

**University of the Philippines
OPES - PMS
BUDGET OFFICE REFERENCE TABLE**

CODE	FUNCTIONS	OUTPUT	PERFORMANCE INDICATOR	POINTS	OPERATIONAL DEFINITION
BUDGET PREPARATION & AUTHORIZATION					
BUD-PA-001	To prepare budget proposal for approval of the Chancellor and submission to the UPS for review and consolidation;	All budget proposal forms required by the DBM properly filled up and submitted to the UP System	Number of budget proposal	80.000	Gathers, prepares, reviews, analyzes and consolidates units budget proposals for approval of the Chancellor and submission to UP System
BUD-PA-002	To prepare supporting documents for submission to the Philippine Senate	Supporting Documents as listed in the memorandum of the Senate	Number of request	80.000	Coordinates the submission and consolidates supporting documents for submission to the Philippine Senate
BUD-PA-003	To prepare supporting documents for submission to the Congress/CHED	Supporting Documents as listed in the memorandum of the Congress/CHED	Number of request	20.000	Coordinates the submission and consolidates supporting documents for submission to the Philippine Congress/CHED
BUD-PA-004	To prepare the internal operating budget (IOB) by budgetary function for submission to UP System (UPS) and approval of the Board of Regents (BOR)	Internal Operating Budget by budgetary function prepared and submitted for approval by the BOR	Number of IOB	100.000	Gathers, prepares, reviews, analyzes and consolidates IOB by budgetary function for submission to UPS and approval of the BOR
BUD-PA-005	To prepare the internal operating budget (IOB) by budgetary unit for approval of the President	Internal Operating Budget by budgetary unit prepared and submitted for approval of the President	Number of budgetary unit	2.000	Gathers, prepares, reviews, analyzes and consolidates IOB by budgetary function for submission to UPS and approval of the BOR
BUD-PA-006	To prepare the Trust Liabilities Acct (TLA) budget for submission to UPS and approval of the President	TLA budget prepared and submitted	Number of TLA	0.500	Consolidates and prepares the TLA for submission to the UP System
BUD-PA-007	To review and consolidate annual procurement plan	APP consolidated and submitted for approval by the Chancellor	Number of College/Office/Unit	1.000	Reviews and consolidates annual procurement plan for approval of the Chancellor
BUD-PA-008	To prepare annual workplan	Annual Workplan	Number of report(workplan)	20.000	Prepares workplan by program/project/performance indicator and past year's accomplishment
BUDGET IMPLEMENTATION & CONTROL					

BUD-IC-001	To certify availability of allotment and obligation for the purpose as indicated in the Obligation Request or Budget Utilization Request	Issuance of Obligation Request and/or Budget Utilization Request	Number of OBR/BUR	0.333	Evaluates attached voucher/ payroll/purchase order/contract if allotment is available and obligation is valid and records the BUR/OBR in the Registry of Allotments and Obligations.
BUD-IC-002	To process budget clearance for vouchers, payrolls, or purchase orders chargeable against trust liability accounts and reprogrammed/programmed funds.	Budget clearance processed on vouchers, payrolls or purchase orders.	Number of dv/payroll/purchase order/contract	0.333	Evaluates attached voucher/ payroll/purchase order/contract as to availability of funds for the purpose indicated and records the transaction in the Registry of Allotment and Obligations.
BUD-IC-003	To process budget clearance on the basic recommendations for appointments, reappointments, renewals, promotion, reclassification of position for faculty, REPS, administrative staff.	Processed budget clearance on the basic recommendations.	Number of basic papers	0.333	Evaluates basic recommendation for appointment as to availability of item and records the same in the Personal Services Itemization and Plantilla of Personnel.
BUD-IC-004	To process budget clearance on the basic recommendations for additional assignment of personnel (faculty, REPS, administrative staff)	Processed budget clearance on the basic recommendations.	Number of basic recommendation/paper	0.333	Evaluates basic recommendation for additional assignment of personnel as to availability of funds and legal basis for the recommendation.
BUD-IC-005	To process budget clearance for special detail, temporary second appointment/secondment/sabbatical, study/vacation leave with or without pay, application for foreign travel of faculty, REPS, administrative staff.	Processed budget clearance on the basic papers.	Number of basic paper	0.333	Evaluates and records the special detail, temporary second appointment/secondment/sabbatical, study/vacation leave with or without pay, foreign travel on the plantilla of personnel.
BUD-IC-006	To process budget clearance on the basic recommendations for appointment of student/graduate assistants.	Processed budget clearance on the basic recommendation.	Number of basic paper	0.333	Evaluates and records appointment of student/graduate assistant
BUD-IC-007	To process letter request for additional/ supplemental budget for evaluation/recommendation to the Chancellor	Processed budget clearance	Number of request	0.333	Evaluates as to the legal basis for the budget request and as to the availability of funds.
BUD-IC-008	To process requests for hiring of NGW's/JO's/Contract of Services/"pakyaw" labor	Processed budget clearance on the request.	Number of request	0.333	Evaluates as to the legal basis for the budget request and as to availability of funds.

