

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 77 1/2
Human Resource Development Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Basic Personnel Transaction	ONE-STOP CLEARANCE (OSC) (FOR COMPULSORY RETIREES ONLY)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. PREPARATION OF NOTICE] Step1 --> Step2[2. SUBMISSION OF OFFICE CLEARANCE] Step2 --> Step3[3. PREPARATION OF OSC] Step3 --> End([End]) </pre>	<p>6 months prior to retirement sends notices to the following offices to process the clearance of the retiree:</p> <ul style="list-style-type: none"> - University Library (UPM/UPD) - Staff Housing Office and Business Cooperative UPD) - Credit Union (UPD and Bayanihan) - Bayanihan Cooperative (PGH) - Accounting Office (UPM and PGH) - Property and Supply Office (UPM and PGH) - Legal Office - Office of the University Registrar (faculty only) - Alumni Relations (UPD and Bayanihan) - Provident Fund Office - National Institute of Health (faculty only) - Mother unit of the retiree - HRDO <p>3 months prior to retirement submits office clearances to HRDO.</p> <p>Prepares the OSC based on the complete submission of office clearances.</p> <p>Signs the OSC.</p>	<p>HRDO Staff</p> <p>Unit/Office Staff</p> <p>HRDO Staff</p> <p>HRDO Director</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 78 1/2
Accounting, Budget, and Cash Office	PROCEDURAL FLOW OF FISCAL TRANSACTION	Revision No. 0
Budgeting System	BUDGET PREPARATION	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. CONDUCT PLANNING ACTIVITY] Step1 --> Step2[2. ISSUANCE OF BUDGET CALL] Step2 --> Step3[3. SUBMISSION AND CONSOLIDATION OF BUDGET PROPOSALS] Step3 --> Step4[4. REVIEW OF BUDGET PROPOSALS] Step4 --> Step5[5. PREPARATION OF ANNUAL BUDGET PROPOSAL] Step5 --> A((A)) </pre>	<p>Conducts the planning activities in coordination with the Deans/Directors/ Heads of Units and develops program thrusts and flagship projects for the succeeding Fiscal Year</p> <p>Issues Budget Call from UP System</p> <p>Colleges/Units submit budget proposal Reviews and consolidates the budget proposals of Units/Colleges</p> <p>Reviews and recommends approval to the Chancellor the consolidated budget proposal</p> <p>Prepares the annual budget proposal for the Chancellor's approval</p>	<p>VCs/Chancellor</p> <p>Chancellor</p> <p>Deans/Directors BO Chief</p> <p>VCs</p> <p>BO Chief</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date: