UNIVERSTIY OF THE PHILIPPINES
OPES-PMS
ACCOUNTING OFFICE REFERENCE TABLE

CODE	FUNCTIONS	OUTPUT	PERFORMANCE INDICATOR	TIME Required to Accomplish Output (in mins)	POINTS	OPERATIONAL DEFINITION
PROCESSING OF DISBURSEMENT VOUCHERS:						
ACC_DV_001	A. Personal Services	Disbursement Voucher (DV)	per Disbursement Voucher	65	1.083	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	B. Maintenance and Other Operating Expenses and Equipment Outlay					
ACC_DV_002	Suppliers - Regular (General)	Disbursement Voucher (DV)	per Disbursement Voucher	82	1.367	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Suppliers- Special	Disbursement Voucher (DV)	per Disbursement Voucher	102	1.700	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.

ACC_DV_002	Utilities (Electricity/Water/PLDT/Smart)	Disbursement Voucher (DV)	per Disbursement Voucher	82	1.367	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Rentals	Disbursement Voucher (DV)	per Disbursement Voucher	82	1.367	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Security/janitorial - Regular	Disbursement Voucher (DV)	per Disbursement Voucher	132	2.200	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Security/janitorial - Special	Disbursement Voucher (DV)	per Disbursement Voucher	372	6.200	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Contracted Services	Disbursement Voucher (DV)	per Disbursement Voucher	82	1.367	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Reimbursements - travels and others	Disbursement Voucher (DV)	per Disbursement Voucher	87	1.450	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.

ACC_DV_002	Liquidation of cash advance - local	Disbursement Voucher (DV)	per Disbursement Voucher	87	1.450	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Liquidation of travel cash advance - foreign	Disbursement Voucher (DV)	per Disbursement Voucher	102	1.700	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Liquidation of cash advance - PCF for operation	Disbursement Voucher (DV)	per Disbursement Voucher	132	2.200	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Liquidation of cash advance - special project	Disbursement Voucher (DV)	per Disbursement Voucher	132	2.200	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Replenishment of Petty Cash	Disbursement Voucher (DV)	per Disbursement Voucher	132	2.200	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_002	Grant of Cash Advances (travel/project/regular)	Disbursement Voucher (DV)	per Disbursement Voucher	82	1.367	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.

ACC_DV_002	STFAP Scholars Allowance	Disbursement Voucher (DV)	per Disbursement Voucher		1.367	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
				82		
ACC_DV_002	Students' Refund	Disbursement Voucher (DV)	per Disbursement Voucher		1.367	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
				82		
ACC_DV_002	Refund of Deposit (bid bond/housing bond etc)	Disbursement Voucher (DV)	per Disbursement Voucher		1.367	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
				82		
ACC_DV_003	C. CAPITAL OUTLAY					
ACC_DV_003	Mobilization	Disbursement Voucher (DV)	per Disbursement Voucher	87	1.450	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
ACC_DV_003	First Payment	Disbursement Voucher (DV)	per Disbursement Voucher		1.617	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
				97		
ACC_DV_003	Progress Payment	Disbursement Voucher (DV)	per Disbursement Voucher		1.533	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
				92		

ACC_DV_003	Final Payment	Disbursement Voucher (DV)	per Disbursement Voucher	97	1.617	Receives, pre-audits, computes tax & other deductions, journalizes transactions, certifies availability of funds and consistency with the purpose of the fund and releases disbursement voucher to unit concerned.
PAYROLL & TAX SECTIONS						
ACC_PY_001	*A. Preparation of Monthly General Payroll*					
ACC_PY_001	1. Update, make necessary corrections and review payroll deductions including adjustments to withholding tax for the preparation of monthly computerized payroll.	Payroll Update/corrections	per item updated and/or corrected	2	0.033	Based on received payroll updates, encode necessary corrections on the concerned payroll database. Review payroll deductions encoded which include among others adjustments to withholding tax, etc., in preparation of processing of the monthly computerized
ACC_PY_001	2a. Printing of the preliminary list of the general payroll (line printer)	Preliminary list	per page of payroll preliminary list printed	1	0.017	Printing of the preliminary list of the general payroll for final verification as to the correctness of the payroll.
ACC_PY_001	2b. Printing of the preliminary list of the general payroll (dot matrix)	Preliminary list	per page of payroll preliminary list printed	5	0.083	Printing of the preliminary list of the general payroll for final verification as to the correctness of the payroll.
ACC_PY_001	3. Checking of the printed payroll preliminary list	Preliminary list	per item updated and/or corrected	2	0.033	Check upated preliminary list against payroll updates for correctness of entries and amount.
ACC_PY_001	4. Processing of the computerized monthly payroll and deductions database	Monthly computerized payroll and deductions database	Per payroll database	60	1.000	Summarizes payroll database received from the payroll section. Verifies corrections as to correctness of payroll codes used. Process payroll database preliminary to printing.
ACC_PY_001	5. Processing of the manual monthly payroll and deductions database	Monthly manual payroll and deductions database	Per payroll	60	1.000	Verifies corrections as to correctness of payroll codes used. Process payroll data preliminary to printing.
ACC_PY_001	6. Printing of the consolidated preliminary list of the monthly payroll					
ACC_PY_001	6a. Printing of the consolidated preliminary list of the general payroll (line printer)	Consolidated Monthly Preliminary List	per page of consolidated payroll preliminary list printed	1	0.017	Printing of the consolidated preliminary list of the general payroll for final verification as to the correctness of the payroll.

ACC_PY_001	6b. Printing of the consolidated preliminary list of the general payroll (dot matrix)	Preliminary list	per page of consolidated payroll preliminary list printed	5	0.083	Printing of the preliminary list of the general payroll for final verification as to the correctness of the payroll.
ACC_PY_001	7. Printing of the Final(adjusted) Monthly General Payroll					
ACC_PY_001	7a. Printing of the Final Monthly General Payroll (line printer)	Monthly General Payroll	per page of final monthly general payroll printed	1	0.017	Printing of the monthly general payroll for final verification as to the correctness of the payroll.
ACC_PY_001	7b. Printing of the Final Monthly General Payroll (dot matrix printer)	Monthly General Payroll	per page of final monthly general payroll printed	5	0.083	Printing of the monthly general payroll for final verification as to the correctness of the payroll.
ACC_PY_001	8. Printing of the Final Monthly Summary of Payroll Remittances and the individual Monthly Payroll Remittance Lists per agency , payslips, and other payroll reports	Payroll Reports/List				Printing of the Summary of Payroll, Payroll Remittances to agencies deducted from payroll, payroll obligation, payroll cash advance, payroll bank remittances, payroll abstract, individual payslip and other payroll reports for the month.
ACC_PY_001	8. Printing of the Final Monthly Summary of Payroll Remittances and the individual Monthly Payroll Remittance Lists per agency , payslips, and other payroll reports.(line printer)	Payroll Reports/List	per page of each report	1	0.017	Printing of the monthly general payroll for final verification as to the correctness of the payroll.
ACC_PY_001	8. Printing of the Final Monthly Summary of Payroll Remittances and the individual Monthly Payroll Remittance Lists per agency , payslips, and other payroll reports.(dot matrix printer)	Payroll Reports/List	per page of final monthly general payroll printed	5	0.083	Printing of the monthly general payroll for final verification as to the correctness of the payroll.
ACC_PY_001	9. Reconciliation of the individual payroll remittances against the summary of payroll by bank and by agency	Reconciled Report/List	Per agency	10	0.167	Checks/Verifies correctness of the total amount per Report of Remittance by agency against the Summary of Payroll Decductions

ACC_PY_001	10. Creation and conversion of payroll database to excel format for the printing of the abstract of Payroll Deductions.	Database in excel format	Per set of payroll	120	2.000	Converts database file of payroll and deductions to conform with the format of the monthly payroll abstract
ACC_PY_001	11. Preparation and processing of the weekly payroll advice/remittance to Landbank, PNB, DBP and Phil Veterans Bank (hard and e-copy)	Weekly Payroll Advice, Bank Remittance and E-copy of the Bank Remittances to individual accounts				
ACC_PY_001	11a. Preparation and processing of the weekly payroll advice/remittance to Landbank, PNB, DBP and Phil Veterans Bank (hard and e-copy)	Weekly Payroll Advice, Bank Remittance and E-copy of the Bank Remittances to individual accounts	Per Bank	1	0.017	Preparation of the Weekly Payroll Advice and Bank Remittances together with the E-copy of the bank remittances in the format acceptable to the bank computerized system of uploading deposits.
ACC_PY_001	11b. Preparation and processing of the weekly payroll advice/remittance to Landbank, PNB, DBP and Phil Veterans Bank (hard and e-copy)	Weekly Payroll Advice, Bank Remittance and E-copy of the Bank Remittances to individual accounts	Per Bank	5	0.083	Preparation of the Weekly Payroll Advice and Bank Remittances together with the E-copy of the bank remittances in the format acceptable to the bank computerized system of uploading deposits.
ACC_PY_001	12. Preparation of bank advice to put on-hold the crediting of the amount to the individual payroll account for retired/resigned/separated/on leave without pay not reflected in the processed payroll	Per individual bank advice	Per employee	10	0.167	Determines amount to be put on hold or to be credited to the account of the employee. Preparation of the Bank Advice to put on hold or credit the account of employee involved for signature by the authorized signatories.
ACC_PY_001	13. Segration of the monthly pay slips and payroll per department	Segregated PaySlips and Payroll Form	Per employee and per Department	5	0.083	Segregates (tears) the Payslips and Payroll form(printed in continous forms) by Department/Unit.
ACC_PY_001	14. Distribution of the monthly pay slips and payroll by department	Distributed Payslips and Payroll	Per Department and per employee	5	0.083	Distributes segregated Payslips and Payroll to the Individual Department/Units of the University through the messengers of the Department/Unit.

ACC_PY_002	**B. Preparation of the GSIS Electronic Remittance Module(ERM)**					
ACC_PY_002	1. Creation and conversion of payroll database to excel format for the processing of the GSIS ERM	Converted Payroll database to excel format	per set of payroll	120	2.000	Converts the monthly payroll database to excel format in preparation for the processing of the Electronic Remittance of the GSIS.
ACC_PY_002	2. Printing of the hard copy of the GSIS ERM Report and the creation of the e-copy of the report					
ACC_PY_002	2a. Printing of the hard copy of the GSIS ERM Report and the creation of the e-copy of the report (line printer)	Hard and soft copy of the ERM Reports	per employee/per GSIS deduction	1	0.017	Prints the remittance according to prescribed format and prepares soft copy for GSIS.
ACC_PY_002	2b. Printing of the hard copy of the GSIS ERM Report and the creation of the e-copy of the report (dot matrix printer)	Hard and soft copy of the ERM Reports	per employee/per GSIS deduction	5	0.083	Prints the remittance according to prescribed format and prepares soft copy for GSIS.
ACC_PY_003	C. Preparation of Special Payrolls - Creation of the payroll database for the payment of all employees' benefits including year-end benefits.	payroll database	per employee/per benefits	10	0.167	Reviews and updates payroll database based on the guidelines released by the administration
ACC_PY_004	D. Indexing of Special Payrolls	Indexed file	per employee	5	0.083	Encodes special payrolls
ACC_PY_005	E. Retrieval of records for the preparation and printing of Employees' Certification for various employees benefits	Certification	per number of months requested	30	0.500	Verifies deductions of employee in the income register and prepares certification being requested.
ACC_PY_006	F. Preparation of Obligation Summary and Obligation Requests (ObR) for the General Payroll	Payroll Obligation Summary and Obligation Requests (ObR)	per payroll	10	0.167	Preparation of Obligation Summary and Obligation Requests (ObR) for the General Payroll