BUD-IC-009	To prepare request for additional releases from DBM through UP System for terminal leave benefits	Prepared and submitted to the UP System requests for additional releases.	Number of retiree	0.500	Evaluates completeness and accuracy of the supporting documents to be attached to the request for supplemental release for terminal leave benefits.
BUD-IC-010	To prepare request for additional releases from the UP System for special projects	Prepared and submitted to the UP System requests for additional releases.	Number of request	2.000	Prepares letter request including justification/s for additional release.
BUD-IC-011	To prepare request for reprogramming of Unexpended balances and Programming of unappropriated income for submission to UP System	Prepared and submitted to the BOR Reprogramming of Unexpended Obligations, Programming of Excess Income	Number of request	2.000	Evaluates completeness and accuracy of the supporting documents to be attached to the request for reprogramming/ programming.
BUD-IC-012	To update the entries in the Personal Services Itemization and Plantilla of Personnel (external).	Entries in the Personal Services Itemization and Plantilla of Personnel are updated.	Number of item	0.083	Counter-checks each entry in the Personal Services Itemization and Plantilla of Personnel and updates changes.
BUD-IC-013	To update the entries in the Personal Services Itemization and Plantilla of Personnel (internal).	Entries in the Personal Services Itemization and Plantilla of Personnel are updated.	Number of item	0.083	Counter-checks each entry in the Personal Services Itemization and Plantilla of Personnel and updates changes.
BUD-IC-014	To issue Notice of Sub-Allotment (NOSA)/IOB/IOB matrices to units/colleges	Checking/reviewing/sorting of IOBs and IOB Matrices/Notice of Sub-Allotment	Number of IOB/IOB matrices/notice of sub-allotment	0.167	Prepares and issues NOSA/ issues IOB and IOB matrices
BUD-IC-015	To maintain/monitor balances of registries (RAOPS/RAOMO/RBAI/RAOCO,etc.)	Balances of registries/SAOB	Number of registry	0.333	Monitors running balance of registries.
BUD-IC-016	To reconcile registry balances vs. monthly status of funds	Reconciliation of monthly balances	Number of status of fund	1.000	Reconciles running balance of registries vs status of funds
BUD-IC-017	To provide units/colleges with their status of funds	status of fund/cost of operation	Number of report	0.167	Prepares and distributes status of funds to units/colleges
BUD-IC-018	To prepare cost of operation of various units of UP PGH	Working paper for the cost of operation	Number of unit	2.850	Prepares, analyzes and distributes cost of operation to various departments/budget centers of UP PGH
BUD-IC-019	To prepare working papers to determine balances (PS &/MOOE)	Working paper per unit/college	Number of unit	0.333	Prepares working papers
BUD-IC-020	To prepare Statement of Balances (PS &/MOOE) per fund	Statement of savings	Number of report per fund	4.000	Prepares Statement of Balances per fund

