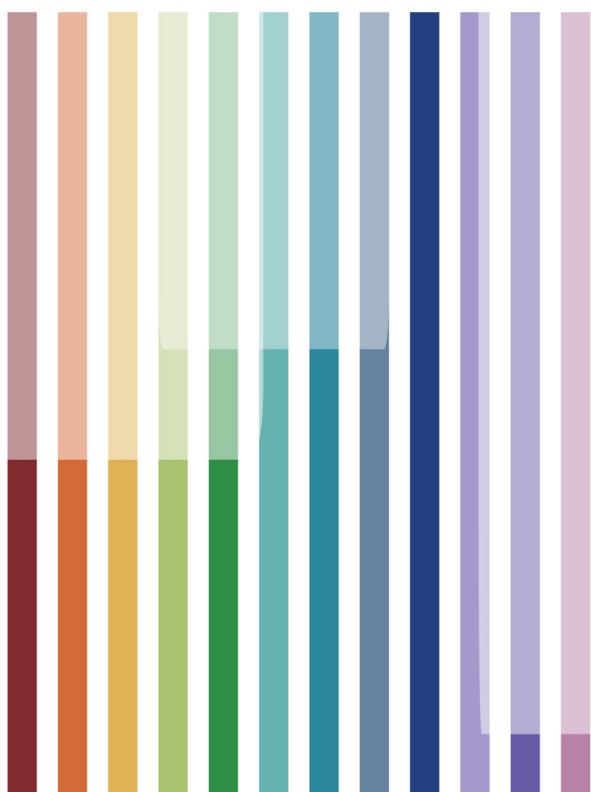


UNIVERSITY OF THE PHILIPPINES  
CENTER FOR  
INTEGRATIVE AND  
DEVELOPMENT  
STUDIES

# SERVICE SPECIFICATIONS

SINGLE DIGITAL FILE



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UNIVERSITY OF THE PHILIPPINES  
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INTEGRATIVE AND  
DEVELOPMENT  
STUDIES**

# **SERVICE SPECIFICATIONS**

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# Table of Contents

## **PERMANENT**

Publications Matters	1
<i>PJPP Book Review Guidelines</i>	1
<i>PJPP Essay Guidelines</i>	1
<i>PJPP Manuscript Guidelines</i>	2
Administrative Matters	3
Finance Matters	9
Library Matters	15
Program-Related Administrative Matters	17

## **TEMPORARY**

Publications Matters	35
<i>PJPP Book Review Guidelines</i>	35
<i>PJPP Essay Guidelines</i>	36
<i>PJPP Manuscript Guidelines</i>	36
Administrative Matters	37
Finance Matters	43
Library Matters	49
Program-Related Administrative Matters	51



# PERMANENT

## Publications Matters

### PJPP Book Review Guidelines

*Submission Guidelines for Philippine Journal of Public Policy Book Reviews:*

- 1.) Authors should submit an electronic copy (in MS Word format) to the Editor at **cidspublications@up.edu.ph** with the subject **"PJPP Submission - [Author's Last Name]"**.
- 2.) Book reviews submitted must be **original, unpublished work not under consideration for publication elsewhere**. By submitting a book review, the authors agree that the exclusive rights to reproduce and distribute the article have been given to the UP Center for Integrative and Development Studies (UPCIDS).
- 3.) The text should be double-spaced with **Times New Roman, 12-point font and employ italics rather than underlining (except with URL addresses)**. The book review must be 1,500 – 2,000 words.
- 4.) PJPP uses the **author-date system of the Chicago Manual of Style** (16th or 17th edition) for citations. Complete details of the book being reviewed by the author must be provided at the beginning of the text. A complete list of references cited aside from the book being reviewed, if any, should be provided at the end of the text as well.
- 5.) The author should provide their institutional affiliation on a separate sheet. This sheet must include the author's full postal and e-mail addresses as well as telephone and/or fax numbers.

### Essay Guidelines

*PJPP Policy Insights Rationale*

The Philippine Journal of Public Policy: Interdisciplinary Development Perspectives (PJPP IDP) Policy Insights feature works that provide a critical view on relevant issues and developments related to public policy. These essays and commentaries offer concise and grounded viewpoints on theoretical and practical aspects of policy conceptualization, formation, implementation, and evaluation. The PJPP Policy Insights seek to generate conversations among scholars, policymakers, and the general public, and contribute to broader policy discourse.

*Guidelines:*

- 1.) Authors should submit an electronic copy (in MS Word format) to the Editor at **cidspublications@up.edu.ph** with the subject **"PJPP Submission - [Author's Last Name]"**.
- 2.) Essays submitted must be original, unpublished work not under consideration for publication elsewhere. By submitting an essay, the authors agree that the exclusive rights to reproduce and

distribute the article have been given to the UP Center for Integrative and Development Studies (UP CIDS).

- 3.) Priority will be given to essays which fall under the PJPP's scope of interdisciplinary research and cover the following themes: education, paradigms of development, social and political change, strategic studies, ethnicity and religion, health, and science and technology. The PJPP also accommodates scholarly work on issues such as peace and conflict transformation, migration, constitutional change, and disaster risk and reduction.
- 4.) Contributions must have a clear policy outlook, providing and emphasizing lessons for public policy.
- 5.) The text should be double-spaced with **Times New Roman, 12-point font and employ italics rather than underlining (except with URL addresses)**. The essay must be 3,000 – 5,000 words, including any footnotes and references.
- 6.) PJPP uses the author-date system of the Chicago Manual of Style (16th or 17th edition) for citations. Any funding or grants given for the completion of the essay must be disclosed by the author.
- 7.) The author should provide their institutional affiliation on a separate sheet. This sheet must include the author's full postal and e-mail addresses as well as telephone and/or fax numbers.

## Manuscript

### *Submission Guidelines for Philippine Journal of Public Policy Manuscripts:*

- 1.) Authors should submit an electronic copy (in MS Word format) to the Editor at **cidspublications@up.edu.ph** with the subject **"PJPP Submission – [Author's Last Name]"**.
- 2.) Manuscripts submitted must be original, unpublished work not under consideration for publication elsewhere. By submitting a manuscript, the authors agree that the exclusive rights to reproduce and distribute the article have been given to the UP Center for Integrative and Development Studies (UP CIDS).
- 3.) The text should be double-spaced with a **12-point, Times New Roman font and employ italics rather than underlining (except with URL addresses)**; and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- 4.) The manuscript should comprise between 6000 to 10000 words, inclusive of references and bibliography.
- 5.) The manuscript must include an abstract of 250 to 300 words. A list of 6 keywords; suitable for indexing, abstracting services and on-line searching purposes must also be provided.
- 6.) PJPP uses the author-date system of the Chicago Manual of Style (16th or 17th edition) for citations. A complete list of references cited should be provided at the end of the text. Notes, if any, must be kept to a minimum and placed at the end of the article before the list of references.
- 7.) The author should provide a brief biographical note on a separate sheet. This sheet must include the author's full postal and e-mail addresses as well as telephone and/or fax numbers.
- 8.) As PJPP undertakes a double-blind peer review process, authors should be prepared to rewrite their articles in accordance with the comments and suggestions of referees.

For inquiries, contact the Editor at **cidspublications@up.edu.ph**.



# Administrative Matters

## Internal Services

### I. Processing of Purchase Request (not more than 50,000.00 pesos) for the UP CIDS Program Events

Purchase requests are made prior to carrying out send-bill transactions which are usually availed of by the various Programs and Projects of UP CIDS in carrying out their various research activities and events. It is through and in coordination with the UP CIDS Administrative Office that these Purchase Requests for the program expenses are made.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (1 Copy of Manual Purchase Request (PR) Form)	UP CIDS Programs
Document 2 (Online PR Form)	University Information System (UIS)
Document 3 (1 Copy of Signed PR)	UP CIDS Administrative Office
Document 4 (1 Copy of Allotment and Obligation Slip (ALOBS))	Systems Budget Office and UP CIDS Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of manual Purchase Request	1.1 Acknowledge receipt and conduct preliminary review of submitted documents	N/A	5 minutes	Administrative Staff
	1.2 Online creation and generation of online Purchase Request (PR) thru University Information System (UIS)	N/A	10 minutes	Administrative Staff
	1.3 Download and print the generated online PR from UIS	N/A	5 minutes	Administrative Staff
	1.4 Endorsement of the PR form for signature of the UP CIDS Executive Director	N/A	10 minutes	Administrative Staff

	1.5 Scan and upload the signed PR to UIS	N/A	10 minutes	Administrative Staff
	1.6 Coordination with Systems Budget Office	N/A	(2 days)	Administrative Staff
2. Receiving and releasing of approved PR and ALOBS	2.1 Receive and review the signed PR and Allotment and Obligation Slip (ALOBS) from Systems Budget Office	N/A	5 minutes	Administrative Staff
	2.2 Release of the signed PR and Allotment and Obligation Slip (ALOBS) to the end user (Finance team/ Program staff)	N/A	5 minutes	Administrative Staff
	TOTAL	N/A	2 days 50 minutes	

## II. Processing of Purchase Request (more than 50,000.00 pesos) for the UP CIDS Program Events

Expenses for the research Program and Projects of UP CIDS which are more substantial and exceeds fifty-thousand pesos also require Purchase Requests. The Purchase requests are prepared by the UP CIDS Administrative Office and are further coordinated with the Procurement Office for bidding purposes.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (Manual Purchase Request (PR) Form)	UP CIDS Programs
Document 2 (Online PR Form)	University Information System (UIS)
Document 3 (Printout and signed PR)	UP CIDS Administrative Office
Document 4 (Printout Allotment Obligation Slip (ALOBS))	Systems Budget Office and UP CIDS Administrative Office
Document 5 (Three Canvass Sheets/Quotations)	UP CIDS Programs
Documents 6 (Technical Specifications)	UP CIDS Administrative Office
Documents 7 (Technical Evaluation Report)	UP CIDS Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of manual Purchase Request	1.1 Acknowledge receipt and conduct preliminary review	N/A	5 minutes	Administrative Staff

	1.2 Create and generate the online Purchase Request (PR) thru University Information System (UIS)	N/A	10 minutes	Administrative Staff
	1.3 Download and print the generated online PR from UIS	N/A	10 minutes	Administrative Staff
	1.4 Endorsement of the PR form for signature of the UP CIDS Executive Director	N/A	10 minutes	Administrative Staff
	1.5 Scan and upload the signed PR to UIS	N/A	10 minutes	Administrative Staff
	1.6 Coordination with Systems Budget Office	N/A	2 days	Administrative Staff
2. Submission of 3 canvass sheets/ quotations	2.1 Acknowledge receipt and conduct preliminary review of submitted documents	N/A	3 minutes	Administrative Staff
	2.2 Fill out Technical Specification Form	N/A	30 minutes	Administrative Staff
	2.3 Prepare complete documents (PR, ALOBS, 3 Canvass sheets/Quotations, and Technical Specification Form) for submission to the Procurement Office	N/A	5 minutes	Administrative Staff
	2.4 Coordination with Procurement Office	N/A	22 days	Administrative Staff
	2.5 Receive and review documents from Procurement Office	N/A	5 minutes	Administrative Staff
	2.6 Fill out and submit Technical Evaluation Report to Procurement Office	N/A	30 minutes	Administrative Staff
	2.7 Follow up of the status of documents submitted to the Procurement Office	N/A	7 days	Administrative Staff
	2.8 Receive and review of documents from Procurement Office	N/A	3 minutes	Administrative Staff
3. Release of documents	3.1 Release documents from Procurement Office to UP CIDS Program Staff, for Disbursement Voucher Preparation.	N/A	3 minutes	Administrative Staff
	TOTAL	N/A	31 days, 2 hours, 4 minutes	

### III. Processing of Requisition Issue Slip (RIS) for UP CIDS Programs

Requisition Issue Slips are processed for UP CIDS Programs and Projects to address and supply for their need of common-use office supplies.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government,
<b>Who may avail:</b>	UP CIDS Programs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (1 Copy of RIS Form)	UP CIDS Programs
Document 2 (1 Copy of Disbursement Voucher)	UP CIDS Programs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requisition Issue Slip	1.1 Acknowledge receipt and conduct preliminary review of documents	N/A	5 minutes	Administrative Staff
	1.2 Create Document Routing System (DRS) number and Forward RIS Form to Supply and Procurement Management Office (SPMO)	N/A	10-15 minutes	Administrative Staff
	1.3 Receive and review the evaluated RIS Form from SPMO	N/A	5 minutes	Administrative Staff
2. Receiving of the RIS Form	2.1 Release the RIS Form to UP CIDS Program Staff for Disbursement Voucher (DV) preparation	N/A	5 minutes	Administrative Staff
3. Submission of RIS Form with Disbursement Voucher	3.1 Acknowledge receipt and review documents	N/A	5 minutes	Administrative Staff
	3.2 Forward the RIS and DV to SPMO	N/A	15 minutes	Administrative Staff
	3.3 Receive office supplies purchased	N/A	15 minutes	Administrative Staff
4. Receiving of office supplies	4.1 Release office supplies purchased from UPS Storeroom	N/A	10 minutes	Administrative Staff
	TOTAL	N/A	1 hour, 10-15 minutes	

