See Appendix 54 for template of IOT)	Requesting party	Requesting party ²⁹
5. Forwards to OED for endorsement to DOST Secretary	Requesting party	Requesting party
6. Checks any existing cash advance/s made by the requesting party. In case of an existing cash advance, request is disapproved until such time that it is finally liquidated	Administrative Officer (AO) or Division Chief (DC) or Accountant	Accountant
7. Prepares DV (See Appendix 20) and ObR (See Appendix 11)	Requesting party	Requesting party
8. Forwards DV and ObR	Requesting party	Requesting party
9. Process of disbursement follows		

²⁷ See List of Reclassified Positions for updated designation/ title of each position

²⁸ See Appendix 53 for PSHS Memorandum No. 081 for guidelines on issuance of local travel order

²⁹ In the case of Central Mindanao Campus, the Travel Order is prepared by the Secretary of the Campus Director

Figure 6. Procedure for Cash Advance



5. Disbursement through Cheque

5.1 Types of Cheques

Cheque is used as method of payment. There are two (2) types of cheques issued by the government:

- a. **Modified Disbursement System (MDS) Cheques.** Cheques chargeable against the account of the Treasurer of the Philippines, which are maintained with different MDS – Government Servicing Banks (GSBs). These are covered by Notice of Cash Allocation (NCA) ([See Appendix 10](#)).
- b. **Commercial Cheques.** Cheques chargeable against the Agency Checking Account with GSBs. These are covered by income/receipts authorized to be deposited with Authorized Government Depository Banks (AGDBs).

5.2 Procedure for Issuance of Cheque/s

The receipt of the NCA must be recorded *prior* to the disbursement process. Below shows the steps followed in disbursement of cheque/s *after the receipt of the NCA has been recorded*:

Procedure	Responsible Person ³⁰		
	Office of the Executive Director (OED)	Main Campus	Regional Campuses
1. Receives DV - See Appendix 20 for DV sample template	Cashier	Cashier	Cashier
2. Verifies completeness of signatories on DV	Cashier	Cashier	Cashier
3. Prepares cheque in 2 copies for the approved DV - Original and duplicate copy	Cashier	Cashier	Cashier
4. Reviews the amount of the cheque against the signed DV	Cashier	Cashier	Cashier
5. Signs cheque (Authorized signatories)	Cashier and Deputy Executive	Cashier and Budget Officer	Cashier and Campus Director ³¹

³⁰ See List of Reclassified Positions for updated designation/ title of each position

³¹ For SMC, any one of the three: Campus Director or Administrative Officer or Cashier. For IRC, Cashier and any one of the two: Administrative Officer or Campus Director. For other campuses, only the Cashier and Campus Director are authorized signatories

Responsible Person³⁰

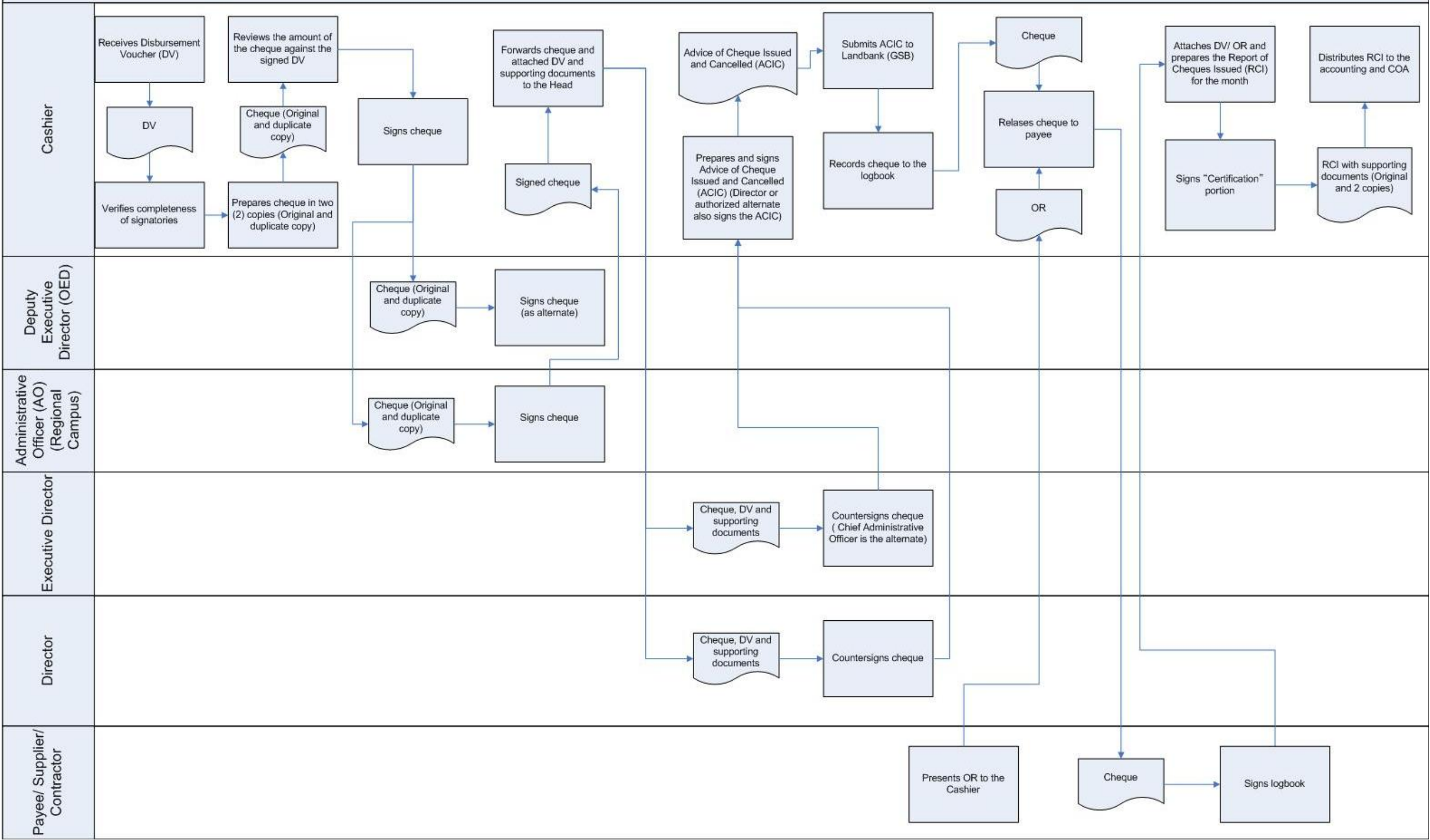
Procedure	Office of the Executive Director (OED)	Main Campus	Regional Campuses
	Director (Alternate)	(Alternate)	
6. Forwards cheque with attached DV and supporting documents to the Head	Cashier	Cashier	Cashier
7. Signs cheques	Executive Director	Director	Director (or authorized alternate incase Campus Director is not available)
	Chief Administrative Officer (AO) (Alternate)	Supervising Administrative Officer (Alternate)	
8. Prepares and signs the Advice of Cheque Issued and Cancelled (ACIC)	Cashier	Cashier	Cashier
- Government Servicing Bank (GSB) is Landbank			
9. Signs ACIC	Cashier	Director or authorized alternate	Director
10. Submits ACIC	Cashier	Cashier	Cashier
- Landbank will give the 2 nd copy of cheques to the Bureau of Treasury (BTr)			
11. Records cheque in the logbook	Cashier	Cashier	Cashier
- Information recorded include:			
1. Date of cheque			
2. Cheque number			
3. Payee			
4. Amount of cheque			
12. Presents Official Receipt (OR)/ Invoice	Payee/ Supplier/ Contractor	Payee/ Supplier/ Contractor	Payee/ Supplier/ Contractor
- Additional supporting documents may be required by the Cashier before cheque is released			

Responsible Person³⁰

Procedure	Office of the Executive Director (OED)	Main Campus	Regional Campuses
13. Releases cheque to payee	Cashier	Cashier	Cashier
- Cashier informs through phone or there are regular scheduled visits for cheque pick-up i.e. Meralco - Box C of the DV (See Appendix 20): Box for receiving the payment which includes the signature, printed name, date, cheque number, date of cheque, bank name			
14. Receives cheque and signs logbook	Payee/ Supplier/ Contractor	Payee/ Supplier/ Contractor	Payee/ Supplier/ Contractor
15. Attach DV to OR submitted by payee	Cashier	Cashier	Cashier
16. Prepares the Report of Cheque Issued (RCI) (See Appendix 22)	Cashier	Cashier	Cashier
- The RCI is prepared daily or as often as necessary ³²			
17. Sign the “Certification” portion	Cashier	Cashier	Cashier
18. Distribution of RCI	Cashier	Cashier	Cashier
- 3 copies are produced for distribution and file copy - Distributed to the accounting and COA			

³² Taken from Commission on Audit (COA), Professional Development Office, Training Handbook on Cash Management and Control System, Reprinted with Revision. Quezon City: Professional Development Center, COA, June 2011.

Figure 7. Disbursement of Cheque Process



LEGEND: Process Document

6. Disbursements of Cash (Stipend and Living Allowance)

Cash is used as method of payment. In PSHS, only the main and regional campuses carry out disbursement of cash for stipend and living allowance. The OED do not have this procedure since it does not have any enrollees to provide stipends for. Similar to other disbursement procedures, the receipt of the NCA must be recorded *prior* to the disbursement process.

6.1. Payroll Preparation³³

The Campus Director may delegate the preparation of the payroll to his/ her staff provided that it adheres to COA policies (See [Common Rules on Internal Control of Disbursement](#)). The following steps are followed in payroll preparation:

Stipend Preparation Procedure	Responsible Person ³⁴	
	Main Campus	Regional Campuses
1. Receives the following documents:	Registrar's Office	Registrar's Office
A: Attendance from the Homeroom Adviser B: Dorm Fee from the Dormitory Manager C: Library Fee from Librarian D. Other authorized dues		
2. Computes student's net stipend and living allowance using the following formula:	Registrar's Office	Registrar's Office
Net Stipend and Living Allowance = (Stipend + Living Allowance) – (Monetary Value of Unexcused Absences of Previous Month) – (Other Deductions) (i.e. dorm fee, library fee and other authorize dues)		
Monetary Value of Unexcused Absences of Previous Month is computed using the following formula:		
$\{[(\text{Monthly Living Allowance} + \text{Stipend}) \div \text{Total No. of School Days per Month}] \times \text{No. of Unexcused Absences}\}$		
3. Signs the payroll (See Appendix 52)		
a. Prepared by	Registrar*	Registrar*

³³ Payroll is prepared in some campuses

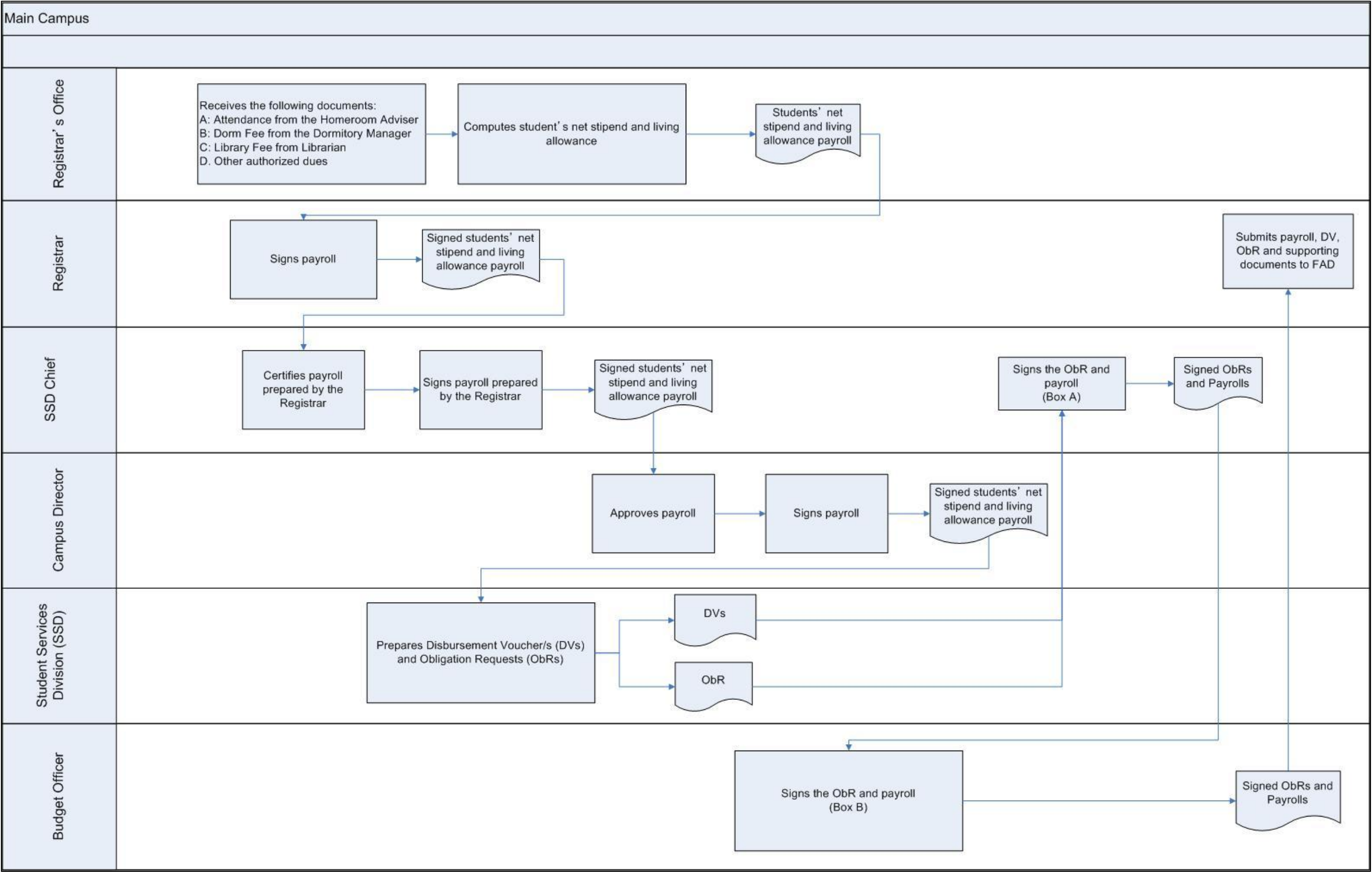
³⁴ See List of Reclassified Positions for updated designation/ title of each position

