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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>          | <b>TSU-VPF-00-00</b>  |
|   | Section: User's Guide<br>Subject: Table of Contents | <b>Effectivity Date: October 30, 2020</b><br>Revision: 03<br>TARLAC STATE UNIVERSITY<br><b>UNCONTROLLED WHEN PRINTED</b><br>Document Code |

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### Tarlac Trade School, 1906-1959

In 1909, under the auspices of the provincial government and the Provincial High School, these school begun to include secondary students. By 1921, it evolved into a fully secondary school. In 1931, the trade school was annexed to Tarlac High School during the principalship of Russell Taylor. In 1946, immediately after the war, Tarlac Trade School was officially separated from the Tarlac High School, with the appointment of Manuel T. Espinosa as its principal.

### Tarlac School of Arts and Trades, 1959-1965

In 1959, the Congress of the Philippines approved House Bill 1006, jointly sponsored by then Congressmen Constancia Castañeda and Jose Roy, converting Tarlac Trade School into Tarlac School of Arts and Trades (TSAT) with Mr. Espinosa as its first Superintendent.

### Tarlac College of Technology, 1965-1989

In 1965, through the passage of Republic Act No. 4337, TSAT acquired its full-pledged status as college, the Tarlac College of Technology (TCT). Among the provisions, the law called for the merging of TSAT with Tarlac National Agricultural School in Camiling, Tarlac. Dr. Mario Manese was appointed as its first president (1965-1972).

Prof. Jack Smith replaced Dr. Manese in 1972 as TCT President. During his tenure, Presidential Decree No. 609 of 1972 instructed the separation of TCT from its agricultural component which became the present Tarlac College of Agriculture.

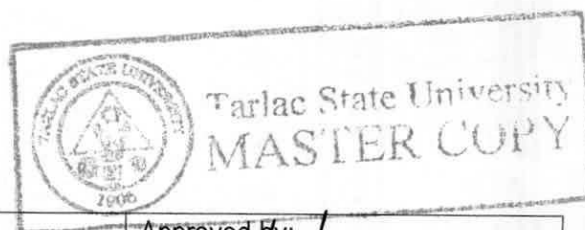
In 1976, the TCT organized the Graduate School offering Master of Arts in Education major in Guidance and Counseling and Educational Management. In 1978, the TCT offered degree programs in Master in Public Administration, Bachelor of Science in Business Administrations, and revised two-year Trade Technical Education, and 1989, the Bachelors of Science in Architecture and Elementary Education. Dr. Ernesto Cosme was designated Officer-in-charge in September 1984, eventually becoming the TCT's third and last president.



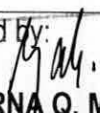
### Tarlac State University, 1989-present


President Corazon C. Aquino signed Republic Act No. 6764 converting TCT into Tarlac State University (TSU) with Dr. Cosme as Acting President. The conversion was made possible through the sponsorship of Tarlac's three congressional district representative namely, Jose Cojuangco, Jr., Jose Yap and Herminio S. Aquino.

The following served as TSU presidents that spearheaded the growth of the institution:

- Dr. Alejandro Fernandez, August 1990 to September 1994
- Dr. Rodolfo Y. Baking, September 1994 to December 1996
- Dr. Dolores G. Matias, December 1996 to March 2006
- Dr. Priscilla C. Viuya, March 2006 to March 2014
- Dr. Myrna Q. Mallari, April 2014 to present



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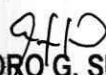

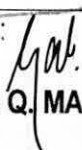
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**Section 1. LEGAL AND INSTITUTIONAL FRAMEWORK OF THE UNIVERSITY**

The Tarlac State University was established by virtue of Republic Act No. 6764 or An Act converting the Tarlac College of Technology into a State University to be known as Tarlac State University (TSU) and authorizing the appropriation of funds therefore.

The Act was passed by the House of Representatives and the Senate on August 17, 1989 and August 18, 1989, respectively. It was approved by President Corazon C. Aquino on October 13, 1989.



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|   | Subject: Vision, Mission and Goals         | <b>Revision: 01</b>                        | <b>Page 1 of 1</b> |

## Section 2. VISION, MISSION AND GOALS OF THE UNIVERSITY

### 2.1 Vision

Tarlac State University is envisioned to be a premier University in the Asia-Pacific region.

### 2.2 Mission

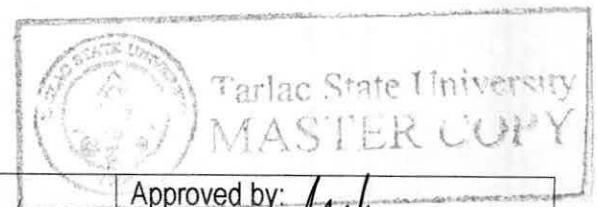
Tarlac State University commits to promote and sustain the offering of quality and relevant programs in higher and advanced education ensuring equitable access to education for people empowerment, professional development, and global competitiveness.

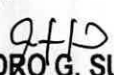

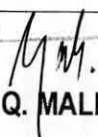
Towards this end, TSU shall:


- Provide high quality instruction through qualified, competent and adequately trained faculty members and support staff.
- Premier as a research institution by enhancing research undertakings in the fields of technology and sciences, and strengthening collaboration with local and international institutions.
- Be a champion in community development by strengthening partnership with public and private organizations and individuals.

### 2.3 Goals

1. To uphold academic excellence and establish its position as a premier University in the region;
2. To reinforce the stature of the University as a Research Institution responding to the development of Science and Technology;
3. To enhance and strengthen partnership with LGU, private organization and individuals in community development and people empowerment; and
4. To enhance income generating projects.



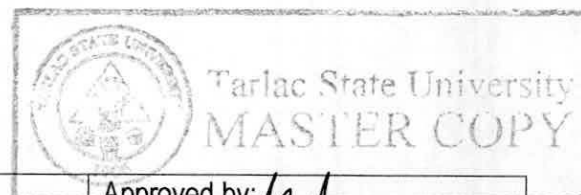
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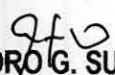

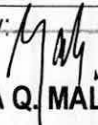
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**Section 3. CORE VALUES OF THE UNIVERSITY**

The six (6) core values institutionalized as a way of life of the University community are:

- E** – xcellence and Enhanced Competence
- Q** – uality
- U** – nity
- I** – ntegrity and Involvement
- T** – rust in God, Transparency and True Commitment
- Y** – earning for Global Competitiveness



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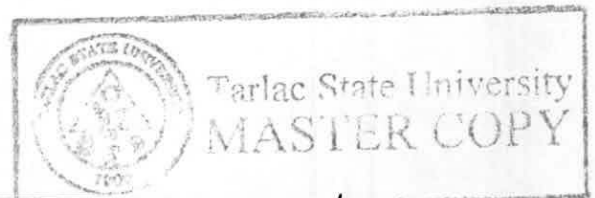
**Section 5. UNIVERSITY HYMN**



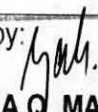
With hearts elated, voices united  
 Let's sing TSU, our beloved  
 To seek and find our destiny  
 Loyal to thee, we'll have to be

Within thy portals dear TSU  
 We learn the ways of democracy  
 The truth which shall set us free  
 From ignorance, wants and tyranny


With skills and knowledge inebriate us  
 With wisdom and love nurture us  
 The true sons of peace and prosperity  
 Thy fruits will ever be

Beloved Alma Mater, Dear TSU



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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                   | <b>TSU-VPF-00-05</b>  |  |
|   | Section: Tarlac State University<br>Subject: University Logo | <b>Effectivity Date: February 15, 2019</b><br><b>Revision: 01</b> |  |

**Section 4. UNIVERSITY LOGO**



The Tarlac State University Logo has the following features:

**4.1 Shape**

The seal is concentric. A smaller circle is enclosed by a wider circle. A triangle is designed inside the narrower core circle.

**4.2 Colors**

The seal has a golden-yellow background in the outer circle and maroon in the inner circle which represent the colors of the province of Tarlac. These two colors also represent Technological Education which was the original nature of TSU as technological institution.

**4.3 Designs embossed on the Face**


1906 – Foundation date of the University.

The triangle stands for stability and represents the interdependent equal tri-functions of the University namely: Instruction, Research and Extension.


Inside the triangle are: Sun (similar to that found in the Philippine Flag) which symbolizes the State and the two open human arms which reminds of a person ready to uphold and protect the state.

Outside the triangle are: A gear which symbolizes Technology and Technological development. An owl which signifies Knowledge and Education; and five V-shaped exhaust/pipes that stand for the University Resources. All these symbols represent the kind of curricular education, training and development offered by the institution (Arts and Letters, Architecture and Fine Arts,

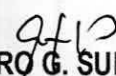

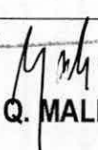
Science and Technology, Business and Accountancy, Public Administration, Computer Studies, Education, Law, Human Kinetics, Engineering, Nursing and all other comprehensive services and programs it may offer in the future).



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-VPF-00-07**

Section: Tarlac State University

Effectivity Date: September 8, 2020

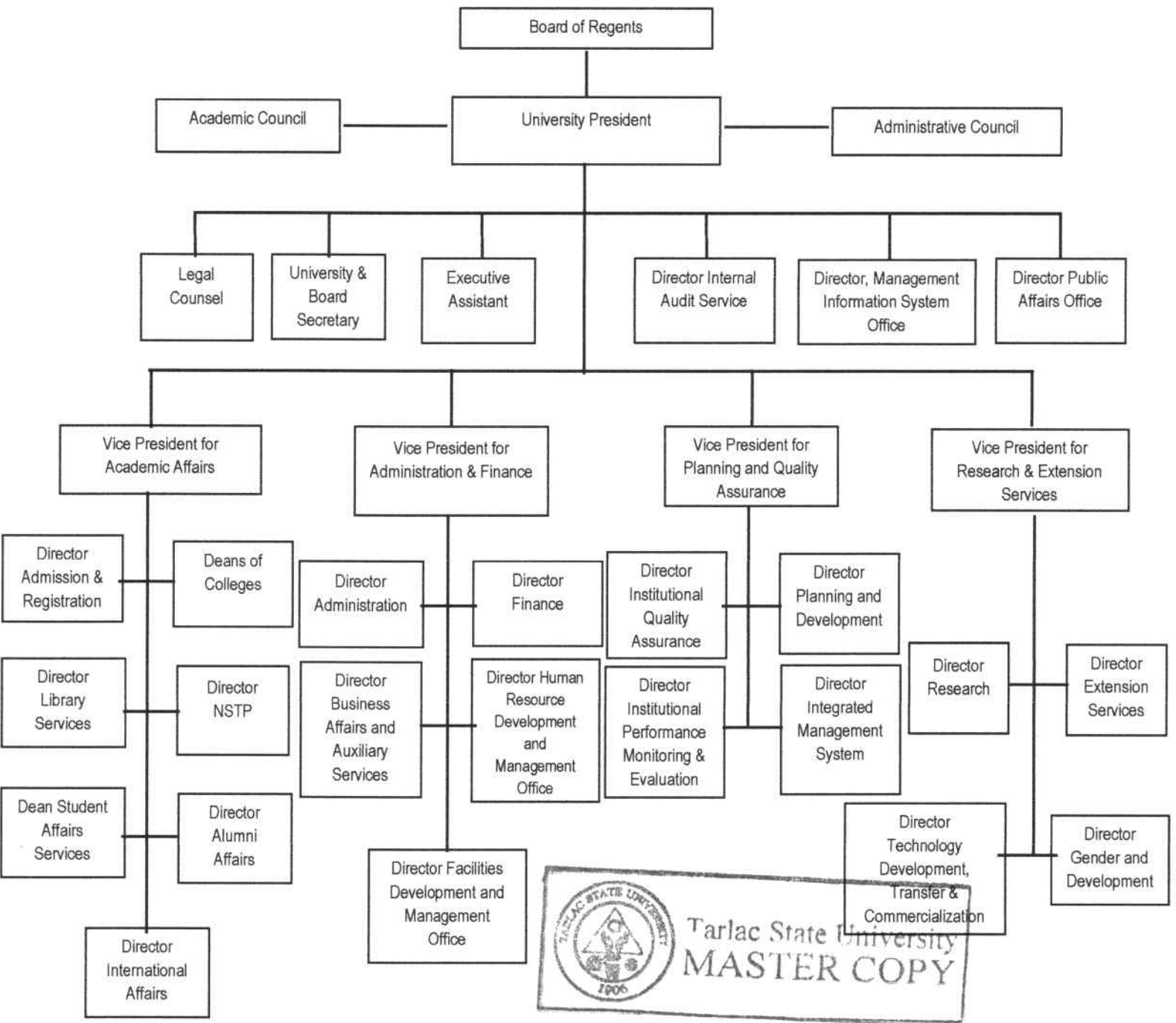
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Revision: 02


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**Section 6. ORGANIZATIONAL STRUCTURE OF THE UNIVERSITY**

The governance of Tarlac State University shall be vested in a Board of Regents as constituted by law while the Administration of Tarlac State University shall be vested exclusively to the President as authorized by the Board of Regents.



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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                        | <b>TSU-VPF-00-08</b>                       |                     |
|   | Section: Tarlac State University<br>Subject: The Board of Regents | <b>Effectivity Date: September 8, 2020</b> | <b>Revision: 02</b> |

**Section 7. THE BOARD OF REGENTS**

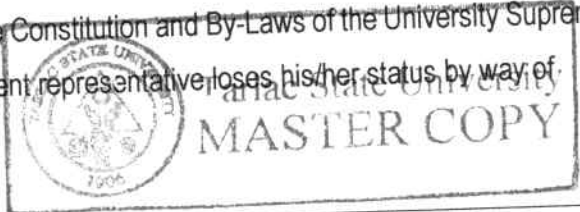
**7.1 Composition**



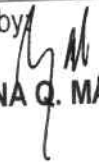
The Governing Body of the TSU shall be vested in a Board of Regents as duly constituted by law. The TSU Board of Regents shall be composed of the following:


- a. Chairperson of CHED, as Chair;
- b. President of the University, as Vice Chairman
- c. Chairperson of the Congressional Committee of Education and Culture, as Member
- d. Regional Director of the National Economic and Development Authority (NEDA) Regional Office No. 3 as Member;
- e. Regional Director of Science and Technology (DOST) Regional Office No. 3, as Member
- f. President of the Tarlac State University Faculty and Personnel Union (TSUFPU), as Member
- g. President of the Supreme Student Council (SSC) or the student representative elected by the student council, as Member;
- h. President of the Alumni Association of the University, as Member; and
- i. Two (2) prominent citizens who have distinguished themselves in their professions or field of specialization chosen in accordance with law, as Member.

**7.2 Appointment and Term of Office**

- 7.2.1 The Chairman of the TSU Board of Regents, the Vice Chairman, and the five (5) ex officio regular members representing Congress, DOST and NEDA have the right to sit as Chairman, Vice Chairman and Members thereof ipso facto upon their assumption into office.
- 7.2.2 The duly elected President of the TSU Faculty and Personnel Union (TSUFPU) shall sit as member of the TSU Board of Regents. The term of office shall be co-terminus with the term of office in such capacity in accordance with the Union's Constitution and By-Laws.
- 7.2.3 The duly elected Chair of the University Supreme Student Council (SSC) shall sit as member of the TSU Board of Regents. The terms of office shall be co-terminus with the term of office in such capacity in accordance with the Constitution and By-Laws of the University Supreme Student Council. In the event the student representative loses his/her status by way of



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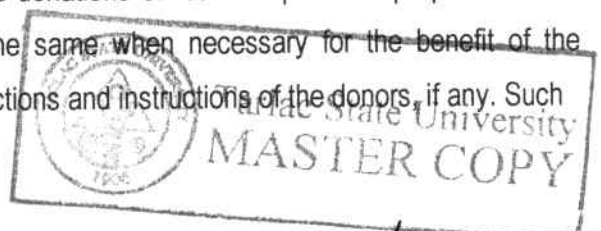
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


graduation, dismissal, transfer or other causes, he/she shall cease as member of the TSU Board of Regents. It will then be the next highest official who shall take over.


- 7.2.4 The duly elected President of the TSU Alumni Association, Inc. (TSUAAI) shall sit as member of the Board of Regents. The term of office shall continue until his/her term of office as President of the TSUAAI expires.
- 7.2.5 The term of office of the two (2) prominent citizens representing the private sector to the TSU Board of Regents shall be for a period of two (2) years. They may be re-appointed for another term only.
- 7.2.6 The prominent citizens representing the private sector shall be selected through a Search Committee (SC) to be constituted by the University President and approved by the Chairman of the CHED. The SC shall elect from among themselves their Chair, provided that the faculty and student sectors are represented. The SC shall submit the names of at least five (5) nominees to the TSU BOR thirty (30) days from the conception of the search in accordance with the procedures laid down by the SC. The TSU BOR shall select two (2) private sector representatives from among the five (5) recommended by the SC taking into consideration their respective qualifications and the weight of their possible contribution arising from their knowledge, expertise, and depth and breadth of experience to the realization of the mission of the university itself.

