



Republic of the Philippines
IFUGAO STATE UNIVERSITY
Nayon, Lamut, Ifugao

OFFICE OF THE UNIVERSITY PRESIDENT

OFFICE ORDER NO. 13 s. 2016

SUBJECT: Additional Guidelines in the Processing of Payments of Services Rendered and Travel Expenses

DATE : August 31, 2016

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1. In line with the University's goal to pursue excellence in administration and governance and to fast track the processing of payments for services rendered (for J.O.s and Part-time faculty) and reimbursement of travel expenses (for all employees), the following guidelines shall be followed:
 - a. The office staff or claimant from the concerned college/department shall be the one to prepare the Disbursement Voucher (DV);
 - b. The DV shall be prepared with the following mandatory attachments:

For payments of services rendered (ensure that these documents are duly signed and approved):

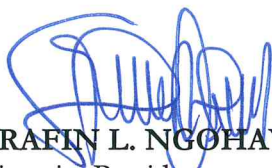
 - Daily Time Record (DTR) - original;
 - Monthly Performance Output Report (MPOR) - original;
 - Contract of Service (COS) - photocopy;
 - Travel Authority (if any) – original or photocopy;
 - Request to Render Overtime (if any) – original or photocopy; and
 - Application for leave (if any) – original or photocopy.

For reimbursement of traveling expenses (ensure that these documents are duly signed and approved):

 - Approved Itinerary of Travel – original or photocopy;
 - Revised Itinerary of Travel (in case Itinerary was not followed) - original;
 - Certificate of Travel Completed - original;
 - Travel Authority – original or photocopy;
 - Invitation/Communication addressed to the University President/Campus Executive Director with CHED/PASUC endorsement (in case of seminar/workshop) – original or photocopy;
 - Back to Station Report - original;
 - Fare tickets and other receipts - original; and
 - Certificate of Appearance/Attendance - original.
 - c. Other documents and certifications may be required if necessary as attachment in the DV after review by a competent authority.
 - d. The box A of the DV should be signed by the Dean, Chairperson, or Immediate Supervisor whichever is applicable.
 - e. The duly accomplished DV shall be submitted to the Finance Office of the University for processing.
 - f. The college/department concerned shall maintain a logbook of DVs submitted to the Finance Office for file and reference pertinent to accounting and auditing rules and regulations.

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2. Similar guidelines in the preparation of DV/s duly issued by governing agencies (i.e. DBM, COA, etc.) will apply.
3. The above guidelines are expected to ease the voluminous works of the personnel in the Finance Office such as preparation and submission of financial reports, preparation and processing of remittances (e.g. BIR, GSIS, etc.), among others for them to meet the deadlines set by these agencies.
4. This issuance shall address the constant delays in the payment of services rendered and reimbursement of travel expenses.
5. The Director for Finance of the University is tasked to conduct simultaneous briefing on the proper preparation of DV/s and ensure that the appropriate form/s must be followed across the campuses at all times.
6. Previous issuances contrary to this are hereby revoked.
7. For your information and compliance.



SERAFIN L. NGOHAYON, Ph.D.
University President

Copy furnished: All ADCO Members, Director for Finance, COA, Records Office, file.