



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	Allocation	Obligations Incurred	Balance	Estimated Obligations	Balance Net of Estimated Obligations
(1)	(2)	(3)	(4) = (2-3)	(5)	(6) = (4-5)
<b>Research Fund</b>					
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
<b>Extension Fund</b>					
Night School Extension Program	500,000.00	9,600.00	490,400.00	490,400.00	-
Colleges/Branches Extension Program	2,600,000.00	1,185,956.75	814,043.25	799,956.00	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>1,294,076.00</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 Subay 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 Kaulaman, 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 Kaulaman, Abot-Kasanyan at Dunong 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, fare, food for 50 participants, PUP Lopez Extension Proposal entitled: "Kumakitang Mamamayan Para sa Kaunlaran ng Bayan" on April 01 to December 31, 2018. [c/o Rufin N. Bueza (lopez)]  
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, tarpaulin, lunch, snack, transpo, communication, CE Extension Proposal/activities on June to December 2018. [c/o Gemy Lito Festin (ce)]  
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)]

Of South Wing PUP A, Mabini Campus Anonas Street, Sta. Mesa, Manila Phone: (Direct Line) (02) 713-8996  
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"THE COUNTRY'S 1st POLYTECHNIC U"



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5.	23,520.00	-- cost of supplies/materials, photocopy/binding, certificates, tarpaulin, transport, food, PUP Unison Extension Proposal entitled: "Lalhang-Kamay Tungo sa Hinapobuhay" on August 07, 2018. [c/o Edwin G. Malabuyoc (unison)]
6.	44,412.50	-- cost of supplies/materials, tarpaulin, food for 80pax for 2days 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-Kaalaman: Basic IT Literacy" on August 28-31, 2018. [c/o Silvia C. Ambag (for qc)]
8.	48,805.50	-- cost of supplies/materials, tarpaulin, fire & food for 3days, food and beverage, PUP STB Extension Proposal entitled: "L.T.'s 4 Every Juan: Training para sa Barangay at Pampublikong Paaralan" on July 2018. [c/o Armando A. Torres (sto tomas)]
9.	705,600.00	-- full payment for the cost of venue, Asean Connect: Forum on Extension in Higher Education. [c/o Novotel Manila Araneta Center]
10.	1,020.00	-- cost of snack for 17 pax, coordination meeting of ASEAN Connect committee.
11.	12,800.00	-- cost of supplies, attorney's fee for notarized moa, 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 Kaalaman: Basic Welding Training". [c/o Silvia C. Ambag (for maragondon)]
13.	97,950.00	-- cost of supplies, food, CBA Extension Project entitled: "Alay-Kasanayan 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 65pax for 3days, PUP Bataan Extension Project entitled: "Interpersonal Relations and Business Communication Training for Marivetes Police Station" on November 21-23, 2018. [c/o Silvia C. Ambag (for bataan)]
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-Kasanayan at Dunong 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-Kasanayan at Dunong 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**

490,400.00	-- 1.	193,400.00	-- cost of supplies/materials, tarpaulin, token/plaque for speaker, certificates, terminal report/sample, food, Salin Kaalaman, 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-Kasanayan at Dunong project, 3rd & 4th quarter various training. [c/o Silvia C. Ambag]

**Colleges/Branches Extension Program**

799,956.00	-- 1.	33,285.50	-- cost of venue (cebu room), projector rental, brochure print-out, hygiene kit, food for 100pax, 200pcs bottled water, materials for chicken empunada making, CTHFM - Trike Day Off on March 16, 2018. [c/o Marietta D. Reyes (ccthm)]
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GF South Wing PUP A. Mabini Campus Aranas Street, Sta. Mesa, Manila Phone: (Direct Line) (02) 733-6996  
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**BUDGET SERVICES OFFICE**

- |     |            |  |
|-----|------------|--|
| 2.  | 20,000.00  | -- cost of food, tarpaulin, supplies, COED Extension Proposal entitled: "Alay Dunong Para sa mga Paslit - Community Outreach Learning Center" -- enrollment period, parents orientation, nutrition month celebration, buwan ng wikang pambansa celebration, national teacher's day celebration, united nation celebration, volunteer teacher's seminar, christmas party, parent's seminar, recognition day. [c/o Ma. Junithesmer Rosales (coed)] |
| 3.  | 30,705.00  | -- cost of tarpaulin, photocopy of hand-outs, food (am/pm snacks, lunch, msa signing), documentation, transpo, COED Extension Proposal entitled: "Research Productivity and Capability Training". [c/o Ma. Junithesmer Rosales (coed)]   |
| 4.  | 185,500.00 | -- cost of supplies, tarpaulin, food (am/pm snack, lunch), logistics/fare, CPSPA Extension Proposal entitled: "Barangay Legislative Process, Fiscal Management Training and Capability Building for Barangay Officials and Employees of the Municipality of Pilillan Rizal" on January to December 2018. [c/o Antonius Umali (cpspa)]  |
| 5.  | 17,000.00  | -- cost of supplies/materials, tarpaulin, handouts, binding, food for 8weeks training, COC Extension Proposal entitled: "Salin Kaalaman sa Pamamahayag sa Lokalidad" [c/o Divina T. Pastumbel (coc)]   |
| 6.  | 27,193.00  | -- cost of supplies/materials, handouts/certificates for facilitators&participants, certificate frames for 3facilitators, tarpaulin, transpo for 12pax for 3days, 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 4sessions, 30swimming kick board, 30swimming caps, CHEK Extension Proposal entitled: "Water Safety for Visually Impaired Children as Risk Reduction" [c/o Silvia C. Ambag (for chck)]   |
| 8.  | 50,282.00  | -- cost of supplies, terminal report, food, certificate with envelope, CBA Extension Project entitled: "Training in Basic Office Administration: Salin-Kasanayn Para sa Mahal na Mangagawa 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 40pax, 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:

  
**ROSEMARY D. MAMARIL**  
Budget Officer I

Noted:

  
**FLORENZA E. IMPERIAL**  
Director

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**BUDGET ALLOCATION**  
Fiscal Year 2019

Extension Management Office (EMO)

Particulars	Allocation
Training/Seminars	72,000.00
Faculty/Staff Development	90,000.00
Research Fund	
Capability Building Program	200,000.00
Best Extension Program	100,000.00
Salin Kanlaman	500,000.00
Abot Dunong	250,000.00
Extension Fund for Colleges/Branches	
Night School Extension Program	1,000,000.00
College/Branches Extension Project	2,000,000.00
<b>TOTAL:</b>	<b>4,212,000.00</b>

Prepared by:

*Roseleen D. Mamaril*  
**ROSELEEN D. MAMARIL**  
Budget Officer I

Noted:

*Florenita E. Imperial*  
**FLORENITA E. IMPERIAL**  
Director

Polytechnic University of the Philippines  
Extension Management Office

By: *Cris*  
Date: 1/22/19

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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>



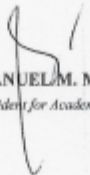
*CERTIFY that this Report of Disbursement in one (1) page is a full, true and correct statement of the disbursement made by me in and that this is in liquidation of the cash advance granted last*

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



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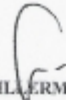
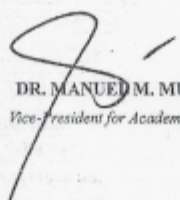
Appendix 58

 <b>LIQUIDATION REPORT</b> POLYTECHNIC UNIVERSITY OF THE PHILIPPINES <i>Sta. Mesa, Manila</i>		<i>No:</i> <i>Date:</i> <i>Responsibility Center Code:</i>
<i>PARTICULARS</i>	<i>AMOUNT</i>	
Liquidation of the College of Engineering Skills Training and Literacy Program on December 7, 2018 at CEA Building Anonas Street corner Pureza Street Sta Mesa, Manila and other supporting documents hereto attached.	<b>33,247.50</b>	
<b>TOTAL AMOUNT SPENT</b>	→	<b>21,018.75</b>
<b>AMOUNT OF CASH ADVANCE</b>	→	-
<b>AMOUNT REFUNDED</b>	→	-
<b>AMOUNT TO BE REIMBURSED</b>	→	<b>21,018.75</b>
<i>A. Certified Correctness of the above data.</i>   <b>DR. REMEDIOS G. ADO</b> <i>Officer-in-Charge</i>	<i>B. Certified Purpose of travel/cash Advance duly accomplished.</i>   <b>DR. MANUEL M. MUHI</b> <i>Vice-President for Academic Affairs</i>	<i>C. Certified: Supporting documents, Complete and proper.</i>  <b>CHRISTOPHER M. CAHAYON</b> <i>Director, Accounting Department</i>  JEV No. _____



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Appendix 58

 <b>LIQUIDATION REPORT</b> POLYTECHNIC UNIVERSITY OF THE PHILIPPINES <i>Sta. Mesa, Manila</i>		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.	<b>32,500.00</b>	
<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. _____