ADMINISTRATIVE AND FINANCE SERVICES
MANUAL OF OPERATIONS (AFSMO)

2016 Edition
VISION

Empowers diverse learners through excellent education for global competitiveness.

MISSION

NLPSC is committed to educate its God-fearing diverse learners, enhances intellectual leaders in a community, and develops a Center of Development through academic excellence within technology-based instruction, research, extension, and economic enterprise in public service.

DEVELOPMENT GOALS

Goal 1. Strengthen technology-based research capabilities.
Goal 2. Impart efficient and effective public service through functional faculty and staff development programs.
Goal 3. Reinforce responsive extension services.
Goal 5. Generate adequate resources through viable economic enterprise.
Goal 6. Broaden access to affordable and quality education.
Goal 7. Enrich student holistic development.
Goal 8. Tap positive linkages for a better and stronger partnership to stakeholders.
Goal 9. Heighten physical development programs.

ELIZABETH MANZANO-GACUSANA, ED.D.
President
Foreword

The ADMINISTRATIVE AND FINANCE SERVICES MANUAL OF OPERATIONS (AFSMO) is designed by the office of the undersigned for us to use as reference in meeting challenges for a smooth and clear operations of the different function offices. It would serve as simple guide for good governance and for purposes of management control.

Policies submitted by the different head of offices which were polished during the conduct of the strategic planning and policy conference held last November 2015. Revisions were made to amend the existing policies in order to fit in with the demands of the organization. Output of the strategic planning, including the new vision, mission and development goals of the new leadership was presented by the college president to the board of trustees at the CHED Chairperson’s Conference, HEDC Bldg., C.P. Garcia Avenue, Diliman Quezon City last December 10, 2015.

Thus, NLPSC Board Resolution No. 439, s.2015 amendments of some articles of the NLPSC Code was approved.

With the above mentioned intentions, NLPSC is seen as consistent with its motto of Excellence, Dynamism and Service (EDS).
MESSAGE

The crafting of the Manual of Operations for Administration and Finance Services is in fulfillment of our goal to be a transparent college. This document is our legacy to our continued effort to make NLPSC grow and develop as an institution of dynamic and excellent service.

This document will now provide administrative guidelines and procedures concerning our operation. This will surely guide us in our processes and shall be the basis of our decisions concerning administrative and finance matters.

As the first President of this young but growing college, I am pleased to extend my warmest congratulations to all who have been consulted to work on this Manual especially to the Director for the Administrative and Finance Services, Dr. Andres. T. Malinnag, Jr. along with all the heads of the different units under this office. I do believe that this is the outcome of a rigorous work based on consultation, transparency and mutual respect of the different administrative offices of NLPSC.

As your humble President, I believe that this manual will be very useful and helpful in the attainment and fulfillment of our vision, mission and goals geared towards Excellence, Dynamism, and Service as we travel to the Philippine Higher Education highway.

Let’s keep the flame of excellence and dynamism burning...!
# TABLE OF CONTENTS

**STRUCTURE**

**GENERAL PROVISIONS**

**MANDATE**

**FUNCTIONS**

## CHAPTER I  THE ADMINISTRATIVE SERVICES

<table>
<thead>
<tr>
<th>Article</th>
<th>Description</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>HUMAN RESOURCE MANAGEMENT OFFICE</td>
<td>2-3</td>
</tr>
<tr>
<td>II</td>
<td>RECORDS MANAGEMENT OFFICE</td>
<td>3-12</td>
</tr>
<tr>
<td>III</td>
<td>MEDICAL AND DENTAL CLINIC</td>
<td>12</td>
</tr>
<tr>
<td>IV</td>
<td>MOTOR POOL SERVICES</td>
<td>13-14</td>
</tr>
<tr>
<td>V</td>
<td>SECURITY SERVICES OFFICE</td>
<td>14-15</td>
</tr>
<tr>
<td>VI</td>
<td>INCOME GENERATING PROJECT (IGP) OFFICE</td>
<td>15-16</td>
</tr>
<tr>
<td>VII</td>
<td>AUXILIARY AND SUPPORT SERVICES</td>
<td>17-22</td>
</tr>
</tbody>
</table>

## CHAPTER I  THE FINANCIAL MANAGEMENT SERVICES

<table>
<thead>
<tr>
<th>Article</th>
<th>Description</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>THE ACCOUNTING OFFICE</td>
<td>23</td>
</tr>
<tr>
<td>II</td>
<td>THE CASHIER’S OFFICE</td>
<td>23-27</td>
</tr>
<tr>
<td>III</td>
<td>THE BUDGET OFFICE</td>
<td>28</td>
</tr>
<tr>
<td>IV</td>
<td>PROPERTY AND SUPPLY MGT OFFICE</td>
<td>28-30</td>
</tr>
</tbody>
</table>
OFFICE OF THE VICE PRESIDENT FOR ADMINISTRATIVE AND FINANCE SERVICES

STRUCTURE

ORGANIZATIONAL STRUCTURE OF NORTH LUZON PHILIPPINES STATE COLLEGE
Administrative and Finance Services

GENERAL PROVISIONS

Section 1. Mandate. The Vice President for Administrative and Finance Services shall assist the College President in ensuring that the support services of the following are provided with competence and efficiency: Human Resource Management Officer (HRMO); Records Officer; Medical/Health Officers; Physical Plant and Motor pool Officer; Security Officers; Accountant; Cashier; Budget Officer; Supply Officer; and other Administrative Officers and Aides.

Section 2. Functions. The Vice President for Administrative and Finance Services shall:

2.1 Assist the President in issuing orders, regulations and other issuances relative to matters under the jurisdiction of the Office of the VP for Administrative and Finance Services;

2.2 Promulgate and establish the policies, standards and procedures for the operation of the College pursuant to the approved programs of the College and the government;

2.3 Implement rules, regulations and procedures necessary to carry out
the objectives, policies, functions, plans, programs and projects of theCollege;

2.4 Promulgate administrative issuances necessary for the efficient administration of the services under his/her office and for proper execution of the law relative thereto;

2.5 Coordinate, monitor and provide for a system of continuing evaluation of administrative, finance, production and auxiliary services and programs of the College;

2.6 Exercise disciplinary powers over officers and employees under his/her Office in accordance with law, including their investigation and the commissioning of a committee or an officer to conduct such investigation;

2.7 Exercise general supervision and control over administration, finance, production and auxiliary employees of the College; and

2.8 Perform such other functions as the President may direct.

There shall be three (3) offices under the Vice President for Administrative and Finance Services: The Administrative Services Office, the Financial Management Services Office and the Planning Office.

CHAPTER I
THE ADMINISTRATIVE SERVICES OFFICE

Section 1. The Administrative Services Office is headed by a Chief Administrative Officer who shall provide the College with economical, efficient and effective services relating to personnel, legal assistance, records, and such other duties that the Director for Administrative and Finance Services may assign. He shall be assisted by the officers under the Human Resource Management Office, the Records Management Office, the Income Generating Program Office, the Transport and Motor Pool Services Office and Auxiliary and Support Services Office.

