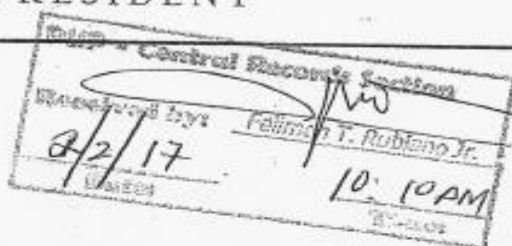




POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
COLLEGE OF ENGINEERING  
**COMPUTER ENGINEERING DEPARTMENT**



Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
OFFICE OF THE PRESIDENT



**MEMORANDUM ORDER**  
No. 007, Series of 2017

**TO :** ALL CONCERNED

**SUBJECT:** GUIDELINES IN PROVIDING UNIVERSITY FUNDING SUPPORT TO STUDENT PARTICIPATION IN LOCAL AND INTERNATIONAL CONFERENCES, SEMINARS, STUDY PROGRAMS, TRAINING-WORKSHOPS AND OTHER ACADEMIC-RELATED DEVELOPMENT ACTIVITIES

**DATE :** February 1, 2017

**1. Rationale and Objectives**

This set of guidelines is established to promote local and international engagements and presence of PUP students as part of their holistic development through actual exposure to diverse learning and work environment, cultures, and knowledge creation events.

The emphasis on providing support especially to international activities is based on the following:

CMO No. 21, Series of 2016 of the Commission on Higher Education (CHED) provides that -

The Commission on Higher Education (CHED) recognizes that international exposure and worldwide access to education create opportunities for our students to be globally competitive and have the ability to cope with the rapid demands of the changing world. With the continuing increase in students' participation in cross border education, international conferences and/or seminars have become instruments in our students' learning process...

...International conferences and/or seminars allow students to socialize with students from institutions in other countries and provide them with the opportunity to exchange ideas, share resources, participate in debates, develop friendships, and increase their awareness of new trends happening in their areas of interest.

Furthermore, the Department of Budget Management and CHED Joint Circular No. 1, series FY 2016 on Levelling Instrument for State Universities and Colleges and Guidelines for the Implementation Thereof includes under KRA 1 (Quality and Relevance of Instruction) indicators the student involvement in inter-country mobility programs through internships and related training programs in recognized institutions abroad. Likewise, the instrument's KRA 2 (Research Capability and Output) includes research paper presentations in international fora and conferences among its indicators.

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In line with the recognition of the important role of out-of-classroom local and international learning and research avenues to our students, the University's fund allotment for student development includes providing financial support to student participation in both local international conferences, seminars, study programs, training-workshops, paper presentations and other academic-related activities.

Specifically, this set of guidelines intends to:

- 1.1 Define the entitlement to funding support of students and their advisers, coaches, coordinators, if any, in local and international student engagements and development activities;
- 1.2 Set parameters that will be used as basis in the request for and approval of funding support; and
- 1.3 Provide a set of rules and procedures to be followed in complying with the accounting and auditing rules and regulations before, during and after the conduct of the approved participation in the event.

## 2. **Scope and Coverage**

The guidelines shall cover the utilization of Student Development Fund (SDF) intended for student participation in local and international exchanges, conferences, seminars, study programs, training-workshops, paper presentations, and other academic-related engagements. Students and their qualified advisers, coaches, and/or coordinators, if any, who have obtained endorsement and/or official approval for their participation as official delegates, participants, contenders, and paper presenters may avail of the SDF.

## 3. **Definition of Terms**

- 3.1. **Conferences, Seminars, Training-Workshops, local or international**, are formal, structured learning events or fora aimed at enriching knowledge, skills, attitudes and values of students. A local learning event/fora referred to in this guidelines is one with participants from different schools and held outside PUP campus but within the Philippines. An international event/fora is one with participants from more than two countries and may be held within or outside the country.
- 3.2. **Other Academic-related Activity** refers to any competition and/or award-giving event that promotes discovery, innovation and creativity in line with student's program or specialization.
- 3.3. **Daily Subsistence Allowance** refers to the participant's food and accommodation expenses during the event.
- 3.4. **Transportation Allowance** refers to the expenses incurred from the participant's origin to the venue of the event and back via an aircraft, boat/ship, bus, taxi, tricycle or jeepney.

