



QUALITY PROCEDURES MANUAL

CPSU-ACCO-QPRM -01

Rev.: 00

PROCEDURES ON COLLECTION OF FEES

Eff. Date: 12/20/2016

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1.0 Objective

To create a system in the process of collections of fees.

2.0 Scope

This process is applicable in the processing of collections of school fees, collections from income generating projects, trust collections and refund of cash advances.

3.0 List of Abbreviations

- 3.1 CRB - Cash Record Book
- 3.2 DS - Deposit Slip
- 3.3 OR - Official Receipt
- 3.4 ROC - Report of Collections

4.0 References

- 4.1 Board of Regents (BOR) Resolutions
- 4.2 Civil Service Commission (CSC) Rules and Regulations
- 4.3 Commission on Audit (COA) Circulars and Memoranda
- 4.4 Commission on Higher Education (CHED) Memoranda
- 4.5 Government Accounting Manual (GAM)
- 4.6 Philippine Public Sector Accounting Standards (PPSAS)
- 4.7 Unified Accounting Coding System (UACS)

PREPARED BY:	APPROVED BY:
ELFRED M. SOMONGSONG Accountant 1	FREDDIE C. MANINGO, PhD., CPA SUC President I



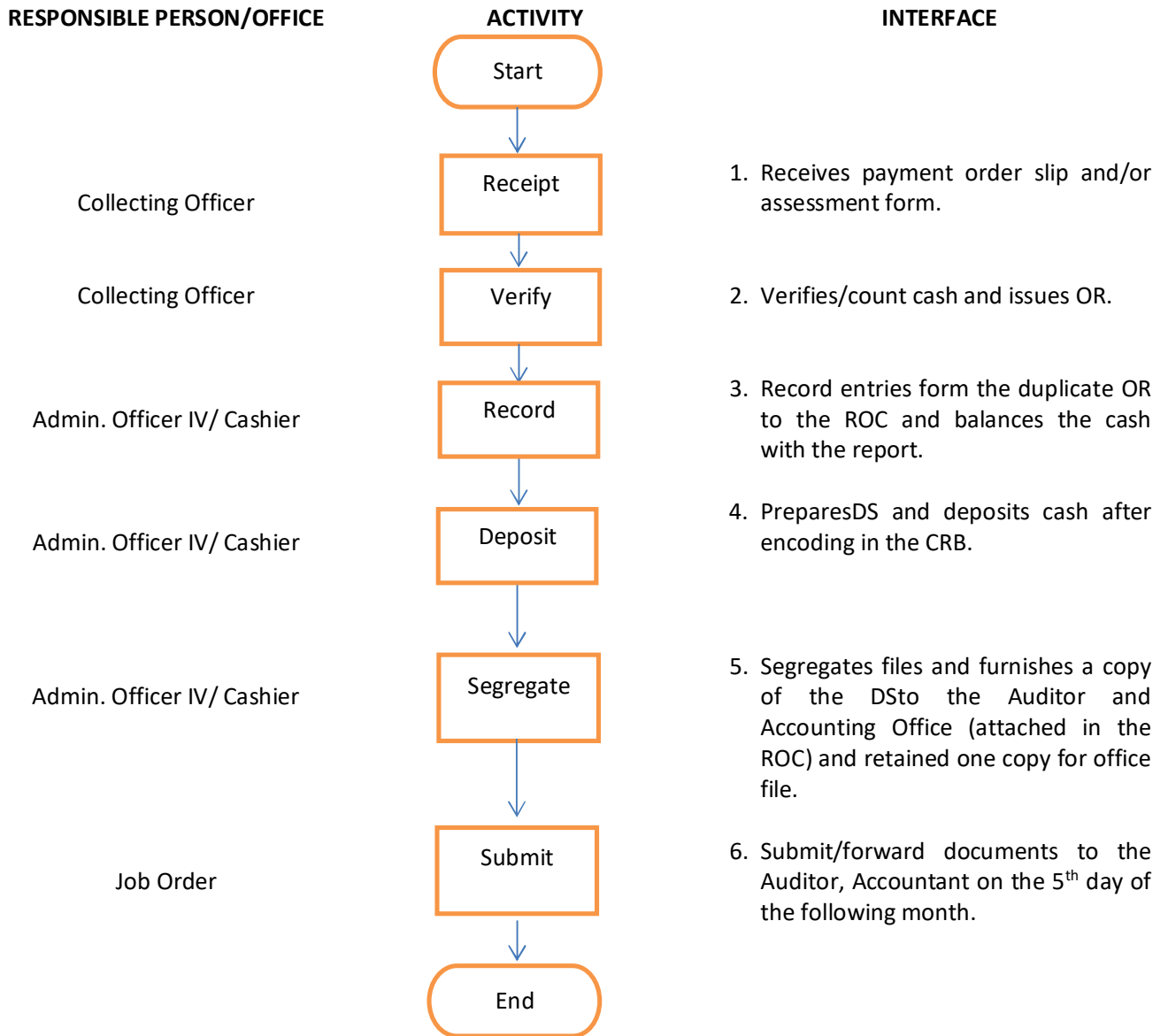
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5.0 Details