## External Services

### I. Receiving of letters, memorandum, contract of service, job orders, bills, etc.

All documents which are sent to UP CIDS are received and subsequently addressed, processed or referred to the proper personnel, by the UP CIDS Administrative Office.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Client; G2G – Government to Government
<b>Who may avail:</b>	All UP and Non-UP units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (1 Copy of Bills, Official Receipts, and Sales Invoice)	UP and Non-UP Units

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letters, contracts, Bills, Official Receipts, Sales Invoice, etc.	1.1 Acknowledge receipt and conduct preliminary review of documents	N/A	5-10 minutes	Administrative Staff
	1.2 Endorsement of the document/s to the person concerned	N/A	5-10 minutes	Administrative Staff
	1.3 Send a preliminary response to the sender (if needed)	N/A	5 minutes	Administrative Staff
TOTAL		N/A	15-25 minutes	



# Finance Matters

## Internal Services

### I. Processing of Reimbursements for UP CIDS Programs

The Administrative Office receives, compiles, and prepares the necessary documents to reimburse the expenses advanced by the Program and Project personnel in carrying out their research activities.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (Disbursement Voucher Form - DV)	UP CIDS Programs
Document 2 (Summary of Expenses)	UP CIDS Programs
Document 3 (Inspection and Acceptance Report Form - Supply and Procurement Management Office Form – IAR SPMO)	UP CIDS Programs
Document 4 Justification (for communication expenses)	UP CIDS Programs
Document 5 (Original Receipts/CENRR Form/RER Form; load confirmation)	UP CIDS Programs
Document 6 (Attendance Sheet for meeting/meals/representation expenses) <i>*Additional attachments if reimbursement for travel expenses (land, accommodation, transportation, and airfare):</i>	UP CIDS Programs
Document 7 - 12 (Travel Documents: Travel Authority, Travel Order, Certificate of Travel Completed, Original Boarding Pass, Certificate of Appearance, and Itinerary of Travel) <i>*Additional attachments if there is an expense more than one thousand pesos</i>	UP CIDS Programs
Document 13 and 14 (Three Canvass Sheets and Abstract of Quotation) <i>*Additional attachment for reimbursement of supplies and materials</i>	UP CIDS Programs
Document 15 (APP/PPMP)	UP CIDS Programs / Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1.1 Acknowledge receipt and review for completeness	N/A	15 minutes	Finance Staff
	1.2 Preparation of necessary attachments prior to endorsement to the UP CIDS Executive Director	N/A	20 minutes	Finance Staff

1.3 Creation and generation of Disbursement Voucher (DV) through the University Information System (UIS);	N/A	10 minutes	Finance Staff
1.4 Creation of Document Routing System number (DRS); attachment of documents on DRS	N/A	10 minutes	Finance Staff
1.5 Endorsement of the documents for Executive Director's approval and signature	N/A	5 minutes	Finance Staff
1.6 Final review, approval, and signature of Executive Director	N/A	1 hour	Executive Director
1.7 Scanning and attachment of documents to UIS	N/A	20 minutes	Finance Staff
1.8 Recording of document for routing to other UP System Offices (SPMO/UPSAO); preparation of office receive copy	N/A	5 minutes	Messenger
<b>TOTAL</b>	<b>N/A</b>	<b>2 hours and 15 minutes</b>	

## II. Processing of Payment for Honoraria/Straight Fee/Personnel

The compensation for all personnel contracted by UP CIDS, including honoraria for Job Order personnel or those contracted to perform specific parcels of work, are initiated in the UP CIDS Administrative Office.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (Disbursement Voucher Form - DV)	UP CIDS Programs
Document 2 (Certificate of Services Rendered - CSR)	UP CIDS Programs
Document 3 and 4 (Approved Job Order/Office Order/COS and Budget Clearance)	UP CIDS Programs
Document 5 (Output)	UP CIDS Programs
Document 6 (Program of the Event)	UP CIDS Programs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1.1 Acknowledge receipt and review for completeness	N/A	15 minutes	Finance Staff



1.2	Preparation of necessary attachments prior to endorsement to the UP CIDS Executive Director	N/A	20 minutes	Finance Staff
1.3	Final review of attached outputs	N/A	1 hour	URA I
1.4	Creation and generation of Disbursement Voucher (DV) through the University Information System (UIS);	N/A	10 minutes	Finance Staff
1.5	Creation of Document Routing System number (DRS); attachment of documents on DRS	N/A	10 minutes	Finance Staff
1.6	Endorsement of the documents for Executive Director's approval and signature	N/A	5 minutes	Finance Staff
1.7	Final review, approval, and signature of Executive Director	N/A	1 hour	Executive Director
1.8	Scanning and attachment of documents to UIS	N/A	20 minutes	Finance Staff
1.9	Recording of document for routing to other UP System Offices (SPMO/UPSAO); preparation of office receive copy	N/A	5 minutes	Messenger
TOTAL		N/A	3 hours and 25 minutes	

### III. Processing of Payment of Salaries for UP CIDS Non-UP Contractuals (Program/Research Staff)

The compensation for all personnel contracted by UP CIDS, including the monthly/bi-monthly salaries of Non-UP Contractuals, are initiated in the UP CIDS Administrative Office.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (Certificate of Services Rendered/Certificate of Work Accomplishments – CSR/CWA)	UP CIDS Programs
Document 2 (Disbursement Voucher Form - DV)	UP CIDS Administrative Office
Document 3, 4, and 5 (Approved Waivers, Job Order/notarized COS, and Budget Clearance)	UP CIDS Administrative Office
Document 6 (General Payroll)	UP CIDS Administrative Office
Document 7 (Summary)	UP CIDS Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Certificate of Services Rendered	1.1 Acknowledge receipt and review for correctness of entries	N/A	15 minutes	Finance Staff
	1.2 Uploading of number of days to Human Resource Information System (HRIS)	N/A	10 minutes	Finance Staff
	1.3 Sending of data from HRIS to the payroll personnel of System Accounting Office (SAO)	N/A	3 minutes	Finance Staff
	1.4 Coordination with the SAO Payroll Personnel for the General Payroll	N/A	1 day	Finance Staff
	1.5 Printing of General Payroll	N/A	1 minute	Finance Staff
	1.6 Preparation of necessary attachments prior to endorsement to the UP CIDS Executive Director	N/A	20 minutes	Finance Staff
	1.7 Creation and generation of Disbursement Voucher (DV) through the University Information System (UIS);	N/A	10 minutes	Finance Staff
	1.8 Creation of Document Routing System number (DRS); attachment of documents on DRS	N/A	10 minutes	Finance Staff
	1.9 Endorsement of the documents for Executive Director's approval and signature	N/A	5 minutes	Finance Staff
	1.10 Final review, approval, and signature of Executive Director	N/A	1 hour	Executive Director
	1.11 Scanning and attachment of documents to UIS	N/A	30 minutes	Finance Staff
	1.12 Recording of document for routing to other UP System Offices (SPMO/UPSAO); preparation of office receive copy	N/A	5 minutes	Messenger

1.13 Monitoring of release of payment (through DRS); Coordination with SAO when necessary	N/A	4 working days	Finance Staff
1.14 Updating the Program Staff concerned for the release of COS personnel's salaries to the System Cashier Office	N/A	2 minutes	Finance Staff
<b>TOTAL</b>	<b>N/A</b>	<b>5 working days, 2 hours, and 51 minutes</b>	

## External Services

### I. Processing of Payment to Supplier

Payments of approved procurements of UP CIDS are initiated in the UP CIDS Administrative Office.

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Client; G2G – Government to Government
Who may avail:	UP CIDS Program Staff; Suppliers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (Disbursement Voucher – DV)	UP CIDS Programs
Document 2 (Purchase Order – PO)	UP CIDS Programs
Document 3 (Manual or Online Purchase Request – PR)	UP CIDS Programs and Administrative Office
Document 4 (Allotment Obligation Slip –ALLOBS)	Systems Budget Office / Administrative Office
Document 5 (Inspection and Acceptance Report – Supply and Procurement Management Office Form – IAR SPMO)	UP CIDS Programs
Document 6 and 7 (Three Canvass Sheets and Abstract of Quotation)	UP CIDS Programs
Document 8 and 9 (Delivery Receipt and Sales Invoice)	UP CIDS Programs
<i>*Additional attachments (for venue rental and catering)</i>	
Document 10 (Attendance Sheet)	UP CIDS Programs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1.1 Acknowledge receipt and review for completeness	N/A	15 minutes	Finance Staff
	1.2 Preparation of necessary attachments prior to endorsement to the UP CIDS Executive Director	N/A	10 minutes	Finance Staff
	1.3 Creation and generation of Disbursement Voucher (DV) through the University Information System (UIS);	N/A	10 minutes	Finance Staff
	1.4 Creation of Document Routing System number (DRS); attachment of documents on DRS	N/A	10 minutes	Finance Staff
	1.5 Endorsement of the documents for Executive Director's approval and signature	N/A	5 minutes	Finance Staff
	1.6 Final review, approval, and signature of Executive Director	N/A	1 hour	Executive Director
	1.7 Scanning and attachment of documents to UIS;	N/A	20 minutes	Finance Staff
	1.8 Recording of document for routing to other UP System Offices (SPMO/ UPSAO); preparation of office receive copy	N/A	5 minutes	Messenger
	1.9 Monitoring of release of payment (through DRS); Coordination with SAO when necessary	N/A	7 working days	Finance Staff
	1.10 Updating the Program Staff concerned for the release of supplier's check at the System Cashier Office	N/A	2 minutes	Finance Staff
TOTAL		N/A	7 working days, 2 hours, and 17 minutes	

# Library Matters

## External Services

### *Use of Library and Resource Center of UP CIDS*

This refers to the use and access of all resources and facilities available in the library

<b>Office or Unit:</b>	UP CIDS Library And Resource Center
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C – Government to Citizen
<b>Who may avail:</b>	UP students and employees, Students, Researchers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
UP, School, or Company ID and/or Letter of Endorsement	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID and/or Letter of Endorsement from office or school and/or office	Check ID and/or Letter of Endorsement	None	2 Minutes	Library staff
2. Provide or search for title or author or subject needed thru the OPAC	Check OPAC for availability; If available, get the book/research material then give it to the client for room use	None	15 minutes	Library staff
3. Read and or study book/research material provided		None		
4. Leave the book/ research material on the table or give to the library staff after use	Check the borrowed material then return to shelf	None	5 Minutes	Library staff
TOTAL				



# Program-Related Administrative Matters

## Internal Services

### *A. Submission and Approval of Research Program/ Project Proposals*

UP CIDS receives research proposals from all UP units, which it may accept or reject based on the review and discretion of its Executive Director, in coordination with its Administrative Staff. Research proposals which are approved are constituted into research programs or projects which are then funded by UP CIDS.

Program proposals and project proposals serve as the bases for all actions (ex. research activities, personnel hiring, spending) of UP CIDS programs and projects. These also serve as guides and reference for the UP CIDS Administrative Office. Program and project proposals should have at the minimum, the following components:

1.) Program or Project Concept Note

Concept notes should contain the research agenda of the program or project specifically for the current year (as opposed to the general description of the program). The concept note may include specific program or project components, planned additional personnel complement (additional regular and non-regular personnel), planned activities (or a program or project timeline) etc.

2.) Proposed Program and Project Outputs

Proposed final outputs of the program or project must be clearly enumerated and declared. This will serve as the basis for the UP CIDS Administrative Staff to process the salary payments of program convenors, co-convenors, and project leaders.