1.1 Human Resource Management Office. It is tasked primarily with personnel growth and development, attracting and retaining talented employees, empowering and rewarding performance.

1.2 Records Management Office. It is responsible for the efficient collection, storage and retrieval system of records and other documents of the College.

1.3 Income Generating Program Office. It is the center for administering, managing, coordinating and monitoring production and income-generating projects in the College.

1.4 Transport and Motor Pool Services Office. It is in-charge in the maintenance of the school vehicles and supervision of the college drivers. Its officer shall be appointed by the president subject to the confirmation of the Board of Trustees.
1.5 Auxiliary and Support Services Office. It is responsible for the maintenance of cleanliness and orderliness within the campus; provide comfortable accommodation areas and presentable surroundings; and maintain school properties/materials in good condition.

**ARTICLE I**

**HUMAN RESOURCE MANAGEMENT OFFICE**

Section 1. Human Resource Management Office. The HRMO is primarily tasked to look after the welfare of all the employees and it is the custodian depository of all personnel records. Employees may request the HRM Officer for copies of service records, certificate of employment and other certifications relevant to personnel management. The office is also in charge of the processing of appointment documents as well as request for vacation and sick leaves and all other leaves due to a permanent employee.

Section 2. Omnibus Rules. The following rules are based on the Omnibus Rules Implementing Book V, Executive Order No. 292 and other Pertinent Civil Service Laws:

2.1 Leave of Absence. In general, officers and employees of the government, whether permanent or temporary, who render work during the prescribed office hours shall, after 6 months of continuous, faithful and satisfactory service, be entitled to 15 days vacation leave and 15 days sick leave with full pay, exclusive of Saturdays, Sundays and Holidays without limitation as to the number of days of Vacation and Sick Leaves that they may accumulate.

2.2 Employees rendering services on part-time basis are not entitled to Vacation and Sick Leave.

2.3 Employees hired on contractual basis are not entitled to vacation and sick leave benefits. Employers shall not provide for such leave benefits.

2.4 All officials and employees shall be required to go on vacation leave for a minimum of five (5) working days annually which need not be successive.

2.5 The mandatory annual 5-day vacation leave be forfeited if not taken during the year. However, in cases where the services are required by the head of agency, the scheduled leave not enjoyed shall no longer be deducted from the total accumulated vacation leave.

2.6 Applications for vacation leave of absence for one full day or more shall be submitted on the prescribed form for action by the proper chief of agency in advance, whenever possible, of the effective date of such leave.

2.7 All applications for sick leaves of absence for one or more days shall be on the prescribed form and shall be filed immediately upon the employee’s return from such leave. Notice of absence, however, should be sent to the immediate supervisor and/or to the office head. Application for sick leave in
excess of five (5) days shall be accompanied by a proper medical certificate.

2.8 Sick leave shall be granted only on account of sickness or disability on the part of the employee concerned or of any member of his/her immediate family.

2.9 Sick leave may be applied for in advance in cases where the official or employee will undergo medical examination or operation or advised to rest in view of ill health duly supported by a medical certificate.

2.10 Maternity Leave equivalent to 60 days with full pay shall be granted to female married employees on permanent status in every instance of pregnancy irrespective of its frequency.

2.11 Maternity Leave. Married women in the government service who have rendered an aggregate of 2 or more years of service shall, in addition to the vacation and sick leave granted to them, be entitled to maternity leave of 60 days with full pay. (Computation of maternity Leave Benefits shall be proportionate for those who served for less than 2 years as permanent).

2.12 Paternity Leave. Paternity Leave refers to the privilege granted to a married male employee allowing him not to report for 7 days while continuing to earn the compensation here for, on the condition that his legitimate spouse has delivered a child or has suffered miscarriage, for purpose of enabling him to effectively lend care and support to his wife before, during and after childbirth as the case maybe and assist in caring for his new-born child.

2.13 Special Leave Privileges (CSC No. 06, s, 1999)

In addition to the Vacation, Sick, Maternity and Paternity Leave Benefits, Non-Teaching Employees of this Institution on Permanent and Casual status and for Teachers with official designation from the Office of the President shall be entitled to the following special leave privileges:

a. Personal Milestones such as birthdays, wedding, wedding anniversary celebrations and other similar milestones including death anniversaries;

b. Parental Obligations such as:
   
   b.1 Attendance in school programs
   b.2 PTA Meeting
   b.3 Graduations
   b.4 First Communion
   b.5 Medical needs, among others, where a child is involved

  c. Filial obligations to cover the employee’s moral obligations toward his parents and siblings for their medical and social needs;
d. Domestic emergencies such as sudden urgent repairs needed at home, sudden absence of yaya or maid and the like;

e. Personal transactions to cover the entire range of transactions an individual does with government and private offices such as paying of taxes, court appearances, arranging a housing need, etc.;

f. Calamity, accident hospitalization leave pertaining to *force majeure* that affects the life, limb and property of the employee or his immediate family.

f.1 In the above-mentioned privileges, employees can availed of one (1) special privilege leave for three (3) days or a combination of any of the leaves for a maximum of 3 days in a given year or that the qualified employee need not specify the specific reason of availing the Special Privilege for a maximum of 3 days in a given year. These are non-cumulative and non-convertible to cash.

f.2 Copy of the Designations shall be provided to the HR Department to effect the entitlement of the Faculty for the Leave Credits

2.14 Study Leave – should be availed only if it’s needed to finish Masters or Doctorate

1. Masters – may grant only four months of leave with pay
2. Doctorate – maybe granted for 6 continuous months with pay

3. Conditions/Requirement for Study Leave
   a. Permanent
   b. Two years in service as permanent employee
   c. Degree needs Board Exam or Bar exam
   d. Execute contract through Memorandum of Agreement (MOA) between the College and Employee
   e. Accomplishment report

2.15 Special Emergency Leave

2.15.1 The Special Emergency Leave can be availed by a regular employee when there is an official declaration that the area where the Institution is located in under the State of calamity

2.15.2 Regular Personnel may avail of the Special Emergency Leave even if there is no declaration of State of Calamity if the need arises, provided with the approval of the Head of the Agency

Ex. Burned House

2.15.3 The Special Emergency Leave is for a maximum of 5 days within a year
2.15.4 The Special Emergency Leave is non-cumulative and non-cummutative

2.16 **Rehabilitation Leave** – Maybe availed by the regular employee if accident/injury was due to the performance of duty
1. The regular employee may also avail of the Rehabilitation Leave if the accident or injury happened inside the campus
2. The extent of Rehabilitation Leave shall depend on the recommendation of the attending Physician
3. The application for Rehabilitation Leave should be filed through the form recommended by the Civil Service Commission and maybe filed by the immediate family member of the personnel
4. The Rehabilitation Leave maybe availed by the qualified personnel up to Six (6) months only

**Section 3.** Faculty on Teachers Leave but with assigned teaching load shall be granted service credit for each assigned teaching load.