ACC_PY_007	G. Preparation and review/analysis/reconciliation of preliminary tax computations of tax due and withheld for the year.	Reconciliation Statement	per employee	30	0.500	Verifies taxable income & personal exemption of the employee and computes for the tax due for the year.
ACC_PY_008	H. To upload the monthly IBM payroll for payroll on-line system-UPLB.	Uploaded monthly IBM payroll to payroll on-line system.	per employee			To upload the monthly IBM payroll for payroll on-line system-UPLB.
ACC_PY_009	I. Preparation, analysis, verification and printing of the Employees' Income Register	Prepared, analysed, verified and printed Employees' Income Register	per employee	5	0.083	Consolidates earnings and deductions from payroll database and special payroll. Prints Employee's Earnings Register.
ACC_PY_010	J. Submission of the monthly payroll remittances to agencies concerned (hard and soft copies together with the corresponding check payments.)	Monthly Payroll Remittances	per agency	480	8.000	Sorts, consolidates and summarizes deductions made for remittance to agencies concerned
ACC_PY_011	K. Preparation of the Letter of Introduction to banks for the opening of payroll account.	Letter of Introduction	per employee	5	0.083	Fill-up and sign pre-printed letter of introduction to the bank.
ACC_PY_012	L. Preparation, reconciliation and printing of the quarterly reports to Philhealth	Quarterly reports to Philhealth	per report	960	16.000	Extracts data from the payroll database. Verifies total amount to be remitted to PhilHealth and print according to prescribed form. Prepares soft copy.
ACC_PY_013	M. Processing and preparation of clearance for compensation received.	Clearance	per employee	variable		Verifies data from the earnings register
ACC_PY_014	N. Verification of employees with zero tax	Verified data	per employee	10	0.167	Verifies data from the annual alpha list for submission to BIR
ACC_PY_015	O. Computation and preparation of notices to employees with overpayment due to Leave without pay, tardiness, etc.	Notice	per employee	15	0.250	Computes for the amount of overpayment based on report submitted by HRDO and notify concerned employees thru letter.

ACC_PY_016	P. Prepares notice of salary deduction to be forwarded to payroll section based on authority to deduct	Notice of Salary Deduction	per notice	5	0.083	Prepares notice of salary deduction to concerned accountable officers/employees.
ACC_GS_001	GSIS, PAG-IBIG AND OTHER LOANS					
ACC_GS_001	Verification and processing of GSIS loan applications vis a vis net take home pay (GWAPS)	verified and processed loan application	per loan application	10	0.167	Checks the correctness of loan application and other requirements
ACC_GS_001	Approval and issuance of certification of loan application form	approved and signed certification	per approved application	5	0.083	Determines the eligibility of the employee to apply loan and signs the application form
ACC_GS_001	To enter new/adjusted deductions of members who availed GSIS loans and cancel deductions for salary loan and SOS loan for member who avails conso loan	Have entered/cancelled new/adjusted deductions who availed GSIS loans	1 applicant	1	0.017	Updates and adjusts deductions of employees
RECEIVING:						
ACC_RC_001	Receive, record, index, encode and distribute of incoming official documents/ communications for action	Official documents/ communication are received, recorded and processed	Per report/ communication	5	0.083	Receive the original appointment renewal, report for duty reemployment, promotion, salary adjustment, approved commutation of terminal leave, paid vouchers and RCI and other related documents.
RELEASING:						
ACC_RL_001	Release, record, encode outgoing financial report, prepare checklist (receiving copy)	Financial reports released and recorded	Per report	5	0.083	Encode,record in the logbook and release the original appointment renewal, report for duty reemployment, promotion, salary adjustment, approved commutation of terminal leave, paid vouchers and RCI and other related documents. Monitors receipt of documents
JOURNALIZING/RECORDING OF TRANSACTIONS (MANUAL)						
	a. Check Disbursements					
ACC_JM_001	Checking/verification paid vouchers against RCI.	Report of Checks Issued verified.	Per Voucher	5	0.083	Verifies correctness of amounts and codes of vouchers against the RCI

ACC_JM_001	Determines accounting entries, prepares Journal Entry Voucher and controls JEV in the JEV control Book (JEV).	Journal Entry Voucher for RCI	Per Voucher	10	0.167	Identifies and supplies correct accounting entries on voucher
ACC_JM_001	Printing of JEV	Journal Entry Voucher	per page	5	0.083	Prints JEV according to prescribed form
ACC_JM_001	Prepares Check Disbursements Journal.	Check Disbursements Journal	per DV	2	0.033	Prepares the necessary Check Disbursements Journal
ACC_JM_001	Printing of Check Disbursements Journal	Check Disbursements Journal	Per Report			Prints the Check Disbursement Journal
ACC_JM_001	5a. Printing of Check Disbursements Journale (line printer)	Check Disbursements Journal	Per Report	1	0.017	Prints the Check Disbursement Journal
ACC_JM_001	5b. Printing of Check Disbursements Journal (dot matrix printer)	Check Disbursements Journal	Per Report	5	0.083	Prints the Check Disbursement Journal
	b. Cash Disbursements					
ACC_JM_002	Classifies expenses per ROD, determines accounting entries, prepares Journal Entry Voucher and controls JEV in the JEV control Book (JEV).	Journal Entry Voucher for ROD/Liquidation Reports prepared.	Per DV	10	0.167	Identifies nature of expense and determines correct accounting entries
ACC_JM_002	Prepares Cash Disbursements Journal.	Cash Disbursements Journal prepared	Per DV	2	0.033	Prepares the necessary Cash Disbursements Journal
	c. Collection and Deposits				0.000	
ACC_JM_003	Checking/verification of collection per OR against soft copy of Report of Collections and Deposits of CDOs and determine entry per collection.	Official receipts checked and entry per collection determined.	Per Official Receipts	5	0.083	Verifies correctness of amount on official receipt against Report of Collections and Deposits of CDOs
ACC_JM_003	Prepares Journal Entry Voucher based on printed summary of entries.	Prepared summary of entries and JEV.	per student	5	0.083	Prepares the necessary Journal Entry Voucher
ACC_JM_003	Prepares Cash Receipts Journal.	Cash Receipts Journal prepared	Per OR	2	0.033	Prepares the necessary Cash Receipts Journal