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4. **General Provisions**

- 4.1. The University shall allocate funds for student development which includes student participation in both local and international conferences, seminars, training-workshops, paper presentations, study programs, student exchanges and other activities which are relevant to the specialization of the student but not a requirement to earn units in any subject in the curriculum like practicum, internship, OJT and similar requirements.
- 4.2. The event which may be considered for University funding support should be sponsored or organized by reputable or established educational, research, or development organization and expected to have constructive impact not just on the participant but also on the University and the academic unit where the participating student/s belong.
- 4.3. Priority shall be given to events that have University-wide representation, are part of an active and long-term agreement of the University with the sponsoring organization/s, or those officially initiated by the College as part of its development targets.
- 4.4. Research paper for presentation in a regional, national or international forum should pass the evaluation and have the endorsement of the Research and Extension Management Office.
- 4.5. The participation in the activity should be recommended by the College Dean, Campus or Branch Director, endorsed by the concerned sector's vice president/s and should have the final approval of the University President.
- 4.6. The University may fund up to two (2) accompanying coaches/coordinators/mentors for a given event/activity as deemed necessary. Requests to allow more than two accompanying coaches/coordinators/mentors shall be evaluated for funding on a case to case basis and subject to availability of funds.
- 4.7. All the herein-cited provisions for funding support shall be subject to availability of funds and to government accounting and auditing rules and regulations. Any amount in excess of the prescribed ceilings shall be borne by the participant/s or by other external sources willing to provide sponsorships.
- 4.8. The university funding shall be based on EO. Nos. 248 and 248-A, s. 1995 as amended by EO 298, s.2004 and COA Circular 2013-003 inclusive of participant/s' registration or joining fees.

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**5. Funding Support for participation in Local Student Development Activities**

- 5.1. For individual participation, the funding support shall not exceed Php15,000.00 per participant per event
- 5.2. For group or team participation (including the coach or adviser as approved), the funding support shall not exceed Php70,000.00 for the entire delegation.
- 5.3. Essential events-related materials such as for the construction of prototype models in case of scientific competitions, innovations, new knowledge creation, shall be based on actual expenses but not to exceed Php30,000.00 per approved project or event.

**6. Funding Support for Participation in International Student Development Activities**

- 6.1 For individual participation in international student development activities as defined in this set of guidelines, the university funding shall not exceed Php30,000.00 per participant.
- 6.2 For group or team participation (including the coach or adviser as approved), the amount shall be based on actual expenses but shall not exceed Php100,000.00 for the entire delegation.
- 6.3 Essential events-related materials such as for the construction of prototype models in case of scientific competitions, innovations, new knowledge creation, shall be based on actual expenses but not to exceed Php30,000.00 per approved project or event.

**7. Procedures for Availment of Funding Support**

The head of office/department shall prepare request for the participation in the international event addressed to the University President thru the Executive Vice President and Vice President for Finance and endorsed by the concerned sector's vice president/s.

7.1 The request for funding assistance should have the following details:

- 7.1.1 Title of activity;
- 7.1.2 Venue and accommodation details;
- 7.1.3 Duration;
- 7.1.4 Description/rationale of the event
- 7.1.5 Objectives of PUP/College/Branch/Campus participation or involvement in the event
- 7.1.6 Participating organizations/countries represented by the target delegates in the event
- 7.1.7 Assistance provided by the sponsoring agency and other donors, if any,
- 7.1.8 In case of funding request for paper presentation, the OVPREPD-REMO endorsement of the paper, and
- 7.1.9 Expense Items and Amount Requested from the University

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- 7.2 The request, including documentary requirements as listed in item 9 of this set of guidelines, shall be submitted to the Office of the Sector Vice President at least one (1) month prior to the conduct of the activity for his/her recommending approval;
- 7.3 Upon recommendation of the College Dean or Campus/Branch Director and the Sector Vice President, the request including documentary requirements shall be forwarded to the Vice President for Finance for financial evaluation and the Vice President for Student Affairs and Services for endorsement;
- 7.4 The Vice President for Finance and the Vice President for Student Affairs and Services shall recommend the evaluated requests including documentary requirements to the Executive Vice President for appropriate action;
- 7.5 The Executive Vice President shall recommend the evaluated requests to the President for final approval;
- 7.6 The President shall forward the approved request to the Human Resource Management Department (HRMD) for the preparation of Special Order.