PREPARED BY:	APPROVED BY:
ELFRED M. SOMONGSONG Accountant 1	FREDDIE C. MANINGO, PhD., CPA SUC President I



QUALITY PROCEDURES MANUAL

CPSU-ACCO-QPRM-02	PROCEDURES ON PROCESSING OBLIGATION REQUESTS/ BUDGET UTILIZATION REQUESTS	Eff. Date: 12/20/2016
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1.0 Objective

To create a system in the process of obligation requests/ budget utilization requests.

2.0 Scope

This process is applicable in the processing of obligation requests / budget utilization requests to be done in the institution.

3.0 List of Abbreviations

- 3.1 BURS - Budget Utilization Requests and Status
- 3.2 ORS - Obligation Request and Status
- 3.3 PO - Purchase Order

4.0 References

- 4.1 Board of Regents (BOR) Resolutions
- 4.2 Civil Service Commission (CSC) Rules and Regulations
- 4.3 Commission on Audit (COA) Circulars and Memoranda
- 4.4 Commission on Higher Education (CHED) Memoranda
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ELFRED M. SUMONGSONG Accountant 1	FREDDIE C. MANINGO, PhD., CPA SUC President I



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**PROCEDURES ON PROCESSING OBLIGATION REQUESTS/
 BUDGET UTILIZATION REQUESTS**

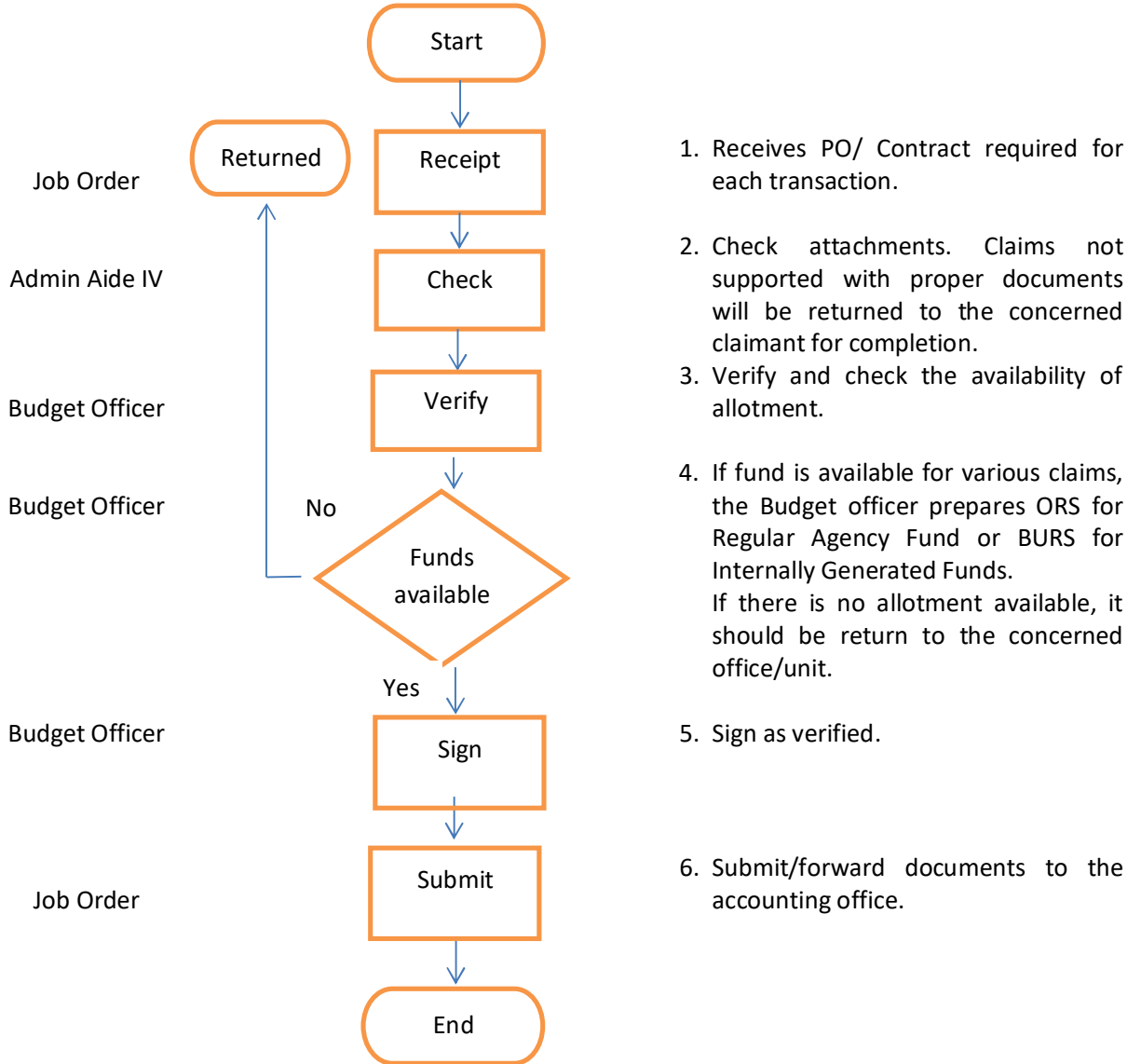
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5.0 Details

