

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 137 1/2
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Legal Procedures	MEMORANDUM OF AGREEMENT (MOA)	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. PREPARATION OF MOA] Step1 --> Step2[2. PREPARATION OF REFERENCE SLIP] Step2 --> Step3[3. INITIAL OR SIGNING AS WITNESS] Step3 --> Step4[4. SIGNING AND SENDING DOCUMENT TO THE REQUESTING UNIT] Step4 --> Step5[5. NOTARIZING MOA] Step5 --> End((A)) </pre>	<p>Submits to the Legal Office the draft MOA for review.</p> <p>Prepares reference slip A. If no revisions, the requesting unit prepares copies of the MOA (a copy for each party plus 1 copy for the notary public) and the Legal Office prepares the Reference Slip and forwards it to the Chancellor. B. If with revisions, the Legal Office returns the draft with recommended revisions and the requesting units prepares the final copies incorporating the revisions and sends it back to the Legal Office</p> <p>Forwards it to the Chancellor through the appropriate Vice Chancellor for initials and/or signature.</p> <p>Signs and sends document set to the End User.</p> <p>Requesting unit notarizes MOA.</p>	<p>End User/Legal Officer</p> <p>End User/Legal Officer</p> <p>End User/Legal Officer</p> <p>Legal Officer/ VCA</p> <p>Chancellor</p> <p>End User</p>

Prepared by/Date:
Approved by/Date:

Reviewed by/Date:

University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 138 2/2
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Flowchart	Description	Person Responsible
<pre> graph TD A((A)) --> B[6. PREPARATION AND INITIAL ON TRANSMITTAL LETTER] B --> C[7. SIGNING & SENDING DOCUMENTS AND RECEIVING MOA AND ATTACHMENTS] C --> D[8. FILING HARD AND SOFT COPIES OF THE MOA] D --> E((End)) </pre>	<p>Prepares and initials transmittal letter to the Board of Regents (BOR).</p> <p>Signs and sends transmittal documents set to the Secretary of the University; receives BOR-confirmed MOA and attachments. <i>Note: Action by the BOR.</i></p> <p>Scans the notarized copy and sends it back to the concerned unit.</p>	<p>Legal Officer</p> <p>Chancellor</p> <p>Legal Officer</p>

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University of the Philippines Manila	ADMINISTRATIVE MANUAL ON POLICIES, PROCESSES AND PROCEDURES	Page 139 1/3
Legal Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Reporting, Investigation and Disposition of Cases	HANDLING OF COMPLAINTS AND/OR APPREHENSION OF SUSPECTS	Effectivity Date:

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. REPORTING THE CASE OR INCIDENT TO THE SECURITY] Step1 --> Step2[2. REPORTING OF THE CASE TO THE POLICE OFFICE] Step2 --> Step3[3. MAKING OF A SPOT REPORT] Step3 --> Step4[4. SUBMISSION OF THE SPOT REPORT TO THE DETACHMENT COMMANDER] Step4 --> Step5[5. SUBMISSION OF THE REPORT TO THE DESK OFFICER] Step5 --> Step6[6. RECORDING OF THE CASE THROUGH A POLICE BLOTTER] Step6 --> A((A)) </pre>	<p>Reports the case or incident to the Security Officer (SO).</p> <p>Initiates the reporting of the case to UPMPO.</p> <p>Makes a Spot Report.</p> <p>Submits the Spot Report to Detachment Commander (of the Security Agency).</p> <p>Brings the matter to the DO of UPMPO by submitting the report.</p> <p>Records the case through a Police Blotter.</p>	<p>Complainant</p> <p>Security Officer</p> <p>Guard on-duty</p> <p>Guard on-duty</p> <p>Detachment commander</p> <p>Desk officer</p>

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