					0.000	
	c. Other Transaction and adjustments					
ACC_JM_004	Checked documents for non-cash transactions (ex. donations) and accounts requiring adjustments.	Documents for non-cash transactions and other adjustments checked.	Per account	5	0.083	Examines, verifies documents and identifies necessary accounting entries
ACC_JM_004	Determines accounting entries, prepares Journal Entry Voucher and controls JEV in the JEV control Book (JEV).	Journal Entry Voucher for non-cash transactions and adjusted accounts.	Per entry	10	0.167	Identifies and supplies correct accounting entries on voucher
ACC_JM_004	Prepared General Journal for all funds.	General Journal prepared.	Per entry	2	0.033	Prepares General Journal for all funds
ACC_JM_004	Encoding and Summarization of entries per account	summarized balance per account	Per entry	10	0.167	Encodes and summarizes entries
ACC_JM_004	Posting of account balances to the General Ledger and footing of account balances.	Journals posted and GL balances determined.	Per account	10	0.167	Posts account balances to the General Ledger and determine correct account balance.
ACC_JM_004	Posting of account balances to the Subsidiary Ledger and footing of account balances.	Journals posted and SL balances determined.	Per account	10	0.167	Posts account balances to the Subsidiary Ledger and determine correct account balance.
PREPARATION AND GENERATION OF REPORTS						
ACC_PR_001	Preparation of regular financial reports except Statement of Cash Flows (monthly, quarterly and year-end)	Financial Reports	Per Fund/ Per Report	130	2.167	Extracts data from Trial Balance
ACC_PR_001	Preparation and printing of Statement of Cash Flows	Statement of Cash Flows	Per Fund	720	12.000	Analyzes transactions involving cash inflows and outflows; prepares report according to prescribed format; print report
ACC_PR_001	Preparation of other special reports as required by UP System/COA/Other agencies (ex. consolidated report on undergraduate tuition increment, Financial Report to NWRB)	Special report	Per Report	240	4.000	Extracts data from trial balance and other related reports (ex. enrolment report)

ACC_PR_001	Preparation of monthly and quarterly schedules to support the Financial Statements	Monthly and quarterly schedules submitted.	Per Schedule/Per Fund	240	4.000	Extracts data from trial balance; prepares report
	JOURNALIZING/RECORDING OF TRANSACTIONS					
	a. Check Disbursements					
ACC_JC_001	Checking/verification paid vouchers against RCI.	Report of Checks Issued verified.	Per Voucher	5	0.083	Download data from Cash Office and compares correctness of data against actual paid vouchers.
ACC_JC_001	Determines accounting entries, prepares Journal Entry Voucher and controls JEV in the JEV control Book (JEV).	Journal Entry Voucher for RCI prepared.	Per Voucher	10	0.167	Identifies and supplies correct accounting entries on voucher
ACC_JC_001	Printing of JEV	JEV	per page	5	0.083	Prints Journal Entry Voucher
ACC_JC_001	Prepares Check Disbursements Journal.	Check Disbursements Journal prepared.	per DV	2	0.033	Prepares Check Disbursement Journal
ACC_JC_001	Printing of Check Disbursements Journal	Check Disbursements Journal prepared.	Per Report			Prints Check Disbursement Journal
ACC_JC_001	5a. Printing of Check Disbursements Journal(line printer)	Check Disbursements Journal prepared.	Per Report	1	0.017	Prints Check Disbursement Journal
ACC_JC_001	5b. Printing of Check Disbursements Journal (dot matrix)	Check Disbursements Journal prepared.	Per Report	5	0.083	Prints Check Disbursement Journal
	b. Cash Disbursements					
ACC_JC_002	Classifies expenses per ROD, determines accounting entries, prepares Journal Entry Voucher and controls JEV in the JEV control Book (JEV).	Journal Entry Voucher for ROD/Liquidation Reports prepared.	Per DV	10	0.167	Identifies nature of expense and determines correct accounting entries
ACC_JC_002	Prepares Cash Disbursements Journal.	Cash Disbursements Journal prepared	Per DV	2	0.033	Prepares Cash Disbursement Journal
	c. Collection and Deposits					

ACC_JC_003	Checking/verification of collection per OR against soft copy of Report of Collections and Deposits of CDOs and determine entry per collection.	Official receipts checked and entry per collection determined.	Per Official Receipts	5	0.083	Verifies correctness of accounting entries on Official Receipts against data retrieved from Cash Office.
ACC_JC_003	Prepares Journal Entry Voucher based on printed summary of entries.	Prepared summary of entries and JEV.	per student	5	0.083	Prepares journal entries
ACC_JC_003	Prepares Cash Receipts Journal.	Cash Receipts Journal prepared	Per OR	2	0.033	Prepares cash receipts journal
	c. Other Transaction and adjustments					
ACC_JC_004	Checks documents for non-cash transactions (ex. donations) and accounts requiring adjustments.	Documents for non-cash transactions and other adjustments checked.	Per account	5	0.083	Examines, verifies documents and identifies necessary accounting entries
ACC_JC_004	Determines accounting entries, prepares Journal Entry Voucher and controls JEV in the JEV control Book (JEV).	Journal Entry Voucher for non-cash transactions and adjusted accounts.	Per entry	10	0.167	Identifies and supplies correct accounting entries on voucher
ACC_JC_004	Prepares General Journal for all funds.	General Journal prepared.	Per entry	2	0.033	Prepares General Journal for all funds
ACC_JC_004	Encodes and Summarize entries per account	summarized balance per account	Per entry	10	0.167	Consolidates all transactions accordingly.
ACC_JC_004	Summarize financial transactions file and prepares of the financial database.	Computerized database	Per record	1	0.017	Consolidates / merges all transactions to existing database
CASH ADVANCE						
ACC_CA_001	Prepares and summarize of monthly report of Cash Advances for all funds including Aging of Cash Advances	Summary of Cash Advance	Per Summary	480	8.000	Consolidates and summarizes cash advance transactions and sorts accordingly
ACC_CA_001	Prepares and issues letter/notice for settlement of unliquidated cash advances to accountable officers/employees.	Letter for settlement of cash advances issued.	Per letter	15	0.250	Prepares and issues letter of settelement to concerned accountable officers/employees.

ACC_CA_001	Prepares notice of salary deduction to be forwarded to payroll section based on authority to deduct	Notice of Salary Deduction	per notice	5	0.083	Prepares notice of salary deduction to concerned accountable officers/employees.