3.1 Faculty with Designation and is enjoying VL/SL, if given additional load, shall be entitled for an Honorarium.
3.2. Provided that the additional load given is beyond official time
3.3. Honorarium shall not be converted to leave/service credit
3.4 Teaching overload not compensated by Honoraria shall be entitled for the grant of Vacation Service Credit

3.5. All other types of leaves to be availed/applicable to the employee shall be based on the Omnibus Rules on Leave by the Civil Service Commission

**Section 4. Government Office Hours**

4.1 It shall be the duty of each head of department or agency to require all officers and employees under him/her to strictly observe the prescribed office hours.

4.2 Officers and employees of all departments and agencies except those covered by special laws shall render not less than 8 hours of work a day for five (5) days a week or a total of 40 hours a week exclusive of time for lunch. As a general rule, such hours shall be from 8 AM to 12 Noon and 1 PM to 5 PM on all days except Saturdays, Sundays and Holidays.
4.2.a All employees shall observe One Hour break in their Official Time
4.2.b All employees who have not availed of a Flexible working hour shall be entitled for ten minutes grace period

4.3 **Flexible working hours** may be allowed subject to the discretion of the head of department or agency. In no case shall the weekly working hours be reduced in the event that the department or agency adopts the flexi-
time schedule in reporting for work.

**4.4 Pass Slips** - Should only be granted to employees for emergency purposes and should not be beyond 60 minutes.

a. The accumulated number of minutes/hours beyond 60 minutes in the use of Pass Slip for Personal purpose shall be charged to the Vacation Leave of the employee by the end of the month
b. The Immediate Superior of the employee shall be the one to Approve the Pass Slip of the Employee and noted by the HRMO/Staff for the purpose of updating the Leave Credits of the employee
c. There shall be two (2) copies of Pass Slip
   - 1st copy to be provided at the HR Office
   - 2nd copy to be submitted to the Records Officer
d. The employee who has been granted Pass Slip MUST also record it at the Log Book of their respective Department/Office for the purpose of monitoring
e. The employee should notify the HR Office and Immediate Superior of the employee upon return

**Section 5. Policies in Applying for Leave of Absence**

5.1 Vacation leaves maybe filed two or three days before the chosen day or date of leave.

5.2 Sick leaves are filed after the day of return of the employee.

5.3 If five (5) or more number of days absent for sick leaves, a medical certificate should be attached and presented, unless earlier requested by the Institution if the latter is doubtful

**Section 6. Unauthorized Leave**

6.1 Accumulated number of hours and days of unauthorized leave shall be deducted to the Leave Credits of the Employee by the end of the Month
6.2 Unauthorized leave shall also reflect in the employees Service Record

**Section 7.** For authorized leave of employee on a regular basis for which suspension of work is announced, the number of hours from the announcement shall not be deducted from the employees Leave Credits

**Section 8. Tardiness and Undertime**

8.1 Shall be deducted to Vacation Leave Credits of the employee by the end of the month

8.2 If Tardiness or Undertime is due to illness or that the employee is sick, it shall be charged to the employees Sick Leave
Section 9. Half-day of Absence

9.1 Need not file leave but shall be automatically reflect either as Tardiness or Undertime

9.2 Shall be deducted on the Vacation Leave of employee and shall appear in the monthly record of Undertime and Tardiness

9.3 The employee who shall be absent for a half day Must notify his/her immediate superior and the HR Office

Section 10. Compensatory Time-off - Maybe availed by the Employee through a letter duly approved by the Head of Office. Copy thereto should be provided to the HR Office for record purposes and attachment to the employees Daily Time Record

10.1 Compensatory Time-off shall be used by the employee to offset his/her absence on a regular working day, based on the accumulated number of hours of compensatory time-off granted to the employee

Section 11. Biometrics. All Regular Employees except the NLPSC President, should use the Biometrics four times a day as follows:

• Time-in – morning
• Time-out – noon-time
• Time-in – noon-time
• Time-out – afternoon

11.1 Employees of NLPSC shall be granted 10 minutes grace period in the employees’ time-in in the Biometrics

Section 12. Policies on Files/Documents

12.1. The 201 file or individual file is strictly confidential and an exclusive file of the HR office.
12.2. The 201 file contains information and other important documents of each employee.
12.3. There should be strictly no borrowing of files from the HR office.
12.4. There should be no bringing out of files/documents from the HR office.

Section 13. Promotion and Selection Board

It is the policy of the College to strictly adhere to the principles of merit, fitness and equality in the hiring of employees. The selection of employees shall be based on their meritorious qualifications and competence to perform the duties and responsibilities of the position.

There shall be no discrimination in the selection of employees on account of gender, civil status, disability, religion, ethnicity or political affiliation pursuant to the provisions of Section 32, Book V of the Administrative Code of 1987 (Executive Order No. 292), CSC Memorandum Circular No. 3, s. 1979 as amended by CSC Memorandum Circular No. 18, s.
1988 and CSC Memorandum Circular No. 38, s. 1989 as further amended by CSC Memorandum Circular No. 40, s. 1998, CSC Memorandum No. 8, s. 1999 and CSC Memorandum Circular No. 03, s. 2001.

a. The Merit Selection Plan for the first and second level positions in the administrative services group shall be designed to:

a.1 establish a system that is characterized by strict observance of the merit, fitness and equality principles in the selection of employees for appointment to positions in the career and non-career service in all levels; and

a.2 create equal opportunities for employment to all qualified men and women to enter into the College for career advancement.

b. There will be two separate Personnel Selection Board (PSB) for Teaching and Non-Teaching shall be composed of:

b.1 PSB for Teaching Personnel
  Chairperson: Director for Academic Affairs
  Members: Head of Requisitioning Unit
            Human Resource Management Officer/Staff
            Faculty Association (FA) President
            Senior Employee of the College

b.2 PSB Composition for Non-Teaching Personnel:
  Chairperson: Director for Administrative and Finance Services
  Members: Head of Requisitioning Unit
            Human Resource Management Officer/Staff
            Non-Teaching Personnel Association (NTPA) President
            Senior Employee of the College

b.3 Functions and Responsibilities

  1. The members of the PSB are bound to adopt in the PSB form the following criteria for the evaluation and interview of the applicants:

  ❖ **PSB Form for Faculty:**
    a. Educational Attainment – 30%
    b. Teaching Experience – 10%
    c. Demo Teaching – 30%
    d. Interview – 15%
    e. Relevant Training – 5%
    f. Special Qualifications – 5%
    g. **Plus Factor – 5%**
       Total=100%

  ❖ **PSB Form for Administrative Personnel**
    a. Educational Attainment – 20%
b. Interview – 15%
c. Eligibility – 10%
d. Relevant Experience/Potential – 25%
e. Special Qualifications: - 10%
f. Physical Characteristics – 15%
g. Plus Factor – 5%
Total=100%

a. If valid and reasonable, the PSB members may include other
criteria suited for the job requirement of the position however,
the inclusion shall form part of the criteria for the same position
for future hiring
b. Provided further that the criteria to be included shall not be
detrimental to the well-being of the applicants.