### 7.3 Powers and Duties of the Board

- 7.3.1 The TSU Board of Regents (BOR) shall have general powers of administration and the exercise of all the powers granted to the board of directors of a corporation under Section 36 of Batas Pambansa Blg. 68 otherwise known as the Corporation Code of the Philippines. In addition, the specific powers and duties of the TSU BOR shall be in accordance to Section 4 o RA. 8292, as follow:
  - a. to enact rules and regulations not contrary to law as may be necessary to carry out the purposes and functions of the university;
  - b. to receive in trust legacies, gifts and donations of real and personal properties of all kinds, to administer and dispose the same when necessary for the benefit of the university, subject to limitations, directions and instructions of the donors, if any. Such

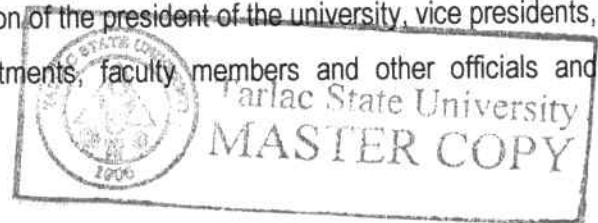




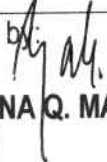
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donations shall be exempt from all taxes and shall be considered as deductible items from the income tax of the donor;

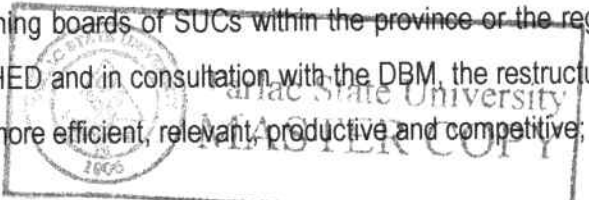
- c. such fees and charges, including government subsidies and other income generated by the university, shall constitute special trust funds and shall be deposited in any authorized government depository bank, and all interests shall accrue therefrom shall be part of the same fund for the use of the university;
- d. Any provision of existing laws, rules and regulations to the contrary notwithstanding, any income generated by the university from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the university, and may be disbursed by the Board of Regents for instruction, research, extension, or other programs/projects of the university: Provided, That all fiduciary fees shall be disbursed for the specific purposes for which they are collected;
- e. If, for reason of control, the university shall not be able to pursue any project for which funds have been appropriated and allocated under its approved program of expenditures, the Board of Regents may authorize the use of said funds for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the university;
- f. to fix the tuition fees and other necessary school charges, such as but not limited to matriculation fees, graduation fees and laboratory fees, as their respective boards may deem proper to impose after due consultations with the involved sectors;
- g. to adapt and implement a socialized scheme of tuition and school fees for greater access to poor but deserving students;
- h. to authorize the construction or repair of its buildings, machineries, equipment and other facilities and the purchase and acquisition of real and personal properties including necessary supplies, materials and equipment. Purchases and other transactions entered into by the university through the Board of Regents shall be exempt from all taxes and duties;
- i. to appoint, upon the recommendation of the president of the university, vice presidents, deans, directors, heads of departments, faculty members and other officials and employees;

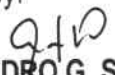





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- j. to fix and adjust salaries of faculty members and administrative officials and employees subject to the provisions of the revised compensation and classification system and other pertinent budget and compensation laws governing hours of service, and such other duties and conditions as it may deem proper; to grant them, at its discretion, leaves of absence under such regulations as it may promulgate, any provisions of existing law to the contrary notwithstanding; and to remove them for cause in accordance with the requirements of due process of law;
- k. to approve the curricula, institutional programs and rules of discipline drawn by the administrative and academic councils as herein provided;
- l. to set policies on admission and graduation of students;
- m. to award honorary degrees upon persons in recognition of outstanding contribution in the field of education , public service, arts, science and technology or in any field of specialization within the academic competence of the university and to authorize the award of certificates of completion of non-degree and non-traditional courses;
- n. to absorb non-chartered tertiary institution within their respective provinces in coordination with the CHED and in consultation with the Department of Budget and Management (DBM), and to offer therein needed programs or courses, to promote and carry out equal access to educational opportunities mandated by the Constitution;
- o. to establish research and extension centers of the university where such will promote the development of the latter;
- p. to establish chairs in the university and to provide fellowships for qualified faculty members and scholarships to deserving students;
- q. to delegate any of its powers and duties provided for hereinabove to the president and/or other officials of the university as it may deem appropriate so as to expedite the administration of the affairs of the university.
- r. to authorize an external management audit of the institution, to be financed by the CHED and to institute reforms, including academic and structural changes, on the basis of the audit results and recommendations;
- s. to collaborate with other governing boards of SUCs within the province or the region, under the supervision of the CHED and in consultation with the DBM, the restructuring of said universities to become more efficient, relevant, productive and competitive;



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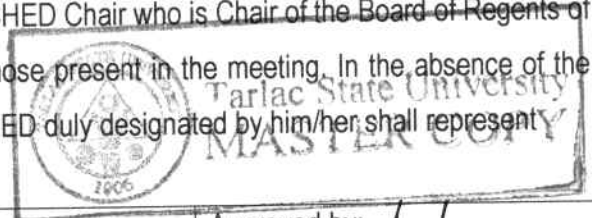
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


- t. to enter into joint ventures with business and industry for the profitable development and management of the economic assets of the institution, the proceeds from which to be used for the development and strengthening of the university;
- u. to develop consortia and other forms of linkages with local government units, institutions and agencies, both public and private, local and foreign, in furtherance of the purposes and objectives of the institution;
- v. to develop academic arrangements for institution capability building with appropriate institutions and agencies, public or private, local or foreign and to appoint experts/specialists as consultants, or visiting or exchange professors, scholars, researchers, as the case may be;
- w. to set up the adoption of modern and innovative modes of transmitting knowledge such as the use of information technology, the dual system, open learning, community laboratory, etc., for the promotion of greater access to higher education;
- x. to establish policy guidelines and procedures for participative decision-making and transparency within the institution;
- y. to privatize, where most advantageous to the institution, management of non-academic services such as health, food, building or grounds or properly maintenance and similar such other objectives; and
- z. to extend the term of the president of the university beyond the age of retirement but not later than the age of seventy (70), whose performance has been unanimously rated as outstanding and upon unanimous recommendation by the search committee for the president of the institution concerned.


#### 7.4 Meeting and Quorum

7.4.1 The TSU Board of Regents shall regularly convene at least once every quarter. The Chairperson of the Board of Regents may call a special meeting whenever necessary; Provided, that members are notified in writing at least three (3) days prior to said meeting.

7.4.2 A majority, 50% plus one (1), of all members holding office of the time of its meeting shall constitute a quorum; Provided that the CHED Chair who is Chair of the Board of Regents of TSU, or the TSU President is among those present in the meeting. In the absence of the CHED Chair, a Commissioner of the CHED duly designated by him/her shall represent

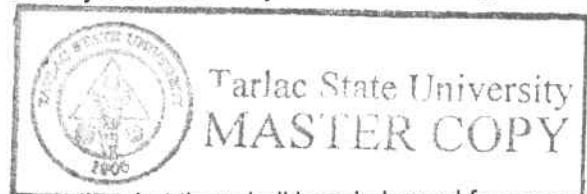


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him/her in the meeting with all the rights and responsibilities of a regular meeting. Provided, however, that in the said meeting, the TSU President as Vice Chair shall be the Presiding Officer. Provided, further that this proviso notwithstanding, the CHED Chair may designate a CHED Commissioner the regular Chair to the TSU BOR, in which case, said CHED Commissioner shall act as presiding officer.

- 7.4.3 The Chairperson of the CHED shall be Chair of the Board, unless otherwise, the Chairperson of the CHED exercises his/her authority to designate a CHED Commissioner as the regular Chair of the Board, in which case said CHED Commissioner shall act as the presiding officer.
- 7.4.4 In the absence of the regular chair or the designated CHED presiding officer but with the presence of a CHED Commissioner duly designated as representative to the meeting, the vice chairperson or the president of the university shall be the presiding officer.
- 7.4.5 The Board shall appoint a Secretary who shall serve as such for both the Board and the University and shall keep all records and proceedings of the Board. He/she shall communicate to each member of the Board notice of meetings.
- 7.4.6 As Secretary of the Board of Regents, he/she shall exercise the following specific duties and functions.
- To prepare the agenda for all regular and special meetings of the Board of Regents in consultation with the University President and deliver/send the agenda to the Chairman and Members of the Board at least three (3) days before each scheduled meeting;
  - To write out the transcription of the minutes of each meeting; have the same attested by the Chairman/Presiding Officer for the confirmation of the Board in its next meeting;
  - To prepare and pass referendum for appropriate action of the Board of Regents;
  - To prepare and issue excerpts of minutes of meetings of, and/or certifications on certain policies promulgated by the Board; and,
  - To perform such other functions as may be directed by the Board of Regents or the University President.




7.5 Compensation

- 7.5.1 The members shall serve without compensation, but they shall be reimbursed for necessary expense incurred in their attendance or meetings of the Board or in connection with their official business authorities by resolution of the Board.

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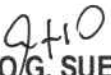


7.6 Committees


- 7.6.1 The Board may create committees, standing or special, as it may deem necessary for the proper performance of its functions.
- 7.6.2 The President of the University shall be ex-officio member of all committees created by the Board.

7.7 Annual Report

- 7.7.1 On or before the fifteenth (15<sup>th</sup>) day of the second month after the opening of regular classes each year, the university president shall file with the Office of the President of the Philippines through the Chairperson of the CHED, and with the Senate and House of Representatives a detailed report on the progress, conditions and needs of the university.



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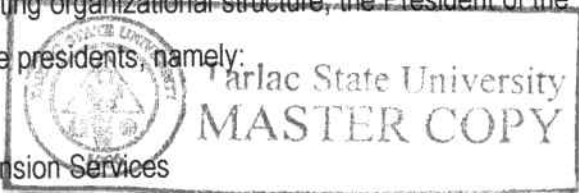
**Section 8. THE UNIVERSITY PRESIDENT**

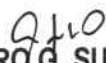


8.1 Composition


- 8.1.1 An Executive Council, if deemed necessary, shall be established by the President of the University to serve as a consultative/advisory body concerning matters on administration, management, development and implementation of policies of the university. It shall consist of the president as the chairpersons, vice presidents and selected director/s under the office of the president.
- 8.1.2 The Executive Council may also constitute permanent or ad hoc committees for specific purposes.

8.2 The University President

- 8.2.1 The administration of the university shall be vested in the President of the University who shall render full-time service.
- 8.2.2 He/she shall be appointed by the Board of Regents, upon the recommendation of a duly constituted search committee. He/she shall have a term of four (4) years and shall be eligible for reappointment for another term: Provided, that this provision shall not adversely affect the term of the incumbent.
- 8.2.3 In case of vacancy by reason of death, resignation, removal for cause or incapacity of the president to perform the functions of his/her office, the Board shall have the authority to designate an officer-in-charge pending the appointment of a new president.
- 8.2.4 In case of vacancy in the office of the president as mentioned in Article 22, Section 3 of this Code, his/her successor shall hold office for the unexpired term.
- 8.2.5 The President shall be assisted by a Vice-President for Academic Affairs who shall be appointed by the Board upon the former's recommendation without prejudice to the appointment of more than one vice president when so warranted.
- 8.2.6 For the purpose of this Code and the existing organizational structure, the President of the University shall be assisted by four (4) vice presidents, namely:
  - a. Vice President for Academic Affairs
  - b. Vice President for Research and Extension Services







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- c. Vice President for Planning and Quality Assurance
  - d. Vice President for Administration and Finance
- 8.2.7 The vice presidents shall be appointed or designated by the President of the University subject to confirmation by the Board. The term of office of the vice presidents shall be co-terminus with the president: Provided, that upon vacancy in the office of the president, the Board decides to retain all or any of the vice presidents on a hold over capacity until the new president is appointed. In such case where there is/are vacancy/ies of the office of the vice president, an officer in charge shall be designated by the Board.
- 8.2.8 It shall be incumbent upon the president to create, transfer, rename, merge or dissolve offices with the occurrence of the Administrative Council and final approval of the BOR.



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**Section 10. THE VICE PRESIDENT FOR ACADEMIC AFFAIRS**

The Vice President for Academic Affairs shall be appointed by the President of the University, such appointment shall be confirmed by the Board of Regents. He/She is in charge with reviewing academic personnel policies, learning and instructional advancement, research, developing academic standards, setting the direction of academic linkages, shall be directly responsible to the President, and supervises other academic activities of the University.




10.1 Offices under the Vice President for Academic Affairs


10.1.1 The overseeing of the academic affairs and student affairs services of the university shall be vested upon the Vice President for Academic Affairs (VPAA).

10.1.2 The Office of the Vice President for Academic Affairs shall have overall supervision over the following colleges/units.

- a. All Colleges of the University with their corresponding Graduate School
- b. Student Affairs Services
- c. Library Management Services
- d. Admission and Registration
- e. Office of Alumni Affairs
- f. Office of International Affairs
- g. Other divisions that may be created by the President as confirmed by the Board



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**Section 11. THE VICE PRESIDENT FOR RESEARCH AND EXTENSION SERVICES**

The Vice President for Research and Extension Services shall be appointed by the President of the University and recommended for confirmation by the Board of Regents. The Vice President for Research and Extension Services provides executive-level leadership and vision in the administration of a comprehensive range of services, policies and procedures related to research and extension services functions of the University.




11.1 Offices under the Vice President for Research and Extension Services


11.1.1 The overseeing of the research and extension services of the university shall be vested upon the Vice President for Research and Extension Services.

11.1.2 The Office of the Vice President for Research and Extension Services shall be supported by the following offices:

- a. Research
- b. Extension Services
- c. Gender and Development
- d. Technology Development, Transfer and Commercialization



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**Section 12. THE VICE PRESIDENT FOR PLANNING AND QUALITY ASSURANCE**

The Vice President for Planning and Quality Assurance shall be appointed by the President of the University and recommended for confirmation by the Board of Regents. The Vice President for Planning and Quality Assurance is in charge in setting out quality indicators brought by careful planning, continuous accreditation of programs, audit of process of standards and quality management systems to establish a reputation in offering superior higher educational services and programs.

12.1 Offices under the Vice President for Planning and Quality Assurance

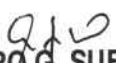


12.1.1 The Office of Vice President for Planning and Quality Assurance shall focus on issues on planning and development, on performance monitoring and evaluation, and on quality assurance, innovation and productivity improvement. It shall have the following general functions:


- a. Facilitates the process of institutional planning and development by adopting appropriate approaches and documentation;
- b. Coordinates and facilitates the conduct of monitoring and evaluation of performance, analysis and decision-making;
- c. Assesses, coordinates and facilitates the institution's sustained certification or accreditation including its program offerings;
- d. Assists in the formulation and supports implementation of institutional policies and guidelines on quality assurance and improvement of institutional performance [governance]; and
- e. Assesses, supports and advocates institutional innovations for productivity and continual quality improvement.

12.1.2 The Office of Vice President for Planning and Quality Assurance shall be supported by the following offices:

- a. Quality Assurance Office
- b. Planning, Performance Monitoring and Evaluation Office
- c. Integrated Management System Office
- d. Environment Health and Safety



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### Section 13. THE VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

The Vice President for Administration and Finance shall be appointed by the President of the University and recommended for confirmation by the Board of regents. He/she shall Execute and follow-up administrative programs; Direct and supervise the personnel, financial and budgetary, physical plant and other administrative programs of the University; Assist the President in initiating and formulating administrative-related activities of the University; Study, review, check and summarize reports, official communications, requisitions, circular, memoranda and the like, of the President; Plan and direct the preparation of special and supplementary budgets upon instruction of the President for the approval of the Board of Regents; Study, plan and direct the development of the University's physical facilities; and Perform other functions as directed by the President.

#### 13.1 Offices under the Vice President for Administration and Finance

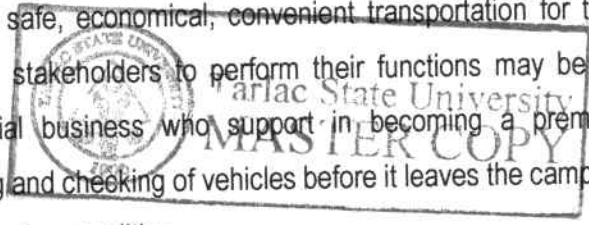
13.1.1 The administrative and finance of the university shall be vested upon a Vice President for Administration and Finance.