3.) Proposed Program Line Item Budget

The program line item budget details the annual expenses of programs for which UP CIDS funds may be spent. No program or project payment or disbursement may be made without reference to a submitted and/or approved program line item budget. Program funds are divided into personnel (PS) and operating (MOOE) expenses. PS funds cover salaries and honoraria of regular UP employees; MOOE expenses cover all other expenses including the salary payments of non-UP affiliated COS and JO personnel. PS

4.) funds may not be reallocated to cover MOOE expenses and vice versa.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	-
<b>Type of Transaction:</b>	G2G (Where the Research Programs and other UP Faculty or REPS are considered as the clients of the UP CIDS Administrative Office)
<b>Who may avail:</b>	UP Employees (Faculty, REPS, etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Research Program or Project Proposal (complete components) (with at least a one-year research agenda specified)	To be prepared and provided by the client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Research Program/Project Proposal; Attend possible meetings or deliver presentations to more effectively clarify the proposed Research Program or Project (as requested by the UP CIDS Administrative Office/Executive Director); Revise the Research Program/Project	Concerned Administrative Staff members and the UP CIDS Executive Director will review the program and project submissions and will coordinate any issues and concerns to the concerned program and project personnel	None	1 month	Administrative Assistant II; University Research Associate I; Junior Office Assistant; Executive Director
Proposal (as requested by the UP CIDS Administrative Office/Executive Director)				
<i>Submission of proposals and their components is done</i>				
<i>(a) as periodically instructed and requested by the UP CIDS Administrative Office, or</i>				
<i>(b) as indicated in the internal calendar of activities of UP CIDS</i>				
<i>Program and project personnel are advised to comply with the instructions detailed to them by the UP CIDS Administrative Office when request for the proposals and proposal components are released.</i>				
	The UP CIDS Administrative Office will provide the program or project with a copy of the approved proposals/proposal components.	None	20 minutes	Administrative Assistant II; University Research Associate I; Executive Director
	TOTAL		1 month and 20 minutes	

### *B. Request to Hire Non-UP Contractual Research Personnel*

UP CIDS Contracts of Services (CoS) are contracts through which Non-UP affiliated personnel may be hired under the UP CIDS.

CoS appointments differ from job order appointments in that the compensation for CoS personnel are based on a fixed, harmonized daily rate while the compensation for job order personnel are paid based on the specific output/s produced or service/s rendered. The duration of CoS appointments is also relatively longer as appointments may last for six (6) months and may thereafter be renewed.

Personnel hired through COS are referred to as Non-UP Contractual Personnel or Non-UP Contractuals. First time appointees are referred to as New-hires. Personnel who will replace existing CoS appointees who have recently left/resigned from UP CIDS are Replacement personnel. Those



who are renewing their previous CoS with UP CIDS are referred to as Renewing personnel or Renewals.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	-
<b>Type of Transaction:</b>	G2G (where the Research Program is considered the client); G2C (where the requested COS appointee is considered the client)
<b>Who may avail:</b>	Any person, not-affiliated with UP, who has been pre-selected or pre- determined by the UP CIDS Programs/Projects or the UP CIDS  Administrative Office to be contracted for services to be rendered and paid based on a daily compensation rate

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For (A) New Hire, and (B) Replacement Personnel only: UP contractual personnel from the Convenor or Co-convenor of the concerned UP CIDS Research Program, addressed to the UP CIDS Executive Director, with the following attachments:</p> <ol style="list-style-type: none"> <li>1. Strong justification for hiring (<i>may sometimes be incorporated in the body of the request letter</i>);</li> <li>2. Research Program's organizational-functional chart (<i>briefly describing the roles of each existing Program personnel; must include the proposed position and role of the requested CoS appointee</i>);</li> <li>3. List of the Research Program's existing CoS personnel with their corresponding compensation rates;</li> <li>4. List of duties and responsibilities of the requested CoS appointee;</li> <li>5. Curriculum Vitae/Resumé of the COS appointee (<i>must explicitly indicate 1. the number of graduate units completed, if any, and 2. the number of hours of relevant training received</i>)</li> <li>6. Photocopy of a valid government issued ID of the COS appointee;</li> <li>7. Research Programs' line item budget (<i>in pdf, with corresponding COS item highlighted</i>)</li> <li>8. FOR REPLACEMENT COS PERSONNEL ONLY: Fully Formal letter of request to hire a Non-accomplished contract of previous personnel to be replaced</li> </ol>	To be prepared in coordination with an assigned UP CIDS Program, Project, or Core Staff
Filled-out UP CIDS Personal Data Sheet	Form to be provided by the UP CIDS Administrative Office
2x2 ID Photo	To be provided by <i>client</i> themselves;
Accomplished Contract of Services (CoS) Information Sheet	To be provided by the UP CIDS Administrative Office
At least three (3) notarized copies of the CoS of the Non-UP Contractual Research Personnel	CoS signed by the UP CIDS Executive Director and witness to be given to the concerned personnel by the UP CIDS Administrative Office; Notarization to be facilitated by client themselves

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For (A) New Hire, and (B) Replacement Personnel Only: Submission of  (1) letter of request to hire COS personnel with necessary attachments, (2) filled-out UP CIDS Personal Data Sheet, and (3) 2x2 ID Photo	For (A) New Hire, and (B) Replacement Personnel only: Checking correctness and completeness of letter of request and necessary attachments; Receiving submission when correct and complete; Advising COS appointee regarding any errors or insufficiencies with the submission	None	15 minutes	Administrative Assistant II; University Research Associate I
	<i>For (A) New Hire, and (B) Replacement Personnel only:</i>  Processing internal approval of request to hire COS personnel	None	60 minutes / 1 hour	Administrative Assistant II (administrative review); Junior Office Assistant (finance review); Executive Director (final approval)
	<i>For (A) New Hire, and (B) Replacement Personnel only:</i>  Informing the concerned COS appointee and the requesting Research Program that their request to hire has been approved or disapproved internally; Providing the COS appointee with the COS Information Form when request is approved internally; Advising the COS appointee and the requesting Research Program of necessary revisions when request is disapproved internally	None	15 minutes	Administrative Assistant II
Accomplish UP CIDS COS Information Form	Checking for completeness and correctness of responses; Confirming receipt of COS Information Form responses when correct and complete; Advising COS appointee regarding any errors or insufficiencies with responses	None	15 minutes	Administrative Assistant II
	Preparation of a draft contract based on the information provided through the COS information form	None	15 minutes	Administrative Assistant II

	Relaying draft contract to COS appointee for review	None	5 minutes	Administrative Assistant II
Review of draft contract; Informing Administrative Assistant II of revisions or corrections to draft contract if any	Revising or correcting draft according to feedback from COS appointee, if any	None	10 minutes	Administrative Assistant II
	Internal review, approval and signing of draft contract	None	30 minutes	Administrative Assistant II; University Research Associate I; Executive Director
	Relaying draft contract to COS appointee for signing and notarization	None	5 minutes	Administrative Assistant II
Submission of signed and notarized COS	Review of completeness (if notarized) of contract; Confirming receipt of contract if notarized; Advising COS appointee of any issues with the contract	<i>Notary fee to be shouldered by COS appointee</i>	10 minutes	Administrative Assistant II
	Preparation, review and approval of endorsement of COS hiring request	None	30 minutes	Administrative Assistant II; Executive Director
	Relaying COS hiring request to the Office of the Vice President for Academic Affairs for endorsement	None	10 minutes	Administrative Assistant II; Senior Administrative Assistant II
	<i>Review and approval outside UP CIDS in other UP System Offices, for (1) approval of appointment and (2) budget clearance; UP System Offices involved include (1) the Office of the Vice President for Academic Affairs (2) the Office of the Vice President for Planning and Development, (3) the Office of the Vice President for Administration, (4) the Office of the Vice President for Planning and Finance, (5) the Office of the University President, and (6) the UP System Budget Office</i>	<i>None</i>	<i>One to three months (based on previous requests)</i>	<i>Other UP System offices</i>

	Informing Program personnel and COS appointee once the request for hiring has been (1) approved by the Office of the President/Office of the Vice President for Administration and (2) budget cleared by the UP System Budget Office	None	5 minutes	Administrative Assistant II;
	TOTAL	Notarization Fee	225 minutes / 3 hours and 45 minutes  <i>Plus an additional 1- to 3-month period for review and approval of request to hire COS personnel in other UP System Offices</i>	

### C. Processing of Hiring Job Order Personnel for Research Activities

The activities and events carried out by the various Research Programs and Projects under UP CIDS usually demand the participation and assistance of additional personnel to carry out specific work and submit outputs such as activity, event, and project documentations, transcriptions etc. These are hired through Job Orders (JOs) which grant compensation for particular parcels of work.

UP CIDS JOs are contracts/agreements through which Non-UP affiliated persons may be temporarily hired under UP CIDS to perform a parcel of work or produce a specific output. The duration of JO appointments range from one (1) day to five (5) months.

Most JO personnel are paid straight fees but some may be considered for tranche payments (ex. when the Job Order amount is considerably large, when the outputs or tasks may be paid separately etc. A different template is used for each payment arrangement but the preparation for both generally follow the same process.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	-
<b>Type of Transaction:</b>	G2G (where the Research Program is considered the client); G2C (where the requested JO appointee is considered the client)
<b>Who may avail:</b>	Any person, not-affiliated with UP, who has been pre-selected or pre- determined by the UP CIDS Programs/Projects or the UP CIDS  Administrative Office and the UP CIDS Administrative Office to be contracted for a specific parcel of services to be rendered and paid based on the outputs produced or service actually rendered.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>Formal letter of request to hire a JO personnel, from the Program Convenor or Co- convenor, addressed to the UP CIDS</p> <p>Executive Director, with the following attachments:</p> <ol style="list-style-type: none"> <li>1. Curriculum Vitae/Resumé of JO Appointee</li> <li>2. Photocopy of the JO appointee's valid government issued ID;</li> <li>3. Draft JO contract (<i>word file, closely following the Job Order template provided by the UP CIDS Administrative Office</i>)</li> <li>4. Program line-item budget (<i>in pdf, with corresponding job order item highlighted</i>)</li> </ol>	To be prepared in coordination with an assigned UP CIDS Program, Project, or Core Staff
Filled-out UP CIDS Personal Data Sheet	Form to be provided by the UP CIDS Administrative Office
<p><i>For job order personnel who will be entering the UP CIDS office on a regular basis:</i></p> <p>2x2 ID Photo (if the Job Order personnel will be utilizing UP CIDS Office)</p>	To be provided by the JO appointee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of (1) letter of request to hire a JO personnel with necessary attachments, (2) Filled-out UP CIDS Personal Data Sheet, and (3) if applicable, a 2x2 ID Photo	Checking correctness and completeness of letter of request and necessary attachments; Receiving submission when correct and complete; Advising JO appointee regarding any errors or insufficiencies with the submission	None	15 minutes	Administrative Assistant II
	Processing internal approval of request to hire COS personnel; Signing of draft JO when correct and complete; Coordinating corrections and other issues, if any, to the concerned Research Program or JO appointee	None	60 minutes / 1 hour	Administrative Assistant II (administrative review); Senior Office Assistant (finance review); Executive Director (final approval)
	Informing the concerned Research Program and JO appointee that their request to hire has been approved or disapproved internally;	None	15 minutes	

	Advising the JO appointee and the requesting Research Program of necessary revisions when request is disapproved internally; Advising the JO appointee or the requesting Research Program to fully accomplish/sign the JO contract			
Submit fully accomplished JO contract (signed by JO appointee and Program Convenor or Co-convenor)	Review of completeness (if completely signed) of JO contract; Confirming receipt of JO contract if completed; Advising requesting Research Program or JO appointee of any issues with the contract	None	10 minutes	Administrative Assistant II
	Preparation, review and approval of endorsement of JO hiring request	None	30 minutes	Administrative Assistant II; Executive Director
	Relaying JO hiring request to the Office of the Vice President for Academic Affairs for endorsement	None	10 minutes	Administrative Assistant II; Senior Administrative Assistant II
	<i>Review and approval outside UP CIDS in other UP System Offices, for (1) approval of appointment and (2) budget clearance; UP System Offices involved include (1) the Office of the Vice President for Academic Affairs, (2) the Office of the Vice President for Administration, and (3) the UP System Budget Office</i>	<i>None</i>	<i>One month (based on previous requests)</i>	<i>Other UP System offices</i>
	Informing Program personnel and JO appointee once the request for hiring has been (1) approved by the Office of the Vice President for Administration and (2) budget cleared by the UP System Budget Office	None	5 minutes	

TOTAL	None	145 minutes / 2 hours and 25 minutes
		Plus an additional one- month period for review and approval of request to hire JO personnel in other UP System Offices

*D. Processing of Additional UP CIDS Office Order Designations for UP Employees Participating in UP CIDS Programs or Projects*

The UP CIDS, following its mandate to harness the resources and expertise of the University towards research initiatives, sources the convenors, heads, and fellows of its Research Programs and Projects from various UP Units. Faculty members, REPS or any UP Employee may be accepted and given additional appointments under UP CIDS to carry out research work. These appointments are formalized and compensated through office orders (OOs).

UP CIDS OOs are contracts/agreements through which a regular UP employee is given an additional designation under UP CIDS for which additional compensation in the form of a service fee/honorarium may or may not be given.

UP CIDS OOs may be prepared for (a) regular program personnel and (b) non-regular program personnel.

**Regular Program Personnel** are those intended to be part of the core or regular personnel complement of a UP CIDS Program with designations intended to last for a duration of at least one (1) year. These include the Program Convenor, Co-convenors, and may also include Project Leaders, Research Fellows, and other Program Administrative and Research Staff.

The preparation of Regular Program Personnel Office Orders are often renewals of their previous designations under UP CIDS. Request for office orders for New (not renewing)

Regular Personnel should first be communicated to the UP CIDS Executive Director through a letter of request.