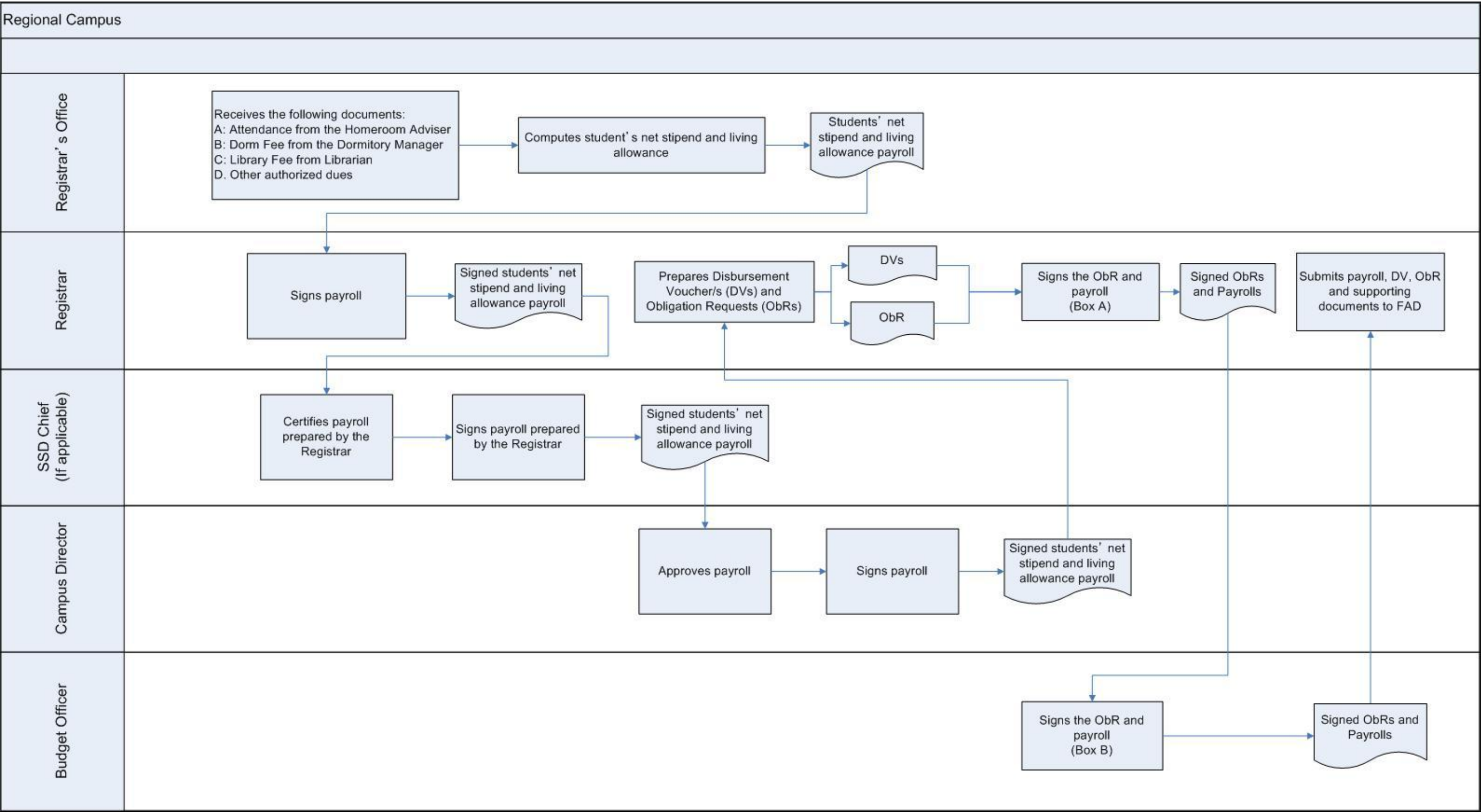
* Subject to Campus Director's delegation of responsibility and adherence to COA policies

b. Recommending Approval/ Certified Correct	Student Services Division (SSD) Chief*	SSD Chief (if applicable)*
c. Approved by	Campus Director	Campus Director
4. Prepares Disbursement Voucher (DV) (See Appendix 20) and Obligation Request (ObR) (See Appendix 11)	SSD	Registrar
5. Signs the ObR	SSD Chief for Box A; Budget Officer for Box B	Registrar for Box A; Budget Officer for Box B
6. Submits payroll, DV, ObR and supporting documents to the Accounting	Registrar	Registrar

* Subject to Campus Director's delegation of responsibility, COA policies and availability of personnel

Figure 8. Stipend Preparation Procedure





6.2. Mode of Releasing of Student’s Stipend:

a. By Cash

Stipend Released in Cash Procedure

- 1. Encashment of approved cheque to Landbank
- 2. Pay stipend of students’ and/ or other payees
- 3.Signs the “received” portion of the payroll
- 4. Record disbursement/ payment made out of the cash advance in the Cash Disbursement Record (CDR)

Responsible Person^

- Campus Cashier or Special Disbursement Officer
- Campus Cashier or Special Disbursement Officer
- Student
- Campus Cashier or Special Disbursement Officer

b. Through ATM

Student ATM Account Procedure

- 1. Coordinates with Land Bank to facilitate opening Land Bank Accounts for students
- 2. Fill-up and submits Land Bank form and photocopy of PSHS ID at Campus Cashier’s Office
- 3. Collects completed Land Bank forms and other requirements
- 4. Submits documents to Land Bank for processing of student’s ATM account
- 5. Informs release of ATM to the Campus Cashier
- 6. Coordinates with the students on ATM release
- 7. Distribution of ATM
- 8. Withdrawal of stipend

Responsible Person^

- Campus Cashier
- Students
- Campus Cashier
- Campus Cashier
- Land Bank
- Campus Cashier
- Land Bank
- Student

^ See List of Reclassified Positions for updated designation/ title of each position

Figure 9. Disbursement of Cash (Stipend)

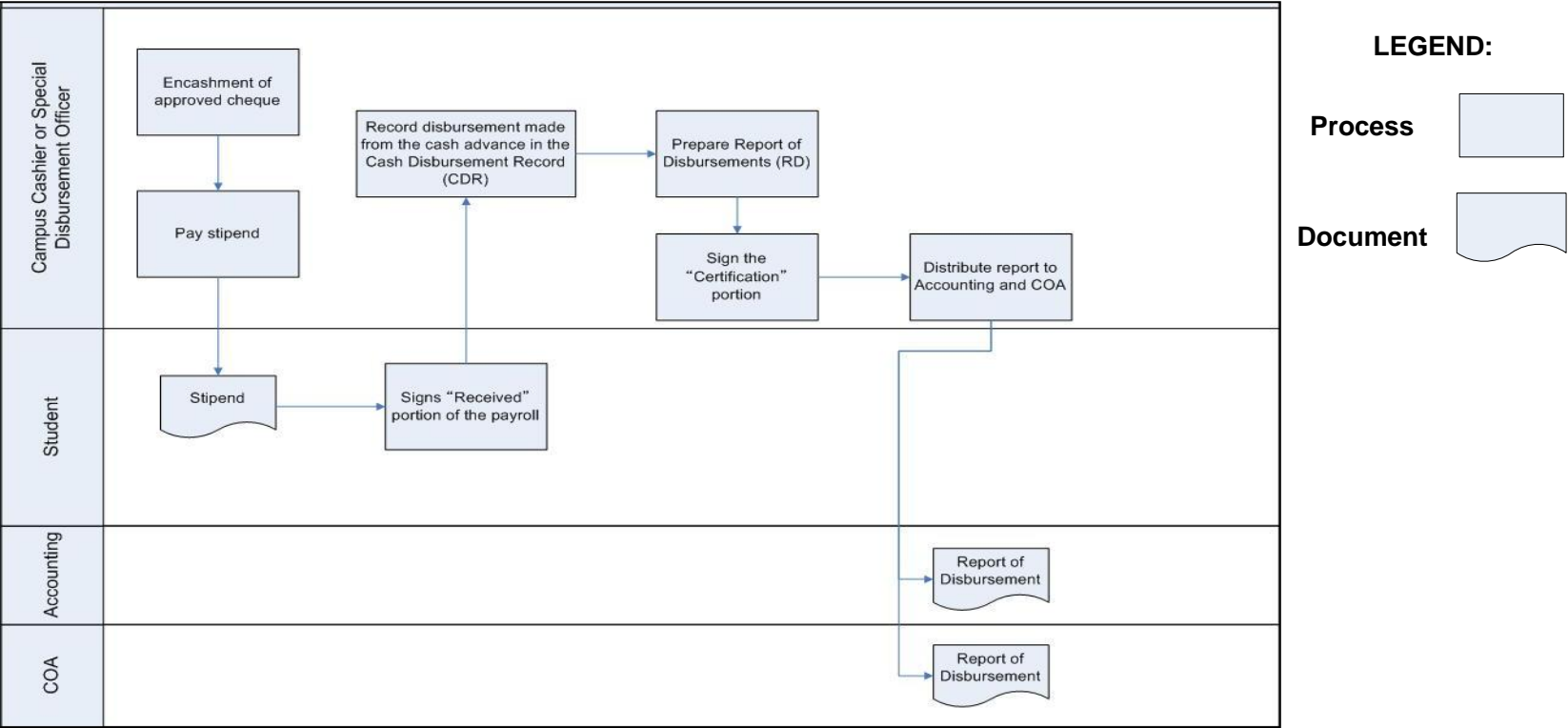
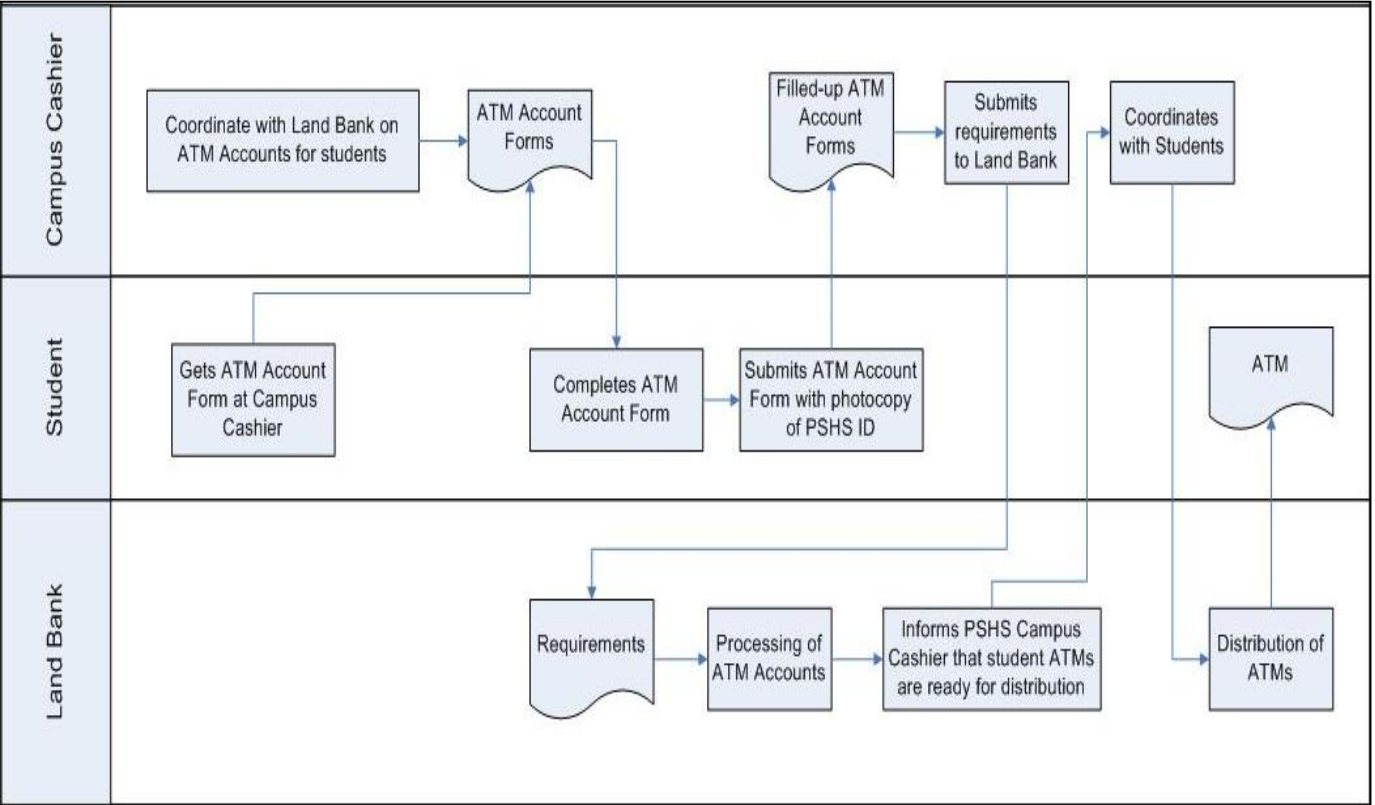


Figure 10. Student ATM Account Procedure



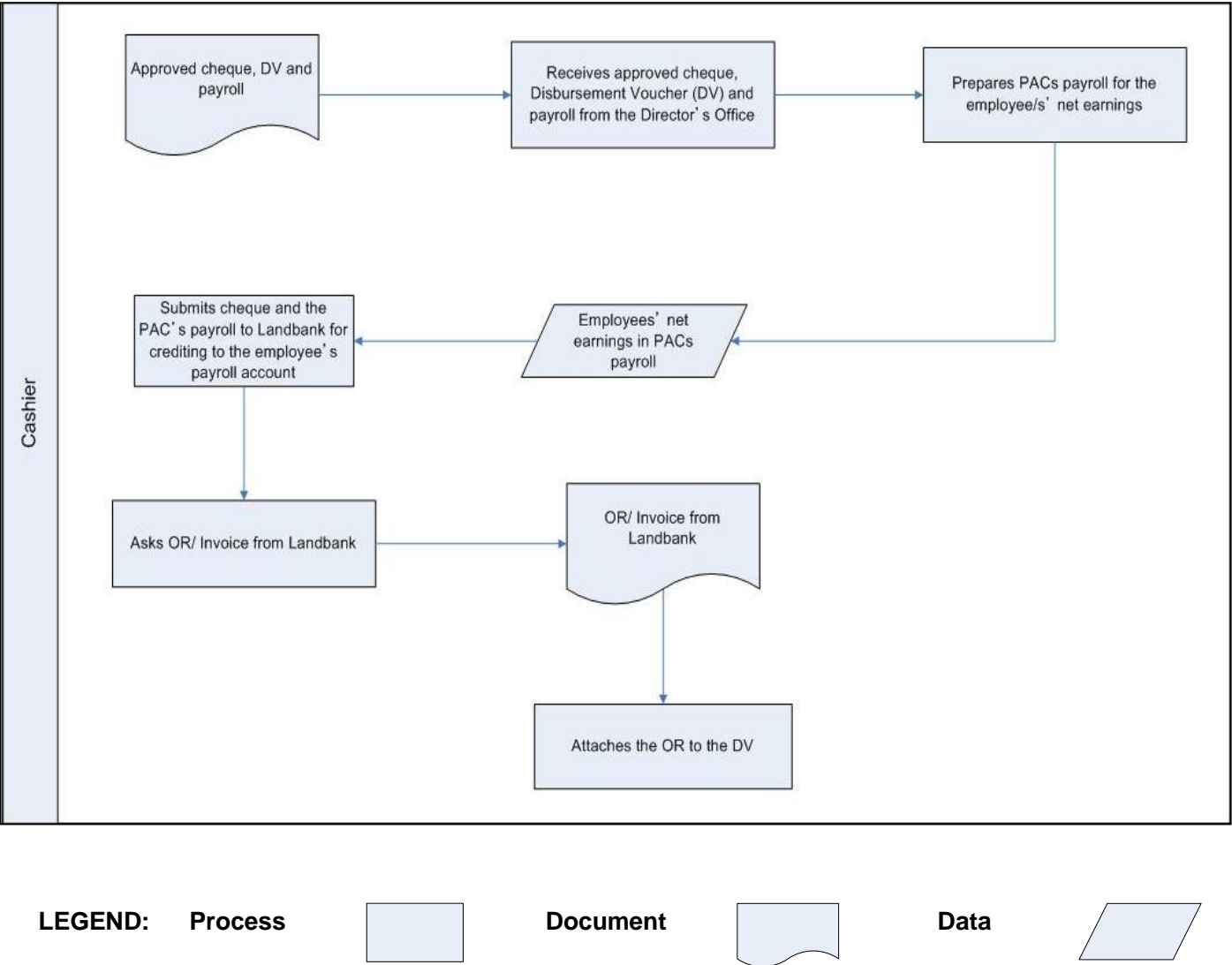
7. Disbursement of Payroll

7.1 General Procedure in Disbursement of Payroll

The following steps show the general procedure followed in disbursement of payroll through a GSB. It is important to note that while Land Bank of the Philippines (LBP) is the GSB of PSHS, bank arrangements between respective campus/ unit and LBP branch varies. Moreover, receipt of the NCA must be recorded *prior* to the disbursement process.

Procedure	Responsible Person ³⁵	
	Office of the Executive Director (OED)	Main and Regional Campuses
1. Receives approved cheque, DV (See Appendix 20) and payroll from the Director's Office	Cashier	Cashier
2. Prepares PACs payroll (Payroll register program provided by Land Bank) for the employee/s' net earnings	Cashier	Cashier
3. Submits cheque and the PACs payroll to Landbank for crediting to the employee's payroll account - Must provide hardcopy and softcopy (diskette)	Cashier	Cashier
4. Asks OR/ Invoice from Landbank -Depends on Landbank branch	Cashier	Step 4 onwards varies depending on campus and Landbank arrangement
5. Attaches the OR to the DV	Cashier	

Figure 11. Disbursement through Payroll



³⁵ See List of Reclassified Positions for updated designation/ title of each position

8. Petty Cash

Petty cash is a small amount of discretionary available cash fund (cash-on-hand) primarily intended to purchase/ pay low-valued expenditures needed in day-to-day operations of the unit. The Imprest System is employed for this purpose.

The Imprest System is a process by which the amount of cash replenished must be equivalent to the exact amount spent. This is done to ensure that the established total amount of cash fund (cash-on-hand) is always available for use³⁶.

