

# UP DILIMAN ACCOUNTING OFFICE CITIZEN'S CHARTER

#	SERVICE	PROCEDURE	PERSON RESPONSIBLE	REQUIRED DOCUMENTS	PROCESS TIME (ON ACTUAL CONTACT)	FEES
1.	<b>VOUCHER PROCESSING (for salaries, honoraria &amp; other benefits)</b>	1. Receiving and assigning of control number	Receiving personnel	Disbursement Voucher (DV), BUR or ObR, authority/appointment, Certificate of Service (COS) & other related documents if applicable. For original appt: Report for duty, SALN, Oath of Office, PIN, BP number, Pag-ibig no., Bank Account	1 min	none
		2. Indicate corresponding tax rate & amount.	Withholding tax personnel	TIN (if applicable)	2 min per DV of one payee or up to 5 min depending on the number of payee	none
		3. Forward DVs to Payroll Section for pre-audit & distribution to assigned processor for journalization	Withholding tax & Payroll personnel	DV & its supporting documents		none
		4. Forward DV for encoding for cash availability/funding	Fund controller	LIB/FCM/O.R. for deposit/Bank Remittance	1-2 min	none
		5. Verification/checking & approval of authorized signatory	Section Chief/ Division Chief/ Acting Director	DV & its supporting documents	2 min	none
		6. Encoding for release to Cash Office	Releasing personnel	approved/signed DV on Box B	1 min. per DV of one payee/2-5 min. depending on the number of payee per DV	none
2.	<b>VOUCHER PROCESSING (for reimbursement)</b>	1. Receiving and assigning of control number	Receiving personnel	Disbursement Voucher (DV), Purchase Request(PR), Official Receipts, Inspection Report, ObR/BUR, APP and SPMO Cert. and other necessary related documents depending on the classification of expenses.	1 min	none
		2. Distribute voucher to assigned processor for pre-audit & journalization	Receiving personnel	DV & its supporting documents	1 min	none
		3. Pre-audit documents and journalize transaction	Pre-Audit personnel	DV & its supporting documents	5-10 min	none
		4. Verification/checking of pre-audited DV. Initials prior to approval of authorized signatory	Section Chief	DV & its supporting documents	3 min	none
		5. Encoding for cash availability/funding	Fund controller	LIB/FCM/O.R. for deposit/Bank Remittance	1-2 min	none
		6. Prepares Tax Certificate (BIR 2306/2307), if applicable	Withholding tax personnel	DV/TIN/COR	5 min	none
		7. Signature of approving official	Director or Division Chief or Section Chief	DV & its supporting documents	1 min	none
		8. Encoding for release to Cash Office	Releasing personnel	Signed Box B of DV	1 min	none

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3.	<b>VOUCHER (for NGWs)</b>	1. Receiving and assigning of control number	Receiving personnel	Disbursement Voucher (DV), ObR/BUR, Contract of Service/Job Order, Certificate of Service rendered/DTR	1 min	none
		2. Indicate corresponding tax rate & amount.	Withholding tax personnel	TIN/COR, if applicable	5 min	none
		3. Distribute voucher to assigned processor for pre-audit & journalization	Receiving personnel	DV & its supporting documents	1-2 min	none
		4. Pre-audit documents and journalize transaction	Pre-Audit personnel	DV & its supporting documents	2 min	none
		5. Verification/checking of pre-audited DV. Initials prior to approval of authorized signatory	Section Chief/ Division Chief/ Acting Director	DV & its supporting documents	3 min	none
		4. Encoding for cash availability/funding	Fund controller	LIB/FCM/O.R. for deposit/Bank Remittance	1-2 min	none
		5. Signature of approving official	Director or Division Chief or Section Chief	DV & its supporting documents	1 min	none
		6. Encoding for release to Cash Office	Releasing personnel	approved/signed DV on Box B	1 min	none
4.	<b>VOUCHER PROCESSING (for suppliers)</b>	1. Receiving and assigning of control number	Receiving personnel	Disbursement Voucher (DV), Purchase Request(PR), Sales Invoice, Inspection Report, ObR/BUR, APP and SPMO Cert. and other necessary related documents depending on the classification of expenses.	1 min	none
		2. Distribute voucher to assigned processor for pre-audit & journalization	Receiving personnel	DV & its supporting documents	1 min	none
		3. Pre-audit documents and journalize transaction	Pre-Audit personnel	DV & its supporting documents	5-10 min	none
		4. Verification/checking of pre-audited DV. Initials prior to approval of authorized signatory	Section Chief	DV & its supporting documents	3 min	none
		5. Encoding for cash availability/funding	Fund controller	LIB/FCM/O.R. for deposit/Bank Remittance	1-2 min	none
		6. Prepares Tax Certificate (BIR 2306/2307), if applicable	Withholding tax personnel	DV/TIN/COR	10 min	none
		7. Signature of approving official	Director or Division Chief or Section Chief	DV & its supporting documents	1 min	none
		8a. Encoding for release to Cash Office	Releasing personnel	DV & its supporting documents	1 min	none
		8b. Encoding for record purposes	Releasing personnel	approved/signed DV on Box B	1 min	none
		b.1. Prepare LDDAP to request funding from DBM	Fund controller	DV, supplier's bank account number, UACS code	20 min per LDDAP	None
		b.2. Review/checking of prepared LDDAP. Initials prior to approval of authorized signatory	Section Chief/ Division Chief/ Acting Director	DV & its supporting documents	8 min per LDDAP	None
		b.3. Forward LDDAP to SPMO, SPMO to OVCA, OVCA to OC for signature of approving official	Acting Director/ VCA/ Chancellor	LDDAP Form, DV & its supporting documents	depends on applicable office's approving official	None
		b.4. Upon receipt approved LDDAP from OC, submit to UPS Accounting Office for inclusion in their request to DBM for funding	Fund controller	LDDAP Form, DV & its supporting documents	10 min	None

