

UP Diliman Return-to-Work Guidelines



Post-ECQ Guidelines for Administrative Processes

Office of the Vice Chancellor
for Administration

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General Guidelines for Transactions with OVCA Offices

A. Submission of documents to OVCA Offices

Depending on the document type, document submission is either through email or physically bringing it to the concerned OVCA Office.

1. Transmittal via email

To prevent close contact, transmittal of some documents is via email. Request letters and documents not requiring wet signatures are submitted via email.

Office	Email Address
OVCA	ovca.updiliman@up.edu.ph
HRDO (Human Resource Development Office)	hrdo.updiliman@up.edu.ph
Accounting	acctg.upd@up.edu.ph
Budget	budgetoffice.upd@up.edu.ph
Cashier	cashoffice.upd@up.edu.ph
SPMO (Supply and Property Management Office)	spmou.upd@up.edu.ph

In the email, the sender indicates the Document Tracking System (DTS) number either in the subject heading, email body or in the attached file document.

2. Receiving of physical documents

The OVCA Offices assign a designated area for receiving and releasing documents where physical distancing is observed. Messengers or clients submit document/s in appropriately color-coded or labeled drop boxes placed within the office premises. Those submitting document/s fill-out two slips detailing the nature of the document/s. The slip is downloadable from the OVCA website and can be filled by the administrative personnel or the client before delivering the document to the concerned OVCA Office. An assigned staff is stationed at the receiving station.

B. Documents that cannot be submitted via email

Documents requiring wet signatures like disbursement vouchers or documents with required hardcopy attachments must be physically submitted to the concerned OVCA Office. For documents coming from the unit, the DTS number is necessary for easy document tracking.

C. Releasing of document/s from the OVCA Office

Whenever applicable, scanned documents can be released to the proper or authorized receiver. When a document hardcopy is needed, the unit first contacts the concerned OVCA Office if the document/s is/are available for release. The OVCA Office sets the day and time the receiver or authorized representative can claim the document/s.

D. Follow-up and queries on the status of transaction or processing of document/s

If the submitted document has a DTS number, locating and tracking the document's processing stage can be viewed using the Document Tracking System, <https://dts.up.edu.ph/>.

Follow-up can also be done via:

- a. Email
- b. Website feedback
- c. FB Messenger (for general queries only; not intended for the query on the status of document processing)
- d. Phone call (limited)

For follow-up queries, email the concerned office and provide complete information. The concerned office cannot act on queries with incomplete information.

Follow-up on	Email	Unit/Section
Status of disbursement vouchers	acctgvtracks.upd@up.edu.ph	Diliman Accounting Office
Status of appointment; Certification of Employment	hrrd_appointmentstatus.upd@up.edu.ph	HRDO Appointment Section
Status of separation-related claims and benefits	separation_hrdo.upd@up.edu.ph	HRDO Separation Services
Status of loan applications, eHope, computer loan, leave credits, Certificate of Employment and Compensation, Secondment, Limited Practice of the profession, employees dependent for study, Loyalty, Pag-ibig, PhilHealth and GSIS concerns.	benefits_hrdo.upd@up.edu.ph	HRDO Benefits Section

Follow-up on	Email	Unit/Section
Status of Authority To Fill	planning_hrdo.upd@up.edu.ph	HRDO Planning and Research Section
Service Record	hrdo.updiliman@up.edu.ph	HRDO Administrative Services
Job Application/Hiring	hrdorecruitment.upd@up.edu.ph	HRDO Recruitment and Selection Section
Onboarding of newly-hired admin personnel and Research, Extension and Professional Staff (REPS), mandatory training and other learning and development-related concerns for administrative personnel	training_hrdo.upd@up.edu.ph	HRDO Training Section
Study leave/Special detail/Sabbatical leave concerns	scholarshipfellowship_hrdo.upd@up.edu.ph	HRDO Scholarship and Fellowship Section
Status of return service requirement and contractual obligations-related concerns	suretycontracts_hrdo.upd@up.edu.ph	Surety Contracts Administration Services
Administrative development and funding related concerns	hrdc_ovca.upd@up.edu.ph	UPD HRDC secretariat
Status of HR-related development and benefits	hrdbd_hrdo.upd@up.edu.ph	HRDBD Division Head
Check Availability	cashoffice.upd@up.edu.ph	Diliman Cash Office
SPMO concerns	spmoupd@up.edu.ph	SPMO
Diliman Budget Concerns	budgetoffice.upd@up.edu.ph	Diliman Budget Office