BANK RECONCILIATION

ACC_BR_001	Verification of encashed cheques against bank statement and RCI to determine outstanding cheques.	Encashed cheques verified and outstanding cheques identified	per cheque	2	0.033	Compares the amount of cleared check against bank statement entries and against RCI
ACC_BR_001	Preparation of List of Outstanding Cheques.	List of Outstanding Cheques prepared	per cheque	2	0.033	Determines issued checks not yet presented to the bank for payment and prepares summary to determine total amount of outstanding checks.
ACC_BR_001	Checking and analysis of deposits per deposit slips and fund transfers against bank statement.	Deposits and fund transfers checked and analyzed.	per deposit slip	7	0.117	Compares deposit slips against bank statement entries.
ACC_BR_001	Analysis of bank reconciling items and submits adjustments for recording.	Adjustments for bank reconciling items submitted.	per transaction/ record	10	0.167	Identifies bank statement entries not reflected on the book and vice-versa; determines the effect of each identified transactions on the book / bank balances.
ACC_BR_001	Preparation and printing of Bank Reconciliation Statements per bank account per fund.	Bank Reconciliation Statements	per bank reconciliation statement	45	0.750	Encode items on bank reconciliation statement according to prescribed format and prints Bank Reconciliation Statement and Schedules
ACC_BR_001	Verification and checking of Bank Reconciliation Statements by the Section Supervisor.	Bank Reconciliation Statements	per bank reconciliation statement	30	0.500	Determines the correctness of reconciling items and checks its mathematical accuracy as presented on the bank reconciliation statement together with the schedules, if any.

INVESTMENTS

ACC_IN_001	Receive the Lists/Inventory of Time Deposit & Other Investments, analyze, encode and prepare the monthly report on the Computation and distribution of Interest Income.	Have received the Lists/Inventory of Time Deposits and Other Investments & have prepared the Reports on the Computation of Interest Income on Investment (all funds peso & dollar).	Per investment instrument	30	0.500	Summarization of investment data for recording

ACC_IN_001	Preparation and Printing of Investment Reports	Report	Per report	5	0.083	Prepares investment data according to prescribed format and print the report.

Student Loans

ACC_SL_001	Assessment,processing, sorting and verification of loan application of students during enrollment.	Processed loan applications.	Per Loan application	10	0.167	Evaluates, process student's loan application according to applicable rules and regulations.
ACC_SL_001	Preparation of Summary of Loan Cancellation /Adjustments.	Summary /List of Loan Adjustments prepared.	per student applicant	1	0.017	Prepares adjusted loan summary
ACC_SL_001	Posting of loans, loan payments and loan adjustments to CRS database.	CRS updated	Per entry	1	0.017	Updates loan grants, payments and adjustments to CRS database.
ACC_SL_001	Preparation and updating of list of outstanding accounts of students for clearance purposes every semester.	List of Outstanding Accounts prepared and updated	per student applicant	1	0.017	Updates students' status of loan balances and prepares list of outstanding accounts.
ACC_SL_001	Preparation and issuance of statements of accounts to students.	Statements of accounts issued.	Per Student	5	0.083	Prepares and issues statement of accounts to students based on updated database.
ACC_SL_001	Updates subsidiary ledger balances for Student Loans, Co-debtorship (employees), cash advances and Cash Collecting Officers.	Subsidiary ledgers for A/R, Cash Advances and Cash Collecting Officers maintained/updated.	Per entry	3	0.050	Posts transactions to update subsidiary ledger balances for Student Loans, Co-debtorship, cash advances and Cash Collecting Officers.
ACC_SL_001	Recommends approval for student loans during registration	application for student loans screened and recommended for approval	per student loan application	2	0.033	Signs recommendation for approval of loan application

REPROGRAMMING/PROGRAMMING

ACC_RP_001	1. Reconcile BUS/OS against Accounts Payable Subsidiary Ledger to determine savings for reprogamming	Balance of obligations	per account code	5	0.083	Determine the balances of BUS/ALOBS. Compare balance on BUS/ALOBS against subsidiary leger
ACC_RP_001	2. Prepare Statement of Savings for Reprogramming/Programming	Statement	1 statement	480	8.000	Summarize balances of BUS/ALOBS with savings

Billings – Students						
ACC_BL_001	Receive statement of accounts per semester from the Office of the University Registrar (OUR). Prepare billing to be signed by the Chief Accountant	Prepare billings	Per student	45	0.750	Office of the University Registrar submits Statement of Accounts of various government agencies and private entities sponsoring UPD Scholars. Each statement has a corresponding bill number indicating the semester/ summer. Once statement is received, prep
ACC_BL_001	Review and Summarization of Bills upon receipt to record A/R	Journal of Bills Rendered/ Summary of Billings	Per student	5	0.083	Make a summary of bills submitted by the OUR per semester.
ACC_BL_001	Make a receipt upon payment of bills to code the correct account and fund. (should be clarified with Cash Office)	Check	1 billing	10	0.167	Make a receipt upon payment of bills to code the correct account and fund.
ACC_BL_001	Review the Official receipts if the account code and fund are correct	Receipt	per OR	2	0.033	Check the Official Receipt if the account code and fund are correctly indicated.
ACC_BL_001	Posting of payment to the ledger of Billings upon payment.	Receipt	per OR	15	0.250	Posting of payment to the individual Billings upon receipt to monitor and easily determine unpaid accounts.
ACC_BL_001	Issuing of Order of payments for rentals and other concessionaires.	Billings reviewed/checked.	Per billing	5	0.083	Issues Order of Payments for rentals and other concessionaires based on approved rates.
Billings – Others (Regular)						
ACC_BL_007	Maintaining, monitoring, billing, collecting and reconciling accounts guaranteed by accredited companies and institutions.	Prepare Statement of Account	Per billing	480	8.000	
Billings – Others (Special)						
ACC_BL_008	Maintaining, monitoring, billing, collecting and reconciling accounts guaranteed by accredited companies and institutions.	Prepare Statement of Account	Per billing	5	0.083	
ACC_BL_009	Review and Summarization of Hospital Bills upon receipt to record A/R	Journal of Bills Rendered/ Summary of Billings	Per bill	20	0.333	