2. Disseminate the screening procedure and criteria for selection to all
College officials and employees and interested applicants.

3. Submit to the appointing authority the candidates for appointment or
promotion based on the screening and evaluation conducted.
4. The same PSB Form shall be used in the interview of Part-time, Contract
of Service and Emergency Personnel.
5. The Chairman of the PSB may convene his/her members anytime as the
need arises.

c. Process of Application
1. The HRMO shall initially screen the applicant through an interview and by
scrutinizing documents of the applicant;
2. The HRMO shall recommend the applicant for PSB interview if the applicant
passed the initial screening;
3. The HRMO/Staff shall notify the PSB Chairman who intern shall schedule the date
and time of interview;
4. The HR Office shall prepare the PSB Form to be used by the PSB Members;
5. The PSB Members shall conduct interview using the PSB form and shall rate the
applicants based on how they screened the applicant;
6. The PSB Members shall see to it that all the criteria contained in the PSB Form
shall be filled-up with proper ratings;
7. The HRMO/Staff shall collate all the PSB Form after the interview. Compute the
ratings, have it signed by all the PSB Members and thereafter submit to the
Office of the President;
8. Through the wide latitude of discretion of the President, he/she shall appoint
whoever is most qualified and appropriate for the position subject for interview.

c.1 Applicant for item position who met the minimum requirements as stated in
the Civil Service shall automatically be hired as Permanent but with 6 months
Probationary period

c.2 All Job Order Applicants for Office Assistant should be a Four Year Degree
Graduate
c.3 All applicants for Driver, Computer Technician, Electrician, and all other job position categorized as Skilled Workers under the qualification should possess an NC2 Certification for their respective category.

c.4 All applicants should submit Certificate of Employment from their last job.

c.5 Renewal of Appointments as Part-time, Contract of Service, and Emergency Personnel need not submit Certificate of Employment from his/her last employment.

Section 14. For Promotions

14.1 All Regular Faculty Personnel subject for promotion shall submit a Department of Health (DOH) Neuro-Psychiatry Test Result recommending the Personnel that he/she is fit to work; and

14.2 All new newly hired regular personnel must also submit a Department of Health (DOH) Neuro-Psychiatry Test Result recommending the Personnel that he/she is fit to work.

Section 15. Suspension and Removal of an Employee

No regular faculty, officer or employee shall be suspended or removed except for cause and after due process.

Notwithstanding the provisions of the next preceding article, the Board of Trustees through the President of the College, may preventively suspend any member of the teaching staff, officer, and employee during the pendency of administrative charges against him but in no case beyond the limit provided by law.

The Board of Trustees upon recommendation of the College President may suspend or remove after due hearing any personnel of the College. In all cases where the decision of the Board of Trustees is for removal of the employee concerned, it shall be automatically reviewed by the appropriate civil service agency without prejudice to further judicial remedies.

Section 16. Resignations

No resignation by a faculty member shall take effect sooner than 60 days after the same shall have been submitted in writing to the President through channels, unless sooner approved by the President.

Section 17. Discipline

There shall be an Adjudication Board, which shall be responsible in matters relative to disciplinary action against university personnel.

Disciplinary action against College personnel shall be governed by existing laws and decrees, Civil Service Commission rules and regulations and other pertinent laws.
Section 18. Appeals

Appeals regarding the decision of the proper authorities involving College personnel shall be in accordance with existing laws, decrees, Civil Service Commission rules and regulations.

ARTICLE II
RECORDS MANAGEMENT OFFICE

Section 1. The Records Management Office shall have five major activities, to wit: inter-office communication, mail operations, filing and issuance of documents, retrieval of documents and determination and disposal of inactive or dead files.

Section 2. All in-coming communications should be received by the Records Section for records purposes before they shall be given to the concerned offices for appropriate action.

Section 3. All out-going communications to different offices of the College and outside agencies should pass through the Records Office and the Office of the President for records purposes.

Section 4. The Office should be furnished copies of all memoranda, special orders, circulars and other issuances for file.
ARTICLE III
MEDICAL AND DENTAL CLINIC

Section 1. General Policies in the Medical/Dental Health Clinic. The policies governing the medical, dental and nursing care functions of the college clinic are as follows:

1.1 To provide first aid or emergency care to sick or injured students and personnel;

1.2 To conduct Annual Medical and Dental Health Examinations to new students and personnel;

1.3 To conduct a year-round medical and dental consultation to the students and personnel;

1.4 To conduct medical and dental education and health awareness programs;

1.5 To plan, implement and evaluate environmental sanitation program and Vermin abatement program of the College;

1.6 To assess students and detect early signs and symptoms of health problems which will affect learning;

1.7 To administer health care appropriate to the identified health needs of the students;

1.8 To procure necessary medical and dental supplies needed by the College;

1.9 To dispense medicines to students and personnel of the College;

1.10 To maintain and submit required records and reports as per guidelines;

1.11 To conduct medical and dental health examination for all new students and personnel;

1.12 To provide the students and personnel the opportunities to avail oral prophylaxis, tooth extraction, and tooth restoration once every semester;

1.13 To give the students and personnel the opportunities to avail of medicines which are only good for a two-day use; and

1.14 To dispense medicines with complete instruction and explanation to legitimate students and personnel of the College who are sick or ill.

Section 2. Clinic Services. The clinic personnel is responsible in advising or recommending to the College President actions to be taken to address health and sanitation issues confronting the College. The Clinic shall observe the following:
2.1 Clinic personnel shall ensure that emergency first aid treatment for the sick or injured students are provided.

2.2 Clinic personnel should immediately notify the parents or guardians of the student/s in the event of accidents and/or cases of emergencies needing referral and transfer to nearby hospital for further evaluation and management.

2.3 The school clinic shall conduct health education and information campaign regularly.

2.4 Preventive seasonal spraying of insecticide is implemented to possibly avoid Dengue, hemorrhagic fever cases and other insect-borne diseases.

2.5 Water sampling is done every six months on all drinking facilities to ensure potability.

2.6 Canteens are monitored regularly for cleanliness and the food handlers are required to have a medical certificate.

2.7 All transactions are properly documented for record purposes.

2.8 Purchases of equipment, supplies and materials are regularly done.

2.9 Purchases and release of medicines are ensured.

2.10 Medical and dental cases are properly monitored.

2.11 Information in the student's School Health Record will not be released to third parties, except with written permission from the parents or guardians, or a directive from other health agencies requiring such records.