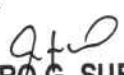


13.1.2 The Office of the Vice President for Administration and Finance shall be supported by the following divisions:


- a. Administration
- b. Finance
- c. Business Affairs and Auxiliary Services
- d. Facilities Development and Management
- e. Human Resource Development and Management

13.1.3 The divisions under the Office of the Vice President for Administration and Finance shall be headed by the directors who in return shall have overall supervisions of heads of offices/units under each.

13.1.4 Motorpool Unit is under the direction of the Office of the Vice President for Administration and Finance and shall be headed by head and/or supervisor. The Motorpool Unit shall have the following functions: (1) Provides safe, economical, convenient transportation for the University's officials, employees and stakeholders to perform their functions may be in academic, administration, and official business who support in becoming a premier university; and (2) Conduct monitoring and checking of vehicles before it leaves the campus to ensure that vehicles are in good running condition.



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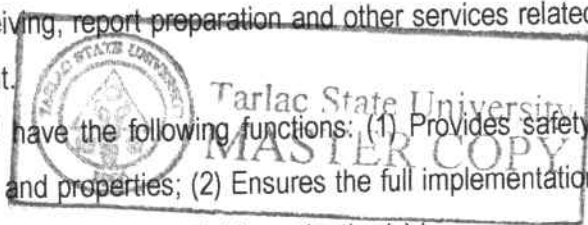
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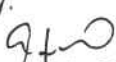


13.2 The Administration Office

13.2.1 Headed by a Director, the Administration Office shall provide responsive, relevant organizational complement capable of adapting to emerging demands and trends in the environment, and to provide all necessary implementable welfare programs for all employees of the University.


13.2.2 The Administration Office shall have under its supervision the following offices/units:

- a. Administrative Services Unit. The Administrative Service Unit shall be composed of five sections namely: Payroll and Remittance, Time Card Administration, Personnel Discipline, Administrative Support, and Other Services Section.
- b. Procurement Unit. The Procurement Unit shall have the following functions: (1) To obtain the best value of supplies by proper planning and management while keeping all confidential information and quotations, thus, being the center of information on sources of supplies, materials, and services; (2) Management of contracts including preparation of Purchase Order (PO), Work Order (WO), Certificate of Completion (COC), monitoring sheet for all purchases, bid forms, posting to expedite all deliveries of goods, supplies, materials and services; and (3) Acts as the central channel of communication for the BAC with the end users, and other units of the line agency, and other government agencies, providers, goods, infrastructure projects and consulting services, observers, and the general public.
- c. Records and Archives Unit. The RAU is responsible for planning, developing, prescribing, disseminating and enforcing policies, rules and regulations and coordinating University-wide records management programs.
- d. Supply and Property Management Unit. The SPMU shall have the following functions: (1) Receives, inspects, and accepts deliveries of supplies, materials, and equipment; (2) Issue deliveries; (3) Conduct actual physical inventory of stocks, property, plant and equipment; (4) Conduct of actual disposal of unserviceable property; (5) Take charge of warehousing/storage; and (6) Receiving, report preparation and other services related to supply and property management.
- e. Civil Security Unit. The CSU shall have the following functions: (1) Provides safety, security, and protection of persons and properties; (2) Ensures the full implementation of security policies and objectives; (3) Conduct of initial investigation(s) in cases



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involving grave violation of school policies/regulations including loss of supplies, materials and other matters affecting security and peace and order of the University; and (4) Monitors, checks, and inspects all of the coming to and going out of the campus.

13.3 The Finance Office

13.3.1 Headed by a Director, the Finance Office shall provide sufficient, efficient and effective handling of the financial resources of the University.

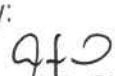
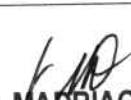

13.3.2 The Finance Office shall have in its supervision the following offices/units.


- a. Budget Management Unit. The BMU shall adhere to the government phases of budgeting known as budget preparation, budget authorization, budget execution, and budget accountability. The office shall prepare Agency Annual Budget Proposal of the University President, conduct series of meetings with the different university officials regarding the expenditure priorities of the University, classify expense in accordance with Chart of Accounts and Purposes, and prepare monthly status of funds by Program/Project/Activity.
- b. Accounting Unit. The Accounting Unit shall produce information concerning past and present financial operations to become basis for decision making and for future operations. It provides accounting system in the receipt disposition and utilization of funds and property. It also reports the financial position and results of operations of the University to all persons concerned.
- c. Cashiering Unit. The Cashiering Unit shall be composed of these functions: (1) Disbursement which pay out obligations to payees by check, cash, ADA, and through automated teller Machine (ATM); (2) Collection where payments from payees are received in any manner and procedures of collection covered by laws and regulations; and (3) Deposit for safekeeping of all collections in a governing service bank; and (4) Records and report all transactions re: disbursement and collections and deposits.

13.4 The Business Affairs and Auxiliary Services Office

13.4.1 The Business Affairs and Auxiliary Services Office shall be headed by a director who shall have overall supervision of sections under the office. He/She shall be responsible for spearheading the University's income generating programs and projects (IGPs) in the



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Business Center, Auxiliary Services for the use of TSU facilities which includes transport services, and other IGPs as maybe identified and approved.

13.4.2 The Business Affairs and Auxiliary Services Office shall have its supervision to the following offices/units:

- a. Business Center
- b. Auxiliary Services

13.5 The Facilities Development and Management Office

13.5.1 The name and acronym of the resulting reorganized unit from the merging of the IMO and the PPGSU shall be:

**Facilities Development and Management Office and FDMO**

13.5.2 The Mission of the FDMO shall be:

Facilities Development and Management Office creates and sustains the physical environment that espouses the University's core values to foster academic excellence and to achieve the university's vision.

13.5.3 The purpose and scope shall be:




The FDMO shall be responsible for the development and long-range planning, design, and construction of new facilities and the continual improvement, housekeeping, maintenance, and repair of all facilities, building systems, utilities, landscapes, and grounds of the University.


13.5.4 The Functions of the Units shall be:

**Janitorial and Grounds Services Unit (JGSU)**

1. Sweeping and mopping of classrooms, laboratory rooms, offices, and hallways.
2. Waxing and scrubbing of floors of selected rooms
3. Maintaining the cleanliness and hygiene of toilets throughout the day.
4. Removal of cobwebs,
5. Insect control in classrooms and offices.
6. Cleaning of windows, walls, and ceiling of rooms.



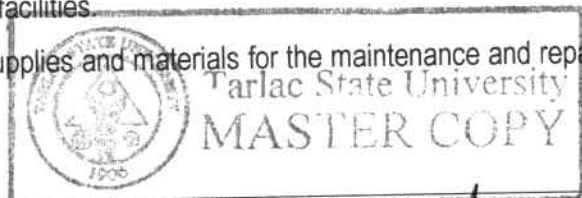
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


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7. Collection and disposal of garbage.
8. Set-up of facilities for special activities/events.
9. Moving of equipment, furniture, and fixtures.
10. Detailed cleaning (e.g., pressure washing) of facilities during semester breaks.
11. Reporting of damaged fixtures to the FMU.
12. Maintenance of landscape.
13. Cleaning of the grounds.
14. Maintenance and cleaning of the drainage system.
15. Pruning and trimming of trees, vegetation, and lawn.
16. Waste segregation and composting.
17. Control of nuisance animals and pests (e.g., stray dogs, cats, snakes, bees, ants, etc.).
18. Implement Job Hazard Analysis (JHA) and establish Safe Working Procedures (SWP).
19. Perform other related functions that may be assigned by higher authorities.

**Facilities Maintenance Unit (FMU)**

1. Maintenance and repair of ventilating and air conditioning systems.
2. Maintenance and repair of fire sprinkler systems.
3. Maintenance and repair of elevators.
4. Maintenance and repair of electric generators.
5. Maintenance and repair of audio systems.
6. Maintenance and repair of electrical systems.
7. Maintenance and repair of plumbing systems.
8. Carpentry works such as installation and repair of wooden cabinets, doors, partitions, ceilings, etc.
9. Welding works such as installation and repair of steel railings, ladders, windows, etc.
10. Masonry works, such as repair of damaged concrete floors, walls, etc.
11. Painting works, such as painting of fences, signs, etc.
12. Monitor the implementation of energy conservation measures.
13. Maintain and update inventory of facilities
14. Requisitioning and inventory of supplies and materials for the maintenance and repair works.
15. Outsourcing of termite control.



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16. Outsourcing of fire extinguisher refilling.
17. Implement Job Hazard Analysis (JHA) and establish Safe Working Procedures (SWP).
18. Perform other related functions that may be assigned by higher authorities.

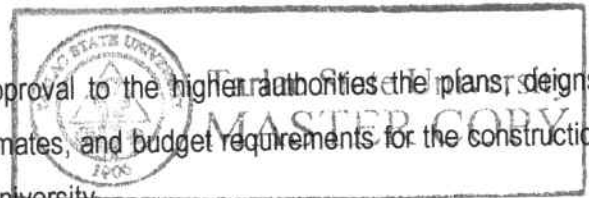
**Planning and Monitoring Unit (PMU)**

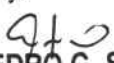


20. Maintain and update the Campus Master Plans.
21. Establish and maintain design standards for the university's facilities.
22. Prepare and review plans, designs, drawings, specifications, cost estimates, and other contract documents for facility construction and renovation.
23. Administer the implementation of contracts for infrastructure projects.
24. Maintain and update facilities plans.
25. Maintain and update records of facilities-related information.


13.5.5 The Duties and Responsibilities of the Director and Unit Heads shall be:

**Director**

1. Provides overall direction in the formulation and implementation of policies, strategic plans, and standards in the development and management of the university's facilities and grounds.
2. Establishes, implements, and evaluates policies and plans to reduce organizational risks and increase resilience in the domain of facilities management consistent with the vision, mission, goals, and objectives of the University.
3. Develops, implements, and monitors controls to ensure that the operation of all facilities and grounds of the university and the construction and maintenance works compliant to statutory and regulatory requirements.
4. Manages the development, preservation, and updating of the Campus Master Plans (CMPs) and ensures that all facilities development projects are in accordance with the approved CMPs.
5. Reviews and recommends for approval to the higher authorities the plans, designs, specifications, drawings, cost estimates, and budget requirements for the construction and renovation of facilities of the university.
6. Administers the monitoring of the contract implementation of infrastructures projects.



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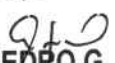


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7. Reviews and recommends for approval to the higher authorities the Permit to Alter the Facilities (e.g., installation of air conditioning units, cubicles, etc.)
8. Coordinates with the colleges and offices of the University on matters that involve the facilities of the University.
9. Disseminates memorandums, administrative orders, and other directives to the FDMO personnel.
10. Consolidates, reviews, and submits the office's PPMP.
11. Prepares annual performance targets.
12. Recommends to upper management the staffing requirements, including hiring, performance evaluations, professional development, and disciplinary matters of assigned personnel.
13. Liaises with government agencies on matters concerning the university's facilities.
14. Accomplishes administrative tasks that are vital for the continuous operation of the office, such as reviewing for approval the requests for extended services or overtime of personnel, payment of salaries and wages, purchase requests, work orders, etc., reviewing and approving performance targets, work plans, accomplishment reports and other reports that may be required by the higher authorities.
15. Presides over all meetings of the FDMO.
16. Performs other related duties that may be required by the higher authorities.

**Head, Facilities Maintenance Unit (FMU)**

1. Provides leadership and supervises the facilities maintenance personnel, ensuring that maintenance works are carried out efficiently, economically, and according to the prescribed quality standards.
2. Administers the regular inspections of the university facilities to ensure that functional systems are in good working order, making manageable repairs where needed, and reporting to the Director when major repairs are required.
3. Establishes and supervises the implementation of preventive maintenance programs and processes for the structures, appurtenances, fixtures, and utility equipment of the university facilities.
4. Implements Job Hazard Analysis and promulgates Safe Working Procedures for all maintenance jobs to be performed by the maintenance personnel.



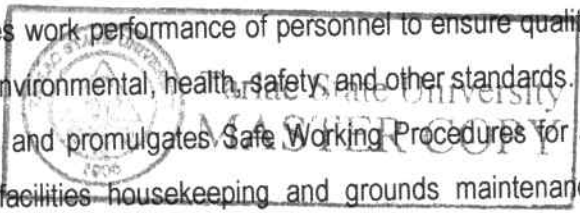
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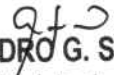


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5. Allocates the supplies, tools, and equipment to the personnel that are essential for the efficient and safe accomplishment of their assigned tasks.
6. Manages the supplies, tools and equipment of the Unit efficiently and maintains records of the Material Safety Data Sheets (MSDS) of all materials and Operation Manuals of equipment that are used by the Unit.
7. Coordinates, schedules, and prioritizes requests by colleges and offices for the repairs of structures, appurtenances, fixtures, and utility equipment of the facilities of the University.
8. Assesses the training needs of the personnel of the Unit and reports to the Director of FDMO of the identified trainings that are needed.
9. Orients new personnel upon hiring and re-oriens all personnel periodically on the Environmental, Health, and Safety (EHS) policies of the University, especially on the Emergency Preparedness and Response Procedures.
10. Prepares and submits the Unit's PPMP to the Director of FDMO.
11. Prepares and submits performance targets, work plans, accomplishment reports, and other reports that may be required to the FDMO Director.
12. Manages the records of the Unit and ensures that the records are organized, updated, and readily available when needed.
13. Disseminates memorandums, administrative orders, and other directives to the personnel of the Unit.
14. Performs other related duties that may be assigned by the higher authorities.

**Head, Janitorial and Grounds Services Unit (JGSU)**

1. Provides leadership and supervises the facilities housekeeping and grounds maintenance personnel, ensuring that all facilities housekeeping and grounds maintenance tasks are carried out efficiently, economically, and according to the prescribed quality standards.
2. Schedules, assigns, and evaluates work performance of personnel to ensure quality, timeliness, and compliance with environmental, health, safety, and other standards.
3. Implements Job Hazard Analysis and promulgates Safe Working Procedures for all tasks to be performed by the facilities housekeeping and grounds maintenance personnel.



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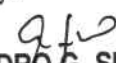


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4. Allocates the supplies, tools, and equipment to the personnel that are essential for the efficient and safe accomplishment of their assigned tasks.
5. Manages the supplies, tools and equipment of the Unit efficiently and maintains records of the Material Safety Data Sheets (MSDS) of all materials and Operation Manuals of all equipment that are used by the Unit.
6. Coordinates with the other units of the FDMO on matters that involve the functionality and safety of the facilities.
7. Assesses the training needs of the personnel of the Unit and reports to the Director of FDMO of the identified trainings that are needed.
8. Orients new personnel upon hiring and re-oriens all personnel periodically on the Environmental, Health, and Safety (EHS) policies of the University, especially on the Emergency Preparedness and Response Procedures.
9. Prepares and submits the Unit's PPMP to the Director of FDMO.
10. Prepares and submits performance targets, work plans, and accomplishment reports and other reports that may be required to the FDMO Director.
11. Manages the records of the Unit and ensures that the records are organized, updated, and readily available when needed.
12. Disseminates memorandums, administrative orders, and other directives to the personnel of the Unit.
13. Performs other related duties that may be assigned by the higher authorities

**Head, Planning and Monitoring Unit (PMU)**

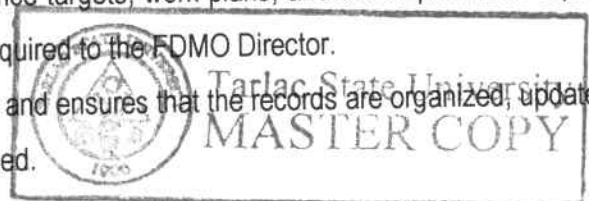
1. Provides leadership and supervises the facilities planning and monitoring personnel, ensuring that all facilities planning, and monitoring tasks are carried out efficiently, economically, and according to the prescribed quality standards.
2. Schedules, assigns, and evaluates work performance of personnel to ensure quality, timeliness, and compliance with environmental, health, safety, and other standards.
3. Schedules, assigns, and supervises personnel in the preparation of project scope, plans, drawings, specifications, and materials and cost estimates of infrastructures construction and renovation projects that are commissioned to the Unit, ensuring quality, timeliness, and conformance to established design standards.