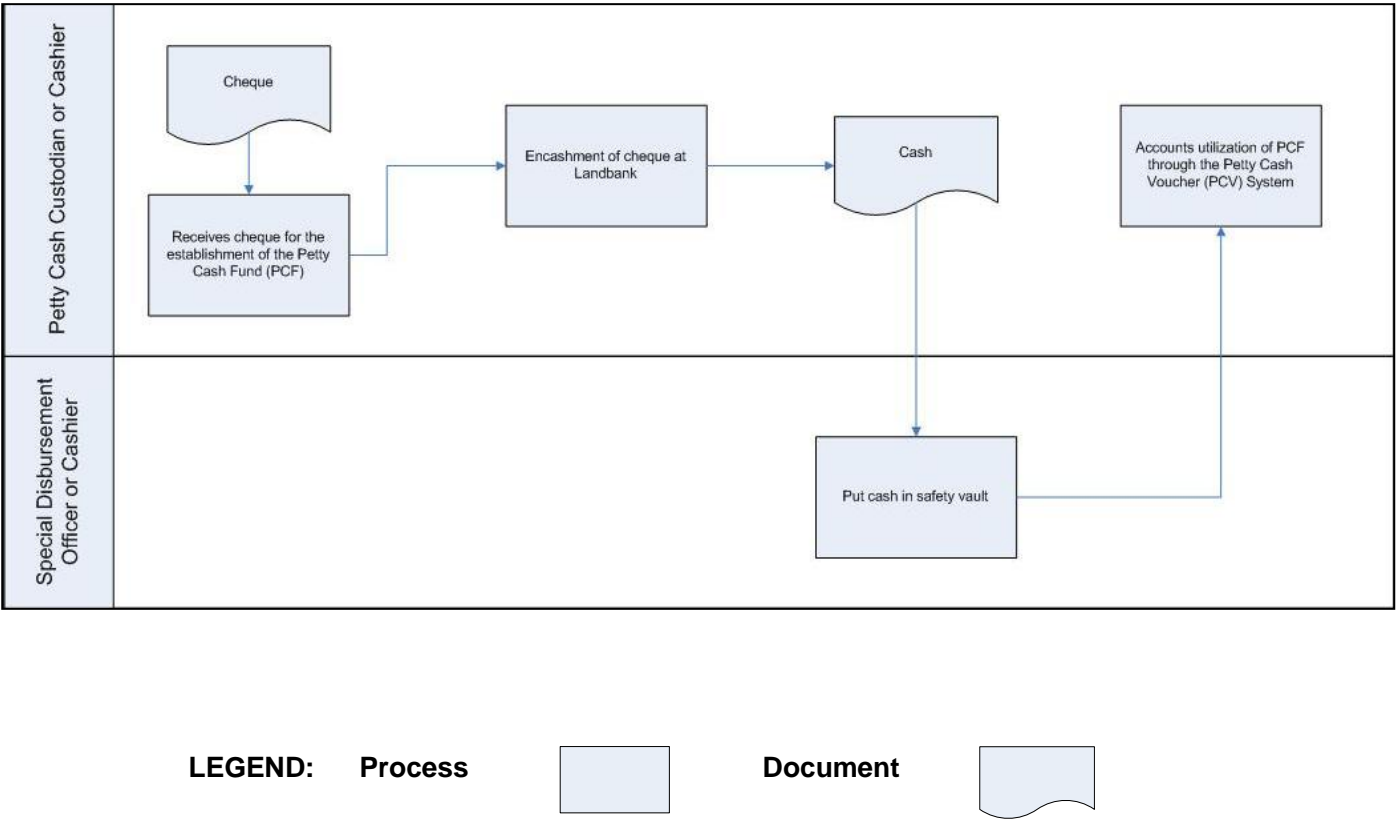
There are three (3) procedures under management of petty cash.

8.1. Procedure for Disbursement of Petty Cash Fund

The process of acquiring/ receiving cash for the establishment of the petty cash fund.

Procedure	Responsible Person ³⁷	
	Office of the Executive Director (OED)	Main and Regional Campuses
1. Receives cheque for the establishment of Petty Cash Fund (PCF)	Cashier or Petty Cash Custodian	Cashier or Petty Cash Custodian
2. Encashment of cheque at Landbank	Cashier or Petty Cash Custodian	Cashier or Petty Cash Custodian
3. Place cash in the safety vault	Cashier or Special Disbursement Officer	Cashier or Special Disbursement Officer
4. Accounts utilization of PCF through the Petty Cash Voucher (PCV) System	Cashier or Petty Cash Custodian	Cashier or Petty Cash Custodian

Figure 12. Disbursement Process for Petty Cash Fund



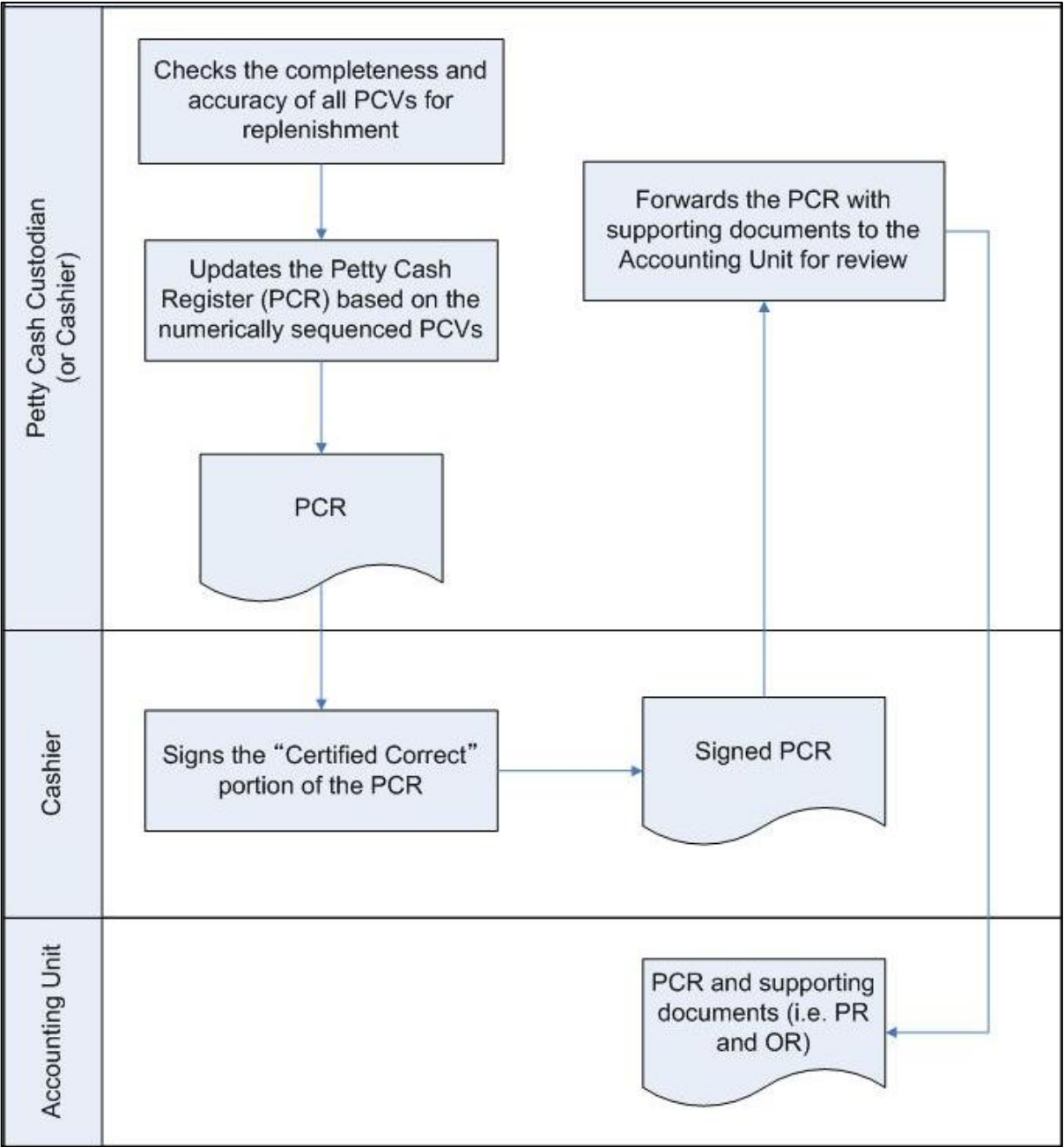
³⁶ "The Imprest System," Chapter 9: The Principles of Petty Cash of Level 1: Bookkeeping Skills. Retrieved 05 September 2012 <www.osbornebooks.co.uk/files/bk2_08.pdf>
³⁷ See List of Reclassified Positions for updated designation/ title of each position

8.2. Petty Cash Replenishment Procedure

This procedure shows how to replenish the PCF provided that 75% of the total amount of petty cash has already been expended. This can be determined by dividing total expenditure to the cash advances made. Hence, it is a sub-procedure of Step 7 of the Petty Cash Voucher System process presented above.

Procedure	Responsible Person ³⁸	
	Office of the Executive Director (OED)	Main and Regional Campuses
1. Checks the completeness and accuracy of all PCVs for replenishment	Cashier or Petty Cash Custodian	Cashier or Petty Cash Custodian
2. Updates the Petty Cash Register (PCR) (See Appendix 24) based on the numerically sequenced PCVs (See Appendix 55)	Cashier or Petty Cash Custodian	Cashier or Petty Cash Custodian
3. Signs the “Certified Correct” portion of the PCR	Cashier	Cashier
4. Forwards the PCR with supporting documents to the Accounting Unit for review	Cashier or Petty Cash Custodian	Cashier or Petty Cash Custodian
- Documents needed include PR and OR		

Figure 13. Petty Cash Replenishment Procedure



LEGEND: Process Document

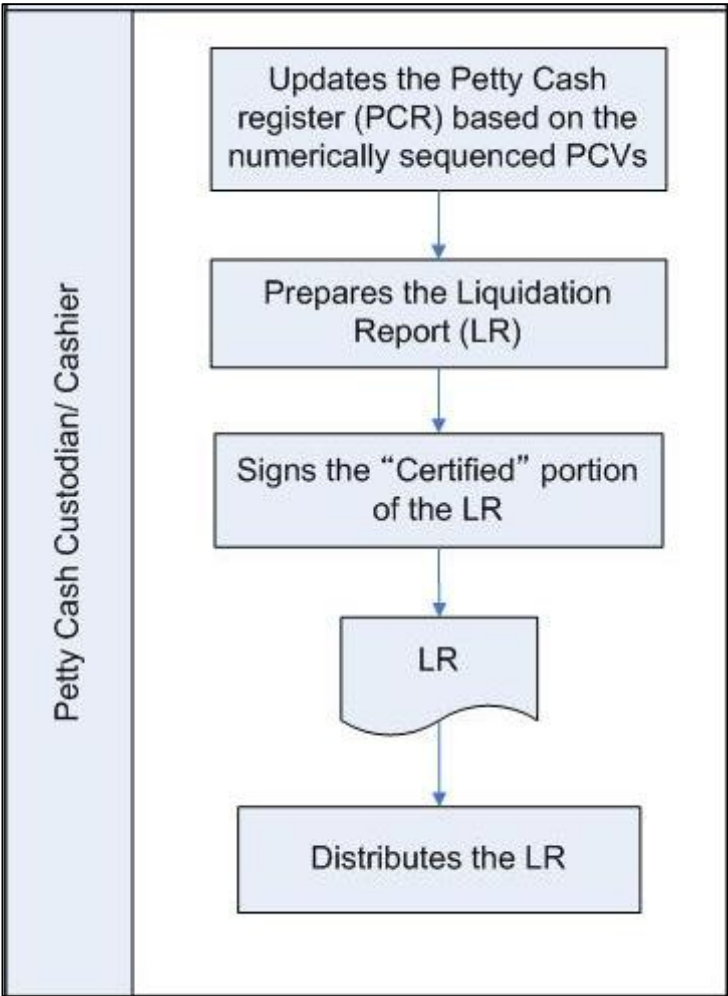
³⁸ See List of Reclassified Positions for updated designation/ title of each position

8.3. Procedure for Liquidation of Payee of Petty Cash Fund

This shows the process of liquidating the cash advance given to the payee to justify the expenditure made using the petty cash fund.

Procedure	Responsible Person ³⁹	
	Office of the Executive Director (OED)	Main and Regional Campuses
1. Updates the Petty Cash Register (PCR) (See Appendix 24) based on the numerically sequenced PCVs (See Appendix 55)	Cashier or Petty Cash Custodian	Cashier or Petty Cash Custodian
2. Prepares the Liquidation Report (LR) (See Appendix 25)	Cashier or Petty Cash Custodian	Cashier or Petty Cash Custodian
- Liquidation report include the following details: date of purchase, OR number, name of payee and amount		
3. Signs “Certified” portion of the LR	Cashier or Petty Cash Custodian	Cashier or Petty Cash Custodian
4.Distributes the LR	Cashier or Petty Cash Custodian	Cashier or Petty Cash Custodian

Figure 14. Procedure for Liquidation of Payee of Petty Cash Fund



LEGEND: Process  Document 

³⁹ See List of Reclassified Positions for updated designation/ title of each position

D. Collection and Deposits

The Receipts/ Income Collections and Deposits System covers the processes of acknowledging and reporting income/ collections, deposits of collections with Authorized Government Depository Bank (AGDB) or through the GSBs for the account of Treasurer of the Philippines, and recording of collections and deposits in the books of accounts of the agency.

The Cashier or Collecting Officer of each PSHS campus/ unit must deposit all his/her daily collections or not later than the next banking day to the Land Bank of the Philippines (Designated Government Servicing Bank). It is important to record all deposits made in the Cash Receipts Record. Moreover, the Cashier or Collection Officer must accomplish the Report of Collections and Deposits (RCD) ([See Appendix 26](#)) at the end of each business day.

1. Policies on Collections⁴⁰

- 1.1. Except as may otherwise be specifically provided by law or competent authority, all money and property official received by a public officer in any capacity or upon any occasion must be accounted for as government funds and government property (Sec. 42, Chapter 7, Title I (B) Book V, Administrative Code of 1987; Sec. 63, PD 1445)
- 1.2. No payment of any nature shall be received by a collecting officer without immediately issuing an OR in acknowledgment thereof. The receipt may be in form of postage, internal revenue or documentary stamps and the like or officially numbered receipts, subject to proper custody, accountability and audit (Section 44 (1), Chapter 7, Title I (B), Book V, Administrative Code of 1987; Sec. 68 (1), PD 1445)
- 1.3. Official receipts are designed to cover a particular kind of collection only. Unless otherwise specifically authorized, an OR shall be used only for which it is intended. General forms shall be used only for collections for which no specific form has been authorized (Sec. 72, GAAM Vol. I).
- 1.4. At no instance shall temporary receipts be issued to acknowledge the receipt of public funds (Sec. 72, GAAM Vol. I).
- 1.5. Pre-numbered ORs shall be issued in strict numerical sequence. In preparing official receipts, all copies of each receipt shall be exact copies or carbon reproduction in all respects of the original.

If payment has been tendered in warrant, money order or cheque, the OR shall be prepared with the date, number and amount of such warrant, money order or cheque together with the purpose for which the payment has been received. The address of the payor shall also be indicated on the official receipt to facilitate communication within him if necessary.

- 1.6. Collections received through the mail shall be acknowledged, and remitted or deposited and recorded just like other collections. Basic control shall, however, be maintained using the procedures mentioned in Section 75, GAAM Vol. I.
- 1.7. An officer charged with the collection of revenue or the receiving of moneys payable to the government shall accept payment for taxes, dues or other indebtedness to the government in the form of checks and warrants issued in

⁴⁰ Taken from Commission on Audit (COA), Professional Development Office, Training Handbook on Cash Management and Control System, Reprinted with Revision. Quezon City: Professional Development Center, COA, June 2011.

payment of government obligations, upon proper endorsement and identification of the payee or endorsee.

