

# UNIVERSITY OF THE PHILIPPINES

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## OFFICE OF THE VICE CHANCELLOR FOR ADMINISTRATION

23 August 2022

### MEMORANDUM NO. AAP 2022-36

**To : All Deans, Directors and Heads of Units**

**Attention : Department Heads, Administrative Officers, Project Leaders and Project Staff**

**Subject : Go-Live of Obligation Requests/Budget Utilization Requests and Disbursement Vouchers in BULSA**

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Please be advised that starting **September 1, 2022**, all new Obligation/Budget Utilization Requests (ObR/BUR) and Disbursement Vouchers (DV) are to be created online via the BULSA system. The scope of the go-live for ObR/BUR and DV transactions created in BULSA will be from the creation of its digital form equivalent by the requesting unit until processing of its payout by the Diliman Cash Office (DCO).

Hard copy ObR/BUR and DV forms created before September 1 will still be accepted by the DBO and DAO and will be processed manually. However, starting September 1, new ObR/BUR and DV transactions must be created online via BULSA.

As discussed in the training sessions held last July, key items in the implementation of ObR/BUR and DV in BULSA are as follows:

- Unit Staff can create both ObR/BUR and DV at the same time in the system. All required documents are to be uploaded in BULSA.
- All approvals at the unit-level up to the Vice Chancellor-level will be fully digital (i.e., approvers need only to upload their e-signature in BULSA). As part of the system security feature, the BULSA system encrypts the e-signatures and passwords and uses the Two-Factor-Authentication. Only the approver has access to their e-signature in the system. Should the approver choose not to upload their e-signature in BULSA, the approver has the option to upload their signature on a per document basis. Hence, the e-signature submitted is only valid for the current transaction being approved and another e-signature upload is needed for the next transaction.
- ObR/BUR Approval by the Diliman Budget Office (DBO) or the Diliman Accounting Office (DAO) (depending on which office manages the fund) shall be fully digital as well.
- After the Box D Approver of the DV has approved the request via BULSA, the Unit Staff must print the duly signed ObR/BUR and DV from BULSA and transmit these together with

the hardcopies of the DV documentary requirements to the DAO. The DAO will NOT begin with the DV processing until they receive the hardcopies.

- At any point in time during the processing of your requests, you may monitor the status of your unit's ObR/BUR and DV via the ObR/BUR Viewing and DV Viewing modules.

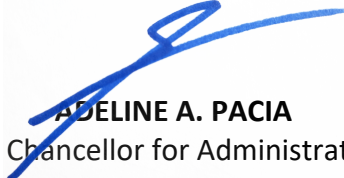
For regular requests (e.g., user activation, activation of modules, additional dropdown options, activation of person from another unit), please send them via the [BULSA Feedback/Request Form](http://tinyurl.com/bulsahelpdesk) (<http://tinyurl.com/bulsahelpdesk>). For other concerns or requests that are not covered by the BULSA Feedback/Request Form, please email us at [bulsa.upd@up.edu.ph](mailto:bulsa.upd@up.edu.ph).

As we are still in the early stages of implementation, we request for your patience and cooperation during this critical BULSA transition period as you did for the PUSO system in order for us to transition to a more efficient digital processing platform for all UPD financial transactions.

Rest assured that the BULSA Development Team will be on standby to resolve any issues that may arise as soon as possible.

For your information and full cooperation please.

Thank you.



**ADELINE A. PACIA**  
Vice Chancellor for Administration