

**UP DILIMAN BUDGET OFFICE  
CITIZEN'S CHARTER**

<b>STEP</b>	<b>APPLICANT/CLIENT</b>	<b>SERVICE PROVIDER</b>	<b>DURATION OF ACTIVITY</b>	<b>PERSON IN CHARGE</b>	<b>FEES</b>
<b>Requesting for Release of Allotment for Terminal Leave Benefits</b>					
1	Submit the Disbursement Voucher (DV) for Terminal Leave Benefits with complete supporting documents	Receives and records the documents from HRDO	5 minutes	Administrative Assistant	None
2		Distributes the documents to the concerned Budget Officer	3 minutes	Administrative Assistant	
3		Checks and verifies correctness and completeness of documents. If documents are incomplete, returns it to HRDO. Otherwise, prepares and sorts the documents needed by the DBM	10 minutes	Assigned Budget Officer	
4		Requests for a Reference Number from the Office of the Chancellor over the phone	3 minutes	Assigned Budget Officer	
5		Prepares Request Letter with duplicate copies of supporting documents to be signed by the Chancellor	5 minutes	Assigned Budget Officer	
6		Encodes the Application in the master list	5 minutes	Administrative Assistant	
7		Signed Request Letter returned to the Budget Office by the Office of the Chancellor for documentation and to be forwarded immediately to the UP System Budget Office	5 minutes	Assigned Budget Officer	
8		Delivers the request letter to the UP System Budget Office.	Within the day	Messenger	
<b>NOTE: It takes more or less two (2) months for DBM to release the fund for Terminal Leave benefits.</b>					
<b>Processing of the Disbursement Voucher for Terminal Leave Benefits PART 2 of 2</b>					
1	UP System Budget Office gives copies of Special Allotment Release Order (SARO) and Sub-SARO to the UPD Budget Office	Receives and records document.	5 minutes	Administrative Assistant	None
<b>Processing of Obligation Request (ObR) &amp; Budget Utilization Request (BUR)</b>					

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES
1	Submit ObR & BUR with supporting documents by various units/colleges	Receives the documents from various units/colleges. Checks the supporting documents before stamping the date & time	5 mins/document	Records Management Clerk	None
2		Distributes the documents for encoding & assigning of ObR/BUR number & date	5 mins/document	Admin. Aide/Admin Assistant	
3		Distributes the documents to the Budget Officers	5 mins/document	Admin. Aide/Admin Assistant	
4		Reviews and evaluates before processing and recording	10 mins/document	Budget Officer	
5		Reviews and initials	3 mins/document	Division Chief	
6		Reviews and signs	3 mins/document	Director	
7		Checks and encodes the signed documents in the masterlist	5 mins/document	Admin. Aide/Admin Assistant	
8		Delivers the signed documents to UPD Accounting Office	within the day	Messenger	
<b>Processing of Purchase Request (PR), Contract of Service (CoS), Job Order (JO), Authority to Hire/Fill and Request for Overtime</b>					
1	Submit PR, CoS, JO, Authority to Hire/Fill, and Request for Overtime by various units/colleges	Receives the documents from various units/colleges and stamps the date and time	5 minutes	Admin. Aide/Admin Assistant	None
2		Encodes and assigns a number to the document	5 minutes	Admin. Aide/Admin Assistant	
3		Distributes the documents to the Budget Officers	5 minutes	Admin. Aide/Admin Assistant	
4		Reviews and evaluates before processing and recording	7 minutes	Budget Officer	
5		Reviews and initials	3 minutes	Division Chief	

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6		Reviews and signs	3 minutes	Director	
7		Encodes the signed documents in the masterlist	5 minutes	Admin. Aide/Admin Assistant	
8		Delivers the signed documents to the concerned units/colleges	within the day	Messenger	
<b>Processing of Basic Paper (BP)</b>					
1	Submit BP from HRDO	Receives the BP from HRDO then encodes, assigns a number and stamps the date	5 mins/BP	Records Management Assistant	None
2		Distributes the documents to the Budget Officers	5 mins/BP	Records Management Assistant	
3		Reviews and evaluates before processing and recording	7 mins/BP	Budget Officer	
4		Reviews and initials	3 mins/BP	Division Chief	
5		Reviews and signs	3 mins/BP	Director	
6		Posts to index cards signed BP	3 mins/BP	Records Management Assistant	
7		Delivers the signed BP to HRDO	within the day	Messenger	
<b>Processing of Letter Request for Funding</b>					
STEP	APPLICANT/CLIENT	SERVICE PROVIDER	DURATION OF ACTIVITY	PERSON IN CHARGE	FEES
1	Submit documents from various units/colleges	Receives the documents from various units/colleges	2 mins/letter	Records Management Clerk	None

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2		Gives the documents for encoding and assigning of number and date	5 mins/letter	Records Management Clerk	
3		Gives the requests to the Director	2 mins/letter	Admin Assistant	
4		Reads and assigns the letter to the concerned Budget Officer	3 mins/letter	Director	
5		Distributes the letter to the Budget Officer	2 mins/letter	Admin Assistant	
6		Reviews, evaluates and gives/drafts recommendations	15 mins/letter	Budget Officer	
7		Reviews recommendation and edits draft letter	5 mins/letter	Division Chief	
8		Reviews and signs, if recommendation is appropriate	3 mins/letter	Director	
9		Encodes the letter in the masterlist	2 mins/letter	Admin Assistant	
10		Delivers the signed letter to the concerned unit	within the day	Messenger	