Cheques drawn in favour of the government in payment of any such indebtedness shall likewise be accepted by the officer concerned (Sec. 67 (1), PD 1445)

- 1.8. At no instance should money in the hands of the collecting officer be utilized for the purpose of encashing private cheques (Sec. 67 (3), PD 1445)
- 1.9. Cheques in payment for indebtedness of the government must be drawn by the payor himself and made payable to the agency or head or treasurer of the agency. In the latter case, only the official title or designation of the official concerned shall be stated as the payee (Sec. 77, GAAM Vol. I)

Under no circumstance shall the following cheques be accepted:

- Cheques drawn payable to the name of the agency head or any of its officers
- Endorsed cheques
- Post-dated cheques
- Stale cheques
- Out-of-town cheques, except those which are drawn by the Government or its instrumentalities

- 1.10. Before issuing an OR, the collecting officer shall carefully scrutinize the cheque presented to him and make sure that it is complete and correct particularly as to date, signature or countersignature, and amount in words and figures appearing on the face of the cheque (Sec. 78, GAAM Vol. I)
- 1.11. The number and the date of the OR issued shall be indicated at the back of the cheque. Likewise, the collecting officer shall, in all, cases, indicate on the OR, the address of the payor to facilitate communication with him, if necessary.
- 1.12. Where mechanical devices are used to acknowledge cash receipts, the Commission may approve, upon request, exemption from the use of accountable forms (Sec. 44 (2), Chapter 7, Title I (B), Book V, Administrative Code of 1987; Sec. 68 (2), PD 1445)
- 1.13. When a cheque drawn in favour of the government is not accepted by the drawee bank for any reason, the drawer shall continue to be liable for the sum due and all penalties resulting from delayed payments. where the reason for non-acceptance by the drawee bank is insufficiency of funds, the drawer shall be criminally liable therefore (Section 67 (2), PD 1445)
- 1.14. Whenever a payor has a record of a previously dishonored private cheque drawn by him in payment of taxes and dues, even if such cheque has already been settled, any private cheque presented by him shall no longer be accepted. In such case, the payor shall be required to pay only in cash or by certified cheque (Sec. 80, GAAM, Vol. I)

Each agency head, or provincial or city treasurer, in the case of local governments, shall make a list of payors whose cheques have been dishonored and shall circularize the list to all collecting officers under his jurisdiction.

- 1.15. No change shall be given to the payor in the event that the amount of the taxes or dues is less than the face of the cheque in payment thereof. The difference shall be receipted for by the issuance of a separate general receipt

and shall be accounted for simultaneously with the collection as Trust Liabilities – Miscellaneous (Sec. 81, GAAM, Vol. I)

- 1.16. When payment for goods or services is made by private cheque, no such service shall be rendered or goods delivered by the government agency concerned unless the cheque in payment thereof has been honored by the drawee bank (Sec. 82, GAAM Vol. I)
- 1.17. The following safeguards shall be observed in cashing government cheques:
 - The cheque should be paid only to the payee, who should be properly identified if not known personally by the paying officer
 - The cheque should not be a stake cheque
 - The accountable officer should comply strictly with auditing regulations requiring the deposit of collections, daily and intact with the bank to preclude intentional holding of cash to meet encashment of government cheques.
- 1.18. Private cheques drawn for purposes other than payment of taxes or dues in favor of the government shall not be accepted for encashment or exchange (Sec. 105, GAAM, Vol. I). The auditor who finds any such cheque in the possession of the collecting officer shall immediately disallow it and shall declare the collecting officer short to the extent of the amount of the cheque (GAO General Circular No. 110)
- 1.19. Local treasurers and other accountable officials shall keep personal monies separate and distinct from local public funds in their custody and shall not make profit out of public money or otherwise apply the same to any use not authorized by law or ordinance (Sec. 312, RA 7160)
- 1.20. The Treasurer may designate liquidating officers from among the collectors/ tellers whenever necessary.

Collectors/ tellers shall turn over their collections to their designated liquidating officer. The RCD shall however be prepared in five copies, four copies to be submitted to the liquidating officer, the fifth copy to be retained by the collector/ teller.

The liquidating officer shall perform the procedures for the receipt and verification of collections turned over to him. He shall also accomplish the RCD in four copies to summarize the collections turned over to him by the collectors/ tellers as well as his own collections.

The liquidating officer shall turn over intact the cash collections to the Treasurer/ Cashier together with the originals and two copies of the RCDs of collectors/ tellers and the duplicates of the Ors issued. The Treasurer/ Cashier shall acknowledge receipt of the cash and all accompanying documents by signing all copies of the RCD of liquidating officer on the certification and receipt portion of the form. The fourth copy of the RCD of the liquidating officer and RCDs of collectors/ tellers shall be retained by the liquidating officer.

- 1.21. Receipts from non-tax sources authorized by law for specific purposes which are collected/ received by a government officer or agency acting as trustee, agent or administrator or which have been received as guaranty for the fulfillment of an obligation, and all other collections classified by law or regulations as a trust receipt shall be treated as trust liability of the agency concerned and deposited in an authorized government depository bank or in the National

Treasury, as the case may be subject to the condition prescribed under the Special Provisions of the agency concerned and to the rules and regulations as determined by the Permanent Committee created under Sec. 51 of PD 177 (Sec. 44, Book VI, Executive Order No. 292)

- 1.22. When the exigencies of the service so require, under such rules and regulations as the COA and the Department of Finance may prescribe, postmasters may be authorized to use their collection to pay money orders, telegraphic transfers and withdrawals from the proper depository bank whenever their cash advance funds for the purpose of collections to be used shall be restored upon receipt by the postmaster of the replenishment of his cash advance (Sec. 69 (2), PD 1445)
- 1.23. Collections made by foreign service posts of internal revenue taxes and service fees for the conduct of verification of overseas employment documents by the labor attaches/ overseas officers, and the authentication of said documents by the embassy/ consulate officials, consulate officials concerned shall be governed by special regulations issued on the subject (DFA- DOF Memo of Agreement, recommended by COA and BIR, Dec. 1, 1976; DOF-DBM-COA-DOLE-DFA Joint Cir. 3-87, Oct. 1, 1978)
- 1.24. Public officers authorized to receive and collect moneys arising from taxes, revenues or receipts of any kind shall remit or deposit intact the full amounts so received and collected by them to the treasury of the agency concerned and credited to the particular accounts to which the said moneys belong. The amount of the collections ultimately payable to other agencies of the government shall thereafter be remitted to the respective treasuries of these agencies (Sec. 69 (1), PD 1445).

2. Policies on Deposits⁴¹

- 2.1 Unless otherwise specifically provided by law, all income accruing to the departments, offices and agencies by virtue of the provisions of laws, orders and regulations shall be deposited in the National Treasury or in any duly authorized government depository bank, and shall accrue to the unappropriated surplus of the General Fund of the Government (Sec. 44, Book VI, Administrative Code of 1987)

However, income from grants and donations may be deposited with the Authorized Government Depository Bank (AGDB) when so authorized by the donor/ grantor pursuant to GAFMIS Circular Letter MP/ 2003-005, dated November 21, 2003.

- 2.2. All Collecting Officer shall deposit intact all their collections, as well as collections turned over to them by sub-collectors, through the AGDB to the National Treasury daily or not later than the next banking day. They shall record all deposits made in the CRR.
- 2.3. At close of each business day, the Collecting Officers shall accomplish the RCD. The report lists all the Ors issued in numerical sequence including the cancelled ones. It shall be the basis in preparing the JEV for recording in the CRJ/ CJ, as the case may be. All collections shall be deposited with AGDB for the account of

⁴¹ Taken from Commission on Audit (COA), Professional Development Office, Training Handbook on Cash Management and Control System, Reprinted with Revision. Quezon City: Professional Development Center, COA, June 2011.

the agency or the Treasurer of the Philippines daily or not later than the next banking day (NGAS Vol. II-National)

- 2.4. Funds of the Government-Owned or Controlled Corporations (GOCCs) other than the Government Financial Institutions (GFI) may be deposited only in demand, savings or time deposit accounts with the GFIs. They may however be placed in trust with such financial institutions in cases where funds are expected to be available for investment purposes for a relatively long period of time (LOI 1115; Sec. 131, GAAM Vol. I)
- 2.5. All authorized depository banks shall acknowledge receipt of all funds received by them, the acknowledgement bearing the date of actual remittance or deposit and indicating from whom and on what account it was received (Sec. 70, PD 1445)
- 2.6. Where Combined Savings and Current Accounts (COM-BO) are authorized to be maintained, deposits shall be made only through Savings Account and withdrawals shall be made only by the issuance of cheques to be drawn on approved vouchers against the current account (Sec. 113, GAAM Vol. I)

3. Common Rules on Internal Control over Cash Receipts and Collections⁴²

- 3.1 The Collecting Officer should be familiar with the laws and regulations affecting his work. He should not have access to or responsibility over the accounting records related to cash (such as subsidiary ledger for accounts receivables)
- 3.2 Adequate records should be maintained and reports regularly submitted
- 3.3 Reconciliation of banking transactions should be done by persons other than those responsible for the handling of cash received and deposited
- 3.4 Control over cash, including remittances through the mails, should be established immediately after it has been received; collections should be acknowledged with pre-numbered Ors and recorded promptly and properly
- 3.5 Report of accountability for accountable forms should be prepared and submitted by all accountable officers
- 3.6 No disbursement should be made from cash receipts unless specifically authorized
- 3.7 Cash receipts should be deposited intact daily or as otherwise required by regulations
- 3.8 Safes and other facilities should be provided to ensure protection of cash and unused accountable forms
- 3.9 Surprise cash examinations should be made frequently by internal and external auditors
- 3.10 The Collecting Officer as well as his assistants should be adequately bonded
- 3.11 Government cashiers are prohibited from holding position as cashiers or treasurer of savings and loan associations or any other association or organization

⁴² Taken from Commission on Audit (COA), Professional Development Office, Training Handbook on Cash Management and Control System, Reprinted with Revision. Quezon City: Professional Development Center, COA, June 2011.

4. Steps in Collection and Deposits

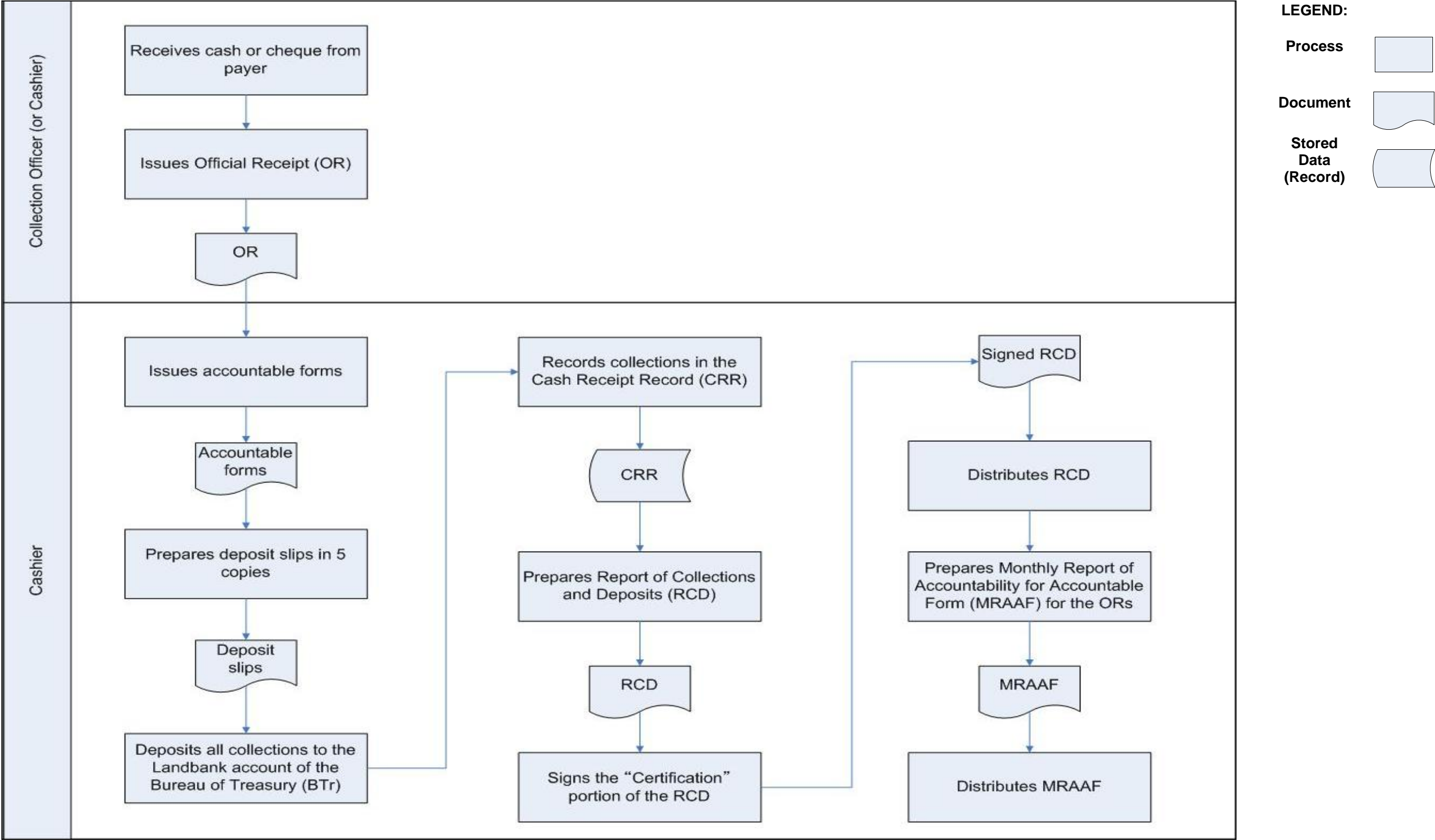
The following steps show the process in collection and deposits

Procedure	Responsible Person ⁴³	
	Office of the Executive Director (OED)	Main and Regional Campuses
1. Receives cash or cheque from payer	Cashier or Collection Officer	Cashier or Collection Officer
2. Issues Official Receipt (OR)	Cashier or Collection Officer	Cashier or Collection Officer
3. Issues accountable forms	Cashier	Cashier
<ul style="list-style-type: none"> - Accountable forms include: PSHS National Competitive Examination (NCE), Admission Stamps and BIR Documentary Stamps - Done to ensure checks and balances - Needs supporting documents and approval and signature of head of PSHS 		
4. Prepare deposit slips in 5 copies	Cashier	Cashier
<ul style="list-style-type: none"> - 2 copies for Landbank and the 3 remaining copies distributed to the Cashier, Accounting and COA - Includes preparation of list of collections and checking of money deposited - Must ensure money deposited and deposit slips are balanced 		
5. Deposits all collections to the Landbank account of the Bureau of Treasury (BTr)	Cashier	Cashier
<ul style="list-style-type: none"> - Collections deposited include income, refunds, cash on hand, stipends, payment of IDs, Official Transcript of Records (OTR) 		

⁴³ See List of Reclassified Positions for updated designation/ title of each position

Procedure	Responsible Person ⁴³	
	Office of the Executive Director (OED)	Main and Regional Campuses
- Must ensure that the money deposited is correct		
- Must record within the day the money is received and deposit the following day		
6. Records collections in the Cash Receipt Record (CRR)	Cashier	Cashier
7. Prepare Report of Collections and Deposits (RCD) (See Appendix 26)	Cashier	Cashier
8. Signs the "Certification" portion	Cashier	Cashier
- Must ensure that the collection and deposit are balanced		
9. Distributes RCD	Cashier	Cashier
- 1 copy for the accounting office, 1 for COA and 1 as file copy		
10. Prepares Monthly Report of Accountability for Accountable Form (MRAAF) (See Appendix 27) for the ORs	Cashier	Cashier
- Done at the end of each month		
11. Distributes MRAAF	Cashier	Cashier
- 1 copy for the accounting office, 1 for COA and 1 as file copy		

