



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



Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Office of the Vice President for Finance  
BUDGET SERVICES OFFICE

## RESEARCH & EXTENSION FUND As of December 31, 2018

### Extension Management Office (EMO)

Particulars (1)	Allocation (2)	Obligations Incurred (3)	Balance (4) = (2-3)	Estimated Obligations (5)	Balance Net of Estimated Obligations (6) = (4-5)
Research Fund					
Extension Capability Building Program	100,000.00	8,430.00	91,570.00	3,720.00	87,850.00
Best Extension Program	100,000.00	-	100,000.00	-	100,000.00
Extension Fund					
Night School Extension Program	500,000.00	9,600.00	490,400.00	490,400.00	-
Colleges/Branches Extension Program	2,000,000.00	1,185,956.75	814,043.25	797,956.00	14,087.25
<b>TOTAL:</b>	<b>2,700,000.00</b>	<b>1,203,986.75</b>	<b>1,496,013.25</b>	<b>1,294,976.00</b>	<b>201,937.25</b>

BUDGET UTILIZATION RATE: 44.59%

### OBLIGATIONS INCURRED:

#### Research Fund

##### Extension Capability Building Program

- 8,430.00 -- 1. 4,250.00 -- cost of food, Review on the University Extension Manual with the Extension Manual Committee on January 12, 2018. [c/o Silvia C. Ambag]
2. 4,180.00 -- cost of food, coordination meeting with Extension Manual Committee regarding Guidelines of Extension Proposal and Guidelines of Gawad Sulay on February 15, 2018. [c/o Silvia C. Ambag]

##### Best Extension Program

#### Extension Fund

##### Night School Extension Program

- 9,600.00 -- 1. 6,600.00 -- cost of food, Salin Kaalaman, Tungo sa Kaunlaran project, 3rd & 4th quarter training on "Gender Sensitivity and Issues" and "Barangay Governance and Basic Laws". [c/o Silvia C. Ambag]
2. 3,000.00 -- cost of food, Salin Kaalaman, Abot-Kasabayang at Dunung project on September, 2018. [c/o Silvia C. Ambag]

##### Colleges/Branches Extension Program

- 1,185,956.75 -- 1. 19,184.00 -- cost of supplies, documentation, fire, food for 50 participants, PUP Lopez Extension Proposal entitled: "Kumikitung Mamamayan Para sa Kaunlaran ng Bayan" on April 01 to December 31, 2018. [c/o Rufo N. Bueza (sopec)]
2. 12,000.00 -- cost of supplies/materials, communication, documentation, transpo, food, CCIS Extension Proposal entitled: "E-Learning Application and Tutorial Services for Out-of-School Youth". [c/o Gisela May Albano (ccis)]
3. 90,500.00 -- cost of supplies, transport, lunch, snack, transpo, communication, CE Extension Proposal/activities on June to December 2018. [c/o Geny Lito Featin (cl)]
4. 38,518.75 -- cost of supplies/materials for basic carpentry, basic electrical wiring, basic consumer electronics, t-shirt/silk printing/basic packaging, basic electric wiring, supplies (training kit, certificate, id & holder), food (am snack, lunch, pm snack), CE Extension Proposal entitled: "College of Engineering Skills Training and Literacy Program" on June 09, 2018. [c/o Guillermo Bernabe (ce)]

GF South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) (02) 713-8996  
(Trunk Line) (02) 335-3767 (Local) 222, 279 ; website: www.pup.edu.ph e-mail: budget@pup.edu.ph

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5.	23,520.00	-	cost of supplies/materials, photocopy/binding, certificates, tarpaulin, transport, food, PUP Unisan Extension Proposal entitled: "Lalaking-Kamay Tungo sa Haringbahay" on August 07, 2018. [c/o Edwin G. Malabuyoc (unisan)]
6.	44,412.50	-	cost of supplies/materials, tarpaulin, food for 80pax for 3days coffee, disposable utensils/paper plates, handouts, CSSD Extension Proposal entitled: "CSSD Training Program: Second of a Series" on August 17-18, 2018. [c/o Nicolas T. Mallari (cssd)]
7.	7,611.00	-	cost of supplies/materials/documentation, transport, food, PUP QC Extension Proposal entitled: "Salin-Kasaman: Basic IT Literacy" on August 28-31, 2018. [c/o Silvia C. Ambag (for qc)]
8.	48,805.50	-	cost of supplies/materials, tarpaulin, fare & food for 3days, food and beverage, PUP STB Extension Proposal entitled: "IT's 4 Every Juan: Training para sa Barangay at Pansapilitang Paaralan" on July 2018. [c/o Armando A. Torres (sto tomas)]
9.	705,600.00	-	full payment for the cost of venue, Assan Convent: Forum on Extension in Higher Education. [c/o Novotel Manila Assana Convent]
10.	1,020.00	-	cost of snack for 17 pax, coordination meeting of ASEAN Connect committee.
11.	12,860.00	-	cost of supplies, attorney's fee for notarized moon, binding fee of extension reports, food, PUP Sto Tomas Extension Proposal entitled: "Skills Training for Public School Teachers of STEM Strand". [c/o Silvia C. Ambag (for sto tomas)]
12.	27,284.00	-	cost of equipment/supplies/materials, documentation (certificates for speakers & participants), tarpaulin, fare, food for 46pax for 3days, PUP Maragondon Extension Proposal entitled: "Salin Kasaman: Basic Welding Training". [c/o Silvia C. Ambag (for maragondon)]
13.	97,950.00	-	cost of supplies, food, CBA Extension Project entitled: "Alay-Kasanyan Tungo sa Kaunlaran" on November 20 & 27, and December 04, 2018. [c/o Silvia C. Ambag (for cba)]
14.	39,550.00	-	cost of supplies, food for 63pax for 3days, PUP Batasan Extension Project entitled: "Interpersonal Relations and Business Communication Training for Mariveles Police Station" on November 21-25, 2018. [c/o Silvia C. Ambag (for batasan)]
15.	17,201.00	-	cost of supplies, tarpaulin (5x2), food for 39pax for 3days, PUP Maragondon Extension Proposal entitled: "Basic Computer Literacy Program" on November 23, 30, 2017 & December 07, 2018. [c/o Silvia C. Ambag (for maragondon)]