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		b.5. Wait for the release of funding (NCA) from DBM through UP System Administration	UP System personnel	LDDAP Form, DV & its supporting documents		None
		b.6. UP System upon receipt of advice from DBM will instruct LBP to credit to the account supplier	UP System personnel	Advice of Notice of Cash Allocation		None
5.	<b>VOUCHER ( for contractor)</b>	1. Receiving and assigning of control number	Receiving personnel	Disbursement Voucher (DV) and other necessary related documents depending on the progress payment.	1 min	none
		2. Distribute voucher to assigned processor for pre-audit & journalization	Receiving personnel	DV & its supporting documents	1 min	none
		3. Pre-audit documents and journalize transaction	Pre-Audit personnel	DV & its supporting documents	5-10 min	none
		4. Verification/checking of pre-audited DV. Initials prior to approval of authorized signatory	Section Chief	DV & its supporting documents	3 min	none
		5. Encoding for cash availability/funding	Fund controller	LIB/FCM/O.R. for deposit/Bank Remittance	1-2 min	none
		6. Prepares Tax Certificate (BIR 2306/2307), if applicable	Withholding tax personnel	DV/TIN/COR	10 min	none
		7. Signature of approving official	Director or Division Chief or Section Chief	DV & its supporting documents	1 min	none
		8a. Encoding for release to Cash Office	Releasing personnel	Signed Box B of DV	1 min	none
		8b. Encoding for request of Cash to DBM	Releasing personnel	Signed Box B of DV	1 min	none
		b.1. Prepare LDDAP to request funding from DBM	Fund controller	DV, Bank Account Number of the supplier, UACS code	20 min per LDDAP	None
		b.2. Review/checking of prepared LDDAP. Initials prior to approval of authorized signatory	Section Chief/ Division Chief/ Acting Director	LDDAP Form, DV & its supporting documents	8 min per LDDAP	None
		b.3. Forward LDDAP to OCA, OCA to OVCA, OVCA to OC for signature of approving official	Acting Director/ VCA/ Chancellor	LDDAP Form, DV & its supporting documents	depends on applicable office's approving official	None
		b.4. Upon received approved LDDAP from OC submit to UPS Accounting Office	Fund controller	LDDAP Form, DV & its supporting documents	10 min	None
		b.5. Upon received approved LDDAP of UPS Accounting Office submit to DBM for the release of NCA.	UP System personnel	LDDAP Form, DV & its supporting documents		None
		b.6. UP System upon receipt of advice from DBM will instruct LBP to credit to the account supplier	UP System personnel	Advice of Notice of Cash Allocation		None
6.	<b>VOUCHER ( for cash advance/financial assistance)</b>	1. Receiving and assigning of control number	Receiving personnel	Disbursement Voucher (DV), ObR/BUR, Travel Order, Proposed Itinerary of Travel, Promissory Note	1 min	none
		2. Distribute voucher to assigned processor for pre-audit & journalization	Receiving personnel	DV & its supporting documents	1 min	none
		3. Pre-audit documents and journalize transaction	Pre-Audit personnel	DV & its supporting documents	3 min	none
		4. Verification/checking of pre-audited DV. Initials prior to approval of authorized signatory	Section Chief	DV & its supporting documents	1 min	none
		5. Encoding for cash availability/funding	Fund controller	LIB/FCM/O.R. for deposit/Bank Remittance	1-2 min	none

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		7. Signature of approving official	Director or Division Chief or Section Chief	DV & its supporting documents	1 min	none
		8. Encoding for release to Cash Office	Releasing personnel	Signed Box B of DV	1 min	none
7.	<b>VOUCHER PROCESSING (liquidation)</b>	1. Receiving	Receiving personnel	Liquidation Voucher and its related documents	1 min	none
		2. Assigning of control number and distribute of assigned processor	Accountant-in-charge	Liquidation Voucher & its supporting documents	1 min	none
		3. Pre-audit documents and journalize transaction	Pre-Audit personnel	Liquidation Voucher and its related documents	3 min	none
		4. Verification/checking of pre-audited LV. Initials prior to approval of authorized signatory	Accountant in Charge/Section Chief	Liquidation Voucher and its related documents	2 -5 min	none
		5. Signature of approving official	Director or OIC	Liquidation Voucher and its related documents	1 min	none
		7. Encoding for record purposes/LV amounting to P50,000 & above for VCA approval	Releasing personnel/ Accountant in Charge/ VCA	Liquidation Voucher and its related documents	1-2 min	none
		8. LV below P50,000 for recording & submission to COA	Accountant in Charge	Liquidation Voucher and its related documents		
8.	<b>STATUS OF FUNDS/ FINANCIAL REPORT</b>	1. Receiving & endorsing of request to concerned Fund Controller/Accountant in Charge	Receiving personnel/ Accountant in Charge	Letter Request	1 min	none
		2. Preparation of statement/Status of Fund	Fund Controller/Accountant in Charge		10 min/project	none
		3. Reconciliation/verifications of transactions with the project proponent	Fund Controller/Accountant in Charge	Status of Fund/Project proponent statement	1-3 wkg. days depending on the project proponent personnel	none
		4. Certification of Financial Report based on reconciled transactions	Fund Controller/Accountant in Charge	Reconciled Financial Report	1-2 wkg days	none
		5. Releasing of Financial Report	Releasing personnel	Financial Report	1 min	none
9.	<b>Certification of Availability of Funds (Contract of Service, Job Order, Office Memo, Basic Paper)</b>	1. Receiving of COS, JO, Office Memo, Basic Paper and endorsing to concerned Fund Controller/Accountant in Charge	Receiving personnel/ Accountant in Charge	COS, JO, Office Memo, Basic Paper	1 min	none
		2. Availability of fund and verification for consistency within the purposes of the Trust Account	Receiving personnel/ Accountant in Charge	LIB/FCM/O.R. for deposit/Bank Remittance	5 min	none
		3. Checking & approval of authorized signatory	Section Chief/ Division Chief/ Acting Director	Contract of Service/ Job Order/ Office Memo	5 mins per Contract of Service, Job Order, Office Memo	none
10.	<b>CERTIFICATION OF LOST RECEIPT</b>	1. Receiving of request form from client	Receiving personnel	Request Form		
		2. Verify records from collection database and prepare certification of lost receipt. Initial prior to approval of the authorized signatory	Certifying officer	Certification	10 min	P30.00
		3. Review/checking of the certification	Section Chief/ Division Chief/ Acting Director	Certification	2 min	None
		4. Releasing to requesting client	Certifying officer	Payment receipt	1 min	None

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11.	<b>BIR FORM 2307 (FOR NGWs/LECTURERS)</b>					
	- for current year, issuance is every 10th of the following month of payment	Present ID / letter of authority	Withholding tax personnel	ID / letter of authority of the payee	5-10 mins	none
	- for prior years	Present ID / letter of authority	Withholding tax personnel	ID / letter of authority of the payee	3-5 working days	none
12	<b>Lost 2307</b>	Provide letter request	Withholding tax personnel	ID / letter of authority of the payee	3-5 working days	none
13.	<b>Lost BIR Form 2316</b>	Provide letter request	Withholding tax personnel	ID & documentary stamps	5 working days	none
14.	<b>University Clearance</b>	1. Receiving	Receiving personnel	University Clearance form with clearance from boxes 1-16 & its required documents	1 min	none
		2. Prepare Certification of Accountability , routing for verification & signature for clearance	Bookkeeping, Pre-Audit, Payroll & Withholding Tax Sections	University Clearance form with clearance from boxes 1-16 & its required documents	1 hr. to 1 day 1 hr. depending on verification process	none
		4. Signature of approving official	Acting Director	University Clearance form with clearance from boxes 1-16 & its required documents	1 min	none
		5. Encoding for release	Releasing personnel	University Clearance form with clearance from boxes 1-16 & its required documents	1 min	none

**For any comment, inquiry or suggestion, please contact:**

1. Payroll matters: Ms. Arlene A. Romero 981-85-00 loc. 2758  
Accountant III & Chief, Payroll Section
2. Withholding Tax matters: Ms. Raquel D. Asor 981-85-00 loc. 2759  
Accountant III & Chief, Withholding Tax Section
3. Pre-Audit - MOOE/  
equipment/ construction Mr. Leandro S. De Leon 981-85-00 loc. 2765  
Accountant II & OIC, Pre-Audit & Coding Section
4. Funds/cash availability/  
Financial Report/ COS/JO matters Ms. Josephine G. Batislaong 981-85-00 loc. 2754  
Accountant IV & Chief, Division B