RESPONSIBLE PERSON/OFFICE

FLOW

INTERFACE



1. Receives PO/ Contract required for each transaction.
2. Check attachments. Claims not supported with proper documents will be returned to the concerned claimant for completion.
3. Verify and check the availability of allotment.
4. If fund is available for various claims, the Budget officer prepares ORS for Regular Agency Fund or BURS for Internally Generated Funds. If there is no allotment available, it should be return to the concerned office/unit.
5. Sign as verified.
6. Submit/forward documents to the accounting office.

PREPARED BY:	APPROVED BY:
ELFRED M. SUMONGSONG Accountant 1	FREDDIE C. MANINGO, PhD., CPA SUC President I



QUALITY PROCEDURES MANUAL

CPSU-ACCO-QPRM-03	PROCEDURES ON REVIEW AND VERIFICATION OF DISBURSEMENT VOUCHERS	Eff. Date: 12/20/2016
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1.0 Objective

To create a system in the review and verification of disbursement vouchers.

2.0 Scope

This process is applicable in the review and verification of disbursement vouchers to be done in the institution.

3.0 List of Abbreviation

3.1 DV - Disbursement Vouchers

4.0 References

- 4.1 Board of Regents (BOR) Resolutions
- 4.2 Civil Service Commission (CSC) Rules and Regulations
- 4.3 Commission on Audit (COA) Circulars and Memoranda
- 4.4 Commission on Higher Education (CHED) Memoranda
- 4.5 Government Accounting Manual (GAM)
- 4.6 Philippine Public Sector Accounting Standards (PPSAS)
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ELFERD M. SUMONSONG Accountant 1	FREDDIE C. MANINGO, PhD., CPA SUC President I