E. Forms and list of requirements needed for a certain process

Details on processes including required forms and documentary requirements can be found in the websites of the OVCA offices:

Office	Website
OVCA	https://ovca.upd.edu.ph/
Accounting/Budget/Cashier	https://ovca.upd.edu.ph/
SPMO	https://www.facebook.com/spmoupd/
HRDO	http://hrdo.upd.edu.ph/

In case the forms are not available on the website, units or employees can email the concerned OVCA office and request for the needed form/s.

F. Use of UP email address and Advisory on the digital signature

All UP employees must use their UP email address (@up.edu.ph) for their official communication internally and externally in compliance with the UP System memorandum and in alignment with the UPD DPO Memorandum No. EBM 20-05 on UP Diliman email policy.

Signatories are encouraged to use digital signatures legally recognized in RA 8792 such as the DICT PNPKI digital signatures.

G. Setting a meeting with the head of an OVCA Office

The Executive Assistant of the concerned office assists in setting a schedule for a virtual meeting (e.g., via Zoom) with the head of an OVCA Office.

Human Resource Development Office (HRDO)

A. Request for a certification document from HRDO

Requests for certification (e.g., certification of employment, certification of performance rating, certification of leave credits) can be done via email by filling out a request slip found at the HRDO website. Indicate if the document requested can be released in electronic form or a printed copy is needed. Due to data privacy concerns, only the person concerned can request for certifications using his/her UP email address (@up.edu.ph). HRDO can verify details of the requester's identity, especially those who are not or no longer connected with UP.

B. Submission of application for a job vacancy (Administrative and Research, Extension and Professional Staff/REPS positions)

The application process and list of documentary requirements can be found at the HRDO website. The application can be done via email with ALL documentary requirements attached. The HRDO-Recruitment and Selection Section (HRDO-RSS) evaluate the applicant's eligibility. The HRDO-RSS notifies unqualified applicants via email. Only the successful applicant is required to provide printed original copies of the documents.

C. Selection of successful applicant

The list of qualified applicants together with the applicants' scanned application documents is sent to the Department Chairman/Director of the Unit, copy furnished the Administrative Officer (AO) of the Department/Institute, AO of the College/Unit, and the Dean/Head of the Unit. Interviews of qualified applicants can be done virtually via Skype or Zoom. The unit is also provided with the list of unqualified applicants.

The deliberation at the unit level can be conducted via Zoom. The applicant's evaluation results including the matrix of evaluation can be sent to HRDO via email (hrdo_appointment_recommendation.upd@up.edu.ph). Endorsements can be done via email thread to the same address with the individual concurrence of the members of the unit's Human Resource Merit Promotion and Selection Board (HRMPSB) or REPS Personnel Committee (RPC). HRMPSB or REPS Personnel and Fellowship Committee (RPFC) of the University deliberates and recommends to the Appointing Authority (Chancellor) for the applicant's successful appointment.

The recommended applicant's Basic Paper can be submitted together with the evaluation of the applicants to save processing time. HRMPSB or RPC may return the matrix of evaluation (and Basic Paper) if a strong justification for the recommendation of the unit is required.