D.1. Request for Regular Program Office Order Personnel

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2G (where the Research Program or the requested designee is considered the client)
<b>Who may avail:</b>	Any UP Employee who has previously been granted an additional office order designation under UP CIDS as a regular part of the Research Program team

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filled-out Office Order Information Form	to be provided by the UP CIDS Administrative Office
Office Order signed by the designee and Program Convenor or Co-convenor of the requesting	To be prepared in coordination with the concerned UP CIDS Research Program and the UP CIDS Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filling-out the UP CIDS Office Order Information Form	Checking the completeness and correctness of responses to the Office Order (OO) Information Form; Confirming receipt of the OO Information Form responses when correct and complete; Advising OO designee regarding any errors, insufficiencies, or concerns with the responses	None	20 minutes	Administrative Assistant II
	Preparation of a draft OO contract based on the information provided through the OO Information Form	None	15 minutes	Administrative Assistant II
	Internal review of draft contract	None	30 minutes	Administrative Assistant II; Senior Office Assistant; University Research Associate I; Executive Director
	Relaying draft contract to the OO designee for review and approval	None	5 minutes	Administrative Assistant II
Review and of draft OO contract; Informing Administrative Assistant II of revisions or corrections to draft contract if any; Submission of accomplished OO contract (must be signed by both the OO designee and the requesting Program Convenor or Co-convenor)	Revising or correcting draft contract according to feedback from OO designee or requesting Research Program, if any; Review of completeness (if signed by both designee and Program head) of OO contract; Confirming receipt of accomplished OO contract from the designee or the requesting research	None	20 minutes	Administrative Assistant II



Program; Advising OO designee to accomplish the OO contract if not yet fully signed (by designee and Program head)				
Preparation, review, and approval of endorsement of OO designation request; Signing of the OO contract by the Executive Director	None	45 minutes	Administrative Assistant II; Executive Director	
Relaying OO designation request to the Office of the Vice President for Academic Affairs for approval and endorsement	None	10 minutes	Administrative Assistant II; Senior Administrative Assistant II	
<i>Review and approval by other UP System Offices, for (1) approval of designation and (2) budget clearance; UP System Offices involved include (1) the Office of the Vice President for Academic Affairs, (2) the Office of the Vice President for Administration, and (3) the UP System Budget Office</i>	<i>None</i>	<i>One month (based on previous requests)</i>	<i>Other UP System offices</i>	
Informing Program personnel and OO designee once the request for their OO designation has been (1) approved by the Office of the Vice President for Academic Affairs and the Office of the Vice President for Administration, and (2) budget cleared by the UP System Budget Office	None	5 minutes	Administrative Assistant II	
TOTAL		150 minutes / 2 hours and 30 minutes	<i>Plus an additional one- month period for review and approval of request for an OO designation in other UP System Offices</i>	

D.2 Request for Non-Regular and New Hire Office Order Personnel

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2G (where the Research Program or the requested designee is considered the client)
<b>Who may avail:</b>	Any UP Employee who has been pre-selected and pre-determined by the UP CIDS Administrative Office, or the UP CIDS Program or Projects Heads, to be granted an additional, non-regular OR new designation under UP CIDS through an office order (OO)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal letter of request for an OO designation under UP CIDS for a UP employee, from the Program Convenor or Co-convenor, addressed to the UP CIDS Executive Director, with the following attachments: 1. Draft office order (word file, closely following the office order template provided by the UP CIDS Administrative Office) 2. Program line-item budget (in pdf, with corresponding office order item highlighted)	To be prepared in coordination with an assigned UP CIDS Program, Project, or Core Staff
Office Order signed by the designee and Convenor or Co-convenor of the requesting Program	To be prepared in coordination with the concerned UP CIDS Research Program and the UP CIDS Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of letter of request for OO designation with necessary attachments	Checking correctness and completeness of letter of request and necessary attachments; Receiving submission when correct and complete; Advising OO designee or the requesting Research Program regarding any errors or insufficiencies with the submission	None	15 minutes	Administrative Assistant II
	Processing internal approval of request for OO designation; Signing of draft OO when correct and complete; Coordinating corrections and other issues, if any, to the concerned Research Program or OO appointee	None	60 minutes / 1 hour	Administrative Assistant II (administrative review); Senior Office Assistant (finance review); Executive Director (final approval)
	Informing the concerned Research Program and OO designee that their request for an OO designation has been approved or disapproved internally; Advising the OO designee and the requesting Research Program of necessary revisions when request is disapproved internally; Advising the OO designee or the requesting Research Program to fully accomplish/ sign the OO contract	None	15 minutes	Administrative Assistant II

Submit fully accomplished OO contract (signed by OO designee and the requesting Program Convenor or Co convenor)	Review of completeness (if completely signed) of OO contract; Confirming receipt of OO contract if completed; Advising requesting Research Program or OO designee of any issues with the contract	None	10 minutes	Administrative Assistant II
	Preparation, review and approval of endorsement of request for OO designation	None	30 minutes	Administrative Assistant II; Executive Director
	Relaying request for OO designation to the Office of the Vice President for Academic Affairs for endorsement	None	10 minutes	Administrative Assistant II; Senior Administrative Assistant II
	Review and approval outside UP CIDS in other UP System Offices, for (1) approval of additional designation and (2) budget clearance; UP System Offices involved include (1) the Office of the Vice President for Academic Affairs, (2) the Office of the Vice President for Administration, and (3) the UP System Budget Office	None	One month (based on previous requests)	Other UP System offices
	Informing Program personnel and OO designee once the request for hiring has been (1) approved by the Office of the Vice President for Academic Affairs and the Office of the Vice President for Administration and (2) budget cleared by the UP System Budget Office	None	5 minutes	Administrative Assistant II
TOTAL			145 minutes / 2 hours and 25 minutes	
			Plus an additional one-month period for review and approval of request for an OO designation in other UP System Offices	

*E. Request for Hiring Records for all UP CIDS Research Personnel (Contract of Services, Job Orders, Office Orders)*

The variety of appointments and contractual agreements relating to personnel matters and concerns made under the UP CIDS require the Administrative Office to be able to provide records and certifications upon the request of various persons who have existing agreements with the Center. These records usually include certificates of employment, certificates of employment with compensation etc.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification: -</b>	
<b>Type of Transaction:</b>	G2C, G2G
<b>Who may avail:</b>	Any person contracted by UP CIDS under a CoS or a Job Order, or any UP employee granted additional appointment under UP CIDS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal letter (printed or digital) for specific hiring record needed, approved or noted by the direct UP CIDS supervisor of the requesting personnel	To be provided by client themselves

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of formal letter to the UP CIDS Administrative Office	Reviewing for correctness of the request for hiring records and confirming receipt; Advising client of any issues or concerns with the request; Confirming receipt of request letter in the absence of any issues or concerns	None	10 minutes	Administrative Assistant II
	Preparation of hiring records	None	30 minutes	Administrative Assistant II; Executive Director (if needed)
	Informing concerned personnel of availability of record for pick up at the UP CIDS Administrative Office; Sending the electronic copy of the requested record to the requesting UP CIDS personnel	None	10 minutes	Administrative Assistant II; Senior Administrative Assistant II (for filing; records keeping)
	TOTAL		50 minutes	

*F. Addressing Inquiries, Requests, and Other Concerns from UP CIDS Research Programs and Projects*

The UP CIDS Administrative Office offers administrative, financial, and publications support for the Programs and Projects which it houses. The Office regularly receives and entertains various inquiries as to the administrative processes which may be involved in the various research activities carried out by its programs and projects.

### F.1. Addressing Minor Concerns

Minor concerns and simple clarifications may possibly already be addressed by core staff members in close coordination with each other. Program and Project personnel are thus encouraged to directly consult with core staff members to address minor concerns for which no specific process or instructions have been provided.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2G
<b>Who may avail:</b>	Any personnel from the UP CIDS research program or project

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Any record relevant to the concern being raised by client	To be provided by client themselves

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Option A: Sending an email query to the concerned UP CIDS Staff member  Option B: Call or visit the UP CIDS Administrative Office to relay a minor concern	The concerned UP CIDS Core Staff member will confirm receipt of the email/or entertain the client through phone or in person; The Core Staff member may directly address the concern or refer the Program or Project staff to other core staff members more able to assist them	None	10 minutes	<ul style="list-style-type: none"> <li>- For concerns related to personnel hiring / designation and program / project planning: Mr. Patrick Cariño (pdcarino@up.edu.ph)</li> <li>- For concerns related to general UP CIDS Office use rules and regulations (including technical assistance): Ms. Sueyen Austero (sdaustero@up.edu.ph; cids@up.edu.ph)</li> <li>- For concerns related to CoS salary payments: Mr. Patrick Cariño (pdcarino@up.edu.ph)</li> <li>- For concerns related to Program and Project payments processing: Mr. Patrick Cariño (pdcarino@up.edu.ph)</li> <li>- For concerns on Program fund/ spending status: Mr. Patrick Cariño (pdcarino@up.edu.ph)</li> </ul>
Continue coordination with the concerned Core Staff member for a resolution to the minor concern raised	Continue coordination with the concerned Program Staff member for a resolution to the minor concern raised	None	20 minutes	<ul style="list-style-type: none"> <li>- For concerns related to personnel hiring / designation and program / project planning: Mr. Patrick Cariño (pdcarino@up.edu.ph)</li> <li>- For concerns related to general UP CIDS Office use rules and regulations (including technical assistance): Ms. Sueyen Austero (sdaustero@up.edu.ph; cids@up.edu.ph)</li> </ul>

- For concerns related to CoS salary payments: Mr. Patrick Cariño (pdcarino@up.edu.ph)
- For concerns related to Program and Project payments processing: Mr. Patrick Cariño (pdcarino@up.edu.ph)
- For concerns on Program fund/ spending status: Mr. Patrick Cariño (pdcarino@up.edu.ph)

TOTAL	30 minutes
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## F.2. Addressing Special/ Complex Concerns

Special and more complex concerns and requests of Programs and Projects for which specific instructions and processes are not specified may still be accommodated by the UP CIDS Administrative Office. Programs and Projects are encouraged to consult with the UP CIDS Administrative Staff for any novel or complex problem, concern, or issue. This is to allow the UP CIDS Administrative Staff to properly assist the concerned Program or Project with their needs and determine the most appropriate and efficient means to address these.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2G
<b>Who may avail:</b>	Any personnel from the UP CIDS research program or project

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal letter (printed or digital) of inquiry or request, addressed to the UP CIDS Executive Director	To be provided by <i>client</i> themselves
<ul style="list-style-type: none"> <li>- Program personnel may choose to first coordinate with the UP CIDS Administrative Staff for initial clarifications before formally writing to the Executive Director</li> <li>- The letter should contain sufficient details of the Program or Project's concern or request</li> </ul>	
Any record relevant to the concern being raised by client	To be provided by <i>client</i> themselves

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of formal letter to UP CIDS (a) physically at the UP CIDS Office premises, or (b) through the UP CIDS official e-mail	The UP CIDS Executive Director will confirm receipt of the letter and will refer the concern to the appropriate Core Staff member/s	None	15 minutes	Executive Director
<i>For electronic submissions, the letter should be sent to the UP CIDS Executive Director via email</i>				

(tetadem@up.edu.ph) with the UP CIDS Programs email (programs.cids@up.edu.ph) cc-ed.

Coordination with the assigned Core Staff member for a resolution to the concern raised	Coordination with the concerned Program Staff member for a resolution to the concern raised	None	60 minutes / 1 hour  <i>A longer processing time may be required depending on the complexity of the concern being addressed</i>	UP CIDS Core Staff and Executive Director
TOTAL			75 minutes / 1 hour and 15 minutes	

## External Services

### G. Addressing Inquiries from External Entities in Relation to UP CIDS Research Functions and Activities

Inquiries from external entities pertaining to UP CIDS or any of its research programs or projects are usually received through the main communication channels of UP CIDS, which is usually through the Administrative Office. These inquiries are referred to the proper persons concerned or already addressed if possible and applicable by the Administrative Office itself.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2C, G2B, and G2G
<b>Who may avail:</b>	Any person who has a reasonable interest or any inquiry regarding the research work and activities of UP CIDS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal letter (printed or digital) of inquiry or request for research collaboration or coordination addressed to the UP CIDS Administrative Office	To be provided by client themselves

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of formal letter to UP CIDS (a) physically at the UP CIDS Office premises, or (b) through the UP CIDS official e- mail	Confirming receipt and either, preliminarily addressing the inquiry or request made with pertinent information, and if necessary, referring inquiry or request to concerned UP CIDS Research	None	20 minutes	Administrative Assistant II; University Research Associate I Program/Project/ personnel for proper action
TOTAL			20 minutes	





# TEMPORARY

## Publications Matters

### Book Review Guidelines

#### *Submission Guidelines for Philippine Journal of Public Policy Book Reviews:*

- 1.) Authors should submit an **electronic copy** (in MS Word format) to the Editor at [cidspublications@up.edu.ph](mailto:cidspublications@up.edu.ph) with the subject "PJPP Submission – [Author's Last Name]".
- 2.) Book reviews submitted must be **original, unpublished work not under consideration for publication elsewhere**. By submitting a book review, the authors agree that the exclusive rights to reproduce and distribute the article have been given to the UP Center for Integrative and Development Studies (UPCIDS).
- 3.) The text should be double-spaced with Times New Roman, 12-point font and employ italics rather than underlining (except with URL addresses). The book review must be **1,500 – 2,000 words**.
- 4.) PJPP uses **the author-date system of the Chicago Manual of Style (16th or 17th edition)** for citations. Complete details of the book being reviewed by the author must be provided at the beginning of the text. A complete list of references cited aside from the book being reviewed, if any, should be provided at the end of the text as well.
- 5.) The author should provide **their institutional affiliation** on a separate sheet. This sheet must include the author's full postal and e-mail addresses as well as telephone and/or fax numbers.

### Essay Guidelines

#### *PJPP Policy Insights Rationale*

The Philippine Journal of Public Policy: Interdisciplinary Development Perspectives (PJPP IDP) Policy Insights feature works that provide a critical view on relevant issues and developments related to public policy. These essays and commentaries offer concise and grounded viewpoints on theoretical and practical aspects of policy conceptualization, formation, implementation, and evaluation.

The PJPP Policy Insights seek to generate conversations among scholars, policymakers, and the general public, and contribute to broader policy discourse.

#### Guidelines:

- 6.) Authors should submit an electronic copy (in MS Word format) to the Editor at [cidspublications@up.edu.ph](mailto:cidspublications@up.edu.ph) with the subject "PJPP Submission – [Author's Last Name]".
- 7.) Essays submitted must be original, unpublished work not under consideration for publication elsewhere. By submitting an essay, the authors agree that the exclusive rights to reproduce and

distribute the article have been given to the UP Center for Integrative and Development Studies (UP CIDS).

- 8.) Priority will be given to essays which fall under the PJPP's scope of interdisciplinary research and cover the following themes: education, paradigms of development, social and political change, strategic studies, ethnicity and religion, health, and science and technology. The PJPP also accommodates scholarly work on issues such as peace and conflict transformation, migration, constitutional change, and disaster risk and reduction.
- 9.) Contributions must have a clear policy outlook, providing and emphasizing lessons for public policy.
- 10.) The text should be double-spaced with Times New Roman, 12-point font and employ italics rather than underlining (except with URL addresses). The essay must be 3,000 – 5,000 words, including any footnotes and references.
- 11.) PJPP uses the author-date system of the Chicago Manual of Style (16th or 17th edition) for citations. Any funding or grants given for the completion of the essay must be disclosed by the author.
- 12.) The author should provide their institutional affiliation on a separate sheet. This sheet must include the author's full postal and e-mail addresses as well as telephone and/or fax numbers.

## Manuscript Guidelines

### *Submission Guidelines for Philippine Journal of Public Policy Manuscripts:*

- 1.) Authors should submit an electronic copy (in MS Word format) to the Editor at [cidspublications@up.edu.ph](mailto:cidspublications@up.edu.ph) with the subject "PJPP Submission – [Author's Last Name]".
- 2.) Manuscripts submitted must be original, unpublished work not under consideration for publication elsewhere. By submitting a manuscript, the authors agree that the exclusive rights to reproduce and distribute the article have been given to the UP Center for Integrative and Development Studies (UP CIDS).
- 3.) The text should be double-spaced with a 12-point, Times New Roman font and employ italics rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- 4.) The manuscript should comprise between 6000 to 10000 words, inclusive of references and bibliography.
- 5.) The manuscript must include an abstract of 250 to 300 words. A list of 6 keywords; suitable for indexing, abstracting services and on-line searching purposes must also be provided.
- 6.) PJPP uses the author-date system of the Chicago Manual of Style (16th or 17TH edition) for citations. A complete list of references cited should be provided at the end of the text. Notes, if any, must be kept to a minimum and placed at the end of the article before the list of references.
- 7.) The author should provide a brief biographical note on a separate sheet. This sheet must include the author's full postal and e-mail addresses as well as telephone and/or fax numbers.
- 8.) As PJPP undertakes a double-blind peer review process, authors should be prepared to rewrite their articles in accordance with the comments and suggestions of referees.

For inquiries, contact the Editor at [cidspublications@up.edu.ph](mailto:cidspublications@up.edu.ph).

# Administrative Matters

## Internal Services

### 1. Processing of Purchase Request (not more than 50,000.00 pesos) for the UP CIDS Program Events

Purchase requests are made prior to carrying out send-bill transactions which are usually availed of by the various Programs and Projects of UP CIDS in carrying out their various research activities and events. It is through and in coordination with the UP CIDS Administrative Office that these Purchase Requests for the program expenses are made.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (1 Copy of Manual Purchase Request (PR) Form)	UP CIDS Programs
Document 2 (Online PR Form)	University Information System (UIS)
Document 3 (1 Copy of Signed PR)	UP CIDS Administrative Office
Document 4 (1 Copy of Allotment and Obligation Slip (ALOBS))	Systems Budget Office and UP CIDS Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of manual Purchase Request	1.1 Acknowledge receipt and conduct preliminary review of submitted documents	N/A	5 minutes	Administrative Staff
	1.2 Online creation and generation of online Purchase Request (PR) thru University Information System (UIS)	N/A	10 minutes	Administrative Staff
	1.3 Download and print the generated online PR from UIS	N/A	5 minutes	Administrative Staff
	1.4 Endorsement of the PR form for signature of the UP CIDS Executive Director	N/A	4 hours - 1 day	Administrative Staff
	1.5 Scan and upload the signed PR to UIS	N/A	10 minutes	Administrative Staff

	1.6 Coordination with Systems Budget Office	N/A	2 – 5 days (Indefinite)	Administrative Staff
2. Receiving and releasing of approved PR and ALOBS	2.1 Receive and review the signed PR and Allotment and Obligation Slip (ALOBS) from Systems Budget Office	N/A	5 minutes	Administrative Staff
	2.2 Release of the signed PR and Allotment and Obligation Slip (ALOBS) to the end user (Finance team/ Program staff)	N/A	5 minutes	Administrative Staff
	TOTAL	N/A	2 days, 4 hours 40 minutes (to 6 days, 40 minutes)	

## 2. Processing of Purchase Request (more than 50,000.00 pesos) for the UP CIDS Program Events

Expenses for the research Program and Projects of UP CIDS which are more substantial and exceeds fifty-thousand pesos also require Purchase Requests. The Purchase requests are prepared by the UP CIDS Administrative Office and are further coordinated with the Procurement Office for bidding purposes.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (Manual Purchase Request (PR) Form)	UP CIDS Programs
Document 2 (Online PR Form)	University Information System (UIS)
Document 3 (Printout and signed PR)	UP CIDS Administrative Office
Document 4 (Printout Allotment Obligation Slip (ALOBS))	Systems Budget Office and UP CIDS Administrative Office
Document 5 (Three Canvass Sheets/Quotations)	UP CIDS Programs
Documents 6 (Technical Specifications)	UP CIDS Administrative Office
Documents 7 (Technical Evaluation Report)	UP CIDS Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of manual Purchase Request	1.1 Acknowledge receipt and conduct preliminary review	N/A	5 minutes	Administrative Staff

	1.2 Create and generate the online Purchase Request (PR) thru University Information System (UIS)	N/A	10 minutes	Administrative Staff
	1.3 Download and print the generated online PR from UIS	N/A	10 minutes	Administrative Staff
	1.4 Endorsement of the PR form for signature of the UP CIDS Executive Director	N/A	4 hours - 1 day	Administrative Staff
	1.5 Scan and upload the signed PR to UIS	N/A	10 minutes	Administrative Staff
	1.6 Coordination with Systems Budget Office	N/A	2 – 5 days (Indefinite)	Administrative Staff
2. Submission of 3 canvass sheets/ quotations	2.1 Acknowledge receipt and conduct preliminary review of submitted documents	N/A	3 minutes	Administrative Staff
	2.2 Fill out Technical Specification Form	N/A	30 minutes	Administrative Staff
	2.3 Prepare complete documents (PR, ALOBS, 3 Canvass sheets/ Quotations, and Technical Specification Form) for submission to the Procurement Office	N/A	5 minutes	Administrative Staff
	2.4 Coordination with Procurement Office	N/A	22 days (Indefinite)	Administrative Staff
	2.5 Receive and review documents from Procurement Office	N/A	5 minutes	Administrative Staff
	2.6 Fill out and submit Technical Evaluation Report to Procurement Office	N/A	30 minutes	Administrative Staff
	2.7 Follow up of the status of documents submitted to the Procurement Office	N/A	7 days (Indefinite)	Administrative Staff
	2.8 Receive and review of documents from Procurement Office	N/A	3 minutes	Administrative Staff
3. Release of documents	3.1 Release documents from Procurement Office to UP CIDS Program Staff, for Disbursement Voucher Preparation.	N/A	3 minutes	Administrative Staff
	TOTAL	N/A	31 days, 5 hours, 49 minutes (to 35 days 5hrs 49 minutes)	

### 3 Processing of Contract of Service/s, Straight Fee/s, and Job order/s

Contracts of Services and Job Orders are processed to hire personnel to address the research and non-research needs of the Center and its programs and projects.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Programs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (1 Copy of Request Letter)	UP CIDS Programs
Document 2 (Copy of signed JO)	UP CIDS Programs/Administrative Office
Document 3 (Copy of Curriculum Vitae)	UP CIDS Programs
Document 4 (Copy of Government ID)	UP CIDS Programs
Document 5 (1 Copy of Cover Letter)	UP CIDS Administrative Office
Document 6 (1 Copy of Matrix)	UP CIDS Administrative Office

#### Secondary requirement for the request for Budget clearance

Document 7 (1 Copy of Approved Waiver Signed by VP Maria Cynthia Rose B. Bautista)	Office of the Vice President for Academic Affairs
Document 8 (1 Copy of Approved Waiver Signed by VP Nestor G. Yunque)	Office of the Vice President for Administration

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Request to hire (Documents 1-4)	1.1 Acknowledge receipt and conduct preliminary review	N/A	5-10 minutes	AAII / URAI
	1.2 Drafting and review of Cover Letter and Matrix	N/A	20 minutes	URAI
	1.3 Endorsement of the Request Letter, Cover Letter, and Matrix for approval and signature of the UP CIDS Executive Director	N/A	4 hours – 1 day	SAII
	1.4 Creating of Document Tracking number and forwarding of complete documents (Request Letter, Cover Letter, and Matrix) to Office of the Vice President for Academic Affairs (OVPA)	N/A	20 minutes	SAII
	1.5 Follow up of documents from concerned offices (OVPA & OVPA)	N/A	7 – 14 days	SAII
	1.6 Receive Approved OVPA waiver (Document 7)	N/A	3-5 minutes	SAII
	1.7 Receive Approved OVPA waiver (Document 8)	N/A	3-5 minutes	SAII

	1.8 Release of waivers to UP CIDS Program Staff (Documents 7 & 8)	N/A	3 minutes	AAII
2. Request for endorsement for budget clearance	2.1 Submit request for endorsement for budget clearance to System HRDO (Documents 2,7, and 8)	N/A	5-10 minutes	SAAIL
	2.2 Follow up documents from concerned offices (System HRDO, OVPPF, and System Budget Office)	N/A	7 – 10 days	SAAIL
	2.3 Receive Budget Clearance	N/A	5 minutes	SAAIL
	2.4 Release Budget Clearance to the Programs Staff	N/A	5 minutes	AAII
	TOTAL	N/A	14 days , 5 hours , 9 minutes (25 days, 1 hour, 23 minutes)	

#### 4 Processing of Requisition Issue Slip (RIS) for UP CIDS Programs

Requisition Issue Slips are processed for UP CIDS Programs and Projects to address and supply for their need of common-use office supplies.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government,
<b>Who may avail:</b>	UP CIDS Programs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (1 Copy of RIS Form)	UP CIDS Programs
Document 2 (1 Copy of Disbursement Voucher)	UP CIDS Programs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requisition Issue Slip	1.1 Acknowledge receipt and conduct preliminary review of documents	N/A	5 minutes	Administrative Staff
	1.2 Create Document Routing System (DRS) number and Forward RIS Form to Supply and Procurement Management Office (SPMO)	N/A	10-15 minutes	Administrative Staff
	1.3 Receive and review the evaluated RIS Form from SPMO	N/A	5 minutes	Administrative Staff