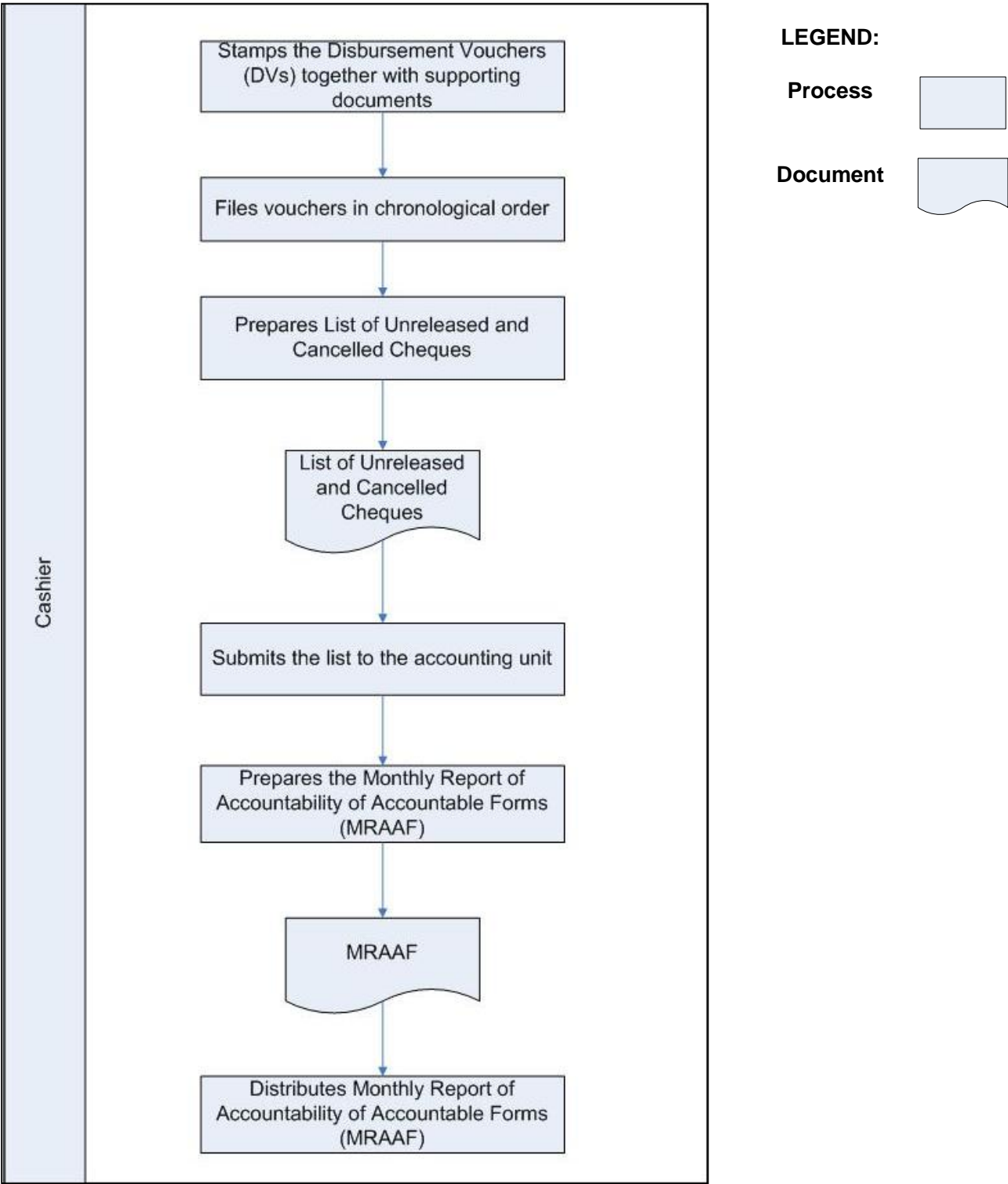
Figure 15. Procedure for Collections and Deposits



E. Procedure for Filing of Vouchers for Report of Cheques Issued (RCI) Attachment

Procedure	Responsible Person ⁴⁴	
	Office of the Executive Director (OED)	Main and Regional Campuses
1. Stamps the DVs (See Appendix 20) together with the supporting documents with “Paid”	Cashier	Cashier
- Supporting documents would depend on the voucher		
2. Files vouchers in chronological order	Cashier	Cashier
- Done at the end of every month		
3. Prepares List of Unreleased and Cancelled Cheques	Cashier	Cashier
- List includes cheque, date of cheque, cheque number		
- List is done for COA’s reference		
4. Submits the List to the Accounting Unit	Cashier	Cashier
- Received by accounting staff or accountant		
5. Prepares the Monthly Report of Accountability of Accountable Forms (MRAAF) (See Appendix 27)	Cashier	Cashier
6. Distributes MRAAF	Cashier	Cashier
- Received by accounting office and COA		
- For checks and balances and filing		

Figure 16. Procedure for Filing of Vouchers for Report of Cheques Issued (RCI) Attachment



⁴⁴ See List of Reclassified Positions for updated designation/ title of each position

F. Financial Reports Related to Cash Management

There are several financial reports prepared by the Cashier. These forms are prescribed to ensure accountability and transparency in utilizing government funds.

1. Report of Cheques Issued (RCI)

The Report of Cheques Issued ([See Appendix 22](#)) discloses the cheques issued by the agency including the cancelled ones for a given period. The cheques are listed chronologically in the report. It serves as the basis of the Accounting Unit in preparing and recording the Journal Entry Voucher (JEV) ([See Appendix 28](#)) in the Cheque Disbursement Journal (CkDJ). It is supported by a List of Unreleased and Cancelled Cheques. It is prepared by the Cashier every time there are issued cheques.

2. Report of Disbursements (RD)

The Report of Disbursements ([See Appendix 23](#)) serves as the liquidation report of the cash advance for payroll granted to the Cashier (or Disbursing Officer). It likewise serves as a basis of the Accounting Unit in preparing and recording the Journal Entry Voucher (JEV) ([See Appendix 28](#)) in the Cash Disbursement Journal (CsDJ). It is prepared every time there are cash advances to be liquidated.

3. Petty Cash Register

The Petty Cash Register ([See Appendix 24](#)) shows all the disbursements made out of the petty cash fund of the Cashier (or Disbursing Officer). It is prepared every time there is a need to replenish and/ or close the petty cash fund.

4. Liquidation Report

The Liquidation Report ([See Appendix 25](#)) provides the breakdown of expenses incurred out of the cash advances (apart from the payroll) granted to the Cashier (or Disbursing Officer). It is prepared every time there are cash advances to be liquidated..

5. Report of Collections and Deposits

The Report of Collections and Deposits ([See Appendix 26](#)) shows the collections and deposits made by the Cashier (or Disbursing Officer) to the Land Bank of the Philippines (Designated Government Servicing Bank). It serves as the basis of the Accounting Unit in preparing and recording the Journal Entry Voucher (JEV) in the Cash Journal (CJ) for National Government (NG) collections and/ or Cash Receipts Journal (CRJ) for Regular Agency (RA) collections. It is prepared by the Cashier every time there are collections and/ or deposits made.

6. Monthly Report of Accountability for Accountable Forms (MRAAF)

The Monthly Report of Accountability for Accountable Forms ([See Appendix 27](#)) details the movement and status of accountable forms for each month under the responsibility of the Cashier. It includes inventory of cheques, admission stamps and official receipts (OR). Accountable forms consist of those with or without face or monetary value. It is prepared by the Cashier at end of each month.

Financial transactions recorded in the books of accounts should always be supported by complete and proper documents ([See Appendix 21](#)).

III. GOVERNMENT ACCOUNTING

Overview

Government accounting entails analyzing, recording, classifying, summarizing and communicating all transactions which involve receipt and use of government funds and property. It also includes the reporting and interpretation of results of these transactions⁴⁵.

The objectives of government accounting include the following⁴⁶:

- To provide useful information. Government accounting aims to provide information on past and present conditions of the agency.
- To offer guidance. Government accounting serves as a basis for future operations of the agency.
- To provide internal control. Government accounting is a useful mechanism for checks and balances especially in receipt, disposition and use of government funds and property.
- To report financial operations. Government accounting shows the financial status and results of operations of the agency.

A. Accounting Policies

1. Related to Budget Accounting and Disbursement

COA Circular No. 2006-003 dated 31 January 2006 delineates the responsibilities of the Heads of the Requesting Unit, Budget Unit and the Accounting Unit in New Government Accounting System (NGAS). It also prescribes the revised forms to be used in recording obligations incurred, budget utilization and disbursements.

2. Related to Notice of Cash Allocation (NCA) Utilization

- All NCAs programmed and credited for the month whether part of the comprehensive or constituting additional NCA releases, is valid only until the last working day of the said month *unless there is a guideline instructing otherwise*. Thus any unutilized NCA corresponding to the book balance shall automatically lapse at the end of that month except for trust payables.
- NCAs release for regular operating requirements is credited to regular MDS Account (General Fund) and shall be used for payment of regular operating requirements of the agency.
- NCAs release for prior year's payable is credited to regular MDS Account (General Fund) and shall be use for payment of the same.
- NCAs release for trust fund is credited to regular MDS Account (General Fund – Trust) and shall be used for payment of special transactions as authorized by law and/ or trust agreements.
- NCAs for each of the above set-forth purposes could not be used interchangeably unless specific authority from the DBM is secured.

⁴⁵ Presidential Decree No. 1445: Ordaining and Instituting a Government Auditing Code of the Philippines.

⁴⁶ *Ibid*

B. Responsibilities of the Heads of the Requesting Unit, Budget and Accounting Unit⁴⁷

1. The Head of the Budget⁴⁸ Unit shall prepare the Obligation Request (ObR) ([See Appendix 11](#)) or Budget Utilization Request (BUR) ([See Appendix 29](#)) and the Disbursement Voucher (DV) ([See Appendix 20](#)). S/he shall certify on the necessity and legality of charges to appropriations/ allotment under his direct supervision as well as the validity, propriety and legality of supporting document.
2. The Head of the Budget Unit shall certify the availability of allotment and obligations incurred in the ObR or budget and utilization in the BUR
3. The Head of the Budget Unit shall maintain the Registries of Allotments and Obligations (RAO) prescribed under the Manual on the NGAS and/ or the Registry of Budget and Utilization (RBU) ([See Appendix 30](#)) for Income which the agency may use as authorized by law
4. For contract or purchase order, the Head of the Accounting Unit shall certify the availability of funds based on the ObR or BUR duly certified by the Budget Officer.
5. The Head of the Accounting Unit shall certify the availability of cash and completeness of supporting documents in the DV
6. The Head of the Accounting Unit shall also prepare the Daily Cash Position Report ([See Appendix 31](#)) to be submitted to the Head of the Agency

C. Bookkeeping

Bookkeeping involves recording and posting in the books of accounts and; summarizing of events/ transactions. The Philippine Government Chart of Accounts is used as reference.

1. Recording

Recording involves the preparation of journals.

1.1. Cheque Disbursement Journal

a. Cheques Issued

Below shows the process of recording a transaction involving cheques.

Procedure	Responsible Person ⁴⁹		
	Office of the Executive Director (OED)	Main Campus	Regional Campuses
1. Receives Report of Cheques Issued (RCI) (See Appendix 22) and Disbursement Vouchers (DVs) (See Appendix 20) from Cash Unit	Accountant	Accounting Staff	Accountant
- Stamps "received"			

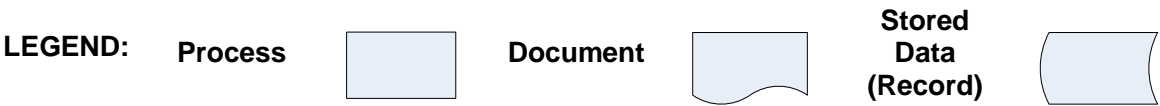
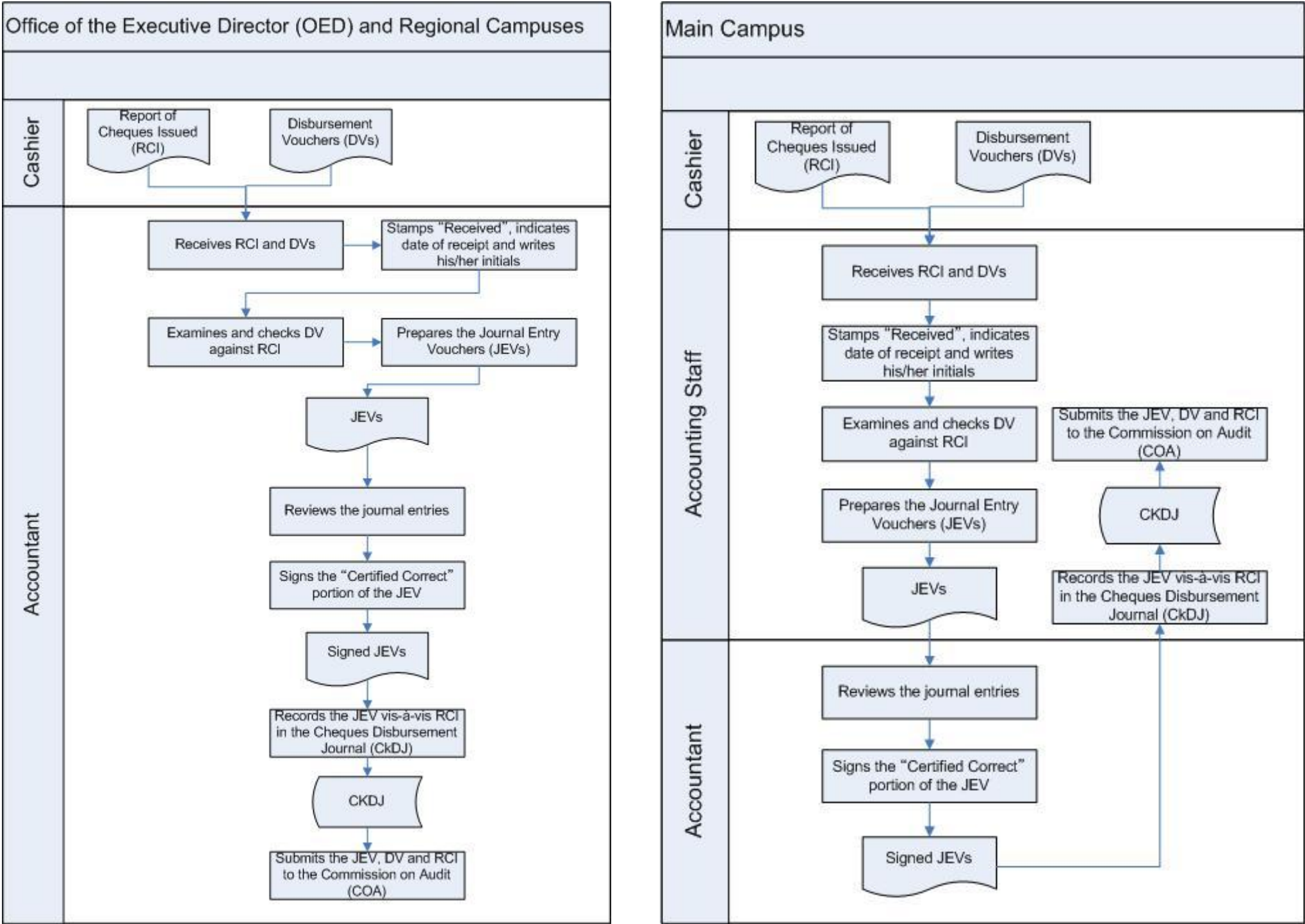
⁴⁷ Taken from Commission on Audit (COA) Circular No. 2006-003: Restatement with Amendments of COA Circular No. 2005-003 on Accounting Policies Related to the Budget, Accounting and Disbursement Functions in the National Government Agencies Under the New Government Accounting System (NGAS)

⁴⁸ However, as per IRC, the REQUESTING UNIT prepares the stipulated documents instead of the BUDGET UNIT

⁴⁹ See List of Reclassified Positions for updated designation/ title of each position

Procedure	Responsible Person ⁴⁹		
	Office of the Executive Director (OED)	Main Campus	Regional Campuses
- Indicates the date of receipt			
- Writes initials			
2. Examines and checks DV against RCI	Accountant	Accounting Staff	Accountant
- Verifies the serial number of cheques issued			
3. Prepares the Journal Entry Vouchers (JEV) (See Appendix 28)	Accountant	Accounting Staff	Accountant
- JEV produced in two (2) copies			
4. Reviews the journal entries	Accountant	Accountant	Accountant
5. Signs the Certified Correct portion of the JEV	Accountant	Accountant	Accountant
6. Records the JEV vis-à-vis RCI in the Cheques Disbursements Journal (CkDJ)	Accountant	Accounting Staff	Accountant
7. Submission to Commission on Audit (COA) of JEV, DV and RCI	Accountant	Accountant	Accountant