D. Submission of request for Authority to Fill/Hire (ATF/ATH) or its renewal

Request for Authority to Fill/Hire (ATF/ATH) or its renewal can be done via email. The fillable form is available at the HRDO website including the list of documentary requirements. The request's evaluation and processing are facilitated online. Approved requests are forwarded to the official email address of the requesting unit or head of the unit. The HRDO Recruitment Section is provided a copy so they can publish and post the vacant position and thereby initiate the recruitment and selection procedure.

E. Submission of IPCR (Administrative Staff) or PES (REPS)

The submission of the Individual Performance Commitment and Review (IPCR) form for administrative employees and the Performance Evaluation System (PES) form for REPS on or before July 15, 2020 (Performance Target) and on or before July 31, 2020 (Performance Rating) will be online. The Unit AO shall collate and scan (in PDF format) at the unit level the signed IPCR and PES forms for REPS.

As much as possible, there will be no individual submission of IPCR and PES forms for REPS in order to properly manage the incoming emails.

The Unit AO shall email HRDO copies of the scanned IPCR and PES form for REPS together with a summary list of employees included in the submission. In case the file is too big, the Unit AO can opt to submit using Google Drive links or by batches.

The HRDO Monitoring and Evaluation Section (MES) receiving personnel acknowledges the submission by sending a Certification of Compliance to Submission, after reviewing and verifying the consistency of the summary list and the actual copies of scanned IPCRs and PES forms for REPS. The Unit AO is responsible for keeping the hard copies of the IPCRs and PES forms for REPS.

F. Submission of Statement of Assets, Liabilities and Net Worth (SALN)

In compliance with the requirement of the Civil Service Commission (CSC) and the Office of the

Ombudsman, manual submission of the 2019 Statement of Assets, Liabilities and Net Worth (SALN) is required. HRDO is still waiting whether CSC and the Office of the Ombudsman will issue a resolution allowing e-signature and on-line submission.

Employees SALN must be submitted to the HRDO Information Management Section (IMS). A drop box for SALN submission is provided. The SALN needs to be notarized. The unit AO is authorized to administer the oath. The designated Unit AO can collect the SALN. The unit AO shall prepare a summary list of submission that serves as the IMS receiving personnel's reference. The summary list together with the three copies of SALN (3 original copies) of all the unit employees must be enclosed in a sealed envelope marked with: **2019 SALN and Name of Unit including the date of submission.**

To avoid physical contact, no receiving copy is released at the time of submission. The IMS receiving personnel, upon review of the submission, informs the unit AO when to pick up the receiving copy, if needed.

For employees who opt to personally submit their 2019 SALN in view of Data Privacy issue, this is allowed provided that prior arrangement from the IMS receiving personnel shall be made as to the date and time he/she will submit his/her 2019 SALN. It should be noted that the SALN is notarized or oath administered by the unit AO or immediate supervisor in the AO's absence.

G. Processing of retirement claims, GSIS Policy Maturity claim and other related claims

The employee reviews the guidelines and list of documentary requirements at the HRDO website. Employee submits completely accomplished requirements to HRDO via email or submits hardcopy of documents through an authorized representative in the designated HRDO drop box. Employee communicates with the HRDO Separation Services Section (separation_hrdo.upd@up.edu.ph) for further assistance, especially in accomplishing University clearance.

H. Application for a GSIS Loan

An employee can choose the manner of loan application:

1. Online submission through gsisncr@gsis.gov.ph using the employee's official UP email address. For details, visit the online loan application for GSIS members and pensioners.
2. Apply for a loan through GWAPS/GW@PS (GSIS Wireless Automated Processing System) at the GSIS kiosks located at the Diliman Cash Office and Quezon Hall, following the steps indicated in the link.

For updates, always check GSIS advisory at <https://www.gsis.gov.ph/category/advisory>.

I. Application for eHOPE (Enhanced Hospitalization Programme for Employees) hospitalization benefits

The employee reviews the guidelines and list of documentary requirements for eHOPE application at the HRDO website. Employee submits completely accomplished requirements with DTS number to HRDO via email (benefits_hrdo.upd@up.edu.ph), or physically submit the application documents to HRDO via drop box. Official receipts (hardcopies not scanned copies) must be submitted to HRDO. If using a non-UP extension email address (e.g., Gmail or Yahoo mail), the employee must attach a copy of the front and back of two valid IDs in the email. The employee coordinates with the HRDO Benefits Section for the application status.

J. Application for a computer loan

The employee reviews the guidelines and list of documentary requirements for computer loan applications at the HRDO website. Completely fill-out the form and secure the approval or endorsement (through email) of the immediate supervisor and unit head in coordination with the unit AO. Employee submits completely accomplished requirements with DTS number to HRDO via email (benefits_hrdo.upd@up.edu.ph) or physically submit the application documents to HRDO via drop box.

The employee waits for the advice from the Diliman Cash Office for the crediting of loan to the employee's LBP ATM payroll account, subject to government accounting rules and regulations, and evaluation of the Diliman Accounting Office. Loan settlement is automatically debited from the ATM payroll account based on the terms of payment.

The employee submits the official receipt to HRDO for monitoring and recording purposes.

K. Application for study leave, sabbatical leave, special detail and other long-term official leave

The employee reviews the guidelines and documentary requirements posted at the HRDO website:

1. Study leave form at <https://hrdo.upd.edu.ph/articles/57/study-leave-applications>
2. Sabbatical HRDO Form C-5 at <https://api.ovca.upd.edu.ph/hrdo/files/documents/5e7e429db9943437d4346606.pdf>

3. Special detail form at <https://hrdo.upd.edu.ph/articles/57/study-leave-applications>

Employees can submit completely accomplished applications with proper endorsements and required attachments, and with DTS number, to HRDO via email to scholarshipfellowship_hrdo.upd@up.edu.ph or physically submit the application documents to HRDO via drop box. The employee coordinates with the HRDO Scholarship Section for the application status.

L. Filing for vacation leave, sick leave or short-term personal leaves

The employee files vacation leave, sick leave or other short-term leaves using the CSC Form No. 6 downloadable at the HRDO website and secures the approval or endorsement of the immediate supervisor and unit head in coordination with Unit AO through email to benefits_hrdo.upd@up.edu.ph. The unit AO forwards the endorsed leave to HRDO, and copy furnishes the employee for further processing.

M. Policy for work from home employees

Work from Home (WFH) refers to an output-oriented work arrangement that authorizes the employee to produce/output results and accomplishments outside of the office. (Civil Service Commission Memorandum Circular No. 10, s. 2020).

Different work arrangements and their combinations were presented in CSC MC 10, s. 2020. In this COVID-19 pandemic, work participation of all employees will ensure that services to the University and to the general public are not disrupted. However, combinations of work arrangements would make daily time record (DTR) reporting challenging. The alternative to the DTR recording for employees working at home can be online-based attendance/time monitoring schemes. In lieu of DTR submission, work accomplishment submission of pre-determined output-based WFH arrangement can be submitted. Work accomplishment is logged on a daily/weekly basis for monitoring purposes and a consolidated monthly accomplishment report shall be submitted for attendance purposes.

In compliance with the existing rules and regulations including the indicated parameters in the implementation of work-from-home arrangement guidelines, UPD shall ensure the following:

1. The employees are given tasks to be performed to the full extent possible in terms of man-days per work week. (CSC MC 10, s. 2020):
2. Employees under work-from-home arrangement shall make themselves available during the work hours that they are at home. (CSC MC 10, s. 2020):

3. Evaluation of the employee's output by the immediate supervisor on the assigned tasks on work-from-home arrangement. Those on WFH simply submits weekly/daily accomplishment reports to serve as the basis for their attendance.

Work-from-Home arrangement implementation can include:

1. Unit Head, through the unit AO, must come up with a work arrangement for admin staff and REPS indicating the weekly schedule and including a combination of physically reporting to work and work from home in compliance with MEMORANDUM NO. TJH 2020-22. Work arrangement must be guided by the ADMINISTRATIVE ORDER NO. FRN-20-052 (Implementation of the UP Diliman Post-ECQ Guidelines). The work arrangement schedule must be submitted to HRDO. HRDO will release an advisory on the submission of work schedule.
2. Unit Head, through the unit AO, records mutually agreed official work-from-home arrangement, including weekly tasks and deliverables, of personnel for official recording. Work accomplishments must be reported to the unit AO for submission to HRDO.
3. Improving capacity or skills in using productivity tools through access to online learning courses during idle time or after completion of the assigned tasks.
4. Filing of leave applications if not going to report for work (office or work from home), subject to University and CSC rules guidelines on leave.
5. Being mindful of mealtime and off-work hours for the employees to spend quality time with their family.

Support Mechanisms and Data Privacy Protocol for Productivity

1. The employees can officially request for access to any communication equipment or service, such as desktop or laptop computer, internet or email, facsimile, and telephone or mobile phone load, among others, subject to approval and Commission on Audit(COA) existing rules and regulations (CSC MC 10, s. 2020).
2. Appropriate Pledge of Confidentiality of Information, data encryptions, etc. are in place to ensure protection of data used and processed by the employees as appropriate measures pursuant to Republic Act No. 10173 or the Data Privacy Act of 2012 (CSCMC 10, s. 2020).

3. All offices and employees shall ensure that confidential and proprietary information are protected and secured at all times. (CSC MC 10, s. 2020).

Diliman Accounting Office (UPDAO) and Diliman Budget Office (UPDBO)

Processing of Disbursements Vouchers (DVs) during the Transition Period (June 1-30, 2020)

This accounting process is usually in the intermediate process, from requests the unit/college initiated, to the completion of the transaction. This process covers:

1. First salary
2. Salaries of Non-UP Contractual charged to Internal Operating Budget (IOB) the UPD Budget Office monitors
3. Salaries of Non-UP Contractual charged to unit Trust Account (TA) the UPD Accounting Office monitored
4. Additional assignment/ honoraria of new faculty administrator
5. Salaries of Lecturers/Teaching Fellows/Student Assistant/Graduate Assistant

The Accounting Office prepares and processes DVs based on the submission of documents **with complete attachments** emanating from the unit or forwarded from the Diliman Budget Office or from the HRDO. The Accounting Office communicates missing requirements to the concerned unit.

6. Salaries of project-based personnel charged to Trust Account from external funds
7. Honoraria of project-based personnel charged to Trust Account from external funds

The Accounting Office processes DVs based on the scanned copy of documents the Project Leader submitted (DV, Certificate of Undertaking with electronic signature (e-signature) of the Project Leader) through email.

8. One UP Professorial Chair and Faculty Grants Awards for CY 2020

Accounting Office verifies, prepares and processes DVs based on the list of awardees OVCAA submitted.

9. Other payments such as hazard pay, overload, stipend and book allowance, research grants, etc.

Submission through email of scanned copy of DVs and undertaking with e-signature.

10. Reimbursements and Payment to suppliers

Submission of original DVs (hard copy) with attached hardcopy of documentary requirements from units/colleges

Diliman Cash Office (UPDCO)

Important Notes:

1. Transactions from July 1, 2020 onwards are subject to the outcome of discussion with COA on the use of e-signatures. An advisory is issued to units on the DV processing from July 1, 2020 onwards.
2. COA requires all hardcopies of the previously submitted electronic copy of disbursement vouchers and attachments reported. Thus, **all hardcopy disbursement vouchers and attachments must be submitted to the Diliman Accounting Office** as follows:

Transaction Period	Deadline
CY 2019 – March 31, 2020	June 30, 2020
April 1-30, 2020	July 7, 2020
May 1-31, 2020	July 15, 2020
June 1-15, 2020	July 22, 2020
June 16-30, 2020	July 31, 2020

3. All documents, including DVs, for return to the unit due to reasons like lack of attachment is released every other day (MWF) from 9 to 11 a.m. and 2 to 4 p.m.