Property, Plant & Equipment Account						
ACC_EQ_001	Maintains and updates Property, Plant and Equipment Ledger Card per category or classification of assets.	PPELC maintained and updated.	Per entry	5	0.083	Records data on Property, Plant & Eqpt ledger card per classification of assets.
ACC_EQ_001	Preparation of Computation for Depreciation of PPE. Analysis and adjustment of depreciation expense	per report	per category	480	8.000	Computes for the depreciation expense
ACC_EQ_001	Reconciliation of PPE accounts with SL	Reconciled SL	per category	960	16.000	Compares the PPE ledger card totals against the SL
ACC_EQ_001	Year-end reconciliation with SPMO	Reconciled data with SPMO	per category	960	16.000	Compares the PPE ledger of acquisitions per Acctg. records against SPMO
SUPPLIES INVENTORY						
ACC_SI_001	Encode, post, check and reconcile all supplies issued by SPMO based on the RIS report.	UpdatedSupplies Ledger Cards	per transaction or item	30	0.500	Verifies cost of supplies issued by SPMO based on RIS report. Encodes transaction and reconcile balances.
ACC_SI_001	Prepare and print monthly inventory report	Inventory Report	per report	45	0.750	Prepares and prints monthly inventory report
SUBSIDY INCOME						
ACC_SB_001	Receives, record, encode Funding Check Memos from UP System and forwards to Bookkeeping Section for recording.	FCM	per FCM	5	0.083	Receives, records and encode the date, amount, FCM number of Funding Check Memo
ACC_SB_001	Preparation of JEV and journalization of accounting entries	JEV	per JEV	10	0.167	Determines correct accounting entries for the transaction.
ACC_SB_001	Reconciliation of fund releases with the records of the UP System Budget Office	Reconciled data	per release	7	0.117	Compares records of fund received from the UP System Budget Office against Office records.
Financial Reports Required by Outside Funding Source						
ACC_FR_001	Posting/Encoding of Trust transactions in the subsidiary ledger	SL	per transaction	10	0.167	Encodes transaction details
ACC_FR_001	Preparation of status reports of DOST/foreign funded projects	DOST/foreign funded project reports are prepared	per report	60	1.000	Consolidates receipts and expenses of projects

ACC_FR_001	Reconciliation of status reports with implementing unit	Reconciled status report	per report	480	8.000	Verifies and compare entries of implementing units against transactions recorded and verifies correctness of balances
ACC_FR_001	Preparation and printing of the financial reports	AFR / TR	per report	5	0.083	Prints report according to prescribed form
INTERNAL REPORTS						
ACC_IR_001	Gathers data and prepares financial reports/presentation as requested by management	Financial Report/Presentation	per financial report/presentation	240	4.000	Extracts data from trial balance and other financial reports.
INTERFUND TRANSFERS						
ACC_IF_001	Review, analysis and distribution of collections/deposits.	Reviewed, analyzed and distributed collections/deposits	per collection / deposit	5	0.083	Determines nature of collections/deposits and fund source. Distributes the deposits/collections accordingly.
ACC_IF_001	Preparation of DV for Inter-Fund Transfer	Prepared DV for inter-fund transfer	per fund transfer	5	0.083	Prepares DV and supporting documents for fund transfer
PGH Billing						
ACC_PG_001	Prepares patient's ledger	Patient's Ledger	per ledger	1	0.017	Preparation of patient's ledger
ACC_PG_001	Checks/verifies initial deposit of patient	Verified initial deposit	per patient	2	0.033	Verification of initial deposit
ACC_PG_001	Updates hospital bill	Updated hospital bill	per bill	20	0.33	Computation of hospital bill for the purpose of sending notice patient for request of additional deposit
ACC_PG_001	Computes/prepare hospital bill of patient for discharge	Final hospitalbill	per bill	15	0.25	Preparation of final bill of patient to be discharged
ACC_PG_001	Assigns bill number and print	Numbered/printed final				
ACC_PG_001	final bill of discharged patients	hospital bill	per bill	10	0.17	Checking and printing of copies of hospital bill of discharged patients
ACC_PG_001	Segregates copies of printed bill of discharged patients and patients ledger	Segregated copies of bill	per patient	5	0.08	Segregation of copies of bill for distribution to the concerned section/staff for processing/recording
ACC_PG_001	Prepares daily report of discharged patients	Report of discharged patients	per report	15	0.25	Preparation of report on discharged patients (daily)
ACC_PG_001	Prepares billing statement for HMOs and other agencies	Billing Statement	per patient	30	0.50	Sorting/encoding of charge slips, preparation of billing statements

ACC_PG_001	Prepares billing statement for Las Pinas and PAGCOR, etc.	Billing Statement	per billing statement	1440	24.00	Preparation of billing statement for Las Pinas, PAGCOR, etc.
ACC_PG_001	Coding of ICD 10 of patients PHIC claim	Coded with ICD 10 PHIC claim	per claim	3	0.05	Coding of ICD 10 of Philchealth claims
ACC_PG_001	Checking/signing of PHIC claims	Checked/signed PHIC claims	per claim	2	0.03	Checking/signing of PHIC claims
ACC_PG_001	Submits to PCSO billing statement	Submitted billing statement	per billing statement	30	0.5	Submission of billing statement to PCSO
ACC_PG_001	Assists the cashier of collection of PCSO accounts	Checks received/collected	per trip	210	3.5	Due to proper coding of collections and big volume of checks received weekly, one staff assists the cashier
ACC_PG_001	Screens/interviews and assesses patients relative to who apply for promissory to fully/partially settle their final bill.	Assessed patient's bill	per bill	35	0.58	Assessment of applicants for promissory note including the amount of bill allowed
ACC_PG_001	Prepares report on promissory notes	Report on promissory notes	per patient	2	0.03	Preparation of report on promissory notes
ACC_PG_001	Checks and signs hospital bill	Checked/signed hospital bill	per bill	2	0.03	Checking/signing of hospital bill
ACC_PG_001	Prepares monthly report re: Bills of Patients	Report	per report	480	8	Preparation of report regarding total admission, discharges, Philhealth claims, etc.
ACC_PG_001	Coordinates and verifies from PCSO the recommended amount guaranteed for patient's bill	Amount guaranteed by PCSO	per patient	10	0.17	Coordinate with PCSO and deduct from bill of patient the amount guaranteed by said company
ACC_PG_001	Monitors and prepares statement of account of PCSO	Statement of Account of PCSO	per patient	15	0.25	Preparation of statement of account of PCSO
ACC_PG_001	Screens/evaluates received documents for PHIC claims	Screend/evaluated PHIC document	per claim	25	0.42	Screening and evaluation of PHIC documents
ACC_PG_001	Prepares transmittal letter of PHIC claims	Transmittal letter	per claim	3	0.05	Preparation of transmittal letter to PHIC
ACC_PG_001	Attends to documentary needs of patients with ECC and insurance claims	Documented ECC/ Insurance claims	per patient	45	0.75	Research and provides documents required by ECC and insurance companies
ACC_PG_001	Complies/provides lacking documents for returned Philhealth claims	Completed requirements for PHIC claims returned	per claim	42	0.70	Inform patients lacking document and/or if available in PGH, provide PHIC said documents
ACC_PG_001	Encodes/ indexes all claims transmitted to PHIC	Indexes PHIC transmitted claim	per claim	2	0.03	Encoding/indexing of PHIC claims transmitted

