

UNIVERSITY OF THE PHILIPPINES

DILIMAN

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OFFICE OF THE CHANCELLOR

Date:

HRDO - Director's Office
14 FEB 2017

2017-112

10 February 2017

MEMORANDUM NO. MLT-17-047

TO : DEANS, DIRECTORS AND HEADS OF UNITS
SUBJECT : CY 2018 BUDGET PROPOSAL

Relative to the forthcoming submission of UP Diliman's CY 2018 Budget Proposal to the Department of Budget & Management (DBM), please submit you respective units' funding proposals for additional Personal Services (PS); Maintenance and Other Operating Expenses (MOOE); and Capital Outlays (CO) for Equipment and Infrastructure. Attached are the documentary requirements that need to be submitted together with your proposals for each major funding category (i.e., PS, MOOE and CO).

Proposals for additional personnel items must be in accordance with the UP Diliman Index of Occupational Services, copy of which can be requested from the Human Resource Development Office (HRDO).

Proposals for additional MOOE must be with justification (e.g., increased enrollment; increased maintenance for buildings and facilities; etc.) and supported by a three-year (2015, 2016 1nd 2017) comparative data.

For budget proposals involving infrastructure projects, the DBM requires that project proposals be supported with **plan and design** to ensure that they are "implementation ready" once approved for funding.

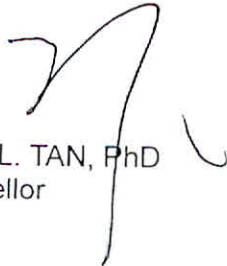
May we, however, inform you that there is a ceiling in the amount that an agency may propose that is set by the DBM and that budget proposals of UP Constituent Units (CUs) are initially evaluated by the UP System. Since budget ceiling per CU varies every year, we cannot yet inform you of the budget ceiling for UPD.

To facilitate the preparation and consolidation of the budget proposals of various UPD units, please use the attached template for the hard copy and EXCEL file for the soft copy.

The deadline for submission of budget proposals, in both hard and soft copies, to the Diliman Budget Office (DBO) is **25 February 2017**.

For your guidance and compliance.

Thank you.


MICHAEL L. TAN, PhD
Chancellor

2018 BUDGET PROPOSAL: DOCUMENTARY REQUIREMENTS

A. For Requests for Additional Regular Plantilla Position Items or PS

1. Justification for the requested additional items
2. Copy of the Legal basis for the creation of plantilla positions, i.e. BOR approved re-organization plan
3. Organizational Structure, both existing and proposed
4. Functional Chart, Description of Specific Duties of the requested positions
5. List & Number of Position Titles, Salary Grade Equivalent including Mandatory Benefits

Note: Information regarding mandatory benefits may be provided by UPD Budget Office.

Please consult with your respective Budget Officers in-charge of your unit

B. For Requests for Additional MOOE

1. Justification for the proposed increase
2. Expected number of beneficiaries
3. Expected outcomes/output
4. Itemized list of MOOE expenditures that need additional funding (e.g., utilities, janitorial and security services supplies and materials, etc.)

c. For Requests for CO (Infrastructure/Equipment)

a) Equipment

Any request for equipment must be supported by the following information:

1. Quantity, Description of the unit, unit cost, organizational deployment
2. Justification for each item being requested for funding

Requests for replacement of motor vehicle:

1. Inventory of motor vehicle signed by the SPMO Director
2. Statement of Expenditures relative to the maintenance cost of existing vehicle subject for replacement
3. Number of passengers using the vehicle
4. Justification for the replacement and its intended purpose

b) Infrastructure

1. Location Plan
2. Building Perspective (including architectural, structural, electrical, mechanical, sanitary designs)
3. Justification
4. Expected Output/Outcome
5. Number of Beneficiaries and its contributions to the society
6. Description of Programs or Projects needing additional space
7. Description of its contributions to the development goals of the country

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UNIVERSITY OF THE PHILIPPINES DILIMAN
 CY 2018 BUDGET PROPOSAL FOR ADDITIONAL REGULAR PLANTILLA ITEMS

PERSONAL SERVICES (PS)

SEQ #	UNIT/ COLLEGE	TYPE (F,R,A)	NUMBER OF ITEMS	POSITION TITLE	SALARY GRADE	ANNUAL SALARY (A)	MANDATORY BENEFITS (PER PERSON/ PER YEAR)										JUSTIFICAT ION	
							PERA	CLOTHING ALLOW	BONUS	CASH GIFT	ECIP*	PAG- IBIG	HIP*	RIP*	PEI*	TOTAL MANDATORY BENEFITS (B)		TOTAL (A + B)
						24,000		5,000	2 mos. salary	5,000	1,200	1,200	3,000	annual salary x 12%	5,000			

Prepared by: _____

Certified correct: _____

Signature: _____

Name: _____

Position: _____

Date: _____

Signature: _____

Name: _____

Date: _____

Head of the requesting unit

* FOOTNOTE :

- ECIP - Employees Compensation & Insurance Premiums
- HIP - Health Insurance Premiums
- RIP - Retirement & Life Insurance Premium
- PEI - Productivity Enhancement Incentive

NOTE:

All requests for additional plantilla items must be coordinated w/
 HRDO c/o Mr. Rogelio T. Estrada