A. Making payments to UPD

Student Fees, Donations, Auxiliary Service Fees and other Miscellaneous Fees can be paid through:

1. Landbank LinkBiz Online Payment System using Landbank ATM cards. Step-by-step procedures in the use of the Landbank LinkBiz System can be accessed at the UPD Cash Office (UPDCO) Official Facebook Page.
2. Bank Transfer, or
3. Direct Bank Deposit.

A small fee can be incurred using the online payment. Units are advised to coordinate with the UPDCO through the UPDCO official email address for bank account details. Advisories are posted in sites like Computerized Registration System (CRS) for certain payments such as tuition and other school fees.

Any of the payment systems requires a Bill for Payment (Bill)/Statement of Account (SOA) from the originating Unit/College/Office. Required Bill/SOA format can be downloaded at the UPDCO Facebook page, www.facebook.com/dilimancashoffice.

Depositors are required to send scanned copies of the validated Bank Deposit Slip (for Direct Deposit) or Confirmation Slip for bank transfer and for LinkBiz, together with the Bill/SOA to UPDCO email address cashoffice.upd@up.edu.ph, with the unit or college concerned copy furnished for immediate action on the requested transaction or document.

All remittance of collections including those from Special Collecting Officers (SCOs) are made directly through the bank. Hard copies of the duplicate copies of the issued Official Receipts and the validated Bank Deposit Slips are submitted to UPDCO through a drop box for verification. SCOs are notified through email or telephone call on the results upon completion of the verification process. Retrieval of the submitted documents are by appointment.

B. Verification of direct deposits made by clients of service/s provided by units/colleges

Units can request via email with attached scanned copies of the validated Deposit Slip/Confirmation Slip together with the Bill/SOA and the account where the deposit will be credited to. If needed, Certification of Fund Received by UPD will be issued online (scanned copy of the

original document) based on reconciled deposits per Bank Statement. For verification of multiple deposits made by the unit's clients, the unit must provide UPDCO with a summary of the deposits made by their clients for reconciliation purposes.

C. Request for issuance of an Official Receipt (OR) for deposits made through List of Due and Demandable Accounts Payable (LDDAP)/ Advice to Debit Account (ADA)

Unit sends a letter of request to UPDCO via email at cashoffice.upd@up.edu.ph together with the scanned copy of the LDDAP/ADA and the account where the deposit will be credited to. Units are informed through email of the availability of Official Receipt (OR) for pick-up after verification with the bank statement. Releasing of OR will be made through the Releasing Clerk by appointment.

D. Claiming of check/s

Claimant verifies availability of check/s via phone call (8981-8500 Local 2761). Suppliers and contractors **need to set an appointment** to claim check/s. Individual payees need not set an appointment to claim check/s.

Check releasing is from Monday to Friday. For suppliers and contractors, releasing is from 9 a.m. to 3 p.m.; for individual payees, releasing is from 8 a.m. to 5 p.m.

Effective July 2020:

1. Payments to suppliers and contractors will be through the Landbank of the Philippines (LBP). Suppliers/contractors are advised to open an LBP Account and furnish UPDCO with their bank account number and bank account name for payment purposes. They will be informed of the availability of the DV for payment together with the amount as basis for the submission of the Official Receipt/Collection Receipt (OR/CR). Payment will be processed upon receipt by UPDCO of the bank account number and name and the OR/CR.
2. Payments to individual payees will be made to their payroll bank account. In view of this, personnel/staff and individual payees who have not yet submitted their payroll bank account and those who have submitted their personal Savings Account **MUST** open an institutional payroll account with either LBP or Development Bank of the Philippines (DBP).

E. Opening an institutional payroll account

A concerned individual staff requests for a letter of introduction from the Diliman Accounting Office to open an institutional payroll account with either LBP or DBP. The individual staff coordinates directly with the bank of choice. The individual staff furnishes the Diliman Accounting Office and Diliman Cash Office of the newly opened payroll bank account.

Supply and Property Management Office (SPMO)

A. Issuance of Common-Use Supplies and Equipment (CSE)

Effective 01 June 2020, all end-users are required to use the SPMO portal for ordering of Common-Use Supplies and Equipment. Instead of manually submitting the RIS with OBR/BUR to the Budget Office/Accounting Office, the End-User will just email the RIS to the Budget/Accounting Office for budget clearance. Once budget cleared, the SPMO will release the items to the end-user. Releasing of CSE is scheduled every Wednesday and Friday.

B. Inspection and Acceptance Report (IAR) and Pre-Repair Inspection and Acceptance Report (PIR)

Unit electronically submits scanned copy of IAR/PIR, having the signature of the end-user (either wet or PNPKE digital signature), via official email. SPMO issues scanned copy of IAR/PIR to unit, with the signature of SPMO OIC (either wet or PNPKE digital signature), via official email.

C. Property Accountability Receipt (PAR) and Inventory Custodian Slip (ICS)

Unit electronically submits scanned copy of PAR/ICS, having the signatures of recipient and signature of the issuing officer (either wet or PNPKE signature), via official email. SPMO acknowledges receipt through official email.

D. University Clearance

SPMO electronically issues PROPERTY ACCOUNTABILITY CLEARANCE CERTIFICATE, with signature of SPMO OIC (either wet or PNPKE digital signature).

E. Copy of PAR, ICS and List of Property Accountabilities

Unit downloads form, fill-out and submits the request via office official email account. SPMO electronically issues scanned CERTIFIED TRUE COPY of PAR/ICS/List of Accountabilities to the requesting unit via official email.

F. Waste Material Report (WMR)

Unit electronically submits scanned copy of WMR, which serves as an advance copy but the submission of actual waste material is still to be done manually.

G. Inventory & Inspection Report of Unserviceable Property (IIRUP)

Unit electronically submits scanned copy of IIRUP, having the wet signature of Unit Supply Officer and the signature of unit head (either wet or PNPKE digital signature), via official email. SPMO acknowledges receipt through official email.

H. Acceptance of Unserviceable Property and Equipment (Bulk Waste Materials)

Unit electronically submits scanned copy of IIRUP, which serves as an advance copy but the submission of actual unserviceable property is still to be done manually.

I. Request for Reusable Materials and Equipment

Unit electronically submits scanned copy of request via official email. SPMO electronically provides requesting unit a copy of OVCA-approved/disapproved request.

J. Request for Relief from Property Accountabilities

Unit electronically submits request via official email. SPMO electronically issues scanned copy of official response to the request for relief from property accountabilities to the requesting unit via official email.

K. Request for Airline Reservation, Booking and Issuance

End-user verifies from the SPMO through the Travel Arranger (whether by phone or through email) of the availability of the desired flight schedule with corresponding amount of the airline ticket. After verification, End-user prepares the Requisition and Issue Slip (RIS) and forwards it to the UPD Budget Office and/or UPD Accounting Office for allotment of funds in conformity with the Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE). The approved RIS should be forwarded to the SPMO for confirmation of the booking (Air-Asia-4 hours, PAL-24 hours, Cebu Pac 12 hours). The Travel Arranger generates the e-ticket and ensures that the end-user will receive the said e-ticket.

L. Submission of APP-CSE/Supplemental APP-CSE

Unit drops Annual Procurement Plan for CSE (APP-CSE)/Supplemental APP-CSE stamped received by Procurement Office in SPMO drop box. Unit also sends electronic copy to spmoais.upd@up.edu.ph. SPMO consolidates/updates APP-CSE in the database, Procurement Service–Department of Budget and Management (PS-DBM) Virtual Store and SPMO portal.