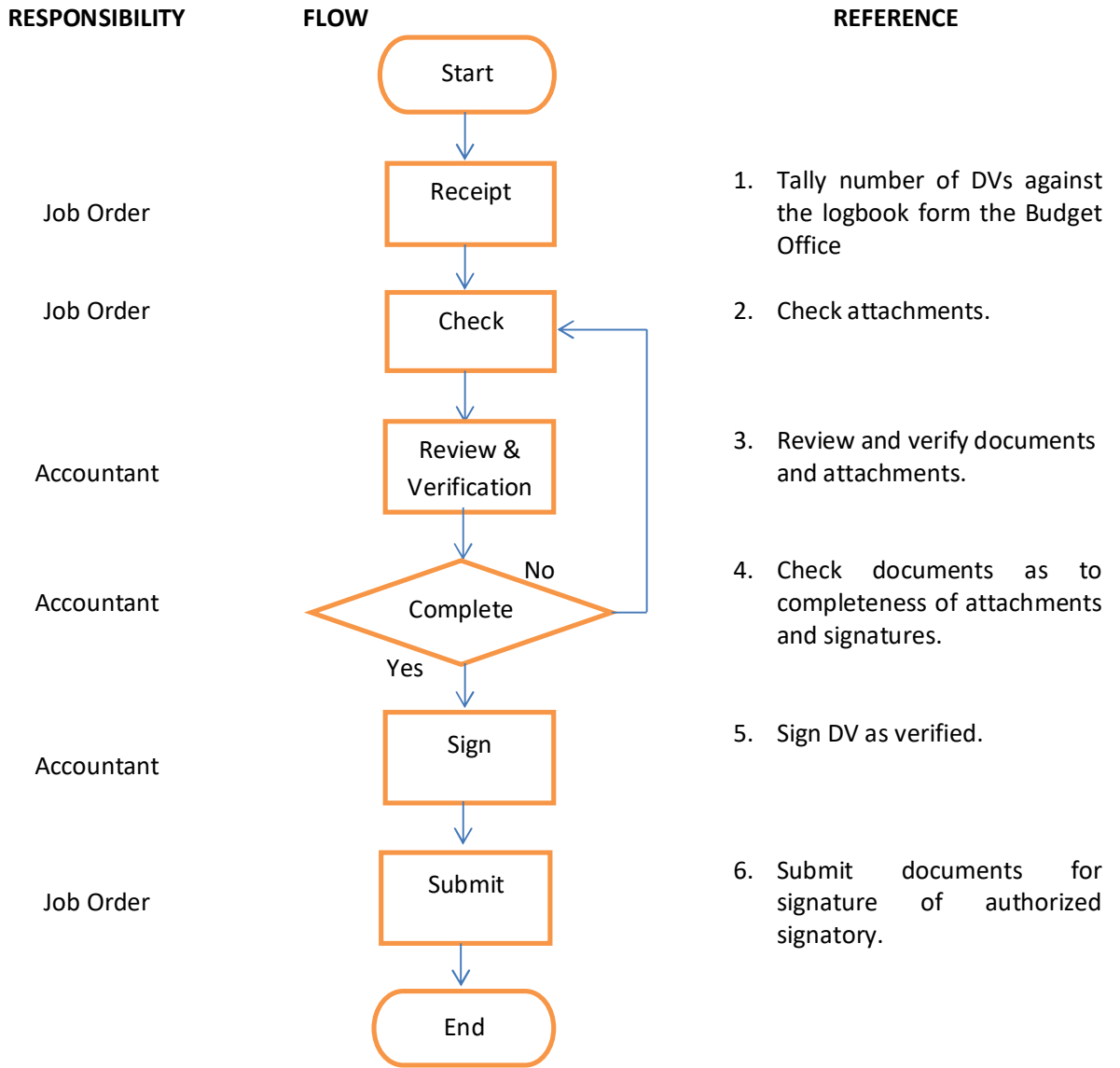
QUALITY PROCEDURES MANUAL

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 Rev. Date: 00

**PROCEDURES ON REVIEW AND VERIFICATION OF
 DISBURSEMENT VOUCHERS**

Eff. Date: 12/20/2016
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5.0 Details



PREPARED BY:	APPROVED BY:
ELFERD M. SUMONSONG Accountant 1	FREDDIE C. MANINGO, PhD., CPA SUC President I



QUALITY PROCEDURES MANUAL

CPSU-BUDO- QPRM-02	PROCEDURES ON PREPARING BUDGET PROPOSAL ON SPECIAL TRUST FUND	Eff. Date: 12/20/2016
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1.0 Objective

To create a system in preparing budget proposal on special trust fund.

2.0 Scope

This process is applicable in the preparation of budget proposal on special trust fund.

3.0 List of Abbreviations

- 3.1 BOR - Board of Regents
- 3.2 OP - Office of the President
- 3.3 PRE - Program of Receipts and Expenditures
- 3.4 VPAF - Vice President for Administration and Finance

4.0 References

- 4.1 Board of Regents (BOR) Resolutions
- 4.2 Civil Service Commission (CSC) Rules and Regulations
- 4.3 Commission on Audit (COA) Circulars and Memoranda
- 4.4 Commission on Higher Education (CHED) Memoranda
- 4.5 Department of Budget and Management (DBM) Circulars and Memoranda
- 4.5 Government Accounting Manual (GAM)
- 4.6 Philippine Public Sector Accounting Standards (PPSAS)
- 4.7 Unified Accounting Coding System (UACS)

PREPARED BY:	APPROVED BY:
VICENTE M. TRIO JR. Budget Officer	FREDDIE C. MANINGO, PhD., CPA SUC President I