ARTICLE IV
MOTOR POOL SERVICES

Section 1. The College vehicles shall be used only for official business. As a general policy, only the College President is assigned with a Service Car. At least one day before the trip, the concerned employee or student needing a vehicle shall make a written request stating the purpose, destination, date when needed, and the names of the passengers. The request shall be addressed to the President, signed by the employee’s office head or department dean of the requesting party, and recommended for approval by the Director for Administrative and Finance Services.

Section 2. Upon approval of the request, the driver shall accomplish a Requisition and Issue Slip (RIS)/Trip Ticket. For travels outside the province, the approved request must be attached to the RIS/Trip Ticket.

Section 3. No RIS/TT for vehicle fuel shall be issued to private vehicles.
Section 4. Check up, service, repair and maintenance of the vehicles must be done regularly to ensure efficient performance and to avoid mechanical trouble during trips. The school driver must make a report to the Director for Administrative and Finance Services right after their trips and periodic reports as regards to the status of the vehicle used.

Section 5. Excessive issuances of fuel must be avoided. Itinerary of travel must be strictly followed. Only passengers indicated in the Trip Ticket shall be authorized to board on the said vehicle. In case there are other persons who would like to avail of the privilege to ride but whose names are not included in the list of passengers, the College shall not be liable for any injuries or damages or untoward incidents that may happen to them.

Section 6. In servicing or repairing vehicles, replaced spare parts shall be surrendered to the Property and Supply Office to justify replacement.

Section 7. The cost/payment of toll/parking fees and extra fuel and oil during long trips shall be shouldered by the authorized passengers and shall be reimbursed upon their return from said trip.

Section 8. The Office of the Security Services shall maintain a Logbook of all trips, and a copy of monthly summary of trips should be furnished to the Office of the President through the Director of the Administrative and Finance Services.

ARTICLE V
SECURITY SERVICES OFFICE

Section 1. The Security Services Office shall provide twenty-four hour security services to the properties, students, personnel, guests and visitors of the College.

Section 2. The Chief Security Officer. The Chief Security Officer manages the affairs of the Security Services Office. He has the following functions:

2.1 presides over all meetings and forums of the Security Services Office;

2.2 discusses matters and issues with the security guards concerning college policies and related concerns and solicits suggestions and recommendations to solve problems encountered;

2.3 prepares and implements weekly schedule of duties of the security guards;

2.4 prepares and submits to the Director for Administrative and Finance Services reports of accomplished duties monthly and annually;

2.5 keeps a record of all events concerning security matters whether such occurrence happens to a student, a personnel or a visitor/guest;

2.6 coordinates with the City Police for support of security to all grand events that may be conducted inside the college;

2.7 represents the SSO in the Administrative Council; and
2.8 performs all other duties appertaining to security matters which may be asked by the President of the College through the Director for Administrative and Finance Services.

Section 3. The Security Guards, whether regular or emergency, directly take order from the Chief Security Officer. They have the following functions:

3.1 attend all meetings and forums of the SSO;

3.2 participate in the discussions of matters and issues and give suggestions and recommendations to solve problems encountered;

3.3 follow the weekly schedule of duties of the security guards;

3.4 prepare and submit to the Chief Security Officer reports of accomplished weekly duties;

3.5 record daily events concerning security matters whether such occurrence happens to a student, a personnel or a visitor/guest;

3.6 work with the City Police during grand events that happen inside the college;

3.7 maintain logbook in-and-out entries of personnel;

3.8 keep the post manned and attended all the time;

3.9 implement the No-ID, No Entry Policy for students;

3.10 assist visitors and guests for offices to be visited;

3.11 interrogate outsiders who are entering the school for suspicious acts and motives;

3.12 check students and visitors for unlawful possessions of firearms, ammunitions, sharp-pointed-deadly materials or illegal drugs;

3.13 maintain a regular foot patrol around the campus and its vicinity to avoid possible intrusion of unauthorized people and a possible vandalism of properties;

3.14 maintain a regulated flow of traffic due to passing-in and -out of private and public utility vehicles and assist motorists for the right parking spaces; and

3.15 perform all other duties appertaining to security matters which may be asked by the Director for Administrative and Finance Services through the Chief Security Officer.
ARTICLE VI

INCOME GENERATING PROJECT (IGP) OFFICE

Section 1. The Office of the Income Generating Project is headed by an IGP Coordinator who shall be appointed by the College President subject to the confirmation of the Board of Trustees.

Section 2. Policies on Food Stalls:

2.1 All individuals or groups who intend to establish, put up or maintain a Food Stall business within the school ground shall apply in writing to the College President through the Vice President for Administrative and Finance Services. The business proposal shall be studied by the IGP Coordinator and the same shall be endorsed for the approval of the College President.

2.2 All Food Stall owners operating inside the campus shall be covered by a CONTRACT OF LEASE to be made between the North Luzon Philippines State College as Lessor and the Food Stall owners as Lessee.

2.3 All Food Stall owners shall pay to the Cashier’s Office the prescribed monthly rent of the area covered by their stall together with their electric and water bills as stipulated in the Contract.

2.4 All Food Stall owners shall be responsible in segregating and disposing their garbage/waste materials by bringing them home daily every afternoon. Failure to comply to this provision after periodic warning and reminders shall be a ground for the cancellation of their contract.

2.5 All Food Stalls operating in the campus shall not be allowed to sell pornographic materials, comics or magazines, intoxicating liquor, cigarettes and prohibited drugs within school premises. Violation to this policy shall be a ground for the cancellation of contract to operate;

2.6 All Food Stall owners shall not be allowed to sub-lease their space to another lessee. If they plan to close the business or stop their operation, the IGP Coordinator should be properly informed and notified so as to provide ample time to look for another occupant;

2.7 If the building was constructed on Build Operation Transfer (BOT) scheme, it should be covered by a contract so that after eight (8) years of operation, the infrastructure will become a property of the College;

2.8 Failure of the Lessee to strictly follow and implement the provisions of the Contract shall be a legal basis for the cancellation of the Contract and ejection of said Lessee;

Section 3. Policies on Xerox Machine/Copier

3.1 All individuals or groups who intend to put up and maintain a Xerox Machine/Copier Space within the school ground shall apply in writing to the College President through the Vice President for Administrative and Finance Services. The business proposal shall be studied by the IGP Coordinator and the same shall be endorsed for the approval of the College President.

3.2 All business operations of the Xerox Machine/Copier inside the campus shall
be covered by a CONTRACT OF LEASE to be made between the North Luzon Philippines State College as Lessor and the Owners as Lessee.

3.3 All owners of Xerox Machine/Copier shall pay their monthly bills to the Cashier’s Office covering their rent, electric and water bill as stipulated in the Contract.

3.4 Xerox Machine/Copier space lessee shall not be allowed to sell intoxicating liquor, cigarettes, drugs, and other goods other than the services they offer inside the campus. Violation to this policy shall be a ground for the cancellation of contract to operate.