Figure 17. Process of Recording Cheques Issued



1.2. Cash Disbursement Journal

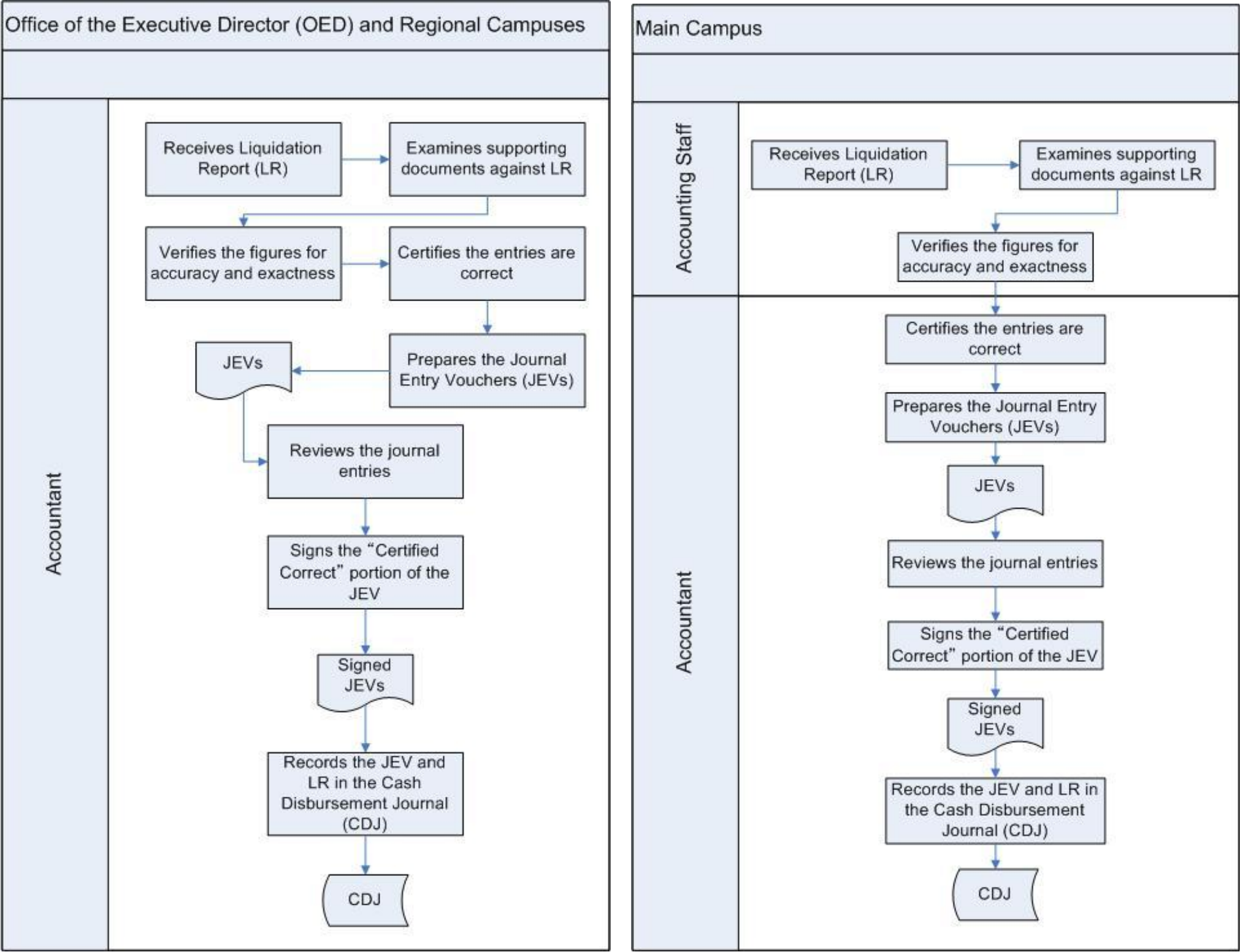
a. Liquidation of Special Projects and Travel

Below shows the process of recording liquidations of special projects and travel

Procedure	Responsible Person ⁵⁰	
	Office of the Executive Director (OED) and Regional Campuses	Main Campus
1. Receives Liquidation Report (LR) (See Appendix 25).	Accountant	Accounting Staff
2. Examines supporting documents against LR	Accountant	Accounting Staff
3. Verifies the figures for accuracy and exactness	Accountant	Accounting Staff
4. Certifies the entries are correct	Accountant	Accountant
5. Prepares Journal Entry Vouchers (JEV) (See Appendix 28)	Accountant	Accountant
6. Reviews journal entries	Accountant	Accountant
7. Signs the "Certified Correct" portion of the JEV	Accountant	Accountant
8. Records the JEV and LR in the Cash Disbursement Journal (CDJ)	Accountant	Accountant

⁵⁰ See List of Reclassified Positions for updated designation/ title of each position

Figure 18. Procedure for Liquidation of Special Projects and Travel



LEGEND: Process Document Stored Data (Record)

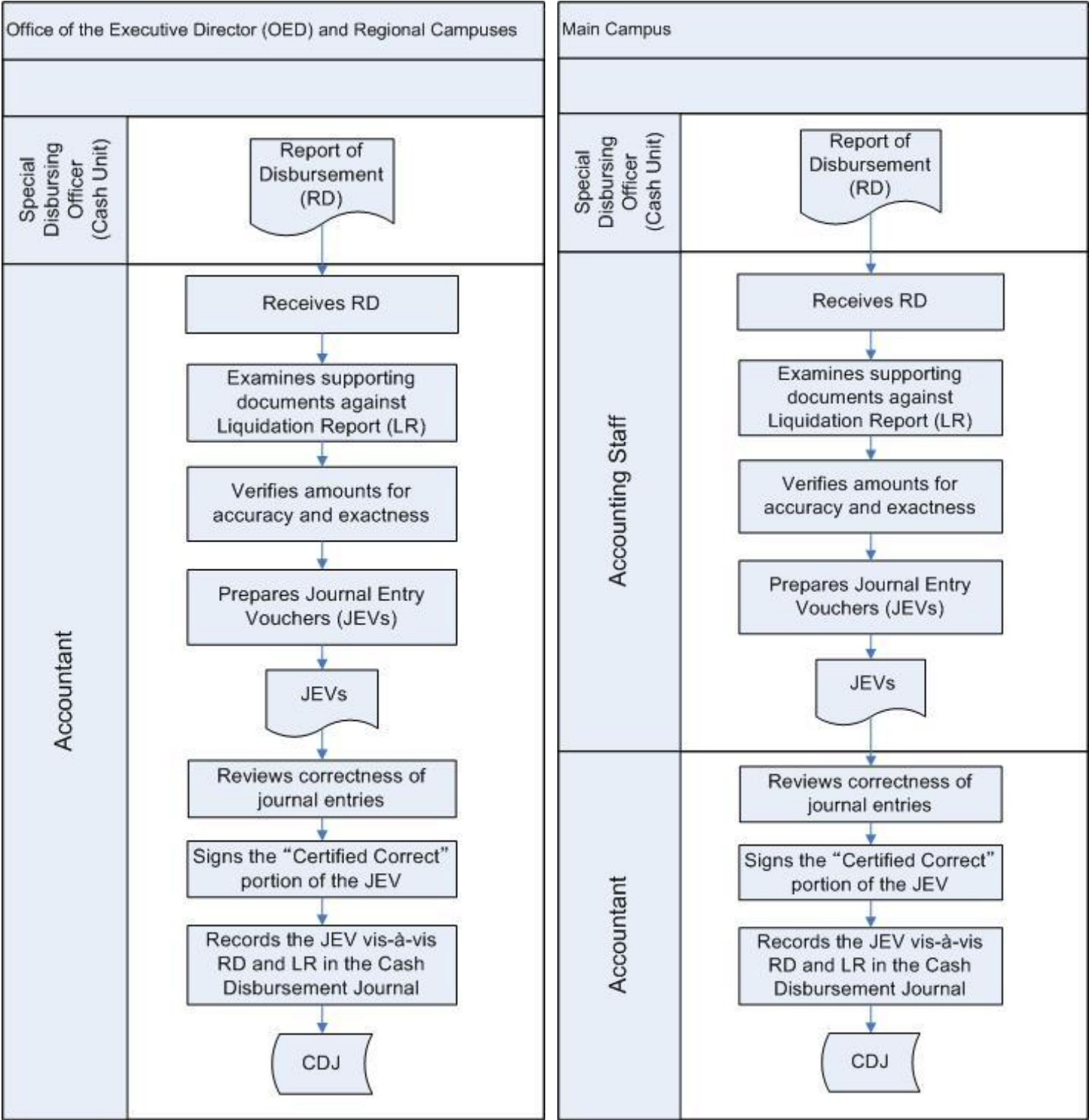
b. Liquidation of Payroll

Below shows the process of recording liquidations of payroll.

Responsible Person⁵¹

Procedure	Office of the Executive Director (OED) and Regional Campuses	Main Campus
1. Receives Report of Disbursements (RD) (See Appendix 23) from the Special Disbursing Officer of the Cash Unit	Accountant	Accounting Staff
2. Examines supporting documents against LR (See Appendix 25)	Accountant	Accounting Staff
3. Verifies amounts for accuracy and exactness	Accountant	Accounting Staff
4. Prepares Journal Entry Vouchers (JEV) (See Appendix 28)	Accountant	Accounting Staff
5. Reviews correctness of journal entries	Accountant	Accountant
6. Signs the “Certified Correct” portion of the JEV	Accountant	Accountant
7. Records the JEV vis-à-vis RD and LR in the Cash Disbursement Journal (CDJ)	Accountant	Accountant

Figure 19. Procedure for Liquidation of Payroll



LEGEND:

Process

Document

Stored Data (Record)

⁵¹ See List of Reclassified Positions for updated designation/ title of each position

1.3. Cash Receipt Journal

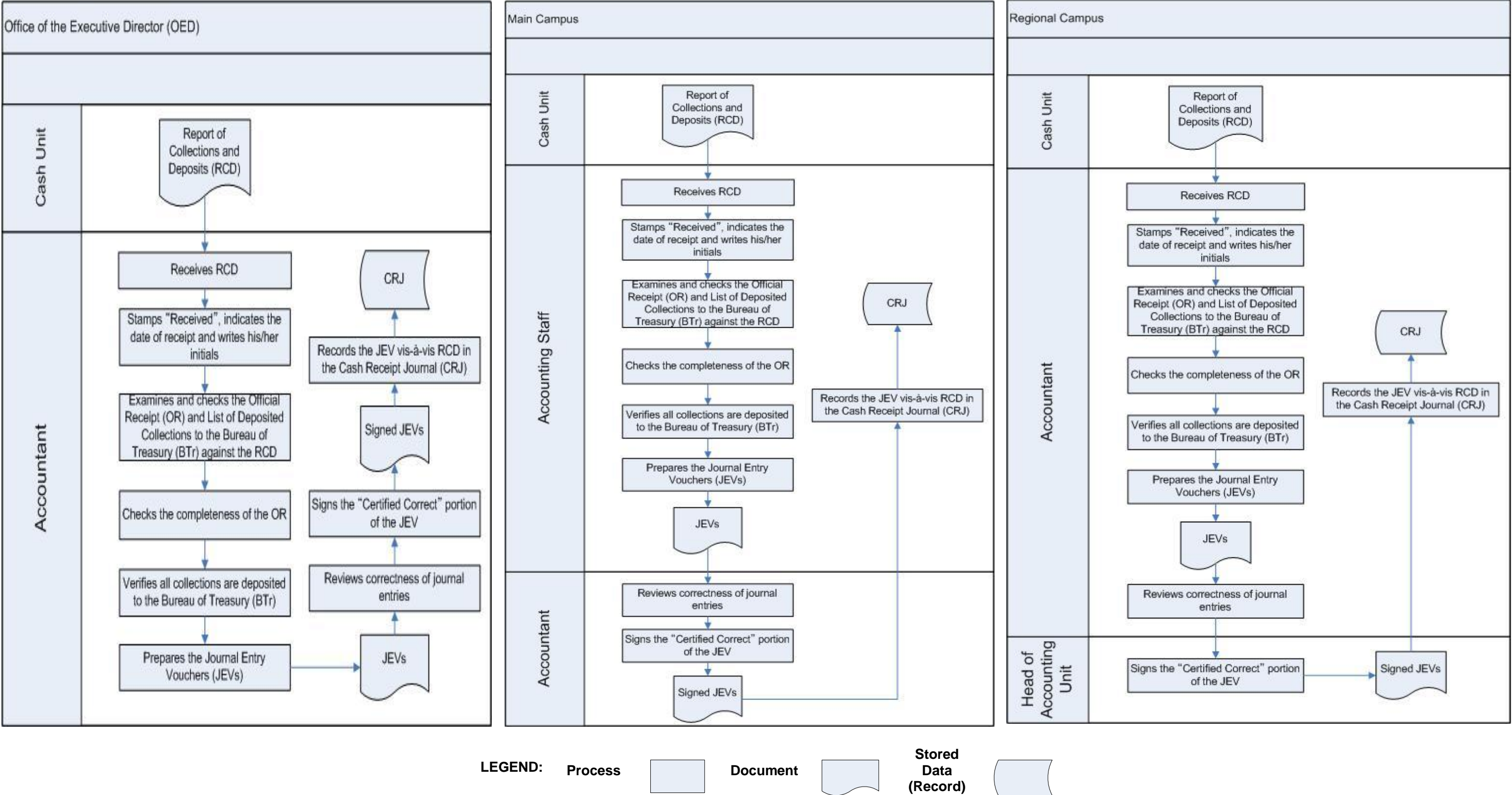
a. Collections and Deposits for National Government (NG) and Regular Agency Books

Below shows the process of recording collections and deposits for NG and regular agency books.

Procedure	Responsible Person ⁵²		
	Office of the Executive Director (OED)	Main Campus	Regional Campuses
1. Receives Report of Collections and Deposits (RCD) (See Appendix 26) from the Cash Unit	Accountant	Accounting Staff	Accountant
- Stamps “received” - Indicates the date of receipt - Writes initials			
2. Examines and checks the Official Receipts (ORs) and List of Deposited Collections to the Bureau of Treasury (BTr) against the RCD	Accountant	Accounting Staff	Accountant
3. Checks the completeness of the OR	Accountant	Accounting Staff	Accountant
4. Verifies that all collections are deposited to the Bureau of Treasury (BTr) through:	Accountant	Accounting Staff	Accountant
- Checks deposit slips - Verifies all ORs are deposited - Checks all account numbers are correct			
5. Prepares Journal Entry Vouchers (JEVs) (See Appendix 28)	Accountant	Accounting Staff	Accountant
6. Reviews correctness of journal entries	Accountant	Accountant	Accountant
7. Signs the “Certified Correct” portion of the JEV	Accountant	Accountant	Head of Accounting Unit
8. Records the JEV vis-à-vis RCD in the Cash Receipt Journal (CRJ)	Accountant	Accounting Staff	Accountant

⁵² See List of Reclassified Positions for updated designation/ title of each position

Figure 20. Procedure for Collection and Deposit of National Government and Regular Agency Books