#### ESTIMATED OBLIGATIONS:

##### Research Fund

##### Extension Capability Building Program

3,720.00	-	1.	1,200.00	-	cost of food, Abot-Kasanyan at Danong Project with series of trainings in accordance with TESDA programs on February 08, 2018. [c/o Silvia C. Ambag]
		2.	2,520.00	-	cost of food, Abot-Kasanyan at Danong Project with series of trainings in accordance with TESDA programs on February 14-15, 2018. [c/o Silvia C. Ambag]

##### Best Extension Program

##### Extension Fund

##### Night School Extension Program

499,400.00	-	1.	193,400.00	-	cost of supplies/materials, tarpaulin, tokens/plaque for speaker, certificates, terminal report/pamphlet, food, Salin Kasaman, Tungo sa Kaunlaran project, 3rd & 4th quarter various training. [c/o Silvia C. Ambag]
		2.	297,000.00	-	cost of supplies/materials, tarpaulin, tokens/plaque for speaker, certificates, food, Abot-Kasanyan at Danong project, 3rd & 4th quarter various training. [c/o Silvia C. Ambag]

##### Colleges/Branches Extension Program

799,956.00	-	1.	33,283.50	-	cost of venue (sabu room), projector rental, brochure print-out, hygiene kit, food for 100pax, 200pax bottled water, materials for chicken empanada making, CTHM - Trike Day Off on March 16, 2018. [c/o Marietta D. Reyes (cthm)]
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6F South Wing PUP A. Mobin Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) (02) 713-8996  
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ISO 9001:2015 CERTIFIED  
CERTIFICATE NUMBER: SCP0004130



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2.	20,000.00	-- cost of food, tarpaulin, supplies, COED Extension Proposal entitled: "Aisy Ditungo Para sa mga Pasil - Community Outreach Learning Center" -- enrollment period, parents orientation, nutrition month celebration, barwas ng wikang pambansa celebration, national teacher's day celebrations, united nation celebration, volunteer teacher's seminar, christmas party, parent's seminar, recognition day. [c/o Ms. Junibestor Rosales (cosd)]
3.	30,705.00	-- cost of 2 tarpaulin, photocopy of hand-outs, food (snacks, lunch, noon signing), documentation, transport, COED Extension Proposal entitled: "Research Productivity and Capability Training" [c/o Ms. Junibestor Rosales (cosd)]
4.	185,500.00	-- cost of supplies, tarpaulin, food (snacks, lunch), logistic/office, CPSPA Extension Proposal entitled: "Barangay Legislative Process, Fiscal Management Training and Capability Building for Barangay Officials and Employees of the Municipality of Palilia Rizal" on January to December 2018. [c/o Amnatus Usall (copsa)]
5.	17,000.00	-- cost of supplies/materials, tarpaulin, handouts, binding, food for 3 weeks training, COC Extension Proposal entitled: "Salin Kaalaman sa Pamamahayag sa Lokalidad" [c/o Divina T. Passambal (coc)]
6.	27,193.00	-- cost of supplies/materials, handouts/certificates for facilitators/participants, certificate banner for 2 facilitators, tarpaulin, transport for 12 pax for 3 days, food, printing/binding, PUP Ragay Extension Proposal entitled: "Municipality of Ragay Livelihood Development Training thru Entrepreneurial Facilitation Skills Training (A Series)". [c/o Silvia C. Ambag (for ragay)]
7.	24,240.00	-- cost of tarpaulin, special paper, certificate holder, terminal reports, snacks for 60 pax for 4 sessions, 30 swimming kick board, 30 swimming caps, CFHC Extension Proposal entitled: "Water Safety for Visually Impaired Children as Risk Reduction" [c/o Silvia C. Ambag (for cfhc)]
8.	50,282.00	-- cost of supplies, terminal report, food, certificate with envelope, CBA Extension Project entitled: "Training in Basic Office Administration: Salin-Kasayanan Para sa Mahal na Manggagawa ng mga Barangay sa Komunidad ng PUP" on October 2018. [c/o Silvia C. Ambag (for cba)]
9.	2,400.00	-- cost of food for 40 pax, coordination meeting with barangay officials on July 24, 2018. [c/o Silvia C. Ambag]
10.	409,350.50	-- remaining balance for ASEAN Connect 2018 Budget.