BUD-IC-021	To monitor income and expenditures of units/colleges, other special activities & committees for all funds	Report/Statement of Income and Expenditures of units/colleges, other special activities & committees for all funds are maintained & updated	Number of statement/report	1.000	Analyzes, monitors & updates income and expenditures of units/colleges, other special activities & committees for all funds
BUD-IC-022	To prepare Transfer Order (TO) and Obligation Request (ObR) for transfer of funds	TO & ObR are prepared for fund transfer	Number of TO & ObR	0.500	Prepares Transfer Order and Obligation Request for transfer of funds
BUD-IC-023	To summarize SARO, TO and cash received from UPS for General Fund and Special Projects	Summary of SARO, TO and cash received from UPS for General Fund and Special Projects	Number of SARO/ TO	0.050	Summarizes SARO, TO and cash received
BUD-IC-024	To prepare quarterly STFAP requirements of SHS students	STFAP Quarterly NOSA	Number of Quarterly NOSA	6.000	Prepares quarterly STFAP requirements/NOSA of SHS students
BUD-IC-025	To prepare monthly program of expenditures (PS & MOOE)	Program of Expenditure	Number of fund	8.000	Prepares monthly program of expenditures
BUDGET ACCOUNTABILITY					
BUD-AC-001	To prepare statement of allotments, obligations and balances under the General Fund, Revolving Fund and Locally-Funded Projects - By Program	Statement of Allotments, Obligations and Balances- By Program prepared and submitted.	Number of Report per Fund	12.000	Summarizes, analyzes, and consolidates monthly report of allotments, obligations and balances by program
BUD-AC-002	To prepare the summary statement of allotments, obligations and balances under the General Fund, Revolving Fund and Locally-Funded Projects.	Summary of Statement of Allotments, Obligations and Balances prepared and submitted.	Number of Report per Fund	1.000	Consolidates report of allotments, obligations and balances
BUD-AC-003	To prepare detailed statement of cumulative allotments, obligations incurred, and unobligated balances (Quarterly) under the General Fund, Revolving Fund and Locally-Funded Projects.	Cumulative Statement of Allotments, Obligations Incurred and Unobligated Balances (Quarterly) prepared and submitted.	Number of Report per Fund	5.000	Prepares detailed statement of cumulative allotments, obligations incurred, and unobligated balances (Quarterly)
BUD-AC-004	To prepare quarterly detailed cumulative breakdown of obligations incurred under the General Fund, Revolving Fund and Locally-Funded Projects.	Quarterly Cumulative Breakdown of Obligations Incurred prepared and submitted.	Number of Statement	5.000	Summarizes, analyzes, and consolidates quarterly cumulative breakdown of obligations incurred

BUD-AC-005	To prepare quarterly report on the results of expended appropriations under the General Fund, Revolving Fund and Locally-Funded Projects.	Quarterly report on the results of unexpended appropriations prepared and submitted.	Number of report	5.000	Summarizes, analyzes, and consolidates quarterly report on the results of expended appropriations
BUD-AC-006	To prepare quarterly physical report of operations.	Quarterly Report of Operations prepared and submitted	Number of report	6.000	Summarizes, analyzes, and consolidates quarterly Physical Report of Operations.
BUD-AC-007	To prepare updated list of officials receiving RATA and Honoraria	List of officials receiving RATA & honoraria	Number of position title	0.050	Prepares updated list of officials receiving RATA and Honoraria.
BUD-AC-008	To prepare plantilla of lumpsum personnel chargeable against general fund, revolving fund and locally-funded projects	Plantilla of Lumpsum Personnel prepared & submitted.	Number of position title	0.083	Prepares plantilla of lumpsum personnel
BUD-AC-009	To prepare Summary of the quarterly physical report	Summary Report	Number of report	2.000	Prepares summary of quarterly physical report
ADMINISTRATIVE FUNCTIONS					
BUD-AD-010	To prepare Government Estimate for contractual janitorial and security personnel for bidding purposes	Government Estimate	Number of estimate	24.000	Prepares Government Estimate for contractual janitorial and security personnel for bidding purposes