3.5 Xerox Machine/Copier shall practice cleanliness and sanitation in their respective area and shall segregate and dispose their waste materials properly by bringing them home daily every afternoon.

3.6 Xerox Machine/Copier owners shall not be allowed to sub-lease their space or their area to another individual or lessee without informing the IGP Coordinator.

3.7 If and when the owner of a Xerox Machine/Copier ceases or stops to operate, the IGP Office should be properly informed in writing, so that the office can have time to select an applicant to take the business area/space;

3.8 Xerox Machine/Copier owners/operators shall be responsible in securing their own photocopying machines by providing them cabinet with padlocks. Any improvement or construction made in their area/space shall be on Build Operation Transfer (BOT) scheme;

3.9 Failure of the Lessee to strictly follow and implement the provisions of the Contract shall be a legal basis for the cancellation of the Contract.

Section 4. Policies on Peddlers/Itinerant Vendors

4.1 All vendors classified as peddlers or itinerant who wish to sell their products/goods in the College are required to secure a Security Clearance from the Security Services Office.

4.2 All vendors shall present their Security Clearance to the IGP Coordinator and the latter shall issue them their Permit to Sell. Their Security Clearance and Permit to Sell shall accredit them to engage in a selling business inside the campus. The Office of IGP Coordinator shall issue an ID Pass, which is good for one year, to each vendor with a fee of fifty pesos (P50.00).

4.3 Each accredited vendor shall pay a daily fee to the Cashier every time he transacts business in the campus based on the following schedule of fees: a) Vendor for ice cream, candies, pastries, dried fish and the like shall pay P15.00; b) Cosmetics, toys, souvenir items, and similar goods are charged with P20.00; and c) Men’s, women’s and children’s wear are charged with P50.00.
4.4 Before transacting business inside the campus, the vendor shall pay to the Cashier’s Office the daily fee as specified in item 4.3 and presents his official receipt to the IGP Coordinator who notes down the receipt number in a Record Book.

4.5 For health security reasons, a Clearance/Certification from the Bureau of Food and Drugs and/or the Municipal/City Provincial Health Office shall be secured by the vendor and be presented to the IGP Coordinator to guarantee the safety of the goods they will sell inside the campus.

4.6 The Security Services Office and IGP Coordinator’s Office have the right to deny entrance or issuance of clearance/permit to any itinerant vendor whom they think or suspect as a threat to campus security.

Section 5. Policies on Distributors

5.1 Distributors of all kinds of processed foods, dry goods, mineral water, soft and tetra pack drinks shall be required to secure a Gate/Visitors/ Security Pass from the Security Services Office.

5.2 After securing a Security Permit, distributors shall likewise secure a Business Permit to transact business/sell their products from the Office of IGP Coordinator.

5.3 All distributors shall pay a yearly delivery fee of Two Thousand Pesos (P2,000.00) to the Cashier’s Office before they will be allowed to deliver/sell their products in the campus whether once a year or twice a year (1st week of June and November). A xerox copy of the official receipt of payment shall be furnished to the IGP Coordinator.

5.4 For security reasons, salesmen, drivers and helpers of distributors shall secure yearly an Identification Card after paying fifty pesos (P50.00) from the Cashier’s Office.

Section 6. Policies on Benefactors, Donors and Sponsors

6.1 The College welcomes benefactors, donors and sponsors who wish to sponsor a show or any presentation that generates income; provided that they are willing to pay the rentals as approved by the College administration.

6.2 Payments of rentals and/or share of income if any shall be properly receipted at the Cashier’s Office and a copy is furnished to the IGP Coordinator for recording.

6.3 Any amount/material thing/s donated to the College by a person, alumnus, benefactor, group of persons, association or organization shall be properly receipted and/or acknowledged.
Section 7. Policies on the Use of Buildings and Facilities

7.1 Buildings in the College such as the gymnasium and the conference room and facilities such as sound system, chairs and tables shall be allowed for use in various academic, social, cultural, religious, commercial and other activities for both outsiders and all the members of the academic community.

7.2 The use of said buildings, facilities and equipment shall be made free for the activities of the students, faculty and personnel of the College especially when done in the functions of instruction, research, extension and production.

7.3 If outsiders request the use of buildings, facilities and equipment for various socio-cultural activities, they shall pay a minimal rental specified under the schedule of fees stipulated in Section 8 following these provisions.

7.4 Outsiders’ requests for the use of buildings, facilities and equipment shall be properly attended to by the IGP Coordinator. After thorough evaluation of the requests, he shall elevate them to the Director for Administrative and Finance Services who shall recommend for the approval of the College President.

7.5 Upon approval, the requesting person shall secure a payment order from the IGP Coordinator before paying to the Cashier.

7.6 After payment, the requesting person shall present the Receipt to the IGP Coordinator for the release of the equipment or reservation of the facility.

7.7 Sponsors of affairs/activities conducted in the College shall be responsible in the preparation of the hall/stage and putting away or cleaning the area after the affair, and are responsible for the repair of destroyed equipment/facilities or replacement in case of lost article;

7.8 Likewise, sponsors of various activities conducted in the College during Saturdays, Sundays, holidays and at night shall pay the per diem and allowance and/or overtime pay of utility workers, electricians, security guards, operators and other personnel involved in the activities.
Section 8. Schedule of Fees

The following shall be paid by the lessee when entering a contract with the college for IGP purposes:

<table>
<thead>
<tr>
<th>Type</th>
<th>Kind</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities</td>
<td>• Gymnasium for big occasions like weddings, anniversaries, assembly meetings, seminars, training and the like</td>
<td>For Daytime rental, a minimum rent of Php1,000.00 for the first 4 hours and additional Php250.00/hour for succeeding hours</td>
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<tr>
<td></td>
<td>• Gymnasium for in-door sports activities like basketball, volleyball, sepak takraw, table tennis, dance sports and badminton</td>
<td>Php500.00/hour</td>
</tr>
<tr>
<td></td>
<td>• Basketball, tennis and volleyball courts outside the gymnasium</td>
<td>Php100.00/hour</td>
</tr>
<tr>
<td></td>
<td>• Conference Room for small group meetings, training, seminars and conferences</td>
<td>For Daytime rental, a minimum rent of Php 500.00 for the first 4 hours and additional 100.00 /hour</td>
</tr>
<tr>
<td></td>
<td>• Classrooms for meetings and conferences</td>
<td>For Nighttime rental, a minimum rent of Php1,000.00 for the first 4 hours and additional 200.00 /hour</td>
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<tr>
<td></td>
<td>• Open Café</td>
<td></td>
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<tr>
<td>Equipment</td>
<td>• Monoblock chairs</td>
<td>Php5.00/chair for 2 days with overdue payment of Php10.00/day/chair</td>
</tr>
</tbody>
</table>
### Food Stalls

