



# COLLEGE OF SCIENCE

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## OFFICE OF THE DEAN

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### MEMORANDUM NO. PSO 2018- 03

To : Institute Directors, members of the executive staff, concerned Project Leaders, Program Leaders, and Project Staff

Subject : **Delineation in the Administration of Externally Funded Research Projects in the College of Science**

Date : 8 February 2018

To streamline and expedite the sound administration of externally funded research projects in the College of Science, the Office of the Dean will now devolve to its constituent units and directors the direct administration and signing of papers of all externally funded research projects in compliance with the existing practices set by the U.P. Diliman as follows:

#### A) POLICY AND PROCEDURE IN APPOINTING/HIRING/CONTRACTING RESEARCH PROJECT STAFF/SUPPORT STAFF

*The UPD Fiscal Policies and Operations Committee (FPOC) has set a new policy/procedure effective June 26, 2013 "that appointments of Project Staff/Support Staff in various approved projects of UP Diliman shall be issued by the Project Leader/Program Leader for the duration of the project; entitlements of whom are based on the approved Line-Item Budget of the Projects".*

The above policy was based on the minutes of the UP Fiscal Policies and Operation Committee, during its 26 June 2013 meeting, which provides a clear guideline that UP's appointed Project Leaders/Program Leaders shall be the appointing and responsible officers to all hiring, appointment (government or UP employee) or contracting (outsider) of full-time/part-time project staff/support staff and take charge of the financial settlement and are responsible for property accountability provided all entitlements are in accordance with the purposes stated in its approved LIB or funding and MOA/MOU.

This includes, among others, the signing of contract of Services and Job Order whether it be as 1<sup>st</sup> party or as one of the witnesses, notation for additional assignment of the project staff/support staff, approval of the corresponding "Certificate of Service (COS) or Certification for Services Rendered", itinerary of travel, travel completion and other project papers shall only be at the Institute Director's level and shall not necessarily pass through the Office of the Dean except papers and payment pertaining to Institute Directors and their appointments as Project Leaders/Program Leaders.

#### B) PROCESSING AND SIGNATORIES OF RESEARCH PROJECTS' DISBURSEMENT VOUCHERS

On June 10, 2014, the Office of the Vice-Chancellor for Administration issued Memo No. VCY-2014-010 increasing the signing authority of the Deans/Directors/Heads of Unit to P50,000.00 effective 3 June 2014, the same authority given to the Dean and the OIC. Since the Project Leaders/Program Leaders are the primary/principal responsible persons and custodians of all entitlements and payment set at the approved LIB, they can certify (at Box A of all DVs) expenses/advances necessary, lawful and incurred under their direct supervision including certifications, travel and other COA and Accounting requirements, while the Director signs in Box C of all DVs. Above 50,000 pesos, the Project/Program leaders and the Director will sign in Box A while the Vice Chancellor for Administration will sign in Box A.

A flow chart for all these processes is attached for your guidance.

C) ADMINISTRATIVE OVERHEAD COST OF UNIT'S EMPLOYEES

Further, this is also to remind you "**of the forty percent (40%) received by the generating unit, fifty percent (50%) shall go to payment of honoraria of staff involved in the project and who are to be recommended by the Head of the unit...**" to comply with the University guidelines on the Use of University Administrative Overhead Funds for Research and Special Projects approved by BOR at its 1147<sup>th</sup> meeting held on December 21, 2000.