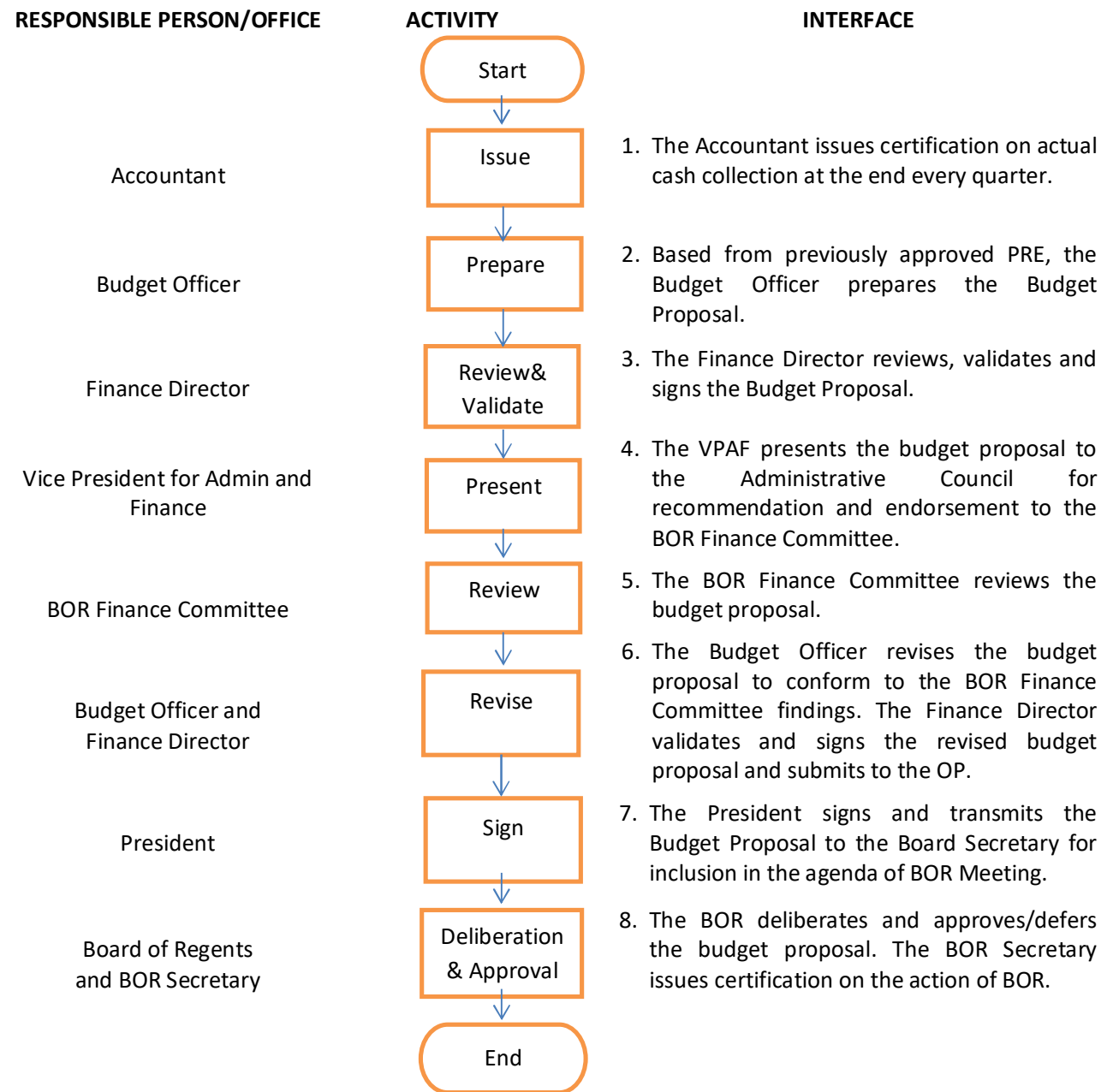
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**PROCEDURES ON PREPARING BUDGET PROPOSAL ON
 SPECIAL TRUST FUND**

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PREPAED BY:	APPROVED BY:
VICENTE M. TRIO JR. Budget Officer	FREDDIE C. MANINGO, PhD., CPA SUC President I



QUALITY PROCEDURES MANUAL

CPSU-BUDO-QPRM-01	PROCEDURES ON PREPARING PROGRAM OF RECEIPTS AND EXPENDITURES	Eff. Date: 12/20/2016
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1.0 Objective

To create a system in preparing program of receipts and expenditures.