**8. Documentary Requirements**

- 8.1 Request Letter with recommendation of the College Dean or Campus/Branch Director and proper endorsements of concerned authorities
- 8.2 Letter of Acceptance or Approval of Participation in the Activity from the Sponsoring Organization/Agency
- 8.3 Program of Activities, Brochures (if any) and Itinerary;
- 8.4 Compliance with the requirements for off-campus activities
- 8.5. Photocopy of the paper to be presented (if applicable)
- 8.6. Budgetary estimates to cover the registration, transportation and daily subsistence allowance

**9. Post-Activity Requirements**

The participant/delegation, upon return from the activity, should:

- a. Submit a post activity report to the Internal Audit Office for evaluation and to the OVPSAS-Student Services Office for documentation and reference. Non-submission of the post activity report shall be a ground for disapproval of or non-action on current/future request for student development assistance or activity of the College Dean or Campus/Branch Director or organization to which the student/s belong.
- b. Submit post-activity report to REMO (in case of paper presentation)

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- c. Submit the following documents to the Accounting Office for cash advance liquidation:
- original copies of tickets and boarding passes, if applicable
  - certificate of participation
  - itinerary of travel (using the prescribed form)
  - certificate of travel completed (using the prescribed form)
  - Official Receipt (in case of refund of excess cash advance)
  - Proceedings and preferably with other evidences of the activity

**10. Violations and Sanctions**

Any violation of the above-mentioned policies and guidelines shall be subject of the following penalties depending on the nature and seriousness of the violation/s committed:

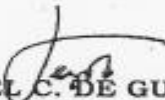
- a. Written warning
- b. Forfeiture of the right of the individual or unit to avail of new or further funding
- c. Administrative sanction

Violations shall include but are not limited to the following:

- a. Submission of fabricated document/s
- b. Endorsing student participant in invalid or inappropriate event
- c. Failure to submit the required post activity reports and documents
- d. Non-completion or non-attendance in the event without valid reason
- e. Failure to return within the authorized itinerary without prior approval
- f. Gross violation of the rules, regulations and/or law of the host country
- g. Failure to comply with liquidation requirements

**11. Effectivity**

This set of guidelines shall take effect **January 3, 2017**.

  
**EMANUEL C. DE GUZMAN, PhD**  
*President*

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copy for AR/IO DEPT.

**MEMORANDUM ORDER**  
No. 044, Series of 2017

**TO :** ALL CONCERNED

**SUBJECT: GUIDELINES ON FUNDING SUPPORT FOR INTERNATIONALIZATION-RELATED ACTIVITIES AND OFFICIAL FOREIGN TRAVELS BY OFFICIALS, FACULTY MEMBERS AND EMPLOYEES OF THE POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**

**DATE :** November 3, 2017

**Section 1.0 Rationale**

The University recognizes the need to further enhance its international image and reputation. It aims to integrate an intercultural dimension into its teaching, learning, research and service functions in response to the changing national and international Higher Education environment. Hence, the PUP through mutually beneficial arrangements with equally reputable foreign Higher Education Institutions (HEIs) and international organizations shall take advantage of the opportunities for knowledge, technology and resources sharing for continuous quality improvement.

Consequently, the "internationalization efforts" of the academic and other sectors of the university must therefore be encouraged and supported to achieve a significant improvement in the quantity, quality and variety of its international activities.

However, while nurturing its relationship with various international partners, the University, is equally committed to the health and safety of its employees and the judicious utilization of its resources.

Thus this policy sets out guidelines for the funding support for all internationalization-related activities and official foreign travels by the officials, faculty members and employees of the PUP.

**Section 2.0 Scope**

- 2.1. This set of guidelines shall cover all University officials including faculty designees, faculty members and administrative employees in the Main Campus and all branches and campuses of PUP undertaking official foreign travel through a Special Order issued by the University President or any of his duly authorized representative, regardless of the source of travel funding.

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- 2.2. This shall also set out requirements and procedures for all requests for funding support on official internationalization activities of the University.
- 2.3. Foreign travel by students is not covered by these guidelines.
- 2.4. There are separate guidelines issued on research presentation grants.