- **Stalls/Canteens**
  - Php 2,000.00

<table>
<thead>
<tr>
<th>Other Stalls</th>
<th>Php1,300.00/month</th>
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<tbody>
<tr>
<td></td>
<td>Php1,250.00/month</td>
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<table>
<thead>
<tr>
<th>Sale of Harvest</th>
<th>* based on existing prices of Commodities</th>
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<tbody>
<tr>
<td>- Coconut fruits</td>
<td></td>
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<tr>
<td>- Mango fruits</td>
<td></td>
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<td>- Others</td>
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</table>

<table>
<thead>
<tr>
<th>Sale of scraps</th>
<th>* based on existing prices of Commodities</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Papers</td>
<td></td>
</tr>
<tr>
<td>- Metals</td>
<td></td>
</tr>
<tr>
<td>- Plastics</td>
<td></td>
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<tr>
<td>- Others</td>
<td></td>
</tr>
</tbody>
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**ARTICLE VII**

**AUXILIARY AND SUPPORT SERVICES**

**Section 1. Auxiliary and Support Services.** The office is responsible for the maintenance of cleanliness and orderliness within the campus; provision of comfortable accommodation areas and presentable surroundings; and maintenance of college properties/materials in good condition.

**Section 2. Policy Guidelines**

**2.1 Services**

1. Observe safety measures and standards at all times.
2. Maintain clean and orderly surroundings.
3. Utility workers should prioritize works in their assigned area except on special cases.

**2.2 Programs/Special Activities**

1. Employees and students who need the services of the utility workers should request permission from the Administrative Services Office which is responsible in issuing a route slip to concerned personnel.
2. All requests pertaining to the services of the utility workers should be coordinated at least 3 days before the date of the program or activity to be undertaken.

**2.3 Others**
1. Employees and students who want to borrow tools/materials from the maintenance should ask permission to the person-in-charge and sign in a logbook provided for them.

2. If the borrowed material is lost, the borrower should replace it.

CHAPTER II
THE FINANCIAL MANAGEMENT SERVICES

ARTICLE I
THE ACCOUNTING OFFICE

Section 1. The Accounting Office. The office is responsible in keeping records of the financial transactions of the College and to render periodic reports of the same in accordance with pertinent laws, rules and regulations.

Section 2. Accounting Policies

2.1 All disbursements should be covered by vouchers with valid and authentic supporting documents.

2.2 All transactions pertaining to collections, disbursements, and remittances such as GSIS premiums, withholding taxes, scholarships, trust funds and others, must have corresponding ledgers wherein current balances are updated.

2.3 All remittances pertaining to government liabilities such as GSIS premiums, withholding taxes, Pag-ibig loans and others should be made on or before due date to avoid penalties and surcharges.

2.4 All incoming and outgoing documents of the different offices such as the Cashier, Property and Supply, Budget and other offices should be duly signed by the authorized signatories.

2.5 Before taking periodical examination, every student should have paid the required fees. Before the end of every semester, the student must have paid all his accounts.

Section 3. Specific Functions

3.1 Student Services

3.1.1 Assesses students fees
3.1.2 Keeps and maintains updated students’ accounts records

3.1.3 Issues examination permits to students upon receipt of a duly accomplished clearance

3.1.4 Prepares and issues certificates of student billings

3.2 Employee Services

3.2.1 Computes withholding taxes

3.2.2 Prepares withholding tax certificates at year-end

3.2.3 Prepares and submits remittance reports of taxes withheld from compensation

3.3 General Services

3.3.1 Prepares disbursement vouchers

3.3.2 Prepares alob/s/rutf (for obligations charged against mds/ui or tf)

3.3.3 Prepares the jev to be the basis in recording the transaction in the books

3.3.4 Prepares monthly, quarterly and annual financial reports

Section 4. Accounting Policies and Guidelines

4.1 Student Accounts

4.1.1 Students must pay a down payment of at least fifty percent (50%) of the total fees during enrolment in order to be officially enrolled.

4.1.2 Of the remaining 50%, the student will pay 25% during midterm and 25% during the final examination.

4.1.3 Back accounts must first be settled before a student can enrol in the ensuing semester.

4.2 Cash Discount Upon Enrolment

4.2.1 A 10% cash discount on tuition fee shall be granted if full payment is made upon enrolment.

4.2.2 In dropping subject/s, the discounted tuition fee shall be
credited if dropping is done within the dropping period, otherwise, there shall be no reduction in the tuition fee due to dropping (see policy on dropping).

Section 5. Dropping

5.1 Dropping Out or Dropping All Subjects

5.1.1 On the day of enrolment before closing the day’s transaction entitles the student to a full refund.

5.1.2 Before and until the first week from opening of classes entitles the student to a refund of 90% of all fees paid, except registration fee, entrance fee and ID fee.

5.1.3 After the first week but within the second week after opening of classes entitles the student to a refund of 80% of all fees paid, except registration fee, entrance fee and ID fee.

5.1.4 After the dropping period (first two weeks after opening of classes) does not warrant the student to a refund of all fees paid, but saves him from a failing grade.

5.2 Dropping One or More Subjects

5.2.1 Within the dropping period (within two weeks after the opening of classes), there will be a corresponding reduction in the tuition fee.

5.2.2 If the reduction in fees results to an overpayment, the student is entitled to a credit to be offset against future assessments.

5.2.3 After the dropping period, there will be no corresponding reduction in fees but this saves the student from a grade of 5.0.

5.3 Erroneous Assessment

5.3.1 Upon the discovery of the error, the Accounting Office shall evaluate the implication of the error.

5.3.2 If the amount involved is an overpayment of One Thousand pesos (PhP1000.00) or more, the full amount shall be refunded, otherwise, the overpayment shall be treated as credit to be offset against future assessments.

5.4 Dissolution of Classes. The same policy on erroneous assessments will be applied.
Section 6. Examination Permit

6.1 Midterm examination permit will be issued to the student when he has paid at least 75% of his total fees.

6.2 Final examination permit will be issued to the student when he has already settled his accounts in full and upon presentation of a duly accomplished clearance.

Section 7. Cash Advances for Travel and Other Time-Bounded Activities

7.1 All cash advances must be liquidated within 5 working days from return to station or after the activity.
7.2 No cash advance will be granted until the previous one is liquidated.

Section 8. Special Classes (Tutorials):

8.1 Special classes or tutorial classes are deviations from normal operating procedures; hence, the practice should be discouraged.

8.2 Student/s requesting for a special class shall pay the full tutorial fee before enrolling in the course. Tutorial fee refers to the instructor’s salary to be shouldered by the student/s.

8.3 All students in the tutorial class must have fully paid their share in the tutorial fee before the special class can be opened. This is to ensure full payment to the faculty when the class has been completed as scheduled.

Section 9. Procedures in the Approval of Special Classes

9.1 The Dean evaluates the records of the student who is requesting for a special class.

9.2 Upon the advice of the Dean, the student fills up in three (3) copies a Request for Special Class indicating the subject requested, and the reason for the request.