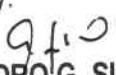

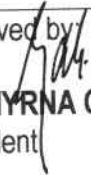


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| Prepared by:<br><br><b>ENGR. PEDRO G. SUERTE-FELIPE JR.</b><br>Executive Assistant, VPAF | Reviewed by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance | Approved by:<br><br><b>DR. MYRNA Q. MALLARI</b><br>President |
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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                 | <b>TSU-VPF-00-14</b>                       |                      |
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4. Schedules, assigns, and directs personnel in the regular monitoring of the University's facilities and grounds to assess their conditions (structural integrity, functionality, safety, aesthetic quality, etc.) and simultaneously verify for unauthorized alterations made on the facilities and grounds and recommends appropriate actions to the FDMO Director.
5. Manages the preparation of contract documents for the infrastructure's projects ensuring timeliness and compliance with the prescribed standards.
6. Manages the implementation of contracts, from the issuance of the Notice of Award up to the issuance of Notice of Final Acceptance, for infrastructure projects in accordance with the established systems and procedures ensuring timeliness, quality, and compliance to statutory and regulatory requirements and policies of the University, and adherence to the terms and conditions of the contracts.
7. Implements Job Hazard Analysis and promulgates Safe Working Procedures for all tasks to be performed by the personnel of the Unit.
8. Allocates the supplies, tools, and equipment to the personnel that are essential for the efficient and safe accomplishment of their assigned tasks.
9. Manages the supplies, tools and equipment of the Unit efficiently and maintains records of the Material Safety Data Sheets (MSDS) of all materials and Operation Manuals of all equipment that are used by the Unit.
10. Coordinates with the other units of the FDMO on matters that involve the functionality and safety of the facilities.
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14. Prepares and submits performance targets, work plans, and accomplishment reports and other reports that may be required to the FDMO Director.
15. Manages the records of the Unit and ensures that the records are organized, updated, and readily available when needed.



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| Prepared by:<br><br><b>ENGR. PEDRO G. SUERTE-FELIPE JR.</b><br>Executive Assistant, VPAF | Reviewed by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance | Approved by:<br><br><b>DR. MYRNA Q. MALLARI</b><br>President |
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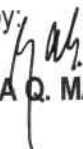
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|   | Section: Tarlac State University                           | <b>Effectivity Date: September 8, 2020</b> |                      |
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16. Disseminates memorandums, administrative orders, and other directives to the personnel of the Unit.
17. Performs other related duties that may be assigned by the higher authorities.

13.6 The Human Resource Development and Management Office

13.6.1 Human Resource Development and Management Office (HRDMO) through the five divisions namely: Employees' Welfare Unit (EWU) , Recruitment, Selection and Promotion Unit (RSPU), Performance Management Unit (PMU), Training, Assessment and Organizational Development Unit (TAODU), and Employee Relations Unit (ERU) shall bent into realizing its functions to be more responsive to the changing demands of the human resource requirements of the entire University.



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| Prepared by:<br><br><b>ENGR. PEDRO G. SUERTE-FELIPE JR.</b><br>Executive Assistant, VPAF | Reviewed by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration<br>and Finance | Approved by:<br><br><b>DR. MYRNA Q. MALLARI</b><br>President |
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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b> | <b>TSU-VPF-00-21</b>                       |                    |
|   | Section: Tarlac State University           | <b>Effectivity Date: September 8, 2020</b> |                    |
|   | Subject: The University Academic Council   | <b>Revision: 02</b>                        | <b>Page 1 of 2</b> |

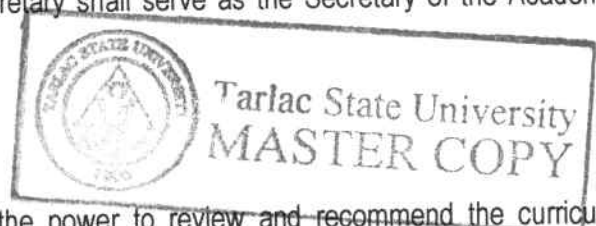
**Section 20. THE UNIVERSITY ACADEMIC COUNCIL**

20.1 Composition

- 20.1.1 There shall be an Academic Council consisting of the President of the University as Chairperson and all members of the instructional staff with the rank of not lower than assistant professor as members.
- 20.1.2 In the absence of the President, the Vice-President for Academic Affairs or any designated vice president present as deemed necessary by the President of the University shall be the Presiding Officer.

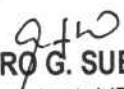


20.2 Meetings and Quorum


- 20.2.1 The Academic Council shall convene at least three (3) times each academic year, at the start of each semester and before the end of the school year. The date and time for all its regular meeting shall be set on its first regular meeting for the academic year. A majority of all members holding office present in the meeting shall constitute a quorum.
- 20.2.2 The Chairperson of the Academic Council may call special meeting whenever necessary or upon the request of at least one-fifth of the members of the council: Provided, That members are notified in writing and/or through electronic communication system/s at least three (3) days prior to the said meeting.
- 20.2.3 A quorum of the Council shall consist of a majority of all its members who are holding office at the time, excluding those on official travel or leave, without prejudice to the promulgation of the internal rules setting forth a provision for the constitution of the quorum of the Council. A majority vote of all members present shall be required to dispose a question or decide an issue, unless provided under parliamentary rules.
- 20.2.4 The appointed Board/University Secretary shall serve as the Secretary of the Academic Council.



20.3 Powers and Functions

- 20.3.1 The Academic Council shall have the power to review and recommend the curricular offerings and rules of discipline of the university subject for appropriate action of the Board of Regents;

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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b> | <b>TSU-VPF-00-21</b>                       |                    |
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|   | Subject: The University Academic Council   | <b>Revision: 02</b>                        | <b>Page 2 of 2</b> |

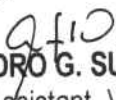


20.3.2 It shall fix the requirements for the admission of students, as well as for graduation and the conferment of degrees subject to review and/or approval by the Board of Regents through the President of the University.


20.3.3 It shall advise the President on matters concerning academic policies.

20.4 Committees

20.4.1 The Academic Council may create permanent or ad hoc committees, as it may deem necessary and, at its convenience, for the proper performance of its functions.



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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>     | <b>TSU-VPF-00-22</b>                       |                    |
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|   | Subject: The University Administrative Council | <b>Revision: 02</b>                        | <b>Page 1 of 2</b> |

**Section 21. THE UNIVERSITY ADMINISTRATIVE COUNCIL**

21.1 Composition

- 21.1.1 There shall be an Administrative Council consisting of the President of the University as Chairperson, the vice president (s), deans, directors, and other officials of equal rank as members, and whose duty is to review and recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action.
- 21.1.2 In the absence of the President, the Vice President for Administration and Finance or any designated vice president present as deemed necessary by the President of the University shall be the Presiding Officer.

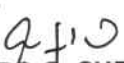

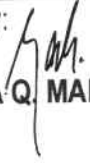
21.2 Meetings and Quorum


- 21.2.1 The Administrative Council shall regularly convene at least once every quarter. The date and time for all its regular meeting shall be set on its first regular meeting for the calendar year. A majority of all members holding office present in the meeting shall constitute a quorum.
- 21.2.2 The Chairperson of the Administrative Council may call special meeting whenever necessary or upon the request of at least one-fifth of the members of the council: Provided, That members are notified in writing and/or through electronic communication system/s at least three (3) days prior to the said meeting.
- 21.2.3 Every member of the Council shall be required to attend all its meetings, but any member may be excused from attendance for justifiable reasons. Proxies may be allowed but without voting powers provided an authorization is presented to the Administrative Council.
- 21.2.4 The appointed Board/University Secretary shall served as the Secretary of the Administrative Council.

21.3 Powers and Functions

- 21.3.1 The administrative Council shall have the following powers and functions:
  - a. To recommend to the Board of Regents policies governing the administration, management and development planning of the University for appropriate action;



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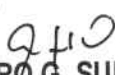

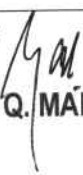
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- b. To implement policies approved by the Board of Regents by formulating pertinent rules and regulations to that effect;
- c. To exercise disciplinary power over University personnel, within the limits of the rules of personnel discipline prescribed by this University Code and subsequent rules and regulations promulgated by the Board of Regents; and,
- d. To perform such other powers and functions as may hereinafter be granted by the Board of Regents and by subsequent laws and regulations.

21.4 Committees

21.4.1 The Administrative Council may create permanent or ad hoc committees, as it may deem necessary and, at its convenience, for the proper performance of its functions.

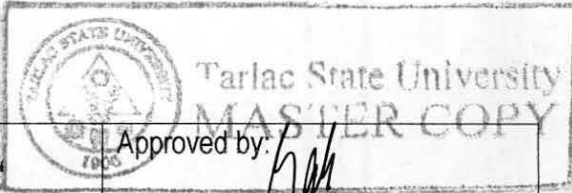


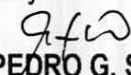

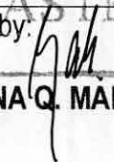
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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                           | <b>TSU-VPF-00-26</b>                       |                    |
|   | Section: Office of the Vice President for Administration and Finance | <b>Effectivity Date: February 15, 2019</b> |                    |
|   | Subject: Goals   | <b>Revision: 01</b>                        | <b>Page 1 of 1</b> |

**Section 25. GOALS**

The Vice President for Administration and Finance strives to provide clear, concise, and timely dissemination of policies and procedures regarding its services; prompt and accurate processing of all business transactions; courteous and helpful interactions with the community, constituent groups, and sponsoring agencies; safety working environment for personnel and staff and timely preparation of reports for management. The office provides services to the Tarlac State University community which assures adequate financial resources are available to fulfill the mission of the Colleges and Units and safety place for students, clients and stakeholders.



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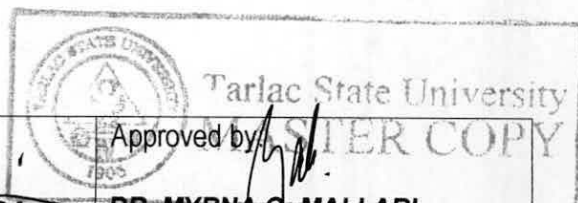
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|   | Section: Office of the Vice President for Administration and Finance | <b>Effectivity Date: February 15, 2019</b> |                    |
|   | Subject: Quality, Environment, and Health and Safety Objectives      | <b>Revision: 01</b>                        | <b>Page 1 of 1</b> |

**Section 26. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**

1. 100% provision of accurate information on budget allocation as per approved GAA and income;
2. 100% implementation of approved capital outlay projects as prescribed in the budget plan;
3. 100% supervision and monitoring of the following:
  - a. Maintenance and repairs of university facilities, housekeeping and ground services;
  - b. Hiring, Training, Employee Welfare and Benefits, Performance Evaluation and Employee Relation;
  - c. Delivery of administrative support services (procurement, supply, payroll and remittances, records management);
  - d. Provision of proactive security services;
  - e. Generation of income generating projects for the university.
4. Ensure safety and health working condition for its employees while reducing the environmental impact of its operations;
5. On time submission of reportorial requirements to regulatory and accrediting body/ies; and
6. Achieve 85% customer satisfaction.



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**ENGR. PEDRO G. SUERTE-FELIPE JR.**  
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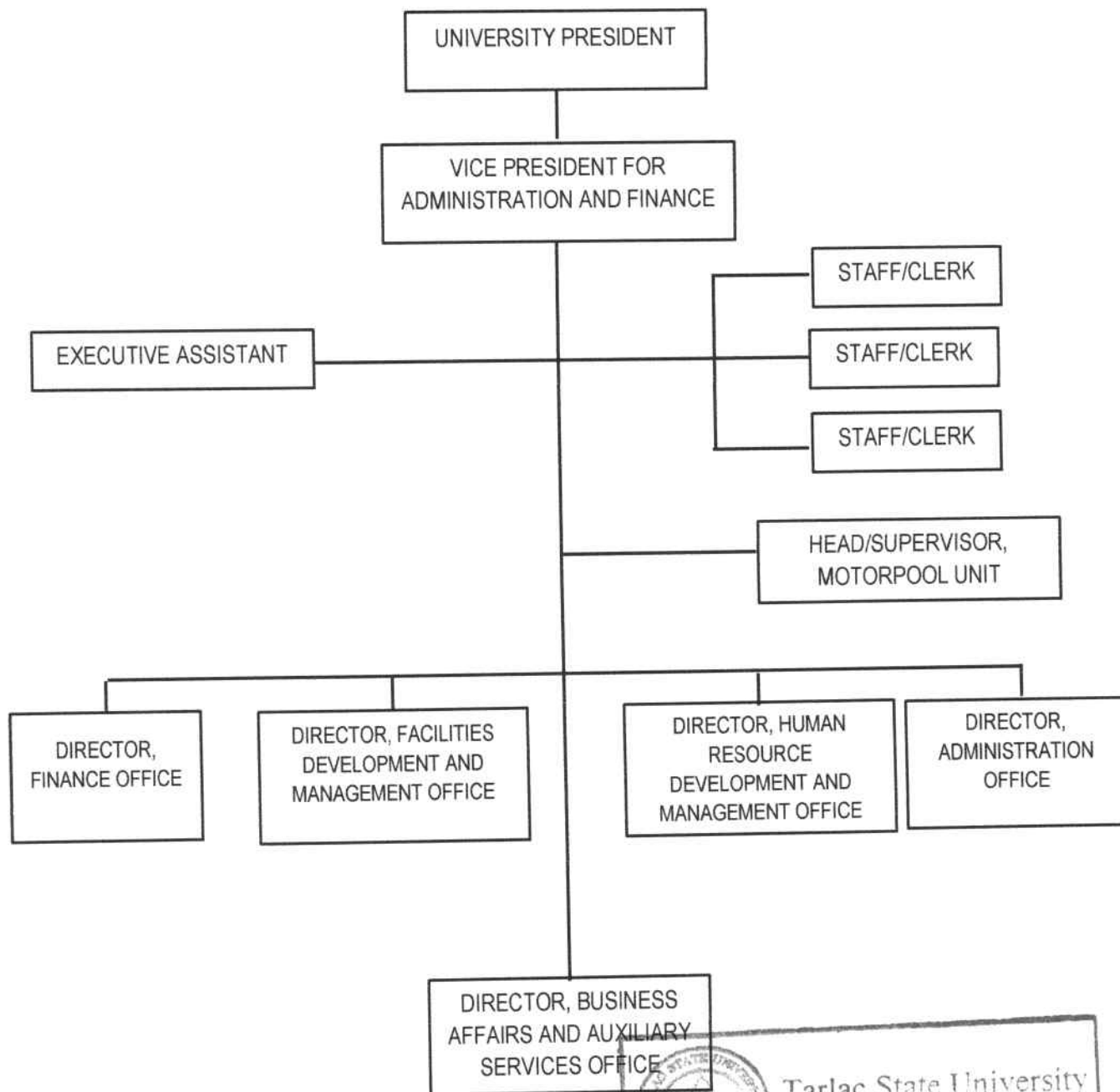
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**DR. GLENARD T. MADRIAGA**  
Vice President for Administration  
and Finance

Approved by:

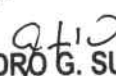


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**DR. MYRNA G. MALLARI**  
President

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|   | Section: Office of the Vice President for Administration and Finance | <b>Effectivity Date: September 8, 2020</b> |                    |
|   | Subject: Organizational Structure                                    | <b>Revision: 02</b>                        | <b>Page 1 of 1</b> |