**Section 3.0 Definition of Terms**

- 3.1. Internationalization- the process of integrating international, intercultural and global dimensions into the purpose, goals, functions and delivery of higher education (CMO No.55 series of 2016).
- 3.2. Internationalization Strategy- are programs and activities aimed at producing outcomes that shall enhance the international profile of the University through increased academic mobility, improved research reputation and productive international partnerships.
- 3.3. Official Internationalization-related activities- are activities initiated by any unit of the university consistent with the University's internationalization strategy endorsed by the Office of International Affairs (OIA) and duly approved by the University President and/or the Executive Committee (EXECOM).
- 3.4. Official foreign travels- are travels outside of the Philippines undertaken by any official, faculty member and/or employee of the University covered by a Travel Authority and/or Special Order.

**Section 4.0 General Provisions**

- 4.1. All University officials, faculty members and employees intending to travel overseas are required to obtain prior approval before making any related arrangements and commitments.
- 4.2. Request and supporting documents for Special Orders and/or Travel Authority must be submitted at least two (2) months prior to the day of departure for request that includes University funding and at least three (3) weeks for request without financial assistance in accordance with Memorandum Order No. 02, Series of 2017.
- 4.3. It is expected that all official travels funded by the University must be made through economy class air tickets.
- 4.4. Proper liquidation of travel and internationalization-related expenses funded by the University shall follow strictly all COA rules and regulations.
- 4.5. The funding support may only be availed by a faculty member, official or administrative employee once per year.
- 4.6. It is the foremost responsibility of the concerned official, faculty or employee to ensure their health, safety and security hence they are encouraged to secure individual travel insurance prior to the travel. The University shall not also approve proposed travel to high risk foreign destinations including but not limited to countries where there are adverse travel advisories.

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**Section 5.0 Specific Provisions for Approval of Internationalization-Related Activities Covered by University Funding**

University funding may be provided to the following internationalization-related activities:

- 5.1. Institutional Membership in International Professional Organizations
  - a. Funding support shall cover international membership fees and dues subject to availability of funds.
  - b. Maybe availed by colleges or programs with Level III Re-Accredited status.
  - c. Application for funding should be requested by the chairperson, program head and dean or director, addressed to the President, recommended by their respective sector Vice-President, indorsed through the Director of the OIA and the Vice President for Finance.
  - d. Request for funding shall clearly specify the importance, benefit and outcome that can be derived from the institutional membership, profile and reputation of the organization, and amount requested.
  - e. The renewal of membership is subject to the same procedure.
- 5.2. Faculty and Employee Mobility
  - 5.2.A. Out-Bound (PUP Faculty and Employee to Foreign Country/ University)
    1. Funding support for an authorized foreign travel may cover return air fare on economy class and Daily Subsistence Allowance (DSA) based on the United Nations Development Programme Index which already include the cost of accommodation.
    2. The following may qualify for the abovementioned funding support subject to availability of funds:
      - Official representatives of PUP who sits as officers or members of the board of an international organization where PUP is an institutional member.
      - Faculty advisers of PUP students participating in student exchange programs.
      - Official PUP representatives in the Faculty Exchange Program or joint activity covered by a MOA with a foreign University or organization.
      - Faculty Coaches /Trainers during official competitions
      - The University President and/or any member of the EXECOM representing PUP in an official international function.

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3. Keynote and Plenary speakers of international conferences may also qualify for funding support provided that PUP is one of the organizers of the conference as approved by the President and/or the EXECOM. The same may be extended to those who will serve as Keynote and Plenary speakers in other highly reputable international conferences vital to the University's internationalization effort as indorsed by the OIA and approved by the President and/or the EXECOM.
4. Funding for airfare and accommodation of international practicum advisers shall be on the account of the partner agency and must be clearly stated in the duly approved Memorandum of Agreement (MOA). The PUP on the other hand shall continue to pay the salary of the faculty practicum adviser on official time.
5. Travel and funding request by any official, faculty member and administrative employee should be addressed to the President, recommended by their immediate superior and their respective sector Vice-President, indorsed through the Director of the OIA and the Vice President for Finance.
6. The rationale for the travel and the related costs should be outlined in detail:
  - travel destination, itinerary and dates
  - overall purpose of travel and the benefits that incurring this expenditure will bring to the University
  - A breakdown of the costs of the travel into relevant categories such as airfare, accommodation, transfers etc.
  - Attachments shall include a copy of the official invitation, programme and profile of the inviting university or organization.