2. Receiving of the RIS Form	2.1 Release the RIS Form to UP CIDS Program Staff for Disbursement Voucher (DV) preparation	N/A	5 minutes	Administrative Staff
3. Submission of RIS Form with Disbursement Voucher	3.1 Acknowledge receipt and review documents	N/A	5 minutes	Administrative Staff
	3.2 Forward the RIS and DV to SPMO	N/A	15 minutes	Administrative Staff
	3.3 Receive office supplies purchased	N/A	15 minutes	Administrative Staff
4. Receiving of office supplies	4.1 Release office supplies purchased from UPS Storeroom	N/A	10 minutes	Administrative Staff
TOTAL		N/A	1 hour, 10-15 minutes	

## External Services

### 1. Receiving of letters, memorandum, contract of service, job orders, bills, etc.

All documents which are sent to UP CIDS are received and subsequently addressed, processed or referred to the proper personnel, by the UP CIDS Administrative Office.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Client G2G - Government to Government
<b>Who may avail:</b>	All UP and Non-UP units

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (1 Copy of Bills, Official Receipts, and Sales Invoice)	UP and Non-UP Units

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letters, contracts, Bills, Official Receipts, Sales Invoice, etc.	1.1 Acknowledge receipt and conduct preliminary review of documents	N/A	5-10 minutes	Administrative Staff
	1.2 Endorsement of the document/s to the person concerned	N/A	5-10 minutes	Administrative Staff
	1.3 Send a preliminary response to the sender (if needed)	N/A	5 minutes	Administrative Staff
	TOTAL	N/A	15-25 minutes	



# Finance Matters

## Internal Services

### 1. Processing of Reimbursements for UP CIDS Programs

The Administrative Office receives, compiles, and prepares the necessary documents to reimburse the expenses advanced by the Program and Project personnel in carrying out their research activities.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (Disbursement Voucher Form - DV)	UP CIDS Programs
Document 2 (Summary of Expenses)	UP CIDS Programs
Document 3 (Inspection and Acceptance Report Form - Supply and Procurement Management Office Form – IAR SPMO)	UP CIDS Programs
Document 4 Justification (for communication expenses)	UP CIDS Programs
Document 5 (Original Receipts/CENRR Form/RER Form; load confirmation)	UP CIDS Programs
Document 6 (Attendance Sheet for meeting/meals/representation expenses)	UP CIDS Programs
<i>*Additional attachments if reimbursement for travel expenses (land, accommodation, transportation, and airfare):</i>	
Document 7 - 12 (Travel Documents: Travel Authority, Travel Order, Certificate of Travel Completed, Original Boarding Pass, Certificate of Appearance, and Itinerary of Travel)	UP CIDS Programs
<i>*Additional attachments if there is an expense more than one thousand pesos</i>	
Document 13 and 14 (Three Canvass Sheets and Abstract of Quotation)	UP CIDS Programs
<i>*Additional attachment for reimbursement of supplies and materials</i>	
Document 15 (APP/PPMP)	UP CIDS Programs / Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1.1 Acknowledge receipt and review for completeness	N/A	15 minutes	Finance Staff
	1.2 Preparation of necessary attachments prior to endorsement to the UP CIDS Executive Director	N/A	20 minutes	Finance Staff

1.3 Creation and generation of Disbursement Voucher (DV) through the University Information System (UIS);	N/A	10 minutes	Finance Staff
1.4 Creation of Document Routing System number (DRS); attachment of documents on DRS	N/A	10 minutes	Finance Staff
1.5 Endorsement of the documents for Executive Director's approval and signature	N/A	5 minutes	Finance Staff
1.6 Final review, approval, and signature of Executive Director	N/A	1 hour	Executive Director
1.8 Recording of document for routing to other UP System Offices (SPMO/UPSAO); preparation of office receive copy	N/A	5 minutes	Messenger
<b>TOTAL</b>	<b>N/A</b>	<b>2 hours and 15 minutes</b>	

\*Delivery and pick up of documents for approval and signature of the executive director may take 2-4hrs travel time to and from the UP CIDS office.

## 2. Processing of Payment for Honoraria/Straight Fee/Personnel

The compensation for all personnel contracted by UP CIDS, including honoraria for Job Order personnel or those contracted to perform specific parcels of work, are initiated in the UP CIDS Administrative Office.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (Disbursement Voucher Form - DV)	UP CIDS Programs
Document 2 (Certificate of Services Rendered - CSR)	UP CIDS Programs
Document 3 and 4 (Approved Job Order/Office Order/COS and Budget Clearance)	UP CIDS Programs
Document 5 (Output)	UP CIDS Programs
Document 6 (Program of the Event)	UP CIDS Programs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1.1 Acknowledge receipt and review for completeness	N/A	15 minutes	Finance Staff

1.2 Preparation of necessary attachments prior to endorsement to the UP CIDS Executive Director	N/A	20 minutes	Finance Staff
1.3 Final review of attached outputs	N/A	2 hours	URA I
1.4 Creation and generation of Disbursement Voucher (DV) through the University Information System (UIS);	N/A	10 minutes	Finance Staff
1.5 Creation of Document Routing System number (DRS); attachment of documents on DRS	N/A	10 minutes	Finance Staff
1.6 Endorsement of the documents for Executive Director's approval and signature	N/A	5 minutes	Finance Staff
1.7 Final review, approval, and signature of Executive Director	N/A	1 hour	Executive Director
1.8 Scanning and attachment of documents to UIS	N/A	20 minutes	Finance Staff
1.9 Recording of document for routing to other UP System Offices (SPMO/UPSAO); preparation of office receive copy	N/A	5 minutes	Messenger
TOTAL	N/A	1-5 working days, 4 hours and 25 minutes	

\*Delivery and pick up of documents for approval and signature of the executive director may take 2-4hrs travel time to and from the UP CIDS office.

### 3. Processing of Payment of Salaries for UP CIDS Non-UP Contractuals (Program/Research Staff)

The compensation for all personnel contracted by UP CIDS, including the monthly/bi-monthly salaries of Non-UP Contractuals, are initiated in the UP CIDS Administrative Office.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (Certificate of Services Rendered/Certificate of Work Accomplishments – CSR/CWA)	UP CIDS Programs
Document 2 (Disbursement Voucher Form - DV)	UP CIDS Administrative Office

Document 3, 4, and 5 (Approved Waivers, Job Order/notarized COS, and Budget Clearance)	UP CIDS Administrative Office
Document 6 (General Payroll)	UP CIDS Administrative Office
Document 7 (Summary)	UP CIDS Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Certificate of Services Rendered	1.1 Acknowledge receipt and review for correctness of entries	N/A	15 minutes	Finance Staff
	1.2 Coordination with the SAO Payroll Personnel for the General Payroll	N/A	1 day	Finance Staff
	1.3 Printing of General Payroll	N/A	1 minute	Finance Staff
	1.4 Preparation of necessary attachments prior to endorsement to the UP CIDS Executive Director	N/A	20 minutes	Finance Staff
	1.5 Creation and generation of Disbursement Voucher (DV) through the University Information System (UIS);	N/A	10 minutes	Finance Staff
	1.6 Creation of Document Routing System number (DRS); attachment of documents on DRS	N/A	10 minutes	Finance Staff
	1.7 Endorsement of the documents for Executive Director's approval and signature	N/A	5 minutes	Finance Staff
	1.8 Final review, approval, and signature of Executive Director	N/A	1 hour	Executive Director
	1.9 Scanning and attachment of documents to UIS	N/A	30 minutes	Finance Staff
	1.10 Recording of document for routing to other UP System Offices (SPMO/UPSAO); preparation of office receive copy	N/A	5 minutes	Messenger
	1.11 Monitoring of release of payment (through DRS); Coordination with SAO when necessary	N/A	8 working days	Finance Staff
	1.12 Updating the Program Staff concerned for the release of COS personnel's salaries to the System Cashier Office	N/A	5 minutes	Finance Staff
TOTAL		N/A	9 working days, 2 hours, and 41 minutes	

\*Delivery and pick up of documents for approval and signature of the executive director may take 2-4hrs travel time to and from the UP CIDS office.

## External Services

### 1. Processing of Payment to Supplier

Payments of approved procurements of UP CIDS are initiated in the UP CIDS Administrative Office.

<b>Office or Unit:</b>	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Client; G2G – Government to Government
<b>Who may avail:</b>	UP CIDS Program Staff; Suppliers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Document 1 (Disbursement Voucher – DV)	UP CIDS Programs
Document 2 (Purchase Order - PO)	UP CIDS Programs
Document 3 (Manual or Online Purchase Request - PR)	UP CIDS Programs and Administrative Office
Document 4 (Allotment Obligation Slip -ALLOBS)	Systems Budget Office / Administrative Office
Document 5 (Inspection and Acceptance Report – Supply and Procurement Management Office Form – IAR SPMO)	UP CIDS Programs
Document 6 and 7 (Three Canvass Sheets and Abstract of Quotation)	UP CIDS Programs
Document 8 and 9 (Delivery Receipt and Sales Invoice)	UP CIDS Programs
<i>*Additional attachments (for venue rental and catering)</i>	
Document 10 (Attendance Sheet)	UP CIDS Programs

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1.1 Acknowledge receipt and review for completeness	N/A	15 minutes	Finance Staff
	1.2 Preparation of necessary attachments prior to endorsement to the UP CIDS Executive Director	N/A	10 minutes	Finance Staff
	1.3 Creation and generation of Disbursement Voucher (DV) through the University Information System (UIS);	N/A	10 minutes	Finance Staff
	1.4 Creation of Document Routing System number (DRS); attachment of documents on DRS	N/A	10 minutes	Finance Staff
	1.5 Endorsement of the documents for Executive Director's approval and signature	N/A	5 minutes	Finance Staff
	1.6 Final review, approval, and signature of Executive Director	N/A	1 hour	Executive Director
	1.7 Scanning and attachment of documents to UIS;	N/A	20 minutes	Finance Staff

1.8 Recording of document for routing to other UP System Offices (SPMO/UPSAO); preparation of office receive copy	N/A	5 minutes	Messenger
1.9 Monitoring of release of payment (through DRS); Coordination with SAO when necessary	N/A	14 working days	Finance Staff
1.10 Updating the Program Staff concerned for the release of supplier's check at the System Cashier Office	N/A	5 minutes	Finance Staff
TOTAL	N/A	14 working days, 2 hours, and 20 minutes	

\*Delivery and pick up of documents for approval and signature of the executive director may take 2-4hrs travel time to and from the UP CIDS office.

# Library Matters

## External Services

### *Use of Library and Resource Center of UP CIDS*

This refers to the use and access of all resources and facilities available in the library

Office or Unit:	UP CIDS Library And Resource Center
Classification:	Simple
Type of Transaction:	G2C – Government to Citizen
Who may avail:	UP students and employees, Students, Researchers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
UP, School, or Company ID and/or Letter of Endorsement	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID and/or Letter of Endorsement from office or school and/or office	Check ID and/or Letter of Endorsement	None	2 Minutes	Library staff
2. Provide or search for title or author or subject needed thru the OPAC	Check OPAC for availability; If available, get the book/research material then give it to the client for room use	None	15 minutes	Library staff
3. Read and/or study book/research material provided		None		
4. Leave the book/research material on the table or give to the library staff after use	Check the borrowed material then return to shelf	None	5 Minutes	Library staff
TOTAL				





# Program-Related Administrative Matters

## Internal Services

### *A. Submission and Approval of Research Program/ Project Proposals*

UP CIDS receives research proposals from all UP units, which it may accept or reject based on the review and discretion of its Executive Director, in coordination with its Administrative Staff. Research proposals which are approved are constituted into research programs or projects which are then funded by UP CIDS.

Program proposals and project proposals serve as the bases for all actions (ex. research activities, personnel hiring, spending) of UP CIDS programs and projects. These also serve as guides and reference for the UP CIDS Administrative Office. Program and project proposals should have at the minimum, the following components:

1.) Program or Project Concept Note

Concept notes should contain the research agenda of the program or project specifically for the current year (as opposed to the general description of the program).

The concept note may include specific program or project components, planned additional personnel complement (additional regular and non-regular personnel), planned activities (or a program or project timeline) etc.

2.) Proposed Program and Project Outputs

Proposed final outputs of the program or project must be clearly enumerated and declared. This will serve as the basis for the UP CIDS Administrative Staff to process the salary payments of program convenors, co-convenors, and project leaders.

3.) Proposed Program Line Item Budget

The program line item budget details the annual expenses of programs for which UP CIDS funds may be spent. No program or project payment or disbursement may be made without reference to a submitted and/or approved program line item budget.

Program funds are divided into personnel (PS) and operating (MOOE) expenses. PS funds cover salaries and honoraria of regular UP employees; MOOE expenses cover all other expenses including the salary payments of non-UP affiliated COS and JO personnel. PS funds may not be reallocated to cover MOOE expenses and vice versa.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification: -</b>	
<b>Type of Transaction:</b>	G2G (Where the Research Programs and other UP Faculty or REPS are considered as the clients of the UP CIDS Administrative Office)
<b>Who may avail:</b>	UP Employees (Faculty, REPS, etc.)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Research Program or Project Proposal (complete components) (with at least a one-year research agenda specified)	To be prepared and provided by the client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Research Program Project Proposal; Attend possible meetings or deliver presentations to more effectively clarify the proposed Research Program or Project (as requested by the UP CIDS Administrative Office Executive Director); Revise the Research Program Project Proposal (as requested by the UP CIDS Administrative Office Executive Director)	Concerned Administrative Staff members and the UP CIDS Executive Director will review the program and project submissions and will coordinate any issues and concerns to the concerned program and project personnel	None	1 month	Administrative Assistant II; University Research Associate I; Junior Office Assistant; Executive Director
- Submission of proposals and their components is done (a) as periodically instructed and requested by the UP CIDS Administrative Office, or (b) as indicated in the internal calendar of activities of UP CIDS	The UP CIDS Administrative Office will provide the program or project with a copy of the approved proposals/proposal components.	None	20 minutes	Administrative Assistant II; University Research Associate I; Executive Director
- Program and project personnel are advised to comply with the instructions detailed to them by the UP CIDS Administrative Office when request for the proposals and proposal components are released.				
TOTAL			1 month and 20 minutes	

### *B. Requests to Hire Non-UP Contractual Research Personnel*

UP CIDS Contracts of Services (CoS) are contracts through which Non-UP affiliated personnel may be hired under the UP CIDS.

CoS appointments differ from job order appointments in that the compensation for CoS personnel are based on a fixed, harmonized daily rate while the compensation for job order personnel are paid based on the specific output/s produced or service/s rendered. The duration of CoS appointments is also relatively longer as appointments may last for six (6) months and may thereafter be renewed.

Personnel hired through COS are referred to as *Non-UP Contractual Personnel* or *Non-UP Contractuals*. First time appointees are referred to as *New-hires*. Personnel who will replace existing CoS appointees who have recently left/resigned from UP CIDS are *Replacement* personnel. Those who are renewing their previous CoS with UP CIDS are referred to as *Renewing* personnel or *Renewals*.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2G (where the Research Program is considered the client); G2C (where the requested COS appointee is considered the client)
<b>Who may avail:</b>	Any person, not-affiliated with UP, who has been pre-selected or pre- determined by the UP CIDS Programs/Projects or the UP CIDS Administrative Office to be contracted for services to be rendered and paid based on a daily compensation rate

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>For (A) New Hire, and (B) Replacement Personnel only:</p> <p>Formal letter of request to hire a Non-UP contractual personnel from the Convenor or Co-convenor of the concerned UP CIDS Research Program, addressed to the UP CIDS Executive Director, with the following attachments:</p> <ol style="list-style-type: none"> <li>1. Strong justification for hiring (may sometimes be incorporated in the body of the request letter);</li> <li>2. Research Program's organizational- functional chart (briefly describing the roles of each existing Program personnel; must include the proposed position and role of the requested CoS appointee);</li> <li>3. List of the Research Program's existing CoS personnel with their corresponding compensation rates;</li> <li>4. List of duties and responsibilities of the requested CoS appointee;</li> <li>5. Curriculum Vitae/Resumé of the COS appointee (must explicitly indicate 1. the number of graduate units completed, if any, and 2. the number of hours of relevant training received)</li> <li>6. Photocopy of a valid government issued ID of the COS appointee;</li> <li>7. Research Programs' line item budget (in pdf, with corresponding COS item highlighted) 8. FOR REPLACEMENT COS PERSONNEL ONLY: Fully accomplished contract of previous personnel to be replaced</li> </ol>	<p>To be prepared in coordination with an assigned UP CIDS Program, Project, or Core Staff</p>
Filled-out UP CIDS Personal Data Sheet	Form to be provided by the UP CIDS Administrative Office
2x2 ID Photo	To be provided by client themselves;
Accomplished Contract of Services (CoS) Information Sheet	To be provided by the UP CIDS Administrative Office
At least three (3) notarized copies of the CoS of the Non-UP Contractual Research Personnel	CoS signed by the UP CIDS Executive Director and witness to be given to the concerned personnel by the UP CIDS Administrative Office; Notarization to be facilitated by client themselves

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For (A) New Hire, and (B) Replacement Personnel Only: Submission of (1) letter of request to hire COS personnel with necessary attachments, (2) filled-out UP CIDS Personal Data Sheet, and (3) 2x2 ID Photo	For (A) New Hire, and (B) Replacement Personnel only: Checking correctness and completeness of letter of request and necessary attachments; Receiving submission when correct and complete; Advising COS appointee regarding any errors or insufficiencies with the submission	None	15 minutes	Administrative Assistant II; University Research Associate I
	<i>For (A) New Hire, and (B) Replacement Personnel only:</i>  Processing internal approval of request to hire COS personnel	None	60 minutes / 1 hour	Administrative Assistant II (administrative review); Junior Office Assistant (finance review); Executive Director (final approval)
	<i>For (A) New Hire, and (B) Replacement Personnel only:</i>  Informing the concerned COS appointee and the requesting Research Program that their request to hire has been approved or disapproved internally; Providing the COS appointee with the COS Information Form when request is approved internally; Advising the COS appointee and the requesting Research Program of necessary revisions when request is disapproved internally	None	15 minutes	Administrative Assistant II
Accomplish UP CIDS COS Information Form	Checking for completeness and correctness of responses; Confirming receipt of COS Information Form responses when correct and complete; Advising COS appointee regarding any errors or insufficiencies with responses	None	15 minutes	Administrative Assistant II
	Preparation of a draft contract based on the information provided through the COS information form	None	15 minutes	Administrative Assistant II
	Relaying draft contract to COS appointee for review	None	5 minutes	Administrative Assistant II

Review of draft contract; Informing Administrative Assistant II of revisions or corrections to draft contract if any	Revising or correcting draft according to feedback from COS appointee, if any	None	10 minutes	Administrative Assistant II
	Internal review, approval and signing of draft contract	None	30 minutes	Administrative Assistant II; University Research Associate I; Executive Director
	Relaying draft contract to COS appointee for signing and notarization	None	5 minutes	Administrative Assistant II
Submission of signed and notarized COS	Review of completeness (if notarized) of contract; Confirming receipt of contract if notarized; Advising COS appointee of any issues with the contract	Notary fee to be shouldered by COS appointee	10 minutes	Administrative Assistant II
	Preparation, review and approval of endorsement of COS hiring request	None	30 minutes	Administrative Assistant II; Executive Director
	Relaying COS hiring request to the Office of the Vice President for Academic Affairs for endorsement	None	10 minutes	Administrative Assistant II; Senior Administrative Assistant II
	<i>Review and approval outside UP CIDS in other UP System Offices, for (1) approval of appointment and (2) budget clearance; UP System Offices involved include (1) the Office of the Vice President for Academic Affairs (2) the Office of the Vice President for Planning and Development, (3) the Office of the Vice President for Administration, (4) the Office of the Vice President for Planning and Finance, (5) the Office of the University President, and (6) the UP System Budget Office</i>	<i>None</i>	<i>One to three months (based on previous requests)</i>	<i>Other UP System offices</i>
	Informing Program personnel and COS appointee once the request for hiring has been (1) approved by the Office of the President/Office of the Vice President for Administration and (2) budget cleared by the UP System Budget Office	None	5 minutes	Administrative Assistant II;

TOTAL	Notarization Fee	225 minutes / 3 hours and 45 minutes  Plus an additional 1- to 3-month period for review and approval of request to hire COS personnel in other UP System Offices
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### *C. Processing of Hiring Job Order Personnel for Research Activities*

The activities and events carried out by the various Research Programs and Projects under UP CIDS usually demand the participation and assistance of additional personnel to carry out specific work and submit outputs such as activity, event, and project documentations, transcriptions etc. These are hired through Job Orders (JOs) which grant compensation for particular parcels of work.

UP CIDS JOs are contracts/agreements through which Non-UP affiliated persons may be temporarily hired under UP CIDS to perform a parcel of work or produce a specific output. The duration of JO appointments range from one (1) day to five (5) months.

Most JO personnel are paid straight fees but some may be considered for tranche payments (ex. when the Job Order amount is considerably large, when the outputs or tasks may be paid separately etc. A different template is used for each payment arrangement but the preparation for both generally follow the same process.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2G (where the Research Program is considered the client); G2C (where the requested JO appointee is considered the client)
<b>Who may avail:</b>	Any person, not-affiliated with UP, who has been pre-selected or pre-determined by the UP CIDS Programs/Projects or the UP CIDS.  Administrative Office and the UP CIDS Administrative Office to be contracted for a specific parcel of services to be rendered and paid based on the outputs produced or service actually rendered.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal letter of request to hire a JO personnel, from the Program Convenor or Co- convenor, addressed to the UP CIDS  Executive Director, with the following attachments: 1. Curriculum Vitae/Resumé of JO Appointee 2. Photocopy of the JO appointee's valid government issued ID; 3. Draft JO contract (word file, closely following the Job Order template provided by the UP CIDS Administrative Office)	To be prepared in coordination with an assigned UP CIDS Program, Project, or Core Staff

4. Program line-item budget (in pdf, with corresponding job order item highlighted)

Filled-out UP CIDS Personal Data Sheet Form	to be provided by the UP CIDS Administrative Office
For job order personnel who will be entering the UP CIDS office on a regular basis: 2x2 ID Photo (if the Job Order personnel will be utilizing UP CIDS Office)	To be provided by the JO appointee

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of (1) letter of request to hire a JO personnel with necessary attachments, (2) Filled-out UP CIDS Personal Data Sheet, and (3) if applicable, a 2x2 ID Photo	Checking correctness and completeness of letter of request and necessary attachments; Receiving submission when correct and complete; Advising JO appointee regarding any errors or insufficiencies with the submission	None	15 minutes	Administrative Assistant II
	Processing internal approval of request to hire COS personnel; Signing of draft JO when correct and complete; Coordinating corrections and other issues, if any, to the concerned Research Program or JO appointee	None	60 minutes / 1 hour	Administrative Assistant II (administrative review); Senior Office Assistant (finance review); Executive Director (final approval)
	Informing the concerned Research Program and JO appointee that their request to hire has been approved or disapproved internally; Advising the JO appointee and the requesting Research Program of necessary revisions when request is disapproved internally; Advising the JO appointee or the requesting Research Program to fully accomplish/ sign the JO contract	None	15 minutes	
Submit fully accomplished JO contract (signed by JO appointee and Program Convenor or Co-convenor)	Review of completeness (if completely signed) of JO contract; Confirming receipt of JO contract if completed; Advising requesting Research Program or JO appointee of any issues with the contract	None	10 minutes	Administrative Assistant II
	Preparation, review and approval of endorsement of JO hiring request	None	30 minutes	Administrative Assistant II; Executive Director



Relaying JO hiring request to the Office of the Vice President for Academic Affairs for endorsement	None	10 minutes	Administrative Assistant II; Senior Administrative Assistant II
Review and approval outside UP CIDS in other UP System Offices, for (1) approval of appointment and (2) budget clearance; UP System Offices involved include (1) the Office of the Vice President for Academic Affairs, (2) the Office of the Vice President for Administration, and (3) the UP System Budget Office	None	One month (based on previous requests)	Other UP System offices
Informing Program personnel and JO appointee once the request for hiring has been (1) approved by the Office of the Vice President for Administration and (2) budget cleared by the UP System Budget Office	None	5 minutes	Administrative Assistant II
TOTAL	None	145 minutes / 2 hours and 25 minutes  Plus an additional one-month period for review and approval of request to hire JO personnel in other UP System Offices	

#### *D. Processing of Additional UP CIDS Office Order Designations for UP Employees Participating in UP CIDS Programs or Projects*

The UP CIDS, following its mandate to harness the resources and expertise of the University towards research initiatives, sources the convenors, heads, and fellows of its Research Programs and Projects from various UP Units. Faculty members, REPS or any UP Employee may be accepted and given additional appointments under UP CIDS to carry out research work. These appointments are formalized and compensated through office orders (OOs).

UP CIDS OOs are contracts/agreements through which a regular UP employee is given an additional designation under UP CIDS for which additional compensation in the form of a service fee/honorarium may or may not be given. UP CIDS OOs may be prepared for (a) regular program personnel and (b) non-regular program personnel.

*Regular Program Personnel* are those intended to be part of the core or regular personnel complement of a UP CIDS Program with designations intended to last for a duration of at least one (1) year. These include the Program Convenor, Co-convenors, and may also include Project Leaders, Research Fellows, and other Program Administrative and Research Staff.



The preparation of Regular Program Personnel Office Orders are often renewals of their previous designations under UP CIDS. Request for office orders for New (not renewing) Regular Personnel should first be communicated to the UP CIDS Executive Director through a letter of request.