**Section 27. ORGANIZATIONAL STRUCTURE**



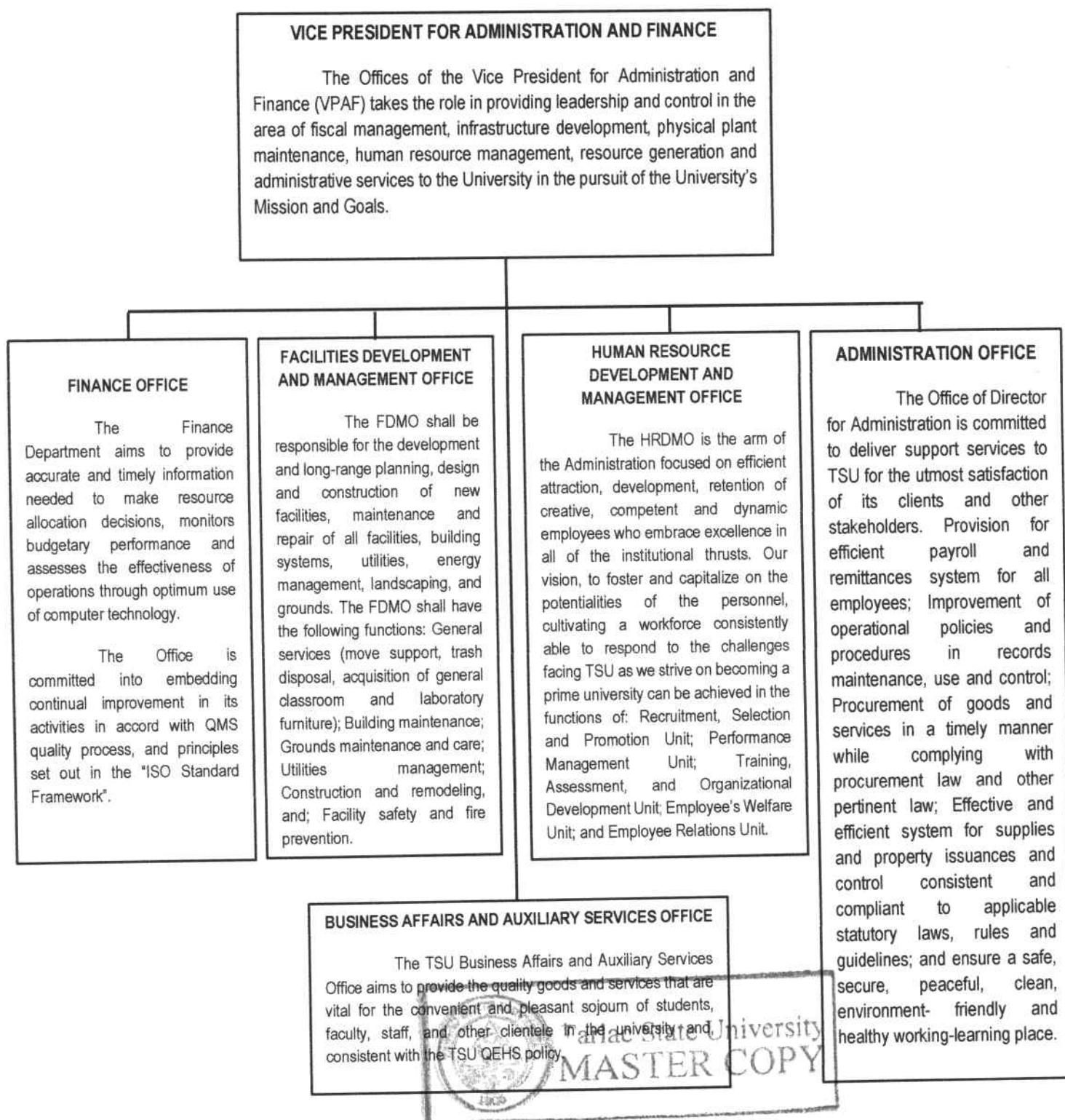

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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                           | <b>TSU-VPF-00-29</b>                       |                    |
|   | Section: Office of the Vice President for Administration and Finance | <b>Effectivity Date: September 8, 2020</b> |                    |
|   | Subject: Functional Chart  | <b>Revision: 02</b>                        | <b>Page 1 of 1</b> |

**Section 28. FUNCTIONAL CHART**

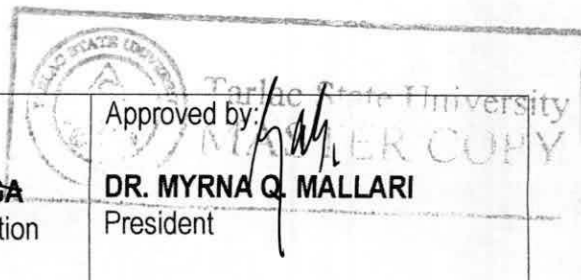




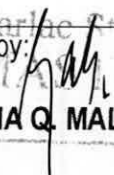
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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                           | <b>TSU-VPF-00-30</b>                       |                    |
|   | Section: Office of the Vice President for Administration and Finance | <b>Effectivity Date: February 15, 2019</b> |                    |
|   | Subject: Duties and Responsibilities                                 | <b>Revision: 01</b>                        | <b>Page 1 of 1</b> |

**Section 29. DUTIES AND RESPONSIBILITIES**

- 29.1 Collaborates with the President and Works with members of President's Executive to ensure that the business and operations of the University are aligned with the University mandate statement and the priorities identified within the University Strategic Plan;
- 29.2 Ensures the current and long-term effectiveness of all financial functions of the University including: accounting; asset and debt management; financial statements; insurance; risk and safety management; operating and capital budgeting; University payments; administrative information systems, supply management chain; and adult;
- 29.3 Oversees the development of financial, human resource and administrative systems with comprehensive policies and procedures that function in accordance with applicable laws and regulations and provide efficient services to the University community;
- 29.4 Oversees the preparation, management and monitoring of the consolidated University's operating and capital budgets;
- 29.5 Oversees the development and maintenance of university-wide administrative policies and Procedures; and
- 29.6 Ensures the University Community has a safe place to disclose suspected fraudulent, irregular, discriminatory or harassing activities. Where appropriate, supports the investigation/examination of suspect activities.



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| Prepared by:<br><br><b>ENGR. PEDRO G. SUERTE-FELIPE JR.</b><br>Executive Assistant, VPAF | Reviewed by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance | Approved by:<br><br><b>DR. MYRNA Q. MALLARI</b><br>President |
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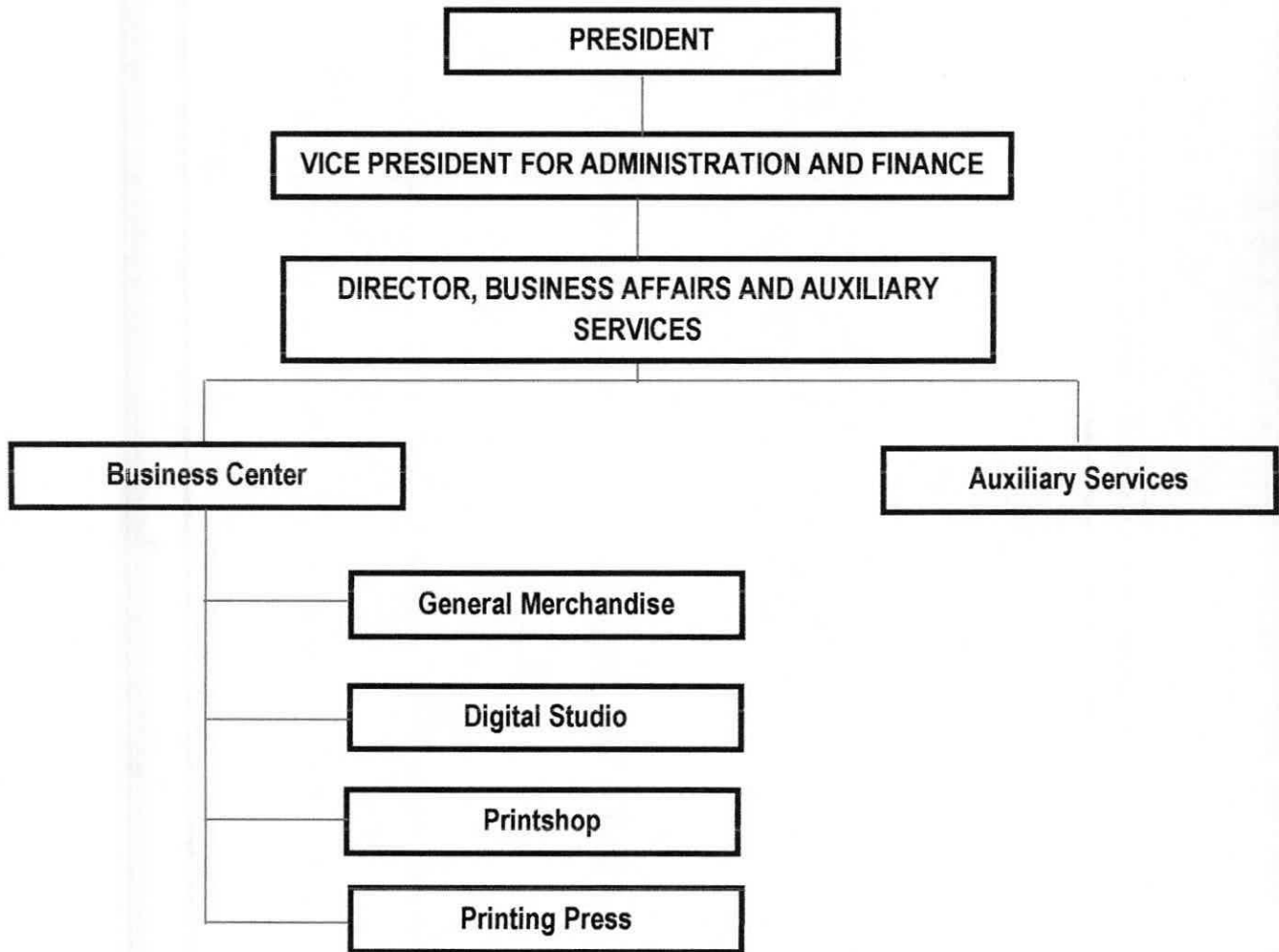
**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-BAS-01-01**

Section: Business Affairs and Auxiliary Services Office  
Subject: Organizational Structure

**Effectivity Date: February 15, 2019**  
**Revision: 02**      **Page 1 of 1**

**Section 2. ORGANIZATIONAL STRUCTURE**



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Prepared by:

*Regelyn R. Valencia*  
**REGELYN R. VALENCIA**  
Head, BAASO

Reviewed by:

*Pedrog Suerte-Felipe Jr.*  
**ENGR. PEDROG. SUERTE-FELIPE JR.**  
Director, Business Affairs and Auxiliary  
Services Office

Approved by:

*Glennard T. Madriaga*  
**DR. GLENARD T. MADRIAGA**  
Vice President for Administration  
and Finance



**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-BAS-01-02**

Section: Business Affairs and Auxiliary Services Office

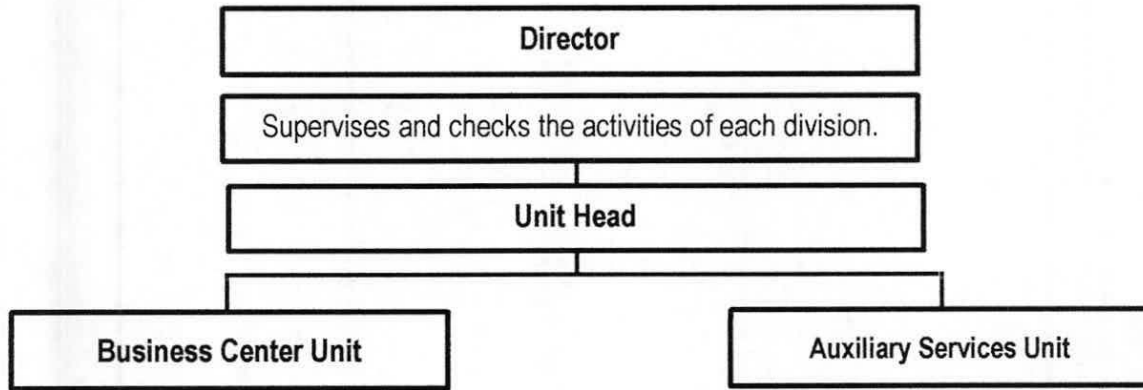
**Effectivity Date: February 15, 2019**

Subject: Functional Chart

**Revision: 02**

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**Section 3. FUNCTIONAL CHART**



**General Merchandise Section**

- Selling of essential goods that foster the academic, social, and cultural endeavors of the students, faculty, personnel, and other stakeholders of the university
- Maintaining adequate inventory of goods that are sold.

**Printing and Copying Section**

- Printing of forms used by the various colleges and offices.
- Printing of brochures, programs, certificates, and diplomas.
- Photocopying of documents for program and institutional accreditation, etc.
- Soft-binding and ring-binding of reports, etc.

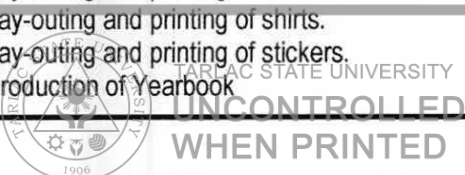
**Digital Printing Section**

- Printing of IDs and RFIDs of students, faculty and personnel.
- Printing of Gate Pass, calling cards, etc.

**Print Shop Section**

- Lay-outting and printing of tarpaulin posters and banners.
- Lay-outting and printing of Panaflex boards.
- Lay-outting and printing of shirts.
- Lay-outting and printing of stickers.
- Production of Yearbook


- Scheduling of university facilities for non-academic activities.
- Preparation, updating, and reviewing of contracts of spaces that are leased.
- Billing and collecting of rentals for leased spaces.
- Billing and collecting of School Transport Services operators' accreditation fees.



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|   | Subject: Quality, Environment, Health and Safety Objectives | <b>Revision: 02</b>                        | <b>Page 1 of 1</b> |

**Section 1. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**

- 1.1 On-time availability of merchandise requested by the clientele that conforms to the prescribed specifications and quality;
- 1.2 Accurate processing and prompt issuance of RFIDs/IDs;
- 1.3 Accurate, efficient, and timely accomplishment of various printing jobs requested by the clientele;
- 1.4 Timely and efficient processing request to use the various auxiliary facilities of the university;
- 1.5 High customer satisfaction for its services;
- 1.6 Healthy and safe environment to its personnel & clients.



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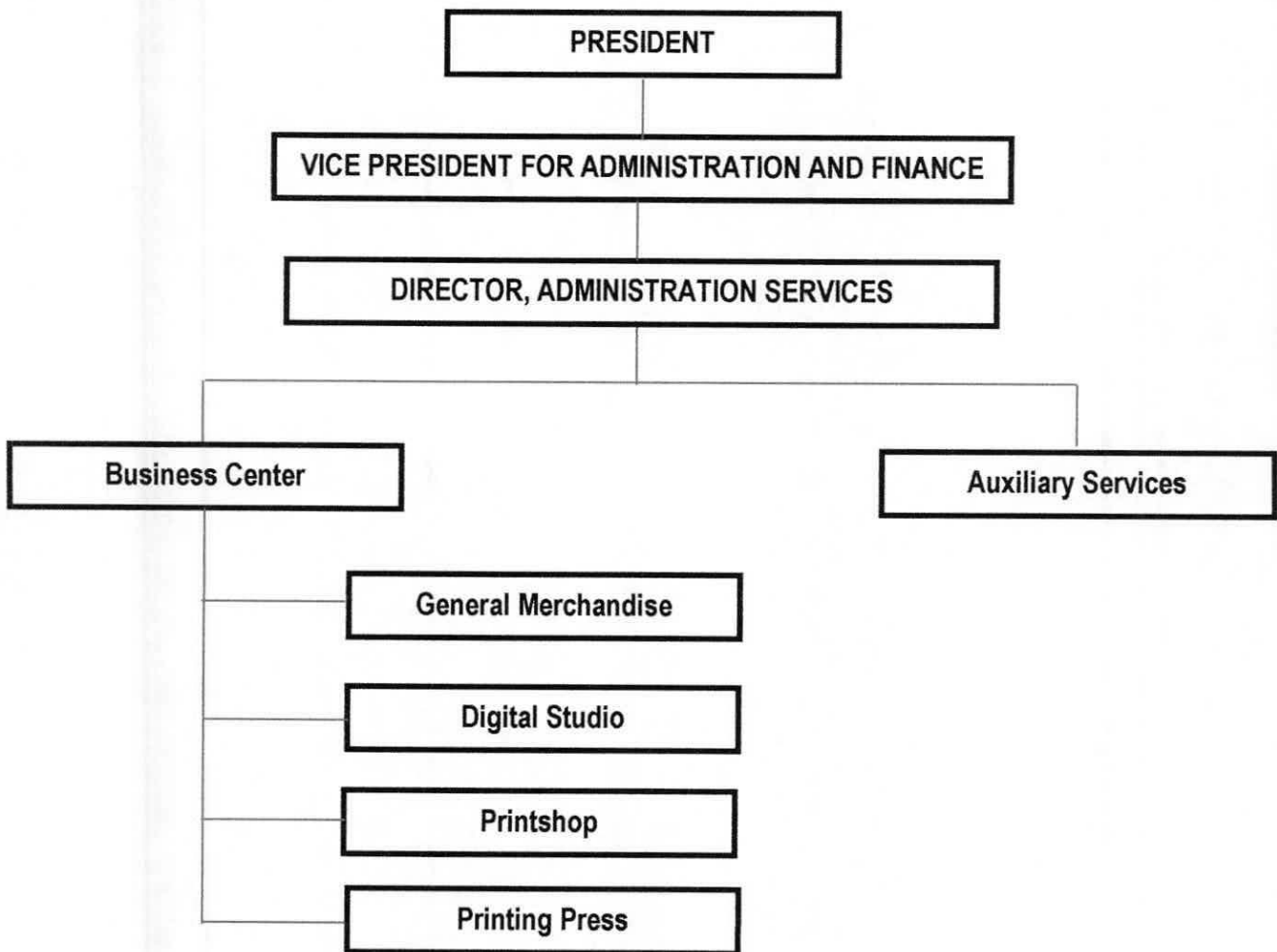
**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-BAS-01-01**

Section: Business Affairs and Auxiliary Services Office  
Subject: Organizational Structure

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**Section 2. ORGANIZATIONAL STRUCTURE**



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

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Section: Business Affairs and Auxiliary Services Office