2.0 Scope

This process is applicable in the preparation of program of receipts and expenditures.

3.0 List of Abbreviations

- 3.1 BOR - Board of Regents
- 3.2 PRE - Program of Receipts and Expenditure
- 3.21 VPAF - Vice President for Administration and Finance

4.0 References

- 4.1 Board of Regents (BOR) Resolutions
- 4.2 Civil Service Commission (CSC) Rules and Regulations
- 4.3 Commission on Audit (COA) Circulars and Memoranda
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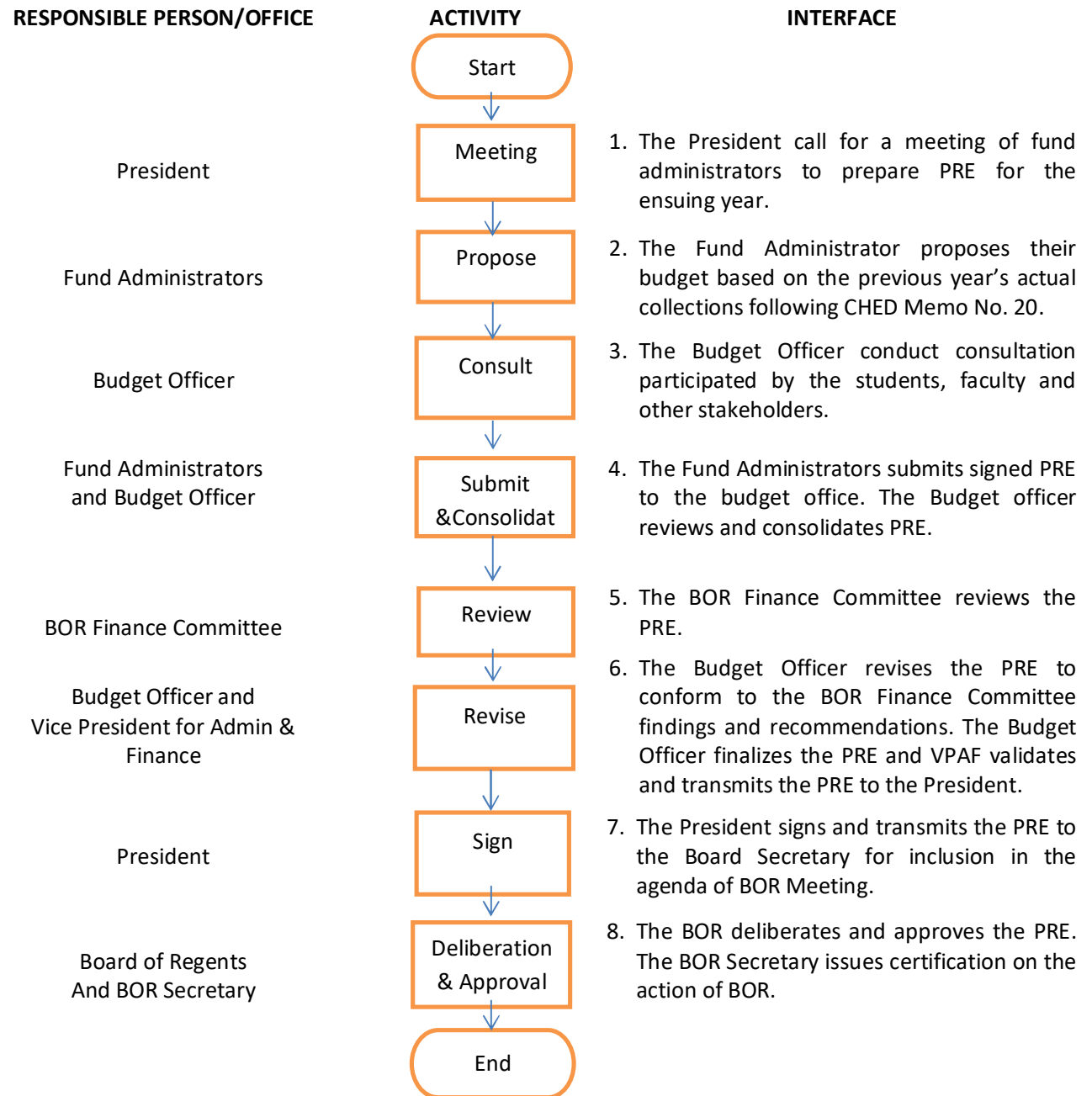
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