5.2.B. In-Bound (Foreign Faculty and Staff to PUP)

1. The University may provide for the accommodation and food of foreign faculty members participating in the Faculty exchange program hosted by PUP in any of its campuses.
2. In addition to accommodation and food, International Visiting Professors teaching courses or participating as consultant on curriculum revision and enrichment may be entitled to an Honoraria equivalent to the rate of PUP faculty members with similar academic rank.

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**Section 6.0 Specific Provision for Approval of Foreign Travels not Covered by University Funding ..**

Foreign travels not funded by PUP but undertaken by the employee as representative of the University shall be guided by the following:

- 6.1 Travel request by any official, faculty member and employee should be addressed to the President, recommended by their immediate superior indorsed through the Director of the OIA and their respective sector Vice-President.
- 6.2 The request shall include the following:
  - travel destination, itinerary and dates
  - Purpose of travel and the benefits that the university will gain from the travel.
  - Disclosure as to how the travel will be funded and the profile of the sponsoring individual or organization.
  - Copy of the official invitation and programme.
- 6.3 The University shall continue to pay the salaries of the official, faculty member and administrative employee on official travel.

**Section 7.0 Repealing Cause**

Any other guidelines, administrative order, office order, rule or regulation and/or parts thereof contrary or inconsistent with the provisions of these guidelines is hereby repealed, modified, or amended accordingly.

**Section 8.0 Effectivity**

These guidelines shall take effect on September 20, 2017.

For strict compliance.

(Sgd.) **EMANUEL C. DE GUZMAN, PhD**  
*President*

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Manila

**Procurement Office**

- Attends to the acquisitions/purchases of supplies, materials and equipment needed by the University for its smooth operation;
- Coordinates with the Property Office and other offices regarding the logistics needs of the different offices;
- Keeps in touch with outside developments in products and pricing; and
- Implements pertinent policies, rules and regulations on procurement.

The unit tasked to provide procurement management services shall have the following duties and responsibilities:

- Plans for and attends to all phases of the acquisitions/purchases of supplies, materials, equipment and services needed in efficient operations of all sectors of the University;
- Provides training and technical assistance to the end-user units in the preparation of their respective Project Procurement Management Plans;
- Provides administrative support and secretariat services to the Bids and Awards Committee (BAC);
- Attends to post-award contract management and administrative activities.





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**ACCOUNTING DEPARTMENT**

**A. POLICIES ON CASH ADVANCES**

**Section 1. GUIDELINES ON GRANTING AND UTILIZATION**

(Article 2, Section 174, Government Accounting and Auditing Manual, Volume 1)

- 1.1 Only permanently appointed officials employees shall be granted cash advances
- 1.2 Only duly appointed or designated disbursing officers shall perform disbursing functions. Officers and employees who are given cash advances for foreign travel not be designated as disbursing officers
- 1.3 transfer of cash advance from one accountable officer to another shall not be allowed.
- 1.4 The cash advances shall be used for the legal specific purpose for which it was granted. Under no circumstances shall it be used for the encashment of checks or for the liquidation of a previous cash advance.
- 1.5 No additional cash advance shall be allowed to any official or employee unless the previous cash advance given to him is first settled or a proper accounting thereof is made. (Sec. 89, PD 1445).
- 1.6 no cash advance shall be granted on account of infrastructure or any other under takings on a project basis.
- 1.7 the accountant shall obligate all cash advances granted. He shall see cash advances on a particular year are not used to pay for expenses of any other year.
- 1.8 Whenever a cash advance is subjected to cash examination by auditors, any money taken from the accountable officer supported merely by chits and forms of IOUs shall not be considered as valid disbursement even if it was actually given to the official or employee who signed them.
- 1.9 Except for cash advances for payroll, intelligence funds, petty cash funds, and those granted local travels expenses of officers and employees, all other cash advances including those for foreign travels funded out of the local funds regardless of the amount shall pass through preaudit.