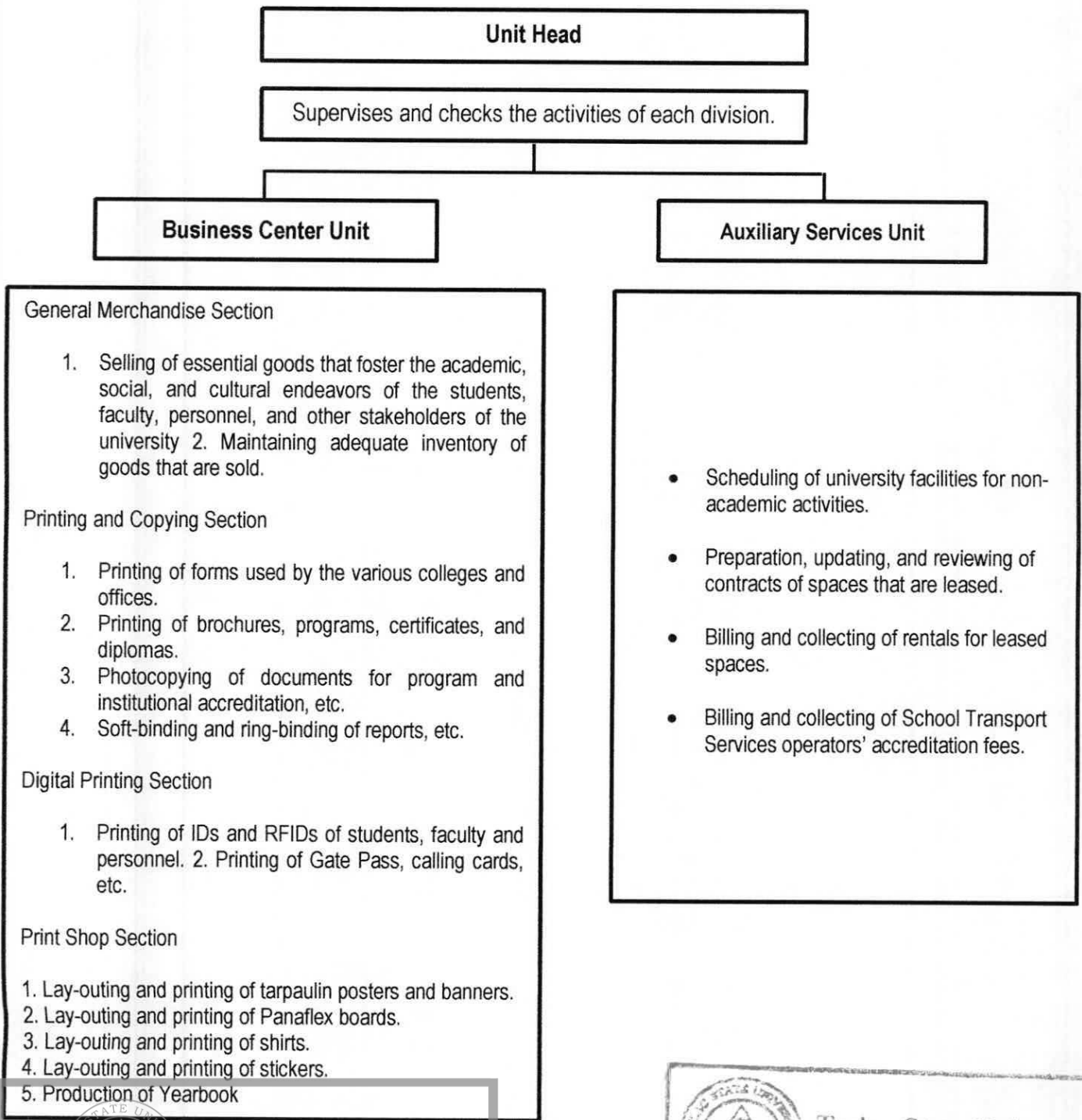
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**Section 3. FUNCTIONAL CHART**



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-BAS-01-03**

Section: Business Affairs and Auxiliary Services Office

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Subject: Duties and Responsibilities

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**Page 1 of 3**

**Section 4. DUTIES AND RESPONSIBILITIES**

**4.1 Director**

- Supervises human resources and staff;
- Recommends the recruitment of personnel.
- Formulates long-range and short-range development plans.
- Monitors the performance of the personnel.
- Prepares the annual PPMP.
- Assists in performing all tasks necessary to achieve the organization's mission and growth plans.
- Disseminates official memorandums, administrative orders, and other circulars to concerned personnel.
- Safeguards all properties under the jurisdiction of the office from loss or damage.
- Performs other functions as mandated by the higher authorities.

**4.2 Business Center Head**

- Supervises the operation of the Business Center
- Develops and maintains an inventory system of goods that are on sale.
- Prepares periodic and annual reports to the Director.
- Assists the Director in the preparation of plans essential to the development of the unit.
- Assists the Director in the preparation of the PPMP.
- Assists the Director in the dissemination of memorandums, administrative orders, and other circulars to the concerned personnel.
- Performs other functions as mandated by the higher authorities.

**4.3 Auxiliary Services clerk**

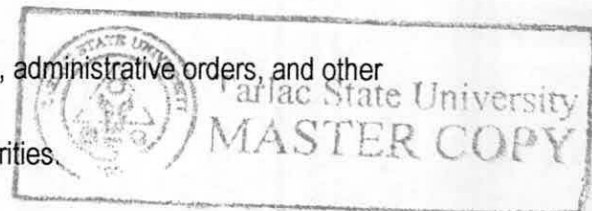
- Manage the transactions and activities relative to the rentable spaces.
- Ensures that leasing is sufficiently covered with proper contracts.
- Monitors activities of tenants.
- Ensures the billing and collection of School Transport Service operators' fees.
- Prepares and submits periodic and annual reports to the Director.
- Assists the Director in the preparation of plans essential to the development of the unit.
- Assists the Director in the preparation of the PPMP.

Assists the Director in the dissemination of memorandums, administrative orders, and other circulars to the concerned personnel.

Performs other functions as mandated by the higher authorities.



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

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**Page 2 of 3**

**4.4 General Merchandise Clerk**

- Prepares request to purchase uniforms and other merchandise.
- Prepares Job Orders for Year book and Field Trips and Seminars.
- Receive deliveries of uniforms and other merchandise and prepares corresponding Inspection Reports.
- Prepares and submits periodic and annual reports.
- Maintains an up-to-date record of all reports and other pertinent documents.
- Releases supplies and materials to other units of the BASO.
- Performs front-line tasks such as the issuance of uniforms to students.
- Performs other tasks that may be assigned by the Director of the BASO.

**4.5 General Merchandise Clerk**

- Prepares periodic inventory reports of released goods.
- Prepares periodic sales reports.
- Prepares reports of income shares of the colleges.
- Prepares billing statements for merchandise sold on credit to TSU personnel or other offices of the university.
- Prepares refund vouchers for returned merchandise.
- Performs front-line tasks such as issuance of uniforms, books, and other merchandise to students and other clientele.
- Performs other tasks that may be assigned by the Director.

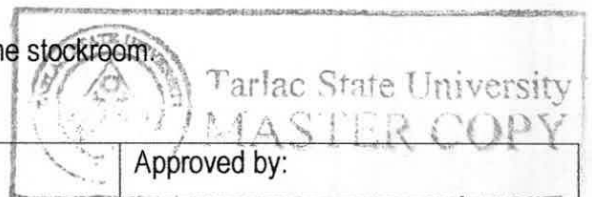
**4.6 Assessment Clerk**

- In-charge of the assessment of the merchandise being purchased.
- Prepares billing statements.
- Records daily the number of transactions of the section.
- Assists in the preparation of periodic reports.
- Assists in the issuance of uniforms, books, and other merchandise to the students and other clientele.
- Receives and process requests for the use of Rentable Spaces.
- Maintains a logbook of reservations for the use of Rentable Spaces.
- Performs other tasks that may be assigned by the Director.

**4.7 Stockroom/Inventory Clerk**

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Responsible for the safekeeping of merchandise in the stockroom.  
Receives, inspects, and stocks merchandise.



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

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**Page 3 of 3**

- Responsible for the safeguarding of supplies, materials, equipment, and properties of the Business Center.
  - Responsible for the safekeeping of the Office Logbook.
- In-charge of maintaining the orderliness of quest /clients transacting business with the Office.
- Assists in other frontline tasks.
  - Performs other duties that may be assigned by proper authorities.

**4.8 Digital Printing Section Clerk**

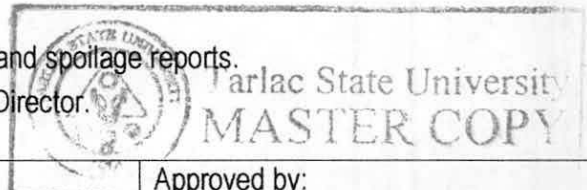
- In-charge of the Digital Studio
- Performs RFID production and printing of gate pass.
- Performs documentation of university activities.
- Responsible for the orderliness and care of all Digital Studio equipment.
- Prepares billing statements for printing services rendered to the offices/units and personnel of the university in coordination with the Assessment in-charge.
- Prepares periodic sales and inventory reports of the Digital Studio.
- Provides assistance to Print Shop works.
- Performs other tasks that may be assigned by the Director.

**4.9 Printing and Copying Section Clerk**

- In-charge of the operations of the Printing and Copying Section.
- Responsible for the orderliness and care of all the equipment in the Section.
- Perform lay-outing and printing of student manuals, diplomas, certificates, etc.
- Performs soft-binding and ring-binding of booklets, brochures, manuals, etc.
- Prepares billing statements for jobs rendered.
- Prepares periodic sales reports, inventory reports, and spoilage reports.
- Performs other tasks that may be assigned by the Director.

**4.10 Print Shop Section Clerk**

- In-charge of the operations of the Print Shop.
- Responsible for the orderliness and care of the equipment in the Print Shop.
- Performs lay-outing and printing of tarpaulin posters and banners, Panaflex boards, stickers, and shirts.
- In-charge with the lay-outing, printing, and binding of yearbooks and other similar jobs.
- Prepares billing statements for jobs rendered.
- Prepares periodic sales reports, inventory reports, and spoilage reports.
- Performs other tasks that may be assigned by the Director.



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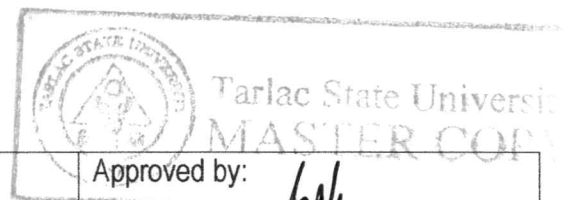
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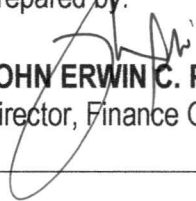


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**Section 1. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**

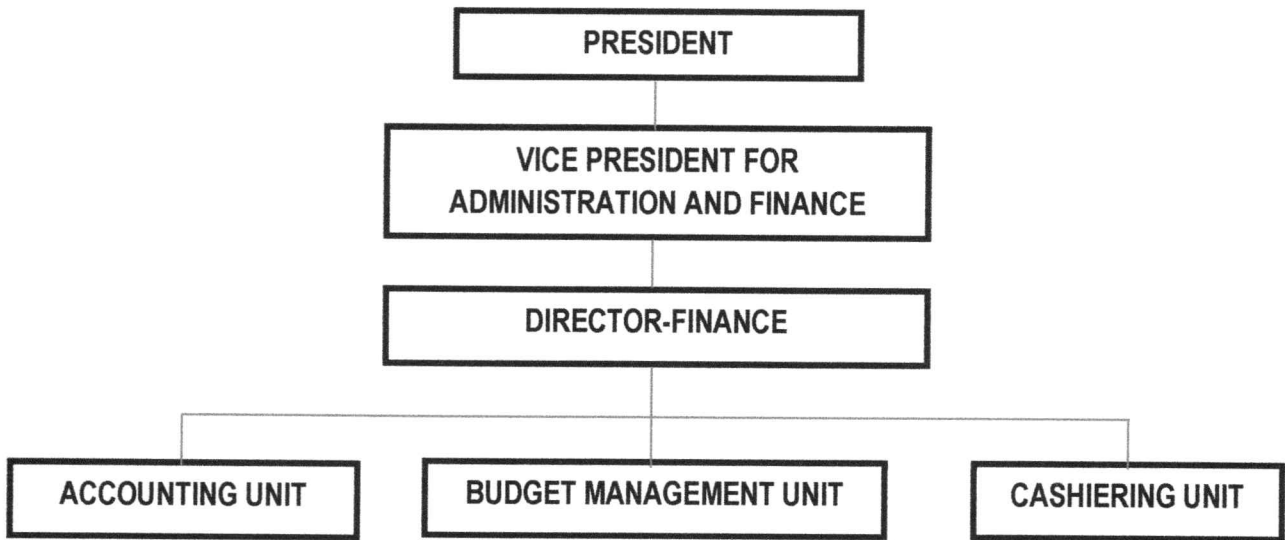
- 1.1 The office aims to achieve the above by committing ourselves to meet the requirements of our stakeholders by adhering strictly to accounting and auditing rules and regulations.
- 1.2 We are committed to develop staff competencies, creativity, empowerment, and accountability through appropriate development programs.
- 1.3 All personnel within the office are responsible for the quality of their work. They recognize the value of their individual contribution to the achievement of the office goals




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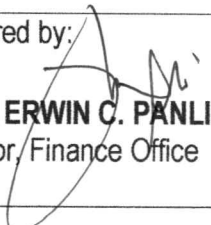

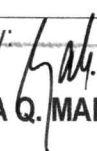
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**Section 2. ORGANIZATIONAL STRUCTURE**



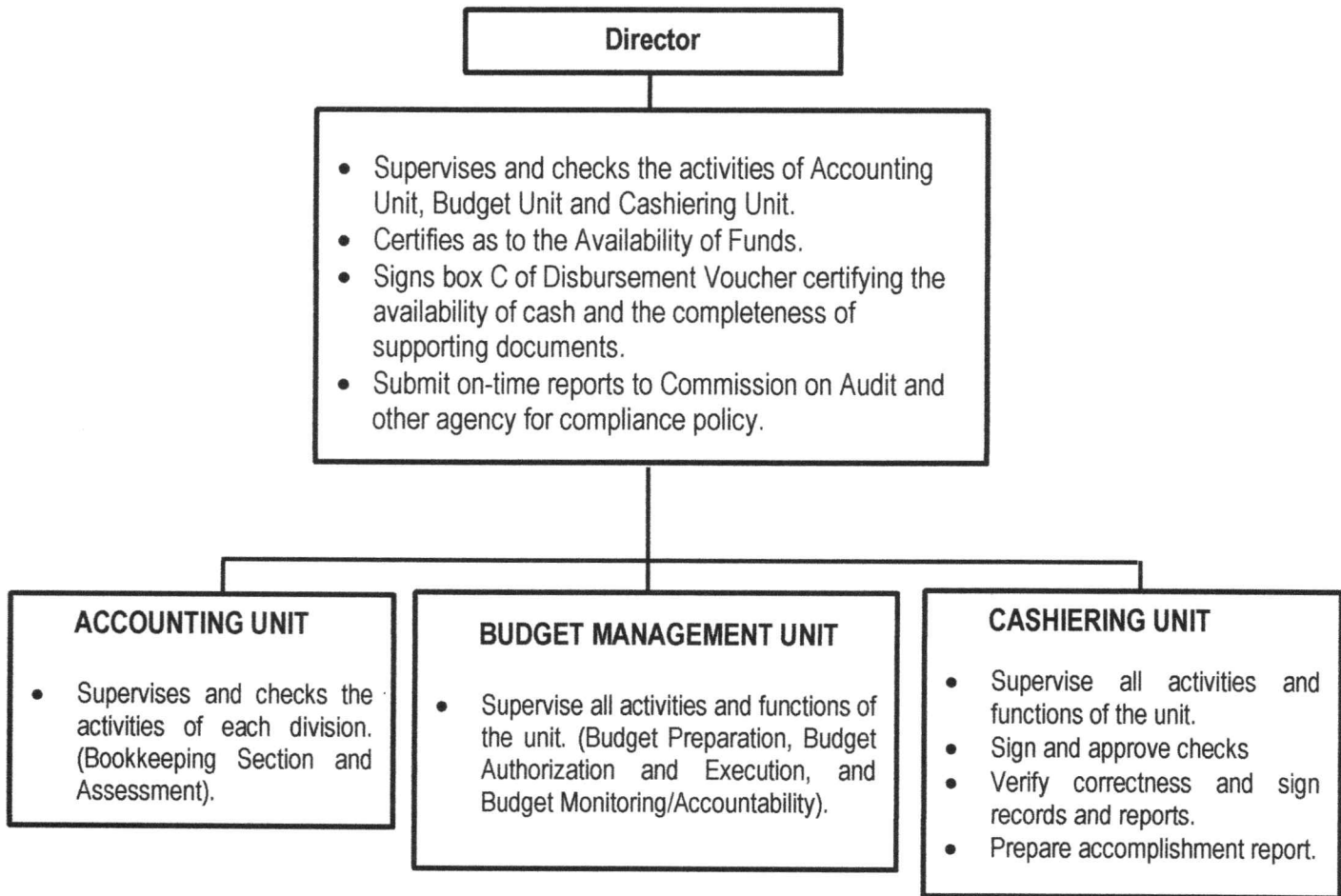

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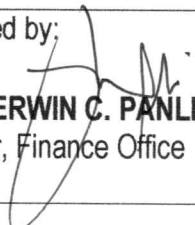

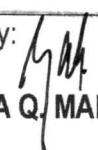
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|   | Section: Finance Office<br>Subject: Functional Chart | <b>Effectivity Date: February 15, 2019</b> | <b>Revision: 00</b> |


**Section 3. FUNCTIONAL CHART**




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**Section 4. DUTIES AND RESPONSIBILITIES**

4.1 Director

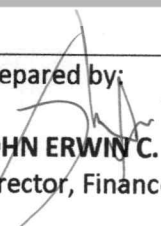

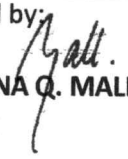
- 4.1.1 Take overall supervision of University's Accounting, Budgeting and Cashiering function.
- 4.1.2 Contribute fully to the development of all areas of the business, challenging assumptions and decision-making as appropriate and providing financial analysis and guidance on all activities, plans and targets of the University.
- 4.1.3 Ensure that University financial systems are robust, compliant and support current activities and future growth.
- 4.1.4 Ensure agency's accounting and budgeting processes are carried out and reviewed.
- 4.1.5 Take ultimate responsibility for the company cash management policies.
- 4.1.6 Ensure that the regulatory requirements of all statutory bodies are met.
- 4.1.7 Establish a high level of credibility and manage strong working relationships with external parties including stakeholders.