1.4. General Journal

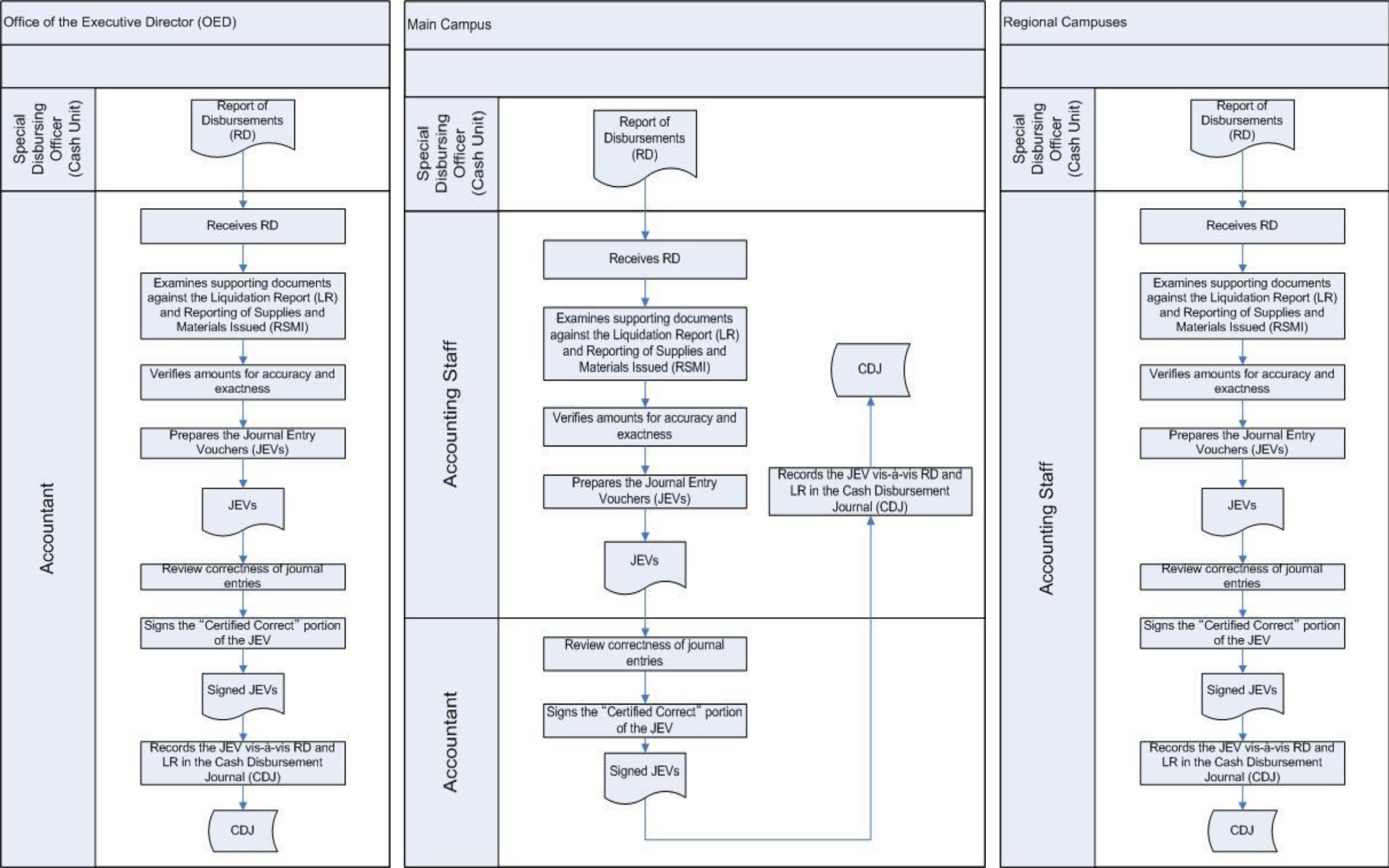
a. Supplies Issued to End-User (CASH)

Below shows the procedure for reporting supplies issued to end-user using cash as a mode of payment.

Procedure	Responsible Person ⁵³		
	Office of the Executive Director (OED)	Main Campus	Regional Campuses
1. Receives Report of Disbursements (RD) (See Appendix 23) from the Special Disbursing Officer of the Cash Unit	Accountant	Accounting Staff	Accounting Staff
2. Examines supporting documents against LR (See Appendix 25) and Reporting of Supplies and Materials Issued (RSMI)	Accountant	Accounting Staff	Accounting Staff
3. Verifies amounts for accuracy and exactness	Accountant	Accounting Staff	Accounting Staff
4. Prepares the Journal Entry Vouchers (JEVs) (See Appendix 28)	Accountant	Accounting Staff	Accounting Staff
5. Reviews correctness of journal entries	Accountant	Accountant	Accounting Staff
6. Signs the “Certified Correct” portion of the JEV	Accountant	Accountant	Accounting Staff
7. Records the JEV vis-à-vis RD and LR in the Cash Disbursement Journal (CDJ)	Accountant	Accounting Staff	Accounting Staff

⁵³ See List of Reclassified Positions for updated designation/ title of each position

Figure 21. Procedure for Reporting Supplies Issued to End-User (CASH)



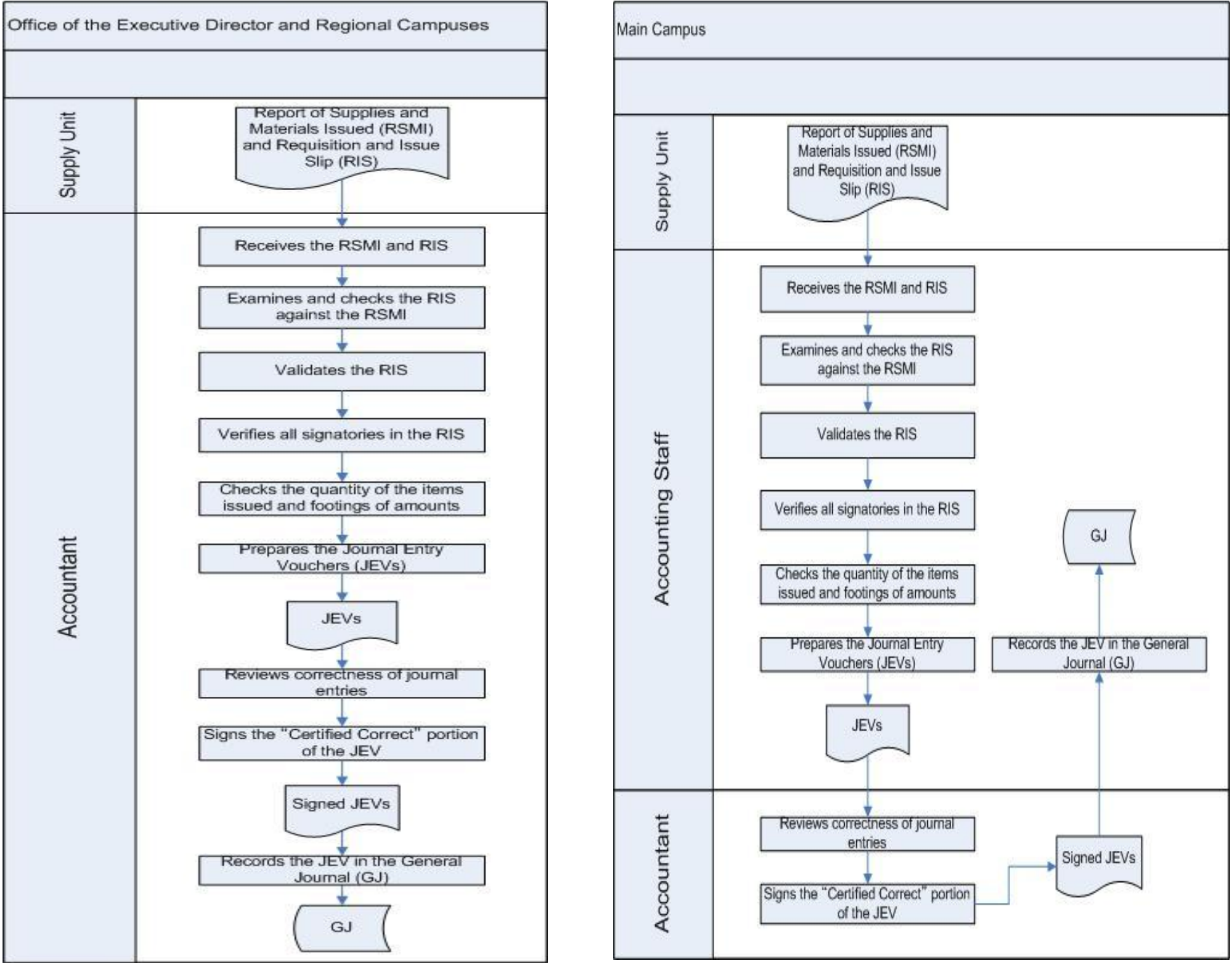
b. Recording of Issuance of Supplies from Stock

Below shows the procedure for reporting supplies from stock.

Procedure	Responsible Person ⁵⁴	
	Office of the Executive Director (OED) and Regional Campuses	Main Campus
1. Receives Report of Supplies and Materials Issued (RSMI) supported by the Requisition and Issue Slip (RIS) from the Supply Unit	Accountant	Accounting Staff
2. Examines and checks the RIS against the RSMI	Accountant	Accounting Staff
3. Validates the RIS	Accountant	Accounting Staff
4. Verifies all signatories in the RIS	Accountant	Accounting Staff
5. Checks the quantity of the items issued, assigns costs to each item issued and checks footings of amounts	Accountant	Accounting Staff
6. Prepares Journal Entry Vouchers (JEVs) (See Appendix 28)	Accountant	Accounting Staff
7. Reviews correctness of journal entries	Accountant	Accountant
8. Signs the “Certified Correct” portion of the JEV	Accountant	Accountant
9. Records the JEV in the General Journal	Accountant	Accounting Staff

⁵⁴ See List of Reclassified Positions for updated designation/ title of each position

Figure 22. Procedure for Recording of Issuance of Supplies from Stock



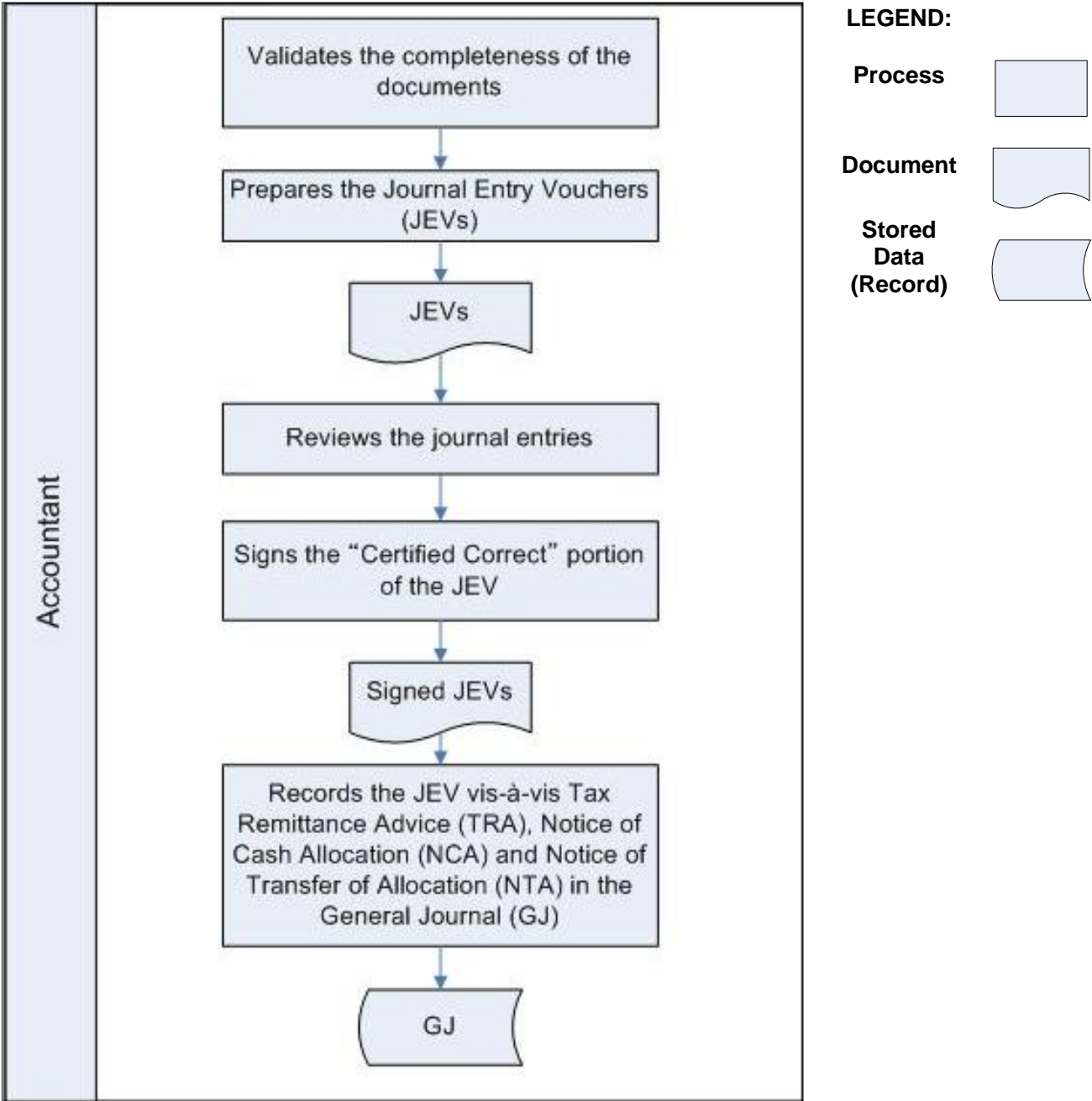
LEGEND: Process Document Stored Data (Record)

c. Miscellaneous Transactions

Miscellaneous transactions are those that cannot be classified to any specific account. Below shows the procedure for recording miscellaneous transactions.

Procedure	Responsible Person ⁵⁵ Office of the Executive Director (OED), Main and Regional Campuses
1. Validates the completeness of the documents	Accountant
2. Prepares the Journal Entry Vouchers (JEVs) (See Appendix 28)	Accountant
3. Reviews the journal entries	Accountant
4. Signs the “Certified Correct” portion of the JEV	Accountant
5. Records JEV vis-à-vis Tax Remittance Advice (TRA), Notice of Cash Allocation (NCA) (See Appendix 10) and Notice of Transfer of Allocation (NTA) in the General Journal	Accountant

Figure 23. Procedure for Miscellaneous Transactions



⁵⁵ See List of Reclassified Positions for updated designation/ title of each position

2. Posting

Posting involves the transferring of journal entries to ledgers after finalization of the JEVs and journals. The accounts are posted to the general ledgers or subsidiary ledgers, if applicable.

2.1. General Ledger (GL)

The General Ledger ([See Appendix 32](#)) is a book of final entry containing accounts arranged in the same sequence as in the chart of accounts. Totals of columns in the special journals and the individual entries in the GJ are directly posted in this book. At the end of each month, the accounts are footed and at the end of each year, these are totalled, ruled and closed and the balance extracted to serve as the opening balance of the new fiscal year. Likewise, the account with balances shall appear in the trial balance.

2.2. Subsidiary Ledgers (SL)

The Subsidiary Ledger ([See Appendix 33](#)) is a book of final entry containing the details or breakdown of the balance of the controlling account appearing in the GL. Postings to the SL generally come from the source documents. Examples of GL accounts which have SL are Cash-Collecting Officers, Cash-Disbursing Officers, Cash in Bank-Local Currency, Current Account, Accounts Receivable, Notes Receivable, etc. the totals of the SL balances shall be reconciled with their respective control account regularly at the end of each month. Schedules shall be prepared periodically to support the corresponding controlling GL accounts. Examples of subsidiary ledgers are:

- Subsidiary Ledger
- Property, Plant and Equipment Ledger Card (PPELC)
- Supplies Ledger Card (SLC)
- Construction in Progress Ledger Card (CIPLC)

3. Summarizing

Summarizing means footing and extracting the balances of the General Ledgers ([See Appendix 32](#)) and Subsidiary Ledgers ([See Appendix 33](#)) to arrive at the Unadjusted Trial Balance. It likewise entails the preparation of adjusting or correcting journal entries. These are done to ensure that revenues and expenses are recorded exactly on the period these are earned or incurred.

Summarizing involves the following books prepared by the accountant.

3.1. Trial Balance

Trial Balance shows the equality of debit and credit balances of all general ledger accounts as of a given period. It is prepared to uncover errors in journalizing and posting and serves as the basis for the preparation of the financial statements.

At the end of the fiscal year, the pre-closing and post-closing trial balance shall be prepared.

a. Pre-Closing Trial Balance

A year-end report containing the new balance of the general ledger. The data is derived from the unadjusted trial balance. The pre-closing trial balance is prepared after recording the adjusted journal entries from the General Journal and posting the same to the General Ledger. It shows the adjusted balances of all accounts within a given period ([See Appendix 34](#)).

b. Post-Closing Trial Balance

The Post-Closing Trial Balance is prepared after recording the closing journal entries in the General Journal and posting it to the General Ledger. It contains a listing of all general ledger accounts that remain open after the closing process is completed. It is prepared and submitted annually ([See Appendix 35](#)).

c. Unadjusted Trial Balance

Covers the year-end report which includes the January to 31 December trial balance.

D. Financial Statements

The financial statements are generated after summarizing/ preparing the Pre-closing Trial Balance ([See Appendix 34](#)). Maintaining an effective system of internal control and adhering to the Philippine Government Chart of Accounts prescribed by COA are expected in preparing financial statements.