TAX REPORTS					
RECEIVING:					
ACC_RC_001	Receive, record, index, encode tax information updates of employees.	Updated tax information of employees	per employee	2	0.033 — Receive the original appointment renewal, report for duty reemployment, promotion, salary adjustment, approved commutation of terminal leave, paid vouchers and RCI and other related documents.
RELEASING:					
ACC_RL_001	Release of tax forms and computation of total tax due and withheld.	Tax forms and computation of total tax due and withheld.	Per report	1	0.017 — Encode,record in the logbook and release the original appointment renewal, report for duty reemployment, promotion, salary adjustment, approved commutation of terminal leave, paid vouchers and RCI and other related documents. Monitors receipt of documents.
ACC_TX_002	Encoding, summarization and preparation of monthly Tax Remittance Advice (TRA) with complete supporting documents.	Monthly Tax Remittance Advice (TRA) with complete supporting documents.	per transaction	3	0.050 — Encodes and summarizes tax related transactions for remittance. Checks the completeness of supporting documents.
ACC_TX_003	Preparation of monthly consolidated Tax Remittance Advice (TRA) with complete supporting documents	Monthly consolidated Tax Remittance Advice (TRA) with complete supporting documents	per TRA	15	0.250 — Encodes, summarizes and consolidates tax related transactions for remittance. Checks the completeness of supporting documents.
ACC_TX_004	Preparation of other BIR withholding taxes with complete supporting documents.	BIR withholding taxes with complete supporting documents.	per record	10	0.167 — Summarizes tax related transactions for remittance and checks the completeness of supporitng documents.
ACC_TX_005	Preparation and printing of BIR form 2316 for employees.	BIR form 2316	per employee	6	0.100 — Extracts data from the alpha list and prints the prescribed BIR form.
ACC_TX_006	Preparation and printing of annual alphalist for submission to BIR.	Annual Withholding Tax Alphalist	per employee	10	0.167 — Edits, adjusts preliminary lists of employees and consolidates all taxes withheld from employees. Prints the prescribed BIR form.

ACC_TX_007	Preparation and printing of letters to inform under-taxed employees for salary deduction	letters	per employee	5	0.083	Determines and lists names of under-taxed employees, prepare necessary letter, print and disseminate to concerned employees
ACC_TX_008	Compute and analyze employees with tax refund and tax payable for the previous year.	Tax Refund	per employee	5	0.083	Verifies taxable income & personal exemption of the employee and computes for the tax due for the year.
ACC_TX_009	Verification of employees with zero tax	Verified data	per employee	10	0.167	Verifies data from the annual alpha list for submission to BIR
OTHERS						
ACC_RC_001	Receive, record, index, encode and distribute of incoming official documents/ communications for action	Official documents/ communication are received, recorded and processed	Per communication	5	0.083	Receive the original appointment renewal, report for duty reemployment, promotion, salary adjustment, approved commutation of terminal leave, paid vouchers and RCI and other related documents.
ACC_RC_002	Batch documents and forward obligated vouchers, payrolls, RIS, PRs, POs, NGW Contracts, Pakyaw Labor Contracts and Infrasructure Contracts to the approving officer (chief accountant) for signature	Vouchers, payrolls, RIS, PRs, POs, NGW Contracts, Pakyaw Labor Contracts and Infrastructure Contracts are forwarded to the Chief Accountant	per batch of documents	10	0.167	Batch documents by date and by classification and forwards documents to the Chief Accountant on a first-in, first-out basis.
RELEASING:						
ACC_RL_001	Release, record, encode outgoing official documents/ communications/ prepare checklist (receiving copy)	Official documents/ communication are received, recorded and processed	Per communication	5	0.083	Encode,record in the logbook and release the original appointment renewal, report for duty reemployment, promotion, salary adjustment, approved commutation of terminal leave, paid vouchers and RCI and other related documents. Monitors receipt of documents
ACC_RL_002	Deliver processed DVs/documents to different units, offices, colleges, and to bring documents from other offices back to the Accounting office (including mailing of bills and other documents)	Processed DV/document	per batch/trip	actual		Deliver processed DVs/documents to different units, offices, colleges, and to bring documents from other offices back to the Accounting office (including mailing of bills and other documents)
Maintenance of Equipment						

ACC_IT_001	1. Maintains the computer hardwares including printers of the Accounting Office	Maintenance	per equipment	30	0.500	Checks the efficiency of the computer hardwares and printers and attends to queries and other computer hardware/software concerns.
RENEGING FELLOWS						
ACC_RF_001	Prepares summary of financial Accountabilities of Reneging Fellows:					
ACC_RF_001	-Requests for the Statement of Contractual Obligation from HRDO	Statement of contractual obligations	Per Request	10	0.167	Coordinates with HRDO on the issuance of Statement of Contractual Obligaton
ACC_RF_001	-Gathers data on benefits received by the fellow as per statement from HRDO	Data made available	Per year/fellow	60	1.000	Retrieves data from HRDO
ACC_RF_001	-Verifies and collates data on tuition, allowances and other benefits received by a fellow	Statement of salaries and benefits received	Per year/fellow	30	0.500	Consolidates relevant data
ACC_RF_001	Computes/Analyze Financial Contractual Obligations of Reneging Fellows	Fin Statement based on approved guidelines	Per statement/ proposal	120	2.000	Computes for the obligations based on approved guidelines
PDAF						
ACC_PD_001	Receive, screen, verify Fund Guaranty Letters (GL):					
ACC_PD_001	- based on approved list	per Guaranty Letter	verified/ funded GL	2	0.033	Receive, screen, verify Fund Guaranty Letters (GL):
ACC_PD_001	- based on telephone call	per Guaranty Letter	verified/ funded GL	actual		Receive, screen, verify Fund Guaranty Letters (GL):
ACC_PD_001	Prepare Patients' Ledger	per Guaranty Letter	Patients' Ledger	5	0.083	Prepare Patients' Ledger
ACC_PD_001	Funding of Lab/Diagnostic Re	Per Lab/Diagnostic R	Funded requests	5	0.083	Funding of Lab/Diagnostic Request
ACC_PD_001	Prepare Financial Reports of utilized PDAF	per legislator	Financial Reports	240	4.000	Consolidates related transactions and determines balance of fund. Prepares financial report accordingly.
NOTICE OF SUSPENSION						
ACC_NO_001	Receives and records Notice of Suspension from COA and forwards to concerned section/office for appropriate action.	NOS	per NOS	10	0.167	Receives and assigns Notice of Suspension to concerned section.