D. COMPLIANCE, DISSEMINATION AND GUIDANCE.

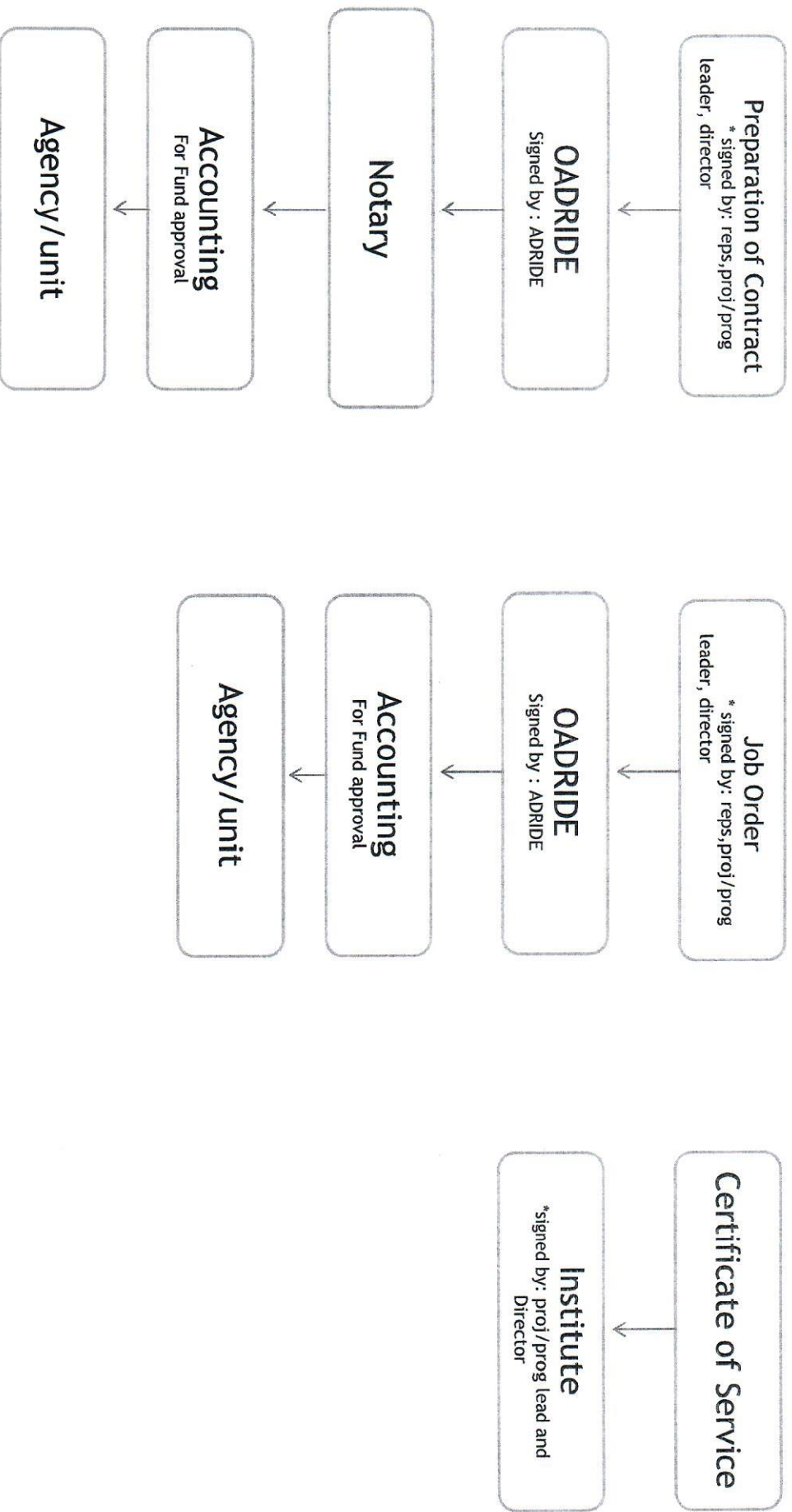
This order is effectively immediately. However, in cognizance that some papers are already on their way to the office for signatures, a grace period until 15 February 2018 is provided.

Henceforth, by 16 February 2018 and beyond, all documents which are not compliant with this order will be returned for correction.

  
PERRY S. ONG Ph.D.  
Dean

cc: OVCA  
HRDO  
Accounting

# Flow of Contract, Job Order, Certificate of Service and Vouchers for Research Projects



Preparation of Voucher

Less than 50,000 pesos

<b>A</b>	Certified Expenses/Advances necessary, lawful and incurred under my direct supervision.
Project/Program Leader _____	
Date: _____	

Approved for Payment:	
<b>C</b>	Amount in words
Director _____	
Agency/Authorized Representative _____	
Date: _____	

Greater than 50,000 pesos

<b>A</b>	Certified Expenses/Advances necessary, lawful and incurred under my direct supervision.
Project/Program Leader _____	
Director _____	
Date: _____	

Approved for Payment:	
<b>C</b>	Amount in words
OVCA _____	
Agency/Authorized Representative _____	
Date: _____	