4.2 Staff

- 4.2.1 In-charge in the routing of documents for signing.
- 4.2.2 In-charge in receiving and numbering of Requests forms.
- 4.2.3 Perform other duties that may be assigned by the director from time to time.



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|   | Subject: Quality, Environment, Health and Safety Objectives |  | Revision: 01                            | Page 1 of 1 |

**Section 1. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**


- 1.1 The Accounting Unit aims to establish and maintain, on behalf of the administration, an accurate accounting system, develop and maintain a sound system of internal accounting controls to safeguard the University's assets from loss through unauthorized use or disposition, and assure the proper recording of financial transactions in accordance with Philippine Public Sector Accounting Standards (PPSAS), auditing rules and regulations and any other statutory and regulatory requirements.
- 1.2 This Unit is committed to embedding continual improvement of services to its stakeholders and maintain a safe and secured environment for its personnel and its clientele and has developed its QMS quality process which conforms to the principles set out in the "ISO Standard Framework".
- 1.3 The Unit aims to produce information concerning past operations and present financial condition of the university.
- 1.4 To provide a basis for guidance in decision making and for future operations.
- 1.5 To provide such data as may be required from time to time by the University management, Department of Budget and Management, Commission on Audit, and the Department of Finance.
- 1.6 All personnel within the unit are responsible for the quality of their work. They recognize the value of their individual contribution to the achievement of the unit's goals.
- 1.7 To comply with all the relevant statutory legislation, approved codes of practice, standards, regulations, and apply established safe working procedures.
- 1.8 To identify hazards and associated risks and the application of suitable precautionary and control measures and maintain for all employees, safe, pollution free, adequate and suitable health and welfare facilities.

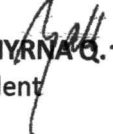




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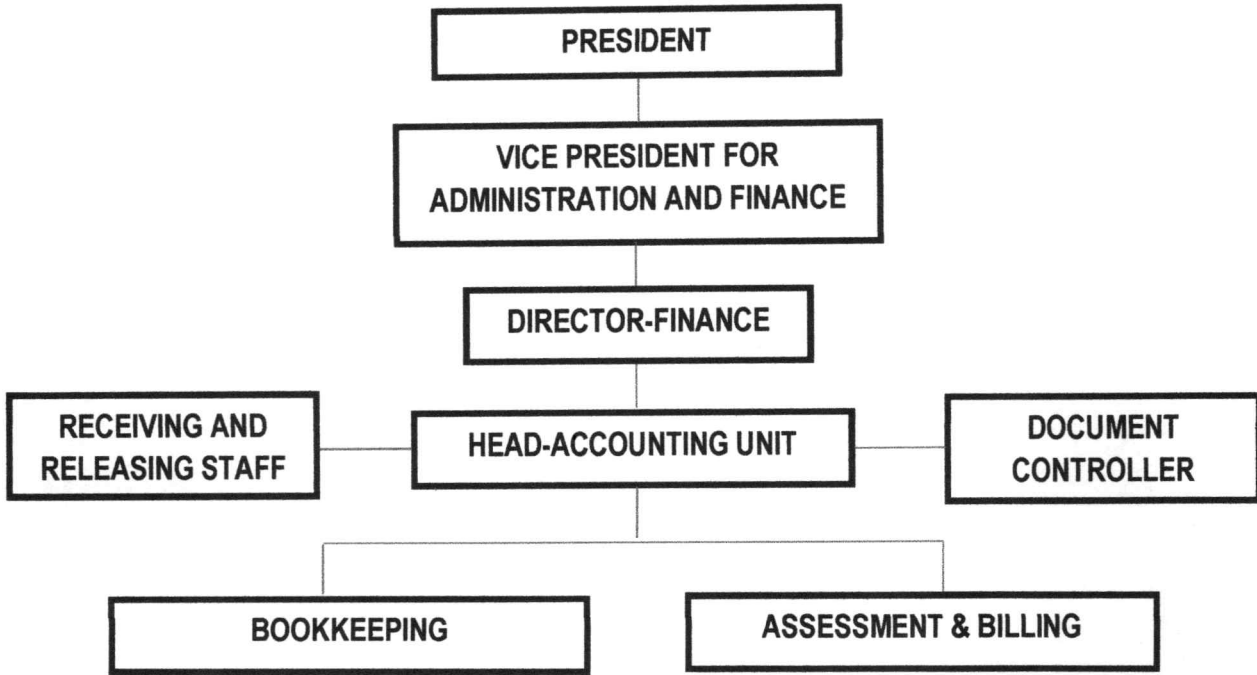
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Subject: Organizational Structure

**Effectivity Date: March 27, 2019**

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**Section 2. ORGANIZATIONAL STRUCTURE**




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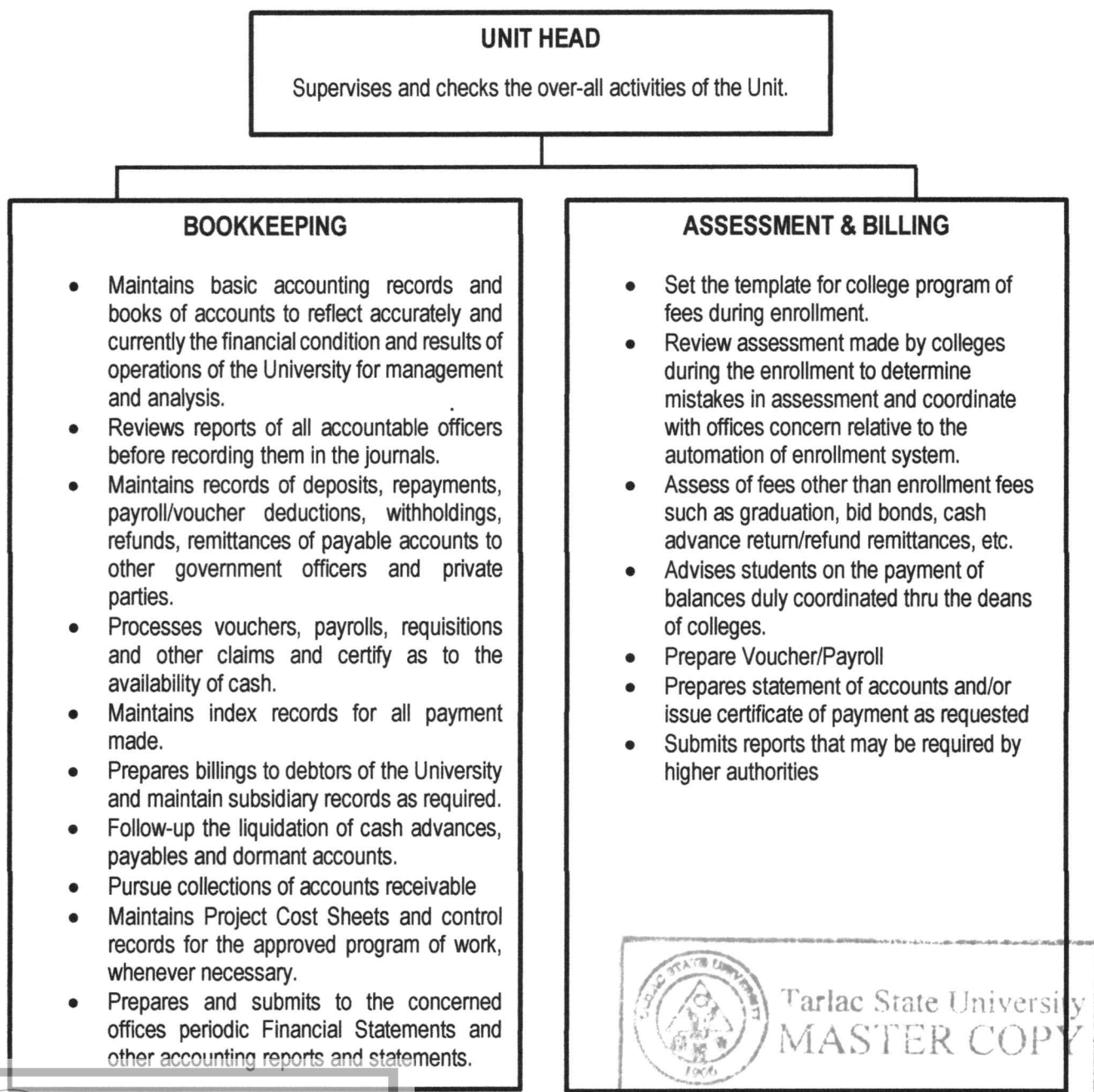
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|   | Section: Accounting Unit                   | <b>Effectivity Date: March 27, 2019</b> |             |
|   | Subject: Functional Chart                  | Revision: 01                            | Page 1 of 1 |

**Section 3. FUNCTIONAL CHART**



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|   | Subject: Duties and Responsibilities       | Revision: 01                            | Page 1 of 1 |

**Section 4: DUTIES AND RESPONSIBILITIES**



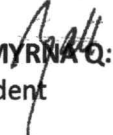
4.1 Unit Head

- 4.1.1 Pre-payment audit transactions.
- 4.1.2 Reviewing and approving Journal Entries.
- 4.1.3 Analyze system generated reports (Trial Balances, Financial Statements, SL Balances & Schedules)
- 4.1.4 Prepares other financial reports required by COA, DBM, etc.

4.2 Staff

- 4.2.1 In-charge in the receiving/releasing and numbering of Disbursement Vouchers/Payrolls.
- 4.2.2 Recording of transactions in the logbook and index cards.
- 4.2.3 Pre-audit transactions.
- 4.2.4 Prepare Journal Entry Vouchers.
- 4.2.5 Submit to COA Journal Entry Vouchers together with the Disbursement Vouchers/Payrolls and the Report of Checks Issued.
- 4.2.6 Prepare Bank Reconciliation Statements and submit a copy to COA.
- 4.2.7 Perform other duties that may be assigned by the Unit Head from time to time.



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|  <p>Prepared by:<br/><b>JOHN ERWIN C. PANLILIO</b><br/>Head, Accounting Unit</p> | <p>Reviewed by:<br/><br/><b>DR. GLENARD T. MADRIAGA</b><br/>Vice President for Admin. &amp; Finance</p> | <p>Approved by:<br/><br/><b>DR. MYRNA Q. MALLARI</b><br/>President</p> |
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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-BMU-04-01**

Section: Budget Management Unit

Effectivity Date: February 20, 2020

Subject: Organizational Structure

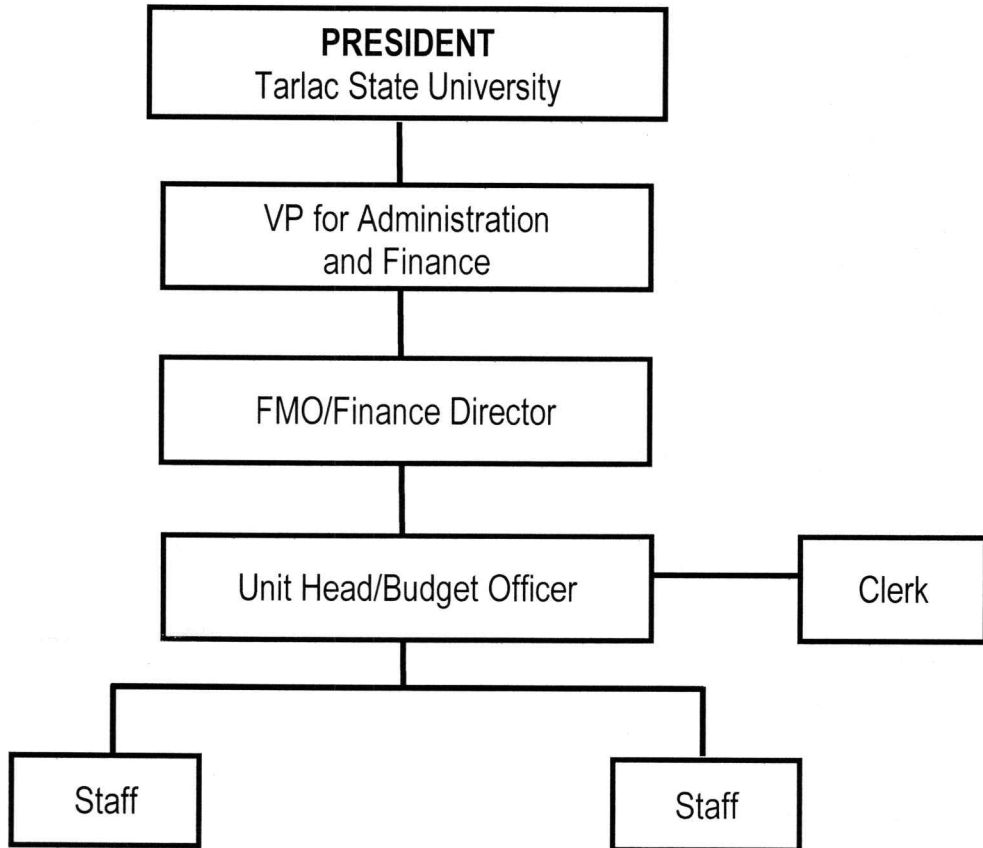
Revision: 02

Page 1 of 1



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**Section 2. ORGANIZATIONAL STRUCTURE**



Prepared by:

*Elena May Y. Teofilo*  
**ELENA MAY Y. TEOFILO**  
OIC-Budget Officer

Reviewed by:

*John Erwin C. Panlilio*  
**JOHN ERWIN C. PANLILIO**  
Director, Finance Unit

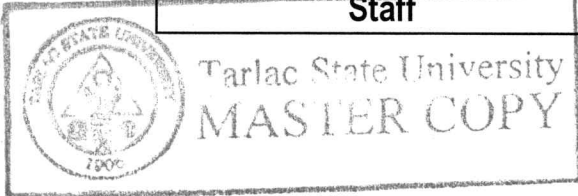
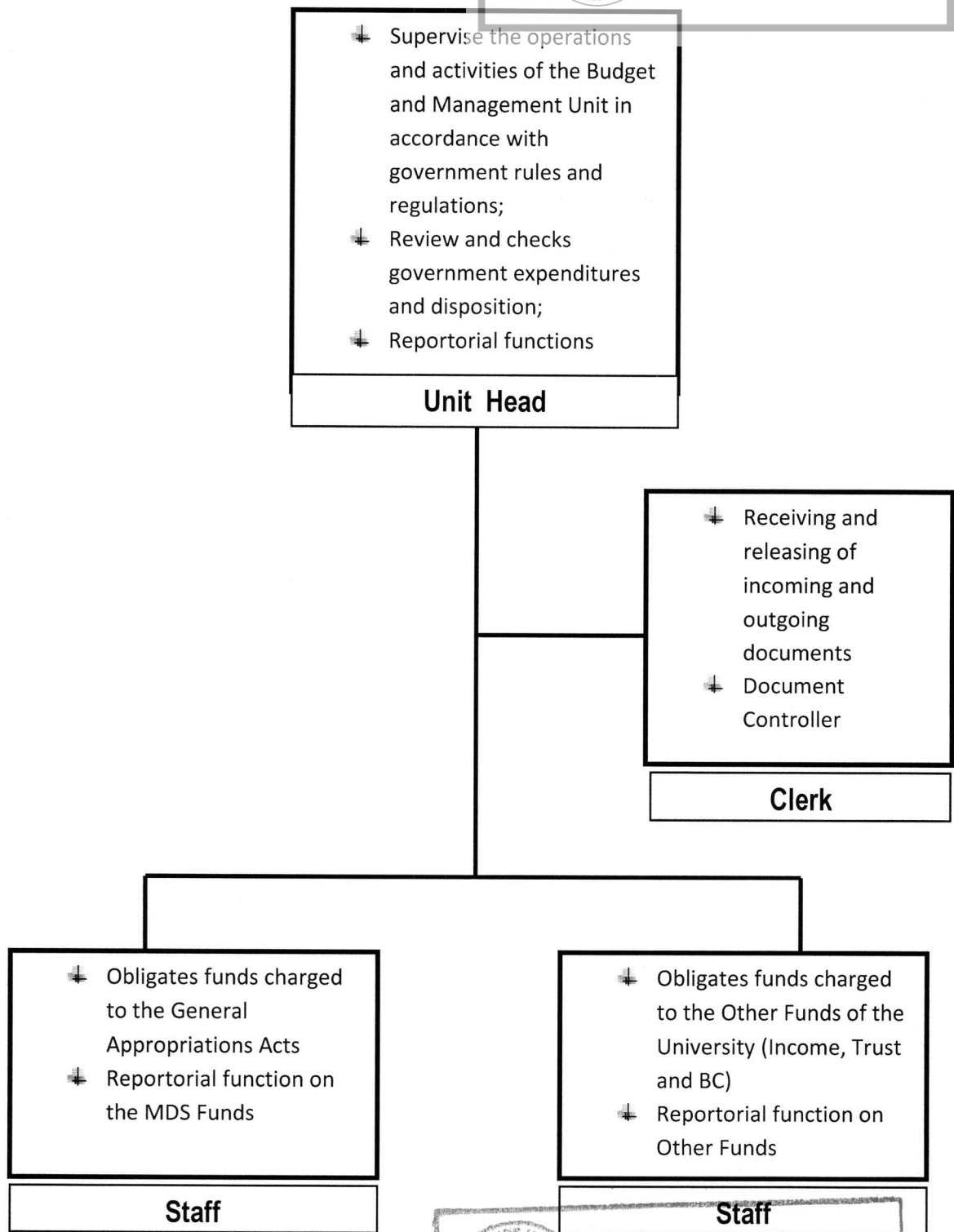
Approved by:

*Dr. Glenard T. Madriaga*  
**DR. GLENARD T. MADRIAGA**  
Vice President for Administration  
and Finance




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| <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b> |  | <b>TSU-BMU-04-02</b>                |             |
| Section: Budget Management Unit            |  | Effectivity Date: February 20, 2020 |             |
| Subject: Functional Chart                  |  | Revision: 02                        | Page 1 of 1 |

**Section 3. FUNCTIONAL CHART**



|   |   |   |
|---|---|---|
| Prepared by:<br><br><b>ELENA MAY T. TEOFILO</b><br>OIC-Budget Officer | Reviewed by:<br><br><b>JOHN ERWIN C. PANLILIO</b><br>Director, Finance Unit | Approved by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance |
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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                  | <b>TSU-BMU-04-00</b>                       |             |
|   | Section: Budget Management Unit                             | <b>Effectivity Date: February 15, 2019</b> |             |
|   | Subject: Quality, Environment, Health and Safety Objectives | Revision: 01                               | Page 1 of 1 |


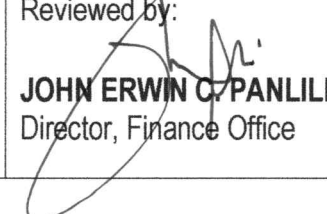




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**Section 1. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**

- 1.1 Comprehensively consolidating all budget proposals submitted by the different units and offices into a University budget to be submitted to the Department of Budget and Management and all other concerned offices within the prescribed period and after complying with the terms of the Budget Call;
- 1.2 Wisely allocating the University funds among the different units and offices following the approved plans and priority programs of the University;
- 1.3 Strictly monitoring and reporting the utilization of University funds; and,
- 1.4 Regularly maintaining open communications with the Department of Budget and Management and other concerned offices for early release of funds.
- 1.5 Achieve zero injuries and illnesses through prevention and risk reduction in the delivery of service.



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|---|--|--|
| Prepared by:<br><br><b>JESUS S. DANGANAN</b><br>Head, Budget Management Unit | Reviewed by:<br><br><b>JOHN ERWIN C. PANLILIO</b><br>Director, Finance Office | Approved by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance |
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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b> | <b>TSU-BMU-04-03</b>                |             |
|   | Section: Budget Management Unit            | Effectivity Date: February 20, 2020 |             |
|   | Subject: Duties and Responsibilities       | Revision: 02                        | Page 1 of 3 |



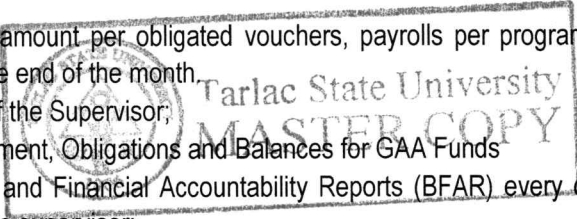
**Section 4. DUTIES AND RESPONSIBILITIES**

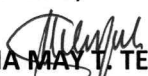


**4.1 Unit Head / Budget Officer**


- Review the allocated funds for each offices in accordance with their PPMP;
- Consolidates needed data for budget preparation during the 1<sup>st</sup> quarter of the year.
- Prepares and review Budget Proposal using prescribed forms and following procedures per National Budget Memorandum issued by DBM, NEDA, Senate, and Congress.
- Prepares and review Quarterly Budget Execution Document (BEDs)
- Prepares and completes of Budget and Financial Accountability Reports (BFAR) every quarter of the year.
- Prepare and review the Annual Program Receipt and Expenditures of the University which will be presented to the Board of Regents for approval;
- Reviews and certifies obligation requests and status, payrolls, vouchers and other requests for funding.
- Approves obligation requests and status, payrolls, vouchers, and other requests for allotment.
- Provides accurate and correct figure regarding allocated budget to various office of the University and other agency of the government as well.
- Serves as a liaison officer to different agencies as compliance for the submission of various requirements.
- Attends all budget hearings, dialogues, meetings, consultations of the agency and other reviewing officials.
- Prepares individual reports regarding the use of allotments of each of the offices of the agency.
- Prepares analysis reports of all projects and activities of the institution.
- Review the Office System Procedures for possible improvement from time to time.
- Maintain the compliance of the office to safety protocols issued by the Safety Officer.
- Prepare other reports needed by Office of the President and concerned offices as needed.

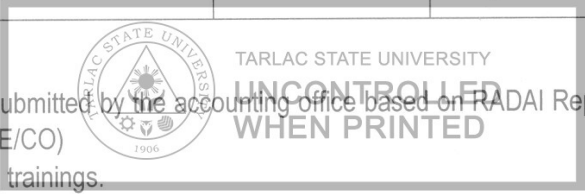
**4.2 Staff 1**

- Gather documents and encoding of details for the preparation of Budget Proposal to be submitted to DBM, NEDA, CHED, Senate and Congress.
- Obligates Request for the payment of vouchers, payrolls, purchase request, Contracts and other request for funding.
- Records obligated request and status, vouchers, payrolls for each fund (MDS-PS/MOOE/CO) in the monitoring sheet.
- Posts and records daily transaction of the amount per obligated vouchers, payrolls per program/function, by object or expenditures and summarizes at the end of the month.
- Act as the Officer in charge in the absence of the Supervisor;
- Prepares and submit Monthly Report of Allotment, Obligations and Balances for GAA Funds
- Consolidates, prepares and submit Budget and Financial Accountability Reports (BFAR) every quarter of the year for MDS-PS/MOOE/CO to the immediate supervisor;



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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b> | <b>TSU-BMU-04-03</b>                    |                    |
|   | Section: Budget Management Unit            | <b>Effectivity Date: February, 2020</b> |                    |
|   | Subject: Duties and Responsibilities       | <b>Revision: 02</b>                     | <b>Page 2 of 3</b> |


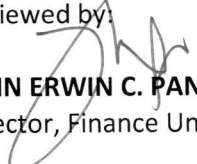



- Counter checks reports of disbursement reports submitted by the accounting office based on RADAI Report on the Obligation Request and Status (MDS-PS/MOEE/CO)
- Attends and participate during meetings, seminars, trainings.
- Performs other related tasks that maybe assigned.

**4.3 Staff 2**

- Assists in the preparation and consolidation complete set of Budget Proposal using prescribed forms and following procedures per National Budget Memorandum issued by DBM, Senate, Congress, till the 2<sup>nd</sup> quarter of the year.
- Prepares and completes Budget Execution Document (BEDs) for the last quarter of the year and Actual BEDs for the next year.
- Prepares consolidates and submit Budgetary Requirements using prescribed forms by Senate and Congress.
- Prepares, consolidates and submit Normative Funding of the University every 3<sup>rd</sup> quarter of the year.
- Prepares, consolidates and completes Program of Receipt and Expenditure (PRE) of the following year for BOR during the 4<sup>th</sup> quarter of the year
- Prepares and completed of Budget and Financial Accountability Reports (BFAR) every quarter of the year for Special Budget.
- Prepares and consolidates requirements for Performance-Based Bonus (PBB).
- Records obligated request and status, vouchers, payrolls for each funds (SB, TF, TSU production-OIAS, BC, HTL)
- Records Income share, College Publication, SSC, Sub SSC
- Obligates request for the payment of payrolls, vouchers and other requests for funding
- Posts amount per obligated vouchers, payrolls per program/function by object or expenditures
- Attends and participates budget hearings, seminars of the agency and other reviewing officials
- Releases/routes vouchers, payrolls and other requests for funding
- Serve as liaison officer to different agencies as compliance for the submission for various requirements
- Perform other related tasks that maybe assigned.



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-BMU-04-03**

Section: Budget Management Unit

Subject: Duties and Responsibilities

Effectivity Date: February 20, 2020

Revision: 02 UNIVERS Page 3 of 3



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**4.4 Clerk**

- Receives and releases incoming and outgoing documents;
- Maintain the filing records of the office as to IMS standards ;
- Act as the document controller of the Budget Unit;
- Encode documents received in the Monitoring Sheet;
- Records all transaction in the Log Sheet of the Unit;
- Route documents for signing ;
- Prepares all required documents in the request of supplies and materials;
- Perform other related tasks that maybe assigned



Prepared by:

*Elena May D. Teofilo*  
**ELENA MAY D. TEOFILO**  
OIC-Budget Officer

Reviewed by:

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**JOHN ERWIN C. PANLILIO**  
Director, Finance Unit

Approved by:

*Dr. Glenard T. Madriaga*  
**DR. GLENARD T. MADRIAGA**  
Vice President for Administration  
and Finance






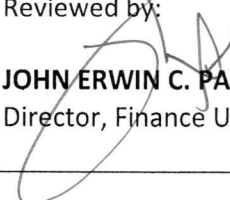

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| <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b> | <b>TSU-BMU-04-04</b>                       |             |
| Section: Budget Management Unit            | <b>Effectivity Date: February 20, 2020</b> |             |
| Subject: System Procedures                 | Revision: 00                               | Page 1 of 1 |


**Section 5. SYSTEM PROCEDURES**

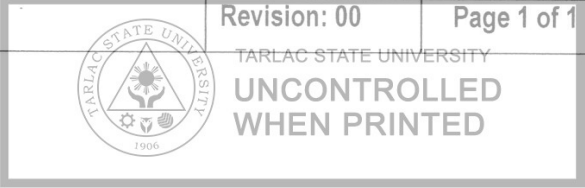


All System Procedures see ANNEX Y



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| Prepared by:<br><br><b>ELENA MAY T. TEOFILO</b><br>OIC-Budget Officer | Reviewed by:<br><br><b>JOHN ERWIN C. PANLILIO</b><br>Director, Finance Unit | Approved by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance |
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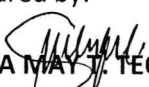
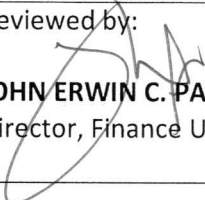

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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b> | <b>TSU-BMU-04-05</b>                |             |
|   | Section: Budget Management Unit            | Effectivity Date: February 20, 2020 |             |
|   | Subject: System Forms                      | Revision: 00                        | Page 1 of 1 |




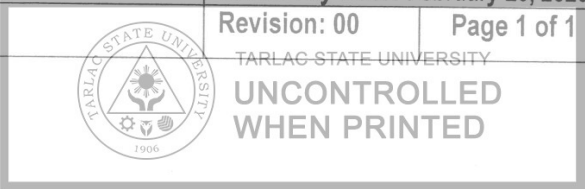
**Section 6. SYSTEM FORMS**

All System Forms see ANNEX Z



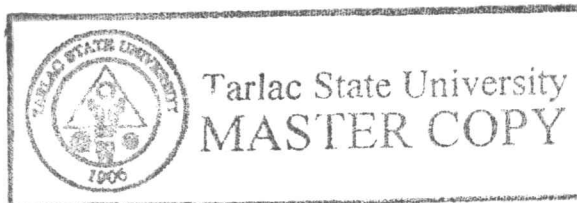
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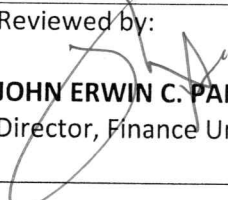

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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b> | <b>TSU- BMU-04-06</b>               |             |
|   | Section: Budget Management Unit            | Effectivity Date: February 20, 2020 |             |
|   | Subject: Work Instruction                  | Revision: 00                        | Page 1 of 1 |




**Section 7. WORK INSTRUCTION (ANNEX)**

All Work Instructions see ANNEX



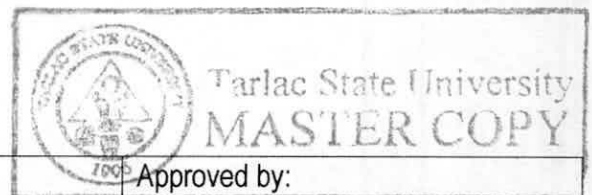
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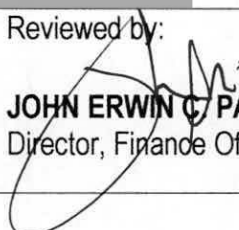
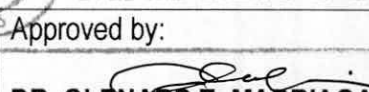
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|   | Section: Cashiering Unit                                    | <b>Effectivity Date: February 15, 2019</b> |                    |
|   | Subject: Quality, Environment, Health and Safety Objectives | <b>Revision: 00</b>                        | <b>Page 1 of 1</b> |

**Section 1. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**

The unit is committed to ensure that all cash collected shall be expended or utilized in accordance with laws and regulations. They are safeguarded against illegal or improper disposition to ensure efficiency and effectiveness in its operations.

- 1.1 Facilitate quick collection of tuition fees, assessments and other fees, and accurately issue official receipt every time in three minutes per client, and deposit daily to government servicing bank.
- 1.2 Pay out obligations due to employees and other clients within the required time.
- 1.3 Prepare and submit daily, monthly and quarterly reports as required on time.
- 1.4 Record by pen daily transactions.
- 1.5 Secure not only cash resources, but also documents, accountable forms and properties under the care of the office.
- 1.6 Adhere not only to circulars and memoranda issued by the university and national government agencies, but also the COA Training Handbook on Cash Management and Control System, which provides the accountable officers a ready reference on the different laws, rules and regulations pertaining to the use of different funds; on receipts, collections, and deposits; and on expenditures and disbursements and the control mechanism over them.
- 1.7 Practice proper segregation of trash.
- 1.8 Strictly obey energy achieve conservation policies.
- 1.9 Accomplish zero injuries and illnesses through prevention and risk reduction in the performance of duties and in the delivery of service.



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| Prepared by:<br><br><b>RICO G. TOMAS</b><br>Head, Cashiering Unit | Reviewed by:<br><br><b>JOHN ERWIN C. PANLILIO</b><br>Director, Finance Office | Approved by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance |
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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-CAS-05-01**

Section: Cashiering Unit