**Section 2. GUIDELINES ON LIQUIDATIONS**

(Article 2, Section 179, Government Accounting and Auditing Manual, volume 1)

The Accountable Officer shall liquidate his cash advances as follows:

- 2.1 For petty operating expenses and field operating expenses – within twenty (20) days after the end of the year subject to replenishment as frequently as necessary during the year.



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- 2.2 For official travel – within sixty (60) days after return to the Philippines in the case of foreign or travel within thirty (30) days after return to his permanent station in case of local travel (EO 248);
- 2.3 Failure of the accountable officer to liquidate his cash within the prescribed period shall constitute a valid cause for the withholding of his salary or an appropriate administrative action;
- 2.4 For a special-purpose cash advance- within thirty (30) days after the date of the activity;
- 2.5 When a cash no longer needed or has not been used for a period of two (2) months, it shall be returned to or immediately with the collecting officer;
- 2.6 All cash advances shall be fully liquidated at the end of each year; and
- 2.7 At the start of an ensuing year, a new cash advance shall be granted provided the previous cash advance has been settled or a proper accounting made thereof.

**B. POLICIES ON DISBURSEMENTS**

**Section 1. PETTY CASH FUND**

- 1.1 The Petty Cash fund Shall be maintained under the imprest system. as such:
  - 1.1.1 All replenishment shall be directly charged to the expense account and it all times.
  - 1.1.2 The Petty Cash Fund shall be equal to the total cash on hand and the unplenishment expenses.
  - 1.1.3 The Petty cash fund Shall not be used to purchase regular inventory items for stock.

**Section 2. EXPENSES FOR ATTENDANCE TO CONVENTIONS, CONFERENCE, TRAININGS, AND SEMINARS**

- 2.1 Request for budgetary support to defray expenses for attendance to conventions, conferences, trainings and seminars shall be addressed to the president of the University through the office of the Executive Vice President and forwarded directly to the office of the Vice president for finance for evaluation, comments, and recommendations to the office of the President. (PUP Pres. Memo, August 7, 2007)
- 2.2 All request shall carry the endorsement of the College, Department , or Head of office concerned and supported by the invitation of the professional organization or association conducting the convention, conference, or training.
- 2.3 The grant of financial assistance to defray training for registration fees shall be in accordance with the provisions and limitations of National budget Circular No, 486 and the availability of funds.





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*" The registration fee for participation shall not exceed P1,200,00 per day per participant. Any excess of the prescribed rate shall be at the expense of the participant."*

- 2.4 Individual membership fees and any other dues to professional organizations or associations shall be at the expense of the participant.
- 2.5 Travelling allowances for those who are authorized to attend national conventions, conferences, trainings and seminar workshop shall be granted based on the approved rates under Executive Order No. 298, subject to the availability of funds and approval of the president.
- 2.6 Participants shall, within 30 days after the conventions, conference, or training, submit a report on the proceedings of the convention, conference, seminar or training attended together with the official receipts relative to the activity itinerary for liquidation purposes.
- 2.7 The participants shall submit all the requirements to the accounting department for liquidation.

**Section 3. CONDUCT OF TRAININGS/SEMINAR WORKSHOPS**

**3.1 UNIVERSITY FUNDED**

- 3.1.1 Colleges, Departments, or offices shall assess and formulate their training program to make the same responsive to their needs.
- 3.1.2 Training programs shall reflect the topic, date, number of training hours or days, participants, resource persons, objectives, expected outcome, and budget.
- 3.1.3 Request for budgetary support shall be addressed to the University President through the Executive Vice President and Forwarded directly to the office of the Vice President for Finance for evaluation, comments, and recommendation to the office of the President.
- 3.1.4 All request endorsed to the President shall be signed by the sectoral Vice Presidents.
- 3.1.5 The approved budget shall be released through cash advance, subject to liquidation within 30 days after the conduct of the activity.
- 3.1.6 In line with the existing policy, no cash advance shall be granted until such time that the earlier cash advances availed by the college, departments, or office concerned shall have been liquidated. (Article 2, Section 174g, Government Accounting and Auditing Manual, Volume 1)



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**3.2 Externally Funded**

Budget Circular No. 2007 -1 of April 3, 2007 shall apply.