9.3 The Dean shall endorse the request to the Director for Academic Affairs who shall evaluate the same taking into consideration the merit of the request, availability of faculty, and all other related concerns.

9.4 The Director for Academic Affairs shall evaluate the merit of the request, the availability of faculty, the fees to be paid by the student, the time and room availability, and other related concerns, before making recommendations to the College President for his/her approval.

9.5 The College President approves or disapproves the request and then
returns the document to the Director for Academic Affairs.

9.6 If approved, the Director for Academic Affairs creates subject computer code and then distributes a copy of the approved request to the Dean, the Registrar’s Office for subject encoding and to the Accounting Office for assessment encoding.

9.7 The Dean advises the student to add subject requested.

9.8 The Registrar’s Office initiates the preparation of the Contract for Special Class.

9.9 If disapproved, the Director for Academic Affairs returns all copies to the Dean, files all copies and then informs the concerned student/s accordingly.

ARTICLE II
THE CASHIER’S OFFICE

Section 1. The Cashier’s Office. The Cashier shall observe the following:

1.1 A corresponding receipt shall always be issued for every payment made.

1.2 All collections should be remitted to the Cashier at the end of the day.

1.3 All collections during the day should be deposited to the depository bank during the day or the following banking day.

1.4 All payments should be covered by vouchers and made in the form of checks.

Section 2. Disbursing. The Cashier’s Office shall practice all the following in terms of disbursing:

2.1 All payments should be covered by voucher with complete supporting documents duly signed/approved by authorities and made in the form of checks.

2.2 Payments of salary should be on the 15th and 30th of the month. An employee who cannot come to receive his/her salary can send any representative with authorization letter duly signed by the employee himself/herself.

2.3 No salary will be given to any employee who fails to submit required documents, forms or reports.
2.4 Others: Cash advances should be settled one (1) week (within 5 working days) after completion or accomplishment of the activities undertaken. Failure to settle cash advance within the specified period shall preclude the employee from getting another cash advance again. The Cashier has the right to withhold the salary or whatever benefits to be given to the employee who made cash advance until the said CA will be settled.

**ARTICLE III**

**THE BUDGET OFFICE**

**Section 1. Budgeting.** The Budget preparation should be in accordance with the national budget call. All units should submit all budgetary requirements for the following budget period every October of the current year to the Planning Office copy furnished the Office of the Vice President for Administrative and Finance Services and Budget Office for consolidation. In case the requested amount for equipment outlay is not approved, there is a need for reprioritization. Utilization of available funds should be based on immediate needs of the different units as approved by the President.

**Section 2. The Budget Office.** This office shall be tasked to:

2.1 Formulate budget proposals in collaboration with the other members of the Planning and Budget Office;

2.2 Prepare internal budgets in line with the policies and programs of the college;

2.3 Execute the internal budgets; and

2.4 Provide for efficient and effective budgetary controls for revenue and expenditures.

**ARTICLE IV**

**PROPERTY AND SUPPLY MANAGEMENT OFFICE**

**Section 1. Property and Supply Management Office.** This office is responsible for the cost-efficient acquisition, inventory and disposal of supplies, materials and equipment for effective use of the College components.

**Section 2. Functions**

2.1 The office shall award approved purchase orders for supplies, materials, furniture and fixtures and equipment, as well as job orders for printing, repairs and other contract services, to the winning bidder/s.

2.2 The office is tasked to inspect and accept supplies, materials, furniture and fixtures and equipment delivered as well as printing, repairs and other contract services rendered.
2.3 The office shall also be responsible for the inspection and acceptance of supplies, materials, furniture and fixtures and equipment that are donated and/or internally fabricated.

Section 3. Issuance of Supplies and Equipment

3.1 Requisition and Issuance Slips (RIS) must be duly accomplished before supplies and materials will be released.

3.2 Memorandum Receipts (MRs) shall be issued on all equipment assigned/released to concerned units/individuals.

3.3 Equipment (tables, chairs, cabinets, etc.) manufactured/made by the NLPSC laborers must be reported to the Accounting Office and the Property/Supply Office for proper recording and accounting of materials used in the manufacture.

Section 4. Inventory Management

4.1 The office shall be responsible for the provision of an effective safekeeping system of supplies, materials, furniture and fixtures and equipment of the university.

4.2 The office shall maintain a recording system for the timely and efficient monitoring of inventory level of supplies and materials as well as the whereabouts of all furniture and fixtures and equipment.

Section 5. Disposal

5.1 The office shall determine all unserviceable furniture and fixtures, equipment and other properties of the College and submits request for condemnation to the office of the President for approval and reports the same to the Office of the Resident Auditor.

5.2 In the service or repair of vehicles or other equipment, personnel concerned shall surrender to the Supply/Property Office all waste materials (spare parts, tires, etc,) to justify replacement.

5.3 All non-functional/non-serviceable equipment shall be surrendered to the Property Office for condemnation and record purposes.

5.4 Loss of equipment/items shall be the liability of the personnel named in the Memorandum Receipt. Replacement or payment shall be his/her responsibility.

5.5 The office shall also be tasked to sell in a public auction and/or dispose all condemned properties after securing clearance from the COA.
Section 6. Procurement of Supplies, Materials and Equipment

6.1 Consistent with the Department of Budget and Management memorandum, the needs of all units of the agency must be incorporated in the budget preparation during the first quarter of the calendar year; hence, all units must submit their requisitions to the Office of the President.

6.2 All units must submit to the Supply/Property Office a duly accomplished Annual Procurement Plan (APP) with the list of supplies, materials and equipment plus the specific price/estimated price for the consolidation of monthly/quarterly purchases of supplies and materials the next calendar year.

6.3 Items not enumerated/included in the APP will not be given priority attention unless very much needed. Before emergency purchases shall be made, the requisitioner should inform the Office of the Vice President for Administrative and Finance Services the reason for such purchase and the Accounting Office regarding the availability of funds. Requests should be supported by duly approved operational plans, purchase requests & purchase orders.
EXCERPTS FROM THE MINUTES OF THE 4TH QUARTER 2015 (21ST REGULAR) MEETING OF THE BOARD OF TRUSTEES OF NORTH LUZON PHILIPPINES STATE COLLEGE, CANDON CITY, ILOCOS SUR HELD AT THE COMMISSION ON HIGHER EDUCATION CHAIRPERSON'S CONFERENCE ROOM, HEDC BLDG., C.P. GARCIA AVENUE, DILIMAN, QUEZON CITY ON DECEMBER 10, 2015 AT 2:00 PM.

NLPSC Board Resolution No. 439, s. 2015

Resolved as it is hereby resolved, to approve the Amendments on some articles of the NLPSC Code.

APPROVED.

Certified Correct:

LUZ C. INIGO
Board Secretary

Attested:

ELIZABETH M. GACUSANA, Ed.D.
President