1. Reporting Standards

Preparation of financial statements must meet the following quality standards:

- a. **Fairness of presentation**- Refers to the overall propriety in disclosing financial information.
- b. **Compliance** – Financial statements shall be in accordance with prescribed government requirements and international accounting standards of reporting.
- c. **Timeliness** – Financial statements shall be produced promptly.
- d. **Usefulness** - Financial statements shall be carefully designed to present information that is needed and useful to reports users.

2. Statement of Management Responsibility for Financial Statements

The Statement of Management Responsibility for Financial Statements ([See Appendix 36](#)) serves as the cover letter of the agency's financial statements to the COA, DBM, other oversight agencies and other parties. It shows the agency's responsibility for the preparation and presentation of the financial statements.

The statement is signed by the Director of Finance and Management Office or Comptrollership Office, or the Chief of Office who has direct supervision and control over the agency's accounting and financial transactions, and the Head of Agency or his authorized representative.

The Statement of Management Responsibility for Financial Statements is prepared and submitted semi-annually and annually.

3. Types of Financial Statements

The following are the financial statements prepared by the accountant:

3.1. Statement of Income and Expenses (SIE)

The Statement of Income and Expenses ([See Appendix 37](#)) shows the results of operation/ performance of the agency at the end of a particular period. This statement shall be prepared by the Accounting Unit from information taken directly from the Pre-Closing/ Adjusted Trial Balance ([See Appendix 34](#)). There are two types of Statement of Income and Expenses namely, Detailed Statement of Income and Expenses and Condensed Statement of Income and Expenses.

The Statement of Income and Expenses is prepared and submitted monthly, quarterly and annually.

3.2. Balance Sheet

The Balance Sheet ([See Appendix 38](#)) is a formal statement which shows the financial condition of the agency within a specified date. It includes information on the three (3) elements of financial position - assets, liabilities and government equity. It is prepared from information taken directly from the year-end Post-Closing Trial Balance ([See Appendix 35](#)) and must be supported by schedules. The two types of Balance Sheet include Detailed Balance Sheet and Condensed Balance Sheet.

Balance sheets are prepared and submitted quarterly and annually.

3.3. Statement of Government Equity

The Statement of Government Equity ([See Appendix 39](#)) shows the financial transactions which resulted to the change in Government Equity account at the end of the year. It is prepared and submitted quarterly and annually.

3.4. Statement of Cash Flows

The Statement of Cash Flows ([See Appendix 40](#)) is a statement summarizing all the cash activities of an agency. This includes the operating, investing and financing activities of the entity and provides information on the cash receipts and cash payments during the period. The primary purpose of the Statement of Cash Flows is to give relevant information on the agency's overall cash position, liquidity and solvency. Using the Statement of Cash Flows, managers, investors and creditors could easily assess if the agency could meet its obligations in operating, investing and financing activities. It is prepared and submitted quarterly.

3.5. Notes to Financial Statements

The Notes to Financial Statements pertain to additional information necessary for fair presentation in conformity with generally accepted accounting principles. These may explain the headings captions or amounts in the statements of present information that cannot be expressed in money terms or description of accounting policies. It is prepared and submitted semi-annually and annually.

3.6. Detailed Breakdown of Disbursements

Detailed Breakdown of Disbursements ([See Appendix 41](#)) is a report showing the amount of disbursements made during the quarter. It also shows where the payment is made or if it is charged by allotment, income as authorized by law and others. It is prepared and submitted quarterly.

3.7. Report of Income- National Government (NG) Books

Report of Income – NG Books ([See Appendix 42](#)) is a report showing the income generated and recorded under the National Government (NG) books for remittance to the National Treasury, such as those resulting from collections of fines and penalties, appliance/ dormitory fees, rental of facilities, etc. It is prepared and submitted quarterly.

3.8. Report of Income- Regular Agency (RA) Books

Report of Income – RA Books ([See Appendix 43](#)) is a report showing the income generated and recorded under the Regular Agency (RA) books for the regular operation of the agency, such as those resulting from collections of trust funds, etc. It is prepared and submitted quarterly.

3.9. Supporting Schedules

Supporting Schedules are summary or breakdowns of totals of an account supporting the Balance Sheet ([See Appendix 38](#)). The same are derived from the balances in the subsidiary ledger accounts. The minimum supporting schedules required include:

- Schedules of Accounts Receivables (SAR)
- Schedules of Accounts Payables (SAP)
- Schedules of Property, Plant and Equipment
- Other schedules as may be required

It is prepared and submitted annually.

3.10. Monthly Report of Disbursements

The Monthly Report of Disbursements shows the expenditures paid out of the released NCAs ([See BAR No. 5](#)) and the balance of said NCAs at the end of each month. The disbursements are classified as to the type of NCAs used. It is prepared and submitted monthly.

3.11. Monthly Charges to Accounts Payable

The Monthly Charges to Accounts Payable shows the transactions that affects the payable accounts. It reflects a detailed listing of suppliers, contractors or other payees with whom the agency has payables. It is prepared and submitted monthly.

3.12. Detailed Breakdown of Obligations

The detailed breakdown of obligations shows the breakdown of Personal Services (PS), Maintenance and Other Operating Expenses (MOOE), other current assets, investments, property, plant and equipment, other assets, financial expenses and cash advances/ fund transfers charged either to the present year's allotment or prior year's allotment. This report is duly certified by the budget officer of the campus/ unit.

[Appendix 44 shows the sample template for the detailed breakdown of obligations.](#)

3.13. Regional Breakdown of Income

The regional breakdown of income shows the detailed breakdown of income generated by the department/ unit office.

[Appendix 45 shows the sample template for the regional breakdown of income.](#)

3.14. Regional Breakdown of Expenses

The regional breakdown of expenses shows the detailed breakdown of expenses incurred under PS and MOOE and financial expenses such as bank charges, etc. and other losses (i.e. foreign exchange, etc.)

[Appendix 46 shows the sample template for the regional breakdown of expenses.](#)

3.15. Schedule/ Aging of Accounts Payable

The schedule/ aging of accounts payable shows the creditors and the corresponding amount that must be paid by the unit/ office. It serves as one of the supporting documents of the balance sheet.

[Appendix 47 shows the sample template for the schedule/ aging of accounts payable.](#)

3.16. Schedule/ Aging of Accounts Receivables

The schedule/ aging of accounts receivables shows the debtor and its outstanding payables. It serves as one of the supporting documents of the balance sheet.

[Appendix 48 shows the sample template for the schedule/ aging of accounts receivables.](#)

3.17. Schedules of Public Infrastructures/ Reforestation Projects

The schedules of public infrastructure/ reforestation projects itemize the total amount for each infrastructure built. It serves as one of the supporting documents of the balance sheet.

[Appendix 49 shows the sample template for the schedule of public infrastructure/ reforestation projects.](#)

3.18. Statement of Allotments, Obligations and Balances (by ABM and by SARO)

The statement of allotments, obligations and balances (by ABM and by SARO) shows the detailed breakdown of the agency/ unit/ office's current year's allotment and prior year's allotment. This document has been revised as per COA Memorandum No. 2009-049 dated 07 July 2009 to be able to reconcile the allotments of the ABM and SARO.

[Appendix 50 shows the sample template for the statement of allotments, obligations and balances \(by ABM and by SARO\).](#)

3.19. List of Not Yet Due and Demandable Obligations

The list of not yet due and demandable obligations itemizes the creditors, its corresponding ObR no. and the estimated number of days before the payment is due. It is duly certified by the budget officer or head of the budget unit. This document is also used as a basis for cash programming purposes of DBM.

[Appendix 51 shows the sample template for the list of not yet due and demandable obligations.](#)

Financial transactions recorded in the books of accounts should always be supported by complete and proper documents ([See Appendix 21](#)).

IV. REPORTS REQUIRED FOR SUBMISSION

A. To the Commission on Audit (COA)

1. Monthly Reports

Submitted within ten (10) days after the end of the month to the COA Resident Auditor and DBM as stipulated in the NGAS Manual for National Government Agencies:

- 1.1. [Trial Balance](#)
- 1.2. [Pre-Closing Trial Balance](#)
- 1.3. [Monthly Report of Accountability for Accountable Forms \(MRAAF\)](#)
- 1.4. [Statement of Income and Expenses \(SIE\)](#)
- 1.5. [Monthly Report of Disbursements](#)
- 1.6. [Monthly Charges to Accounts Payable](#)

2. Quarterly Reports

These reports are prescribed under Republic Act (RA) No. 7226 dated 12 March 2012, Section 3 Special Provisions for COA of RA 9524, the General Appropriations Act for CY 2012 and COA Circular No. 1996-006 dated 02 May 1996, to provide additional details of expenditure of each national government agency/ office. These reports must be submitted within thirty (30) days after the end of each quarter.

2.1. Statement of Cumulative Allotments, Obligations and Balances

Prepared by the Budget Officer of each campus unit/ office

2.2. Detailed Statement of Cumulative Obligations Incurred, Obligations Liquidated and Unliquidated Obligations

Prepared by the Budget Officer and Accountant of each campus unit/ office

2.3. Report on the Results of Expended Appropriations

Prepared by the Budget Officer, Planning Officer/ FAD Chiefs of each campus unit/ office

2.4. Statement of Allotments, Obligations and Balances (by ABM and by SARO)

Prepared by the Budget Officer of each campus unit/ office

2.5. List of Allotment Releases

Prepared by the Budget Officer of each campus unit/ office

2.6. List of Not Yet Due and Demandable Obligations

Prepared by the Budget Officer of each campus unit/ office

2.7. Report of Income (RA and NG Books)

Prepared by the Accountant of each campus unit/ office

3. Year-End Consolidated Reports

These reports must be submitted on or before 14 February.

- 3.1. [Pre-Closing Trial Balance](#)
- 3.2. [Post-Closing Trial Balance](#)
- 3.3. [Detailed and Condensed Statements of Income and Expenses](#)
- 3.4. [Detailed and Condensed Balance Sheets](#)
- 3.5. [Statement of Changes in Government Equity](#)
- 3.6. [Statement of Cash Flows \(Direct Method\)](#)
- 3.7. [Notes to Financial Statements](#)
- 3.8. [Statement of Management Responsibility](#)
- 3.9. [Detailed Breakdown of Obligations](#)
- 3.10. [Detailed Breakdown of Disbursements](#)
- 3.11. [Report of Income Regular Agency Books](#)
- 3.12. [Regional Breakdown of Income](#)
- 3.13. [Regional Breakdown of Expenses](#)
- 3.14. [Schedule/ Aging of Accounts Payable](#)
- 3.15. [Schedule/ Aging of Accounts Receivables](#)
- 3.16. [Schedules of Public Infrastructures/ Reforestation Projects](#)
- 3.17. [Statement of Allotments, Obligations and Balances \(by ABM and by SARO\)](#)
- 3.18. [List of Not Yet Due and Demandable Obligations](#)

B. To the Department of Science and Technology

1. [Budgetary Requirements for submission to the HOR and Senate](#)
2. [Monthly Financial Performance Report Form \(Consolidated Flash Reports\)](#)

C. To the Department of Budget and Management (DBM)

1. Monthly Reports

- 1.1. [Monthly Cash Program](#)
- 1.2. [Budget Accountability Report \(BAR\) No. 4: Statement of Allotments, Obligations and Balances \(SAOB\)](#)
- 1.3. [Budget Accountability Report \(BAR\) No. 5: Budget Form No. 1330 Monthly Report of Disbursements](#)

2. Quarterly Reports

- 2.1. [Budget Accountability Report \(BAR\) No.1: Budget Form No. 132- Quarterly Physical Report of Operations](#)
- 2.2. [Budget Accountability Report \(BAR\) No. 3: Quarterly Report of Income](#)

3. Annual Reports

- 3.1. [Consolidated Budget Proposal](#)
- 3.2. [Budget Estimates \(BEst\) Forms 1-28](#)
- 3.3. [Budget Preparation \(BP\) Forms](#)
- 3.4. [Major Final Output \(MFO\) Budget Matrix \(FORM A\)](#)
- 3.5. [Agency Performance Measures \(FORM B\)](#)
- 3.6. [Agency Budget Matrix \(ABM\)](#)
- 3.7. [Special Allotment Release Order \(SARO\)](#)
- 3.8. [Obligation Request \(ObR\)](#)
- 3.9. [Budget Accountability Reports \(BARs\)](#)
- 3.10. [Budget Execution Documents \(BEDs\)](#)
- 3.11. [Registry of Allotments and Obligations \(RAOPS, RAOMO, RAOCO and RAOFE\)](#)

V. INCOME GENERATION

This section will be discussed and proposed by the ExeCom for approval of the Board of Trustees (BOT). The detailed process approved by the BOT will form part of this module.

VI. TRANSACTIONS

This section will be discussed and proposed by the ExeCom for approval of the Board of Trustees (BOT). However, the procedures and guidelines that will govern this section must be consistent *but not limited to* the following DOST-GIA Guidelines:

- [AO No. 006 Series of 2004: Guidelines for the Grants-In-Aid Funds of the Department of Science and Technology and its Agencies](#)
- [AO No. 004 Series of 2008: Amendment to Administrative Order No. 006 Series of 2004](#)
- [AO No. 007 Series of 2008: Guidelines for the GIA Funds of the DOST and its Agencies for Basic Research of the Five Priority Area](#)
- [MC No. 002 Series of 2008: Policy Paper on Private Sector Participation in DOST-GIA R&D Programs/ Projects](#)
- [AO No. 003 Series of 2008: Guidelines in the Selection and Hiring of Personnel for GIA Positions in the DOST System](#)
- [SO No. 423 Series of 2008: Prescribed Salary Rates for DOST-GIA Personnel](#)
- [MC No. 001 Series of 2009: Revised Implementing Guidelines on the Grant of Honoraria to Personnel](#)

The detailed process approved by the BOT will form part of this module which will include the following sections:

A. GIA-Trust

1. Receipt
2. Disbursement
3. Reports
4. Revalidation

B. Donation (Cash and In-Kind)

C. Sale of Bid Documents

List of Reclassified Positions

In compliance with the Department of Budget and Management (DBM) Budget Circular No. 2004-3 dated 6 March 2004, administrative positions are reclassified as follows:

Former Designation	Reclassified Designation ⁵⁶
Messenger	Administrative Aide II
Human Resource Management Aide	Administrative Aide IV
Accounting Clerk I	
Budgeting Aide	
Cash Clerk I	
Fiscal Clerk I	
Accounting Machine Operator I	Administrative Aide V
Accounting Clerk II	Administrative Aide VI
Cash Clerk II	
Disbursing Officer I	
Fiscal Clerk II	
Accounting Machine Operator II	Administrative Assistant I
Human Resource Management Assistant	Administrative Assistant II
Accounting Clerk III	
Bookkeeper	
Budgeting Assistant	
Cash Clerk III	
Fiscal Clerk III	
Disbursing Officer II	
Management and Audit Assistant	
Senior Bookkeeper	Administrative Assistant III
Accounting Machine Operator III	Administrative Assistant IV
Supply Officer I	Administrative Officer I
Cashier I	
Human Resource Management Officer I	Administrative Officer II
Financial Analyst I	
Fiscal Examiner I	
Fiscal Controller I	
Budget Officer I	
Clearing Officer	
Management and Audit Analyst I	
Supply Officer II	Administrative Officer III
Cashier II	
Human Resource Management Officer II	Administrative Officer IV
Financial Analyst II	
Fiscal Examiner	
Fiscal Controller II	
Budget Officer II	
Management and Audit Analyst II	

⁵⁶ The reclassified positions will retain their respective salary grade, duties and responsibilities.

Former Designation	Reclassified Designation⁵⁶
Human Resource Management Officer III	Administrative Officer V
Supply Officer III	
Cashier III	
Financial Analyst III	
Fiscal Examiner III	
Fiscal Controller III	
Budget Officer III	
Management and Audit Analyst III	
Human Resource Management Officer IV	Supervising Administrative Officer
Supply Officer IV	
Cashier IV	
Financial Analyst IV	
Fiscal Examiner IV	
Fiscal Controller IV	
Budget Officer IV	
Management and Audit Analyst IV	
Financial and Management Officer I	Chief Administrative Officer
Human Resource Management Officer V	
Supply Officer V	
Financial Analyst V	
Fiscal Examiner V	
Fiscal Controller V	
Budget Officer V	
Cashier V	
Management and Audit Analyst V	
Financial and Management Officer II	