#### D.1. Request for Regular Program Office Order Personnel

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	-
<b>Type of Transaction:</b>	G2G (where the Research Program or the requested designee is considered the client)
<b>Who may avail:</b>	Any UP Employee who has previously been granted an additional office order designation under UP CIDS as a regular part of the Research Program team

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filled-out Office Order Information Form	to be provided by the UP CIDS Administrative Office
Office Order signed by the designee and Convenor or Co-convenor of the requesting Program	To be prepared in coordination with the concerned UP CIDS Research Program and the UP CIDS Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filling-out the UP CIDS Office Order Information Form	Checking the completeness and correctness of responses	None	20 minutes	Administrative Assistant II
	to the Office responses Order (OO) Information Form; Confirming receipt of the OO Information Form responses when correct and complete; Advising OO designee regarding any errors, insufficiencies, or concerns with the responses			
	Preparation of a draft OO contract based on the information provided through the OO Information Form	None	15 minutes	Administrative Assistant II
	Internal review of draft contract	None	30 minutes	Administrative Assistant II; Senior Office Assistant; University Research Associate I; Executive Director
	Relaying draft contract to the OO designee for review and approval	None	5 minutes	Administrative Assistant II

Review and of draft OO contract; Informing Administrative Assistant II of revisions or corrections to draft contract if any; Submission of accomplished OO contract (must be signed by both the OO designee and the requesting Program Convenor or Co- convenor)	Revising or correcting draft contract according to feedback from OO designee or requesting Research Program, if any; Review of completeness (if signed by both designee and Program head) of OO contract; Confirming receipt of accomplished OO contract from the designee or the requesting research Program; Advising OO designee to accomplish the OO contract if not yet fully signed (by designee and Program head)	None	20 minutes	Administrative Assistant II
	Preparation, review, and approval of endorsement of OO designation request; Signing of the OO contract by the Executive Director	None	45 minutes	Administrative Assistant II; Executive Director
	Relaying OO designation request to the Office of the Vice President for Academic Affairs for approval and endorsement	None	10 minutes	Administrative Assistant II; Senior Administrative Assistant II
	Review and approval by other UP System Offices, for (1) approval of designation and (2) budget clearance; UP System Offices involved include (1) the Office of the Vice President for Academic Affairs, (2) the Office of the Vice President for Administration, and (3) the UP System Budget Office	None	One month (based on previous requests)	Other UP System offices
	Informing Program personnel and OO designee once the request for their OO designation has been (1) approved by the Office of the Vice President for Academic Affairs and the Office of the Vice President for Administration, and (2) budget cleared by the UP System Budget Office	None	5 minutes	Administrative Assistant II
TOTAL			150 minutes / 2 hours and 30 minutes	
			Plus an additional one-month period for review and approval of request for an OO designation in other UP System Offices	

D.2 Request for Non-Regular and New Hire Office Order Personnel

Office or Unit:	UP CIDS Administrative Office
Classification:	-
Type of Transaction:	G2G (where the Research Program or the requested designee is considered the client)
Who may avail:	Any UP Employee who has been pre-selected and pre-determined by the UP CIDS Administrative Office, or the UP CIDS Program or Projects Heads, to be granted an additional, non-regular OR new designation under UP CIDS through an office order (OO)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal letter of request for an OO designation under UP CIDS for a UP employee, from the Program Convenor or Co-convenor, addressed to the UP CIDS Executive Director, with the following attachments:  1. Draft office order (word file, closely following the office order template provided by the UP CIDS Administrative Office) 2. Program line-item budget (in pdf, with corresponding office order item highlighted)	To be prepared in coordination with an assigned UP CIDS Program, Project, or Core Staff
Office Order signed by the designee and Convenor or Co-convenor of the requesting Program	To be prepared in coordination with the concerned UP CIDS Research Program and the UP CIDS Administrative Office

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of letter of request for OO designation with necessary attachments	Checking correctness and completeness of letter of request and necessary attachments;  Receiving submission when correct and complete; Advising OO designee or the requesting Research Program regarding any errors or insufficiencies with the submission	None	15 minutes	Administrative Assistant II
	Processing internal approval of request for OO designation; Signing of draft OO when correct and complete; Coordinating corrections and other issues, if any, to the concerned Research Program or OO appointee	None	60 minutes / 1 hour	Administrative Assistant II (administrative review); Senior Office Assistant (finance review); Executive Director (final approval)
	Informing the concerned Research Program and OO designee that their request for an OO designation has been approved or disapproved internally;	None	15 minutes	Administrative Assistant II

Advising the OO designee and the requesting Research Program of necessary revisions when request is disapproved internally; Advising the OO designee or the requesting Research Program to fully accomplish/sign the OO contract				
Submit fully accomplished OO contract (signed by OO designee and the requesting Program Convenor or Co- convenor)	Review of completeness (if completely signed) of OO contract; Confirming receipt of OO contract if completed; Advising requesting Research Program or OO designee of any issues with the contract	None	10 minutes	Administrative Assistant II
	Preparation, review and approval of endorsement of request for OO designation	None	30 minutes	Administrative Assistant II; Executive Director
	Relaying request for OO designation to the Office of the Vice President for Academic Affairs for endorsement	None	10 minutes	Administrative Assistant II; Senior Administrative Assistant II
	Review and approval outside UP CIDS in other UP System Offices, for (1) approval of additional designation and (2) budget clearance; UP System Offices involved include (1) the Office of the Vice President for Academic Affairs, (2) the Office of the Vice President for Administration, and (3) the UP System Budget Office	None	One month (based on previous requests)	Other UP System offices
	Informing Program personnel and OO designee once the request for hiring has been (1) approved by the Office of the Vice President for Academic Affairs and the Office of the Vice President for Administration and (2) budget cleared by the UP System Budget Office	None	5 minutes	Administrative Assistant II
TOTAL			145 minutes / 2 hours and 25 minutes	
			Plus an additional one-month period for review and approval of request for an OO designation in other UP System Offices	

*E. Request for Hiring Records for all UP CIDS Research Personnel (Contract of Services, Job Orders, Office Orders)*

The variety of appointments and contractual agreements relating to personnel matters and concerns made under the UP CIDS require the Administrative Office to be able to provide records and certifications upon the request of various persons who have existing agreements with the Center. These records usually include certificates of employment, certificates of employment with compensation etc.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2C, G2G
<b>Who may avail:</b>	Any person contracted by UP CIDS under a CoS or a Job Order, or any UP employee granted additional appointment under UP CIDS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal letter (printed or digital) for specific hiring record needed, approved or noted by the direct UP CIDS supervisor of therequesting personnel	To be provided by client themselves

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of formal letter to the UP CIDS Administrative Office	Reviewing for correctness of the request for hiring records and confirming receipt; Advising client of any issues or concerns with the request; Confirming receipt of request letter in the absence of any issues or concerns	None	10 minutes	Administrative Assistant II
	Preparation of hiring records	None	30 minutes	Administrative Assistant II; Executive Director (if needed)
	Informing concerned personnel of availability of record for pick up at the UP CIDS Administrative Office; Sending the electronic copy of the requested record to the requesting UP CIDS personnel	None	10 minutes	Administrative Assistant II; Senior Administrative Assistant II (for filing; records keeping)
	<b>TOTAL</b>		<b>50 minutes</b>	

### *F. Addressing Inquiries, requests, and Other Concerns from UP CIDS Research Programs and Projects*

The UP CIDS Administrative Office offers administrative, financial, and publications support for the Programs and Projects which it houses. The Office regularly receives and entertains various inquiries as to the administrative processes which may be involved in the various research activities carried out by its programs and projects.

#### F.1 Addressing Minor Concerns

Minor concerns and simple clarifications may possibly already be addressed by core staff members in close coordination with each other. Program and Project personnel are thus encouraged to directly consult with core staff members to address minor concerns for which no specific process or instructions have been provided.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2G
<b>Who may avail:</b>	Any personnel from the UP CIDS research program or project

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Any record relevant to the concern being raised by client	To be provided by client themselves

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Option A: Sending an email query to the concerned UP CIDS Staff member	The concerned UP CIDS Core Staff member will confirm receipt of the email/or entertain the client through phone or in person; The Core Staff member may directly address the concern or refer the Program or Project staff to other core staff members more able to assist them	None	10 minutes	- For concerns related to personnel hiring / designation and program/ project planning: Mr. Patrick Cariño (pdcarino@up.edu.ph)
Option B: Call or visit the UP CIDS Administrative Office to relay a minor concern				- For concerns related to general UP CIDS Office use rules and regulations (including technical assistance): Ms. Sueyen Austero (sdaustero@up.edu.ph; cids@up.edu.ph) - For concerns related to CoS salary payments: Mr. Patrick Cariño (pdcarino@up.edu.ph)- For concerns related to Program and Project payments processing: Mr. Patrick Cariño (pdcarino@up.edu.ph) - For concerns on Program fund/spending status: Mr. Patrick Cariño (pdcarino@up.edu.ph)

Continue coordination with the concerned Core Staff member for a resolution to the minor concern raised	Continue coordination with the concerned Program Staff member for a resolution to the minor concern raised	None	20 minutes	<ul style="list-style-type: none"> <li>- For concerns related to personnel hiring / designation and program/ project planning: Mr. Patrick Cariño (pdcarino@up.edu.ph)</li> <li>- For concerns related to general UP CIDSOOffice use rules and regulations (including technical assistance): Ms. Sueyen Austero (sdaustero@up.edu.ph; cids@up.edu.ph)</li> <li>- For concerns related to CoS salary payments: Mr. Patrick Cariño (pdcarino@up.edu.ph)</li> <li>- For concerns related to Program and Project payments processing: Mr. Patrick Cariño (pdcarino@up.edu.ph)</li> <li>- For concerns on Program fund/spending status: Mr. Patrick Cariño (pdcarino@up.edu.ph)</li> </ul>
TOTAL			30 minutes	

## F.2. Addressing Special/ Complex Concerns

Special and more complex concerns and requests of Programs and Projects for which specific instructions and processes are not specified may still be accommodated by the UP CIDS Administrative Office. Programs and Projects are encouraged to consult with the UP CIDS Administrative Staff for any novel or complex problem, concern, or issue. This is to allow the UP CIDS Administrative Staff to properly assist the concerned Program or Project with their needs and determine the most appropriate and efficient means to address these.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2G
<b>Who may avail:</b>	Any personnel from the UP CIDS research program or project

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal letter (printed or digital) of inquiry or request, addressed to the UP CIDS Executive Director	To be provided by client themselves
<ul style="list-style-type: none"> <li>- Program personnel may choose to first coordinate with the UP CIDS AdministrativeStaff for initial clarifications before formally writing to the Executive Director</li> <li>- The letter should contain sufficient details of the Program or Project's concern or request</li> </ul>	
Any record relevant to the concern being raised by client	To be provided by client themselves

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of formal letter to UP CIDS (a) physically at the UP CIDS Office premises, or (b) through the UP CIDS official e-mail  For electronic submissions, the letter should be sent to the UP CIDS Executive Director via email (tetadem@up.edu.ph) with the UP CIDS Programs email (programs.cids@up.edu.ph) cc-ed.	The UP CIDS Executive Director will confirm receipt of the letter and will refer the concern to the appropriate Core Staff member/s	None	15 minutes	Executive Director
Coordination with the assigned Core Staff member for a resolution to the concern raised	Coordination with the concerned Program Staff member for a resolution to the concern raised	None	60 minutes / 1 hour  A longer processing time may be required depending on the complexity of the concern being addressed	UP CIDS Core Staff and Executive Director
TOTAL			75 minutes / 1 hour and 15 minutes	

## External Services

### *G. Addressing Inquiries from External Entities in Relation to UP CIDS Research Functions and Activities*

Inquiries from external entities pertaining to UP CIDS or any of its research programs or projects are usually received through the main communication channels of UP CIDS, which is usually through the Administrative Office. These inquiries are referred to the proper persons concerned or already addressed if possible and applicable by the Administrative Office itself.

<b>Office or Unit:</b>	UP CIDS Administrative Office
<b>Classification:</b>	
<b>Type of Transaction:</b>	G2C, G2B, and G2G
<b>Who may avail:</b>	Any person who has a reasonable interest or any inquiry regarding the research work and activities of UP CIDS

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Formal letter (printed or digital) of inquiry or request for research collaboration or coordination addressed to the UP CIDS Administrative Office	To be provided by client themselves



PERMANENT - PROGRAM-RELATED ADMINISTRATIVE MATTERS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of formal letter to UP CIDS (a) physically at the UP CIDS Office premises, or (b) through the UP CIDS official e-mail	Confirming receipt and either, preliminarily addressing the inquiry or request made with pertinent information, and if necessary, referring inquiry or request to concerned UP CIDS Research Program/Project/personnel for proper action	None	20 minutes	Administrative Assistant II; University Research Associate I
	TOTAL		20 minutes	





**UNIVERSITY OF THE PHILIPPINES  
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