**Section 4. STUDENT ASSISTANTS**

- 4.1 The Student assistants are bona fide students of the University enrolled in undergraduate programs given the privilege to be part-time working students who shall be paid on the basis of P20,00 per hour with a maximum of 100 hours per month.

**C. POLICIES ON PAYMENTS OF PERSONAL SERVICES**

**Section 1. PERSONAL SERVICES**

This includes the following:

- 1.1 Salaries and wages;
- 1.2 All authorized Allowances;
- 1.3 Bonus, Cash Gifts, Incentives, and Benefits; and
- 1.4 Any other personal Benefits

**Section 2. GUIDELINES ON PAYMENTS OF SALARIES AND WAGES**

- 2.1 Existence of a legally created position with fixed compensation or emolument included in the plantilla of personnel showing the following data for each position:
  - 2.1.1 Fiscal year;
  - 2.1.2 Appropriation/budget item number;
  - 2.1.3 Designation of position;
  - 2.1.4 Range/salary grade of position, if classified by compensation and classification bureau; and
  - 2.1.5 Authorized and actual salary per annum.
- 2.2 Issuance of valid appointments
  - 2.2.1 Appointment shall be issued by a person or body authorized by law to make appointments in the Philippine Civil Service in favor of a person who possesses the qualifications required by law.
  - 2.2.2 If appointee has assumed the duties/position, he shall be entitled to receive compensation without awaiting the approval of CSC.
  - 2.2.3 An appointee shall be furnished a copy of appointment before assuming the duties/position.
  - 2.2.4 Services of an appointee shall be terminated immediately upon disapproval of appointment unless reconsideration/appeal is filed with the CSC.





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- 2.2.5 An appointment shall be submitted to CSC within 30 days from the date of issuance.
- 2.2.6 Salaries of appropriate for services rendered before the approved effectively date of appointment shall be the liability of whoever caused the delay.
- 2.3 Rendition of service being paid—The Service shall be actual and according to prescribed office work hours, recorded on a time record, certified as correct by the employee concerned, and approved by his immediate supervisor.
- 2.4 Payment to the right person
- Salaries shall be paid directly to
- 2.4.1 The official/employee except when there is an authority to collect issued by the payee;
- 2.4.2 Immediate member of the family of the official or employee concerned; or
- 2.4.3 Liaison officer duly assigned by the chief or head of unit, office, or agency.
- 2.5 Computations:
- 2.5.1 Teaching overload
- 2.5.1.1 For the undergraduate Program:
- $$\text{PHTR} = \frac{\text{AR}}{1,296} \times T = \frac{\text{AR}}{1,296} \times 1.25 = 0.000781 \text{ AR}$$
- Where:
- AR = Annual rate of each teacher proposed to be paid honoraria
- W= Total teaching hours. ( This is computed at 40 hours/ week multiplied by 40 weeks or 1,600 hours.)
- T = 1.25 or 125% of the teachers remuneration for services in excess of 6 hours actual teaching per day but not more than 2 hours
- 2.5.1.2 For the Graduate Program
- a. For Faculty members with Bachelor's Degree and with Special vocational preparation:
- $$\text{PHTR} = \frac{\text{AR}}{1,296} \times 1.5 = 0.0012 \text{ AR}$$
- b. For Faculty members with Master's Degree
- $$\text{PHTR} = 0.0014 \text{ AR}$$



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c. For Faculty members with Doctorate Degree:

PHTR = 0.0015 AR

(National Budget Memorandum No. 103, May 8, 2009)

2.5.2 Night Rate

2.5.2.1 Monthly rate x 4 /160 = Rate per night

Where:

4 = 4 weeks per month

160 = No. of hours per month

**Section 3. Authorized Allowance**

3.1 Personnel Economic Relief Allowance (PERA) – This shall be given at two thousand pesos (P2,000.00) per month, the combined total amount of the current five hundred pesos (P500.00) Personnel Economic Relief Allowance and the One Thousand Five hundred pesos (P1500.00) additional Compensation, to Supplement pay because of the rising cost of living. (Budget Circular No. 2009-3 August 18,2009)

3.2 Guidelines on Payment of PERA

3.2.1 The PERA shall be paid only when the basic pay (salary, wage, or base pay) is also paid.

3.2.2 The PERA at P2,000 per month shall be paid to personnel in NGA's , GOCC's, and GIF's covered by the Circular, Provided they render full-time services for eight (8) Hours per working day, twenty two (22) working days per month, inclusive of leaves of absences with pay.

3.2.3 As determined by the *Sanggunian*, the PERA at P2,00 per month shall also be paid to salaried LGU personnel, regardless of the LGU income class, provided they render services for eight (8) hours per working day, twenty two (22) working days per month, inclusive of leaves of absence with pay, subject to items 6.0 and 8.0 of the circular.

3.2.4 The PERA of personnel who incurred absences without approved leaves of absences or on leave of absence without pay during the month shall be computed on the basis of the number of days worked with basic pay. For each working day, the PERA shall be P90.91 (computed by dividing P2,000 per month by 22 working days per month).

3.2.5 The PERA of casual personnel paid on daily basis shall also be P90.91 per day.

3.2.6 The PERA of personnel hired on part-time basis shall be computed in direct proportion to the P2,000 per month PERA for full time service.

3.2.7 The PERA of personnel on detail with any other government agencies shall be paid by their mother agencies.





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3.2.8 The PERA of personnel with pending causes shall be paid for as long as they render services and are paid their basic salaries/wages or base pay.

**Section 4. Bonuses, Cash Gifts, Incentives, and Benefits**

4.1 Updated rules and regulation on the grant of the year-end Bonus (YEB) and Cash Gifts to government personnel for FY 2005 and years thereafter.

4.1.1 All personnel under permanent, temporary, or casual status, and those issued contractual appointments who are under the following instances from January 1 to October 31 of each year shall be entitled to the YEB and Cash Gift.



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**FUND MANAGEMENT OFFICE**

**A. POLICIES ON RECEIPTS AND DISPOSITIONS OF PUBLIC MONEYS**

**Section 1. COLLECTING OFFICERS**

- 1.1 The head of agency may designate such number of collecting officer as agents ay may deemed necessary (Sec. 64, P.D. 1445)
- 1.2 As a general rule, the collection of revenues and receipts shall be done by the regularly appointed collecting officer/ treasurer.
- 1.3 Collections/tellers may also be designated to assist collection officer and they shall turn over their collections daily to the collecting officer concerned. (Sec.65, Government Accounting and Auditing Manual, Vol. 1)

**Section 2. BONDING OF ACCOUNTABLE OFFICERS (AOs)**

Every officer of the university whose duties permit require the possession or custody of government funds or property shall be accountable therefore, and for the safekeeping thereof, on conformity with law and shall be property bonded in accordance with law (Sec. 66 Government Accounting and Auditing Manual, Vol. 1)

- 2.1 For accountable officers with total cash accountability of P2, 000 or more the bonding requirements shall be:
  - 2.1.1 Appointment and /or designation as accountable officer.
  - 2.1.2 Written Character references of at least 3 Agency officials (Administrative/Legal Officer, any other official who appointed/designated him); And
  - 2.1.3 Statement of Asset and Liabilities at the end of the preceding year.
- 2.2 When Accountability is increased, the accountant shall ensure the additional bond is applied for.
- 2.3 When the AO ceases to be one, the accountant shall immediately inform the fidelity bond division about it.
- 2.4 Bond for accountability shall be in accordance with the schedule of cash accountability and cash issued by the bureau of treasury (BTr).

**Section 3. ACKNOWLEDGEMENTS OF COLLECTIONS**

- 3.1 No payment of any nature shall be received by a collecting officer without immediately issuing an official receipts in acknowledge





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thereof. (Sec. 69, Government Accounting and Auditing Manual, Vol.1)

- 3.2 At no instance shall temporary receipts be issued to acknowledge the receipt public funds. (Sec, 72, Government Accounting and Auditing Manual, Vol. 1).
- 3.3 Checks in payment for indebtedness to the government shall be drawn by the pay or himself and made payable to the agency or head or treasurer of agency.

**Section 4. GUIDELINES ON DEPOSITS OF COLLECTIONS**

- 4.1 Collecting officer shall deposits their national collections with the nearest authorized government depository bank, (Sec, 109, Government Accounting and Auditing Manual, Vo. 1)
- 4.2 Frequency of Deposits

Collecting Offices shall deposit their collection intact as prescribed below;



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