ACC_NO_001	Checking and analysis of COA's recommendation	NOS	per NOS	30	0.500	Reviews & evaluates Notice of Suspension issued by COA
ACC_NO_001	Preparation/consolidation of responses to COA.	Management's response to COA	per letter	30	0.500	Prepares, complies and consolidates management's response based on the Notice of Suspension.
FILING OF DOCUMENTS						
ACC_FL_001	Sorting and filing of documents	Sorted and filed documents	per document	2	0.033	Identifies and files documents
COMMUNICATION						
ACC_CM_001	Prepares/drafts memoranda and replies to various requests/communications referred by different units and agencies	letter/reply to unit/agency	per letter	120	2.000	Composes/drafts letters regarding queries/requests of different units and agencies.
ACC_CM_001	Answers telephone/ walk-in queries on accounting matters	answered query	per query	5	0.083	Attends to queries accordingly
ACC_CM_001	Reviews and approves replies to various requests/communications prepared by Administrative Officers/Heads of Section	letter/reply to unit/agency	per letter	15	0.250	Confers and verifies information with Administrative Officer/Heads of Section regarding requests/communications received
CLEARANCE						
ACC_CL_001	Monitors and checks all requests of employees for clearance. Check on the accountability (i.e. unsettled cash advances, payroll overpayment, unsettled financial assistance and contractual obligations and disallowances).	clearance	per clearance	30	0.500	Verifies data and issue certification
ACC_CL_001	To prepare and issue certification of last salary received of an individual transferring to another agency	Certification of last salary received by an individual.	1 certificate	60	1.000	Verifies data and issue certification
DAILY TIME RECORD						

ACC_DR_001	Maintains logbook for the time in/time out of the Accounting staff	filled up logbook	per day	2	0.033	Monitors daily time record/Logbook used by the Accounting Staff for the time in/time out of the staff. Closes the logbook for the cut off of late comers and log the names of absent staff for the day.
ACC_DR_001	Prepares/reviews Daily Time Record, Application for Leave and Monthly Report of Attendance for submission to HRDO	DTR, Application for Leave and Monthly Report of Attendance	per report	90	1.500	Collects DTRs and Leave Forms at the end of the month. Checks the completeness and correctness of entries on Daily Time Record and prepares monthly list of employees with DTR for submission to HRDO.
PERFORMANCE TARGET/RATING						
ACC_PT_001	Prepares, discusses and approves Performance Target/Rating	Performance Targets/Ratings	per rating period per employee	120	2.000	Confers with concerned employees regarding duties and responsibilites indicated on the Performance Target/Rating
ACC_PT_001	Monitors Performance Targets/Ratings of employees to be submitted to HRDO	Performance Targets/Ratings	per rating period per employee	30	0.500	Collects Performance Target/Rating every rating period. Prepares the lis to be forwarded to HRDO
POLICY DEVELOPMENT						
ACC_PO_001	Prepares draft of memorandum regarding policy guidelines on University rules and regulations	draft of memorandum	per memorandum	960	16.000	Drafts/outlines memorana regarding policy guidelines on University rules and regulations with regards to Accounting matters.
ACC_PO_001	Interprets objectives and policies on COA Circulars, Memoranda and BOR Approval on matters affecting the recording and preparation of the University Books of Accounts	interpretation of the policies	per policy/memo	60	1.000	Reads and interprets COA Circulars, Memoranda and BOR Approvals regarding the recording of transactions and preparation of the University Books of Accounts
TRAININGS						
ACC_TR_001	Conducts orientation regarding accounting and auditing procedures and guidelines to the different units as requested	orientation and /or round-table discussion on accounting matters	per orientation and/or round-table discussion	120	2.000	Discuss the accounting and auditing procedures and guidelines of the university concerning procurement and other related topics as per request
PROCESSING OF PURCHASE REQUEST & REQUISITION ISSUE SLIPS						

ACC_CT_001	Certification of availability of funds and completeness of supporting documents on Dvs	certified documents	per DV	10	0.167	Verifies the availability of the fund and checks the completeness of supporting documents.
ACC_CT_001	Certification of availability of funds on contracts / PR / RIS	certified documents	per document	5	0.083	Verifies the availability of the fund
REVIEW AND CERTIFICATION OF FINANCIAL REPORTS						
ACC_CF_001	Review and certifies financial reports	Reviewed and certified financial reports	per report	480	8.000	Verifies the correctness of amounts reflected on financial reports,
EVALUATION OF THE FINANCIAL ASPECTS OF BID PROJECTS						
ACC_EV_001	Evaluation and analysis of the financial statements submitted by potential bidders	analyzed Financial Statements	per financial statement	10	0.167	Evaluates and reviews liquidity and stability of potential bidders based on financial reports submitted
ADMINISTRATIVE FUNCTIONS						
ACC_AF_004	Summarization and preparation of dv and obligation slip for payment of bills, utilities, amortization and other needs	DV and OS for payment of bills prepared	per bill or per summary or per supplier	60	1.000	Prepares DVs, OS and other necessary documentations to facilitate payment of bills, amortization and other payables.
PROCESSING OF COMPUTER LOANS						
ACC_CO_001	Processing and computation of loanable amount and amortization of computer loan applications	processed and computed loanable amount and amortization schedule	per loan application	20	0.333	Determines loanable amount and amortization. Prepares disbursement voucher of loan and monitors corresponding monthly amortization.