**NOTE:** Should any of the projects/activities in the estimated obligations pushed through, liquidation or reimbursement of expenses incurred shall be on or before **January 31, 2019**.

Prepared by:

**ROSELYN D. MAMARIL**  
Budget Officer I

Noted:

**FLORENCE E. IMPERIAL**  
Director

6F South Wing PUP A, Melrose Campus Anonas Street, Sta. Mesa, Manila | Phone: (Direct Line) (02) 733-8096  
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**COLLEGE OF ENGINEERING**  
**COMPUTER ENGINEERING DEPARTMENT**

**REPORT OF DISBURSEMENT**  
 Polytechnic University of the Philippines  
 December 16, 2017

Report No. 1  
 Sheet No. 1

DATE	DV No./ OR/CASH INV#/ RER	PAYEE/ITEMS	CODE	RESPONSIBILITY No.	AMOUNT
December 15, 2017	OR # 3713	RCG Engraving Services & Trading			960.00
December 15, 2017	RER	Taxi Fare			100.00
December 15, 2017	RER	Taxi Fare			100.00
December 15, 2017	SI #0296	Cloudstire IT Warehouse Enterprise			1,100.00
December 15, 2017	SI #0297	Cloudstire IT Warehouse Enterprise			600.00
December 15, 2017	RER	Taxi Fare			200.00
December 15, 2017	RER	Taxi Fare			200.00
December 15, 2017	SI #151575	Mercantile Store Group Inc. (SM Store)			6,501.30
December 15, 2017	SI #3624855	National Bookstore, Inc.			1,125.00
December 15, 2017	RER	Taxi Fare			100.00
December 15, 2017	RER	Taxi Fare			150.00
December 16, 2017	RER	Taxi Fare			100.00
December 16, 2017	SI #148382	Tulco Screen Printing Supply Inc.			1,144.00
December 16, 2017	RER	Taxi Fare			100.00
December 16, 2017	RER	Taxi Fare			100.00
December 16, 2017	SI # 26993	Pandacan's Pride Construction Supply			6,725.00
December 16, 2017	SI # 26993	Pandacan's Pride Construction Supply			8,130.00
December 16, 2017	SI # 26993	Pandacan's Pride Construction Supply			2,225.00
December 16, 2017	RER	Taxi Fare			100.00
December 16, 2017	RER	Taxi Fare			100.00
<b>TOTAL</b>					<b>29,860.30</b>

*CERTIFY that this Report of Disbursement in one (1) page is a full, true and correct statement of the disbursement made by me in and that this is in liquidation of the cash advance granted last*

  
**DR. GUILLERMO O. BERNABE**  
 Special Disbursing Officer  
 S.O. # 4037, s. 2017





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Republic of the Philippines  
POLYTECHNIC UNIVERSITY OF THE PHILIPPINES  
Office of the Vice President for Academic Affairs  
COLLEGE OF ENGINEERING

Subject : Post Evaluation of CE Skills and Literacy Program  
Date : December 18, 2017






Prepared by:

  
**Engr. Orlyan G. dela Cruz**  
Extension Coordinator, College of Engineering



**POLYTECHNIC UNIVERSITY OF THE PHILIPPINES**  
**COLLEGE OF ENGINEERING**  
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Appendix 58

 <b>LIQUIDATION REPORT</b> POLYTECHNIC UNIVERSITY OF THE PHILIPPINES Sta. Mesa, Manila		No:
		Date:
		Responsibility Center Code:
PARTICULARS	AMOUNT	
Liquidation of the College of Engineering Skills Training and Literacy Program on December 16, 2017 at CEA Building Anonas Street corner Pureza Street Sta Mesa, Manila and other supporting documents hereto attached.	32,500.00	
<b>TOTAL AMOUNT SPENT</b>	→	<b>29,860.30</b>
<b>AMOUNT OF CASH ADVANCE</b>	→	-
<b>AMOUNT REFUNDED</b>	→	-
<b>AMOUNT TO BE REIMBURSED</b>	→	<b>29,860.30</b>
A. Certified Correctness of the above data.   <b>DR. GUILLERMO O. BERNABE</b> <i>College Dean</i>	B. Certified Purpose of travel/cash Advance duly accomplished.   <b>DR. MANUEL M. MUHI</b> <i>Vice-President for Academic Affairs</i>	C. Certified: Supporting documents, Complete and proper.  <b>CHRISTOPHER M. CAHAYON</b> <i>Director, Accounting Department</i>  JEV No. _____