UNIVERSITY OF THE PHILIPPINES

DILIMAN

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OFFICE OF THE CHANCELLOR

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 сору.

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

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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
- 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

2018 BUDGET PROPOSAL: DOCUMENTARY REQUIREMENTS

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

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- 3. Justification
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UNIVERSITY OF THE PHILIPPINES DILIMAN CY 2018 BUDGET PROPOSAL FOR ADDITIONAL REGULAR PLANTILLA ITEMS

PERSONAL SERVICES (PS)

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

*FOOTNOTE: ECIP HIP RLIP	Date:	Position:	Name:	Signature:	Prepared by:
- Employees Compensation & Insurance Premiums - Health Insurance Premiums					
NOTE:		Date:	Name:	Signature:	Certified correct:
All requests for additional plantilla items must be coordinated w/HRDO c/o Mr. Rogelio T. Estrada			Head of the requesting unit		

PEI

- Productivity Enhancement Incentive

University of the Philippines - Diliman FY 2018 Budget Proposal for Increase in Regular MOOE Budget

			7			
Seq#	Unit/College/ Department	Item of Expenditures*	Proposed Increase (Amount)	Expected Number of Beneficiaries	Justification	Expected Outcome/Output
	4					
1		GRAND TOTAL				
* 7	5000	* [:	

Prepared by: * Examples of Regular MOOE items are the following: janitorial services, security services, office supplies, repairs and maintenance, utilities, subscription, transportation expenses, etc. payment of services of non-UP contractuals, printing and publication expenses, gasoline and other lubricants, Certified correct:

Signature: Name:	Signature: Name:	Head of the requesting
Position:	Date:	

Date:

		SEQ
		College/ Unit
		Project Title
		Project Cost
		Project Description
		Phase Indicator (i.e. 1, 2) and \Status
		PROJ Lot Area (sq.m.)
		Floor Area (sq.m.)
		LE (by Pha
		PROJECT PROFILE (by Phase, if applicable) Roo of Classrooms/ Area Area Floors AV Room / (sq.m.) (sq.m.) (per floor)
		PROJECTED TIME OF COMPLETION START END
		Type of Building (i.e. concrete, steel, wood, combination, etc.)
		Justification (please use additional sheet if necessary)
		Expected Output/ Outcome
		Number of Beneficiaries and its contribution to the society
		Description of Programs or Projects needing additional space
		Description of its Programs or Contributions Projects to the additional space country
		Remarks

Note: All request for Infrastructure Outlay must be supported by architectural plans/designs which must be coordinated with the Office of the Campus Architect c/o Director Eric Tabafunda.

Position. Date:	Name:	Signature: Signature:	Prepared by: Certified correct:
	Head of the requesting unit		

UNIVERSITY OF THE PHILIPPINES DILIMAN CY 2018 BUDGET PROPOSAL FOR EQUIPMENT OUTLAY

EQUIPMENT FORM

	1	_	_	_	T	1	_	_	1	1	1	_	_	_	_	1	1	
																		SEQ
																		College / Unit
																		Unit Unit
																		No. of Units Unit Cost Total Cost
																		Unit Cost
																		Total Cost
																		Type (i.e. IT, medical, etc)
																		Specification
¥																		Specification Purpose / Justification

Note: Equipment costing below P15,000.00 are classified as MOOE. Thus, only those costing P15,000 and above should be included in this form.

Certified correct:

Position:	Name:	Signature:	
Date:	Name:	Signature:	
	Head of the requesting uni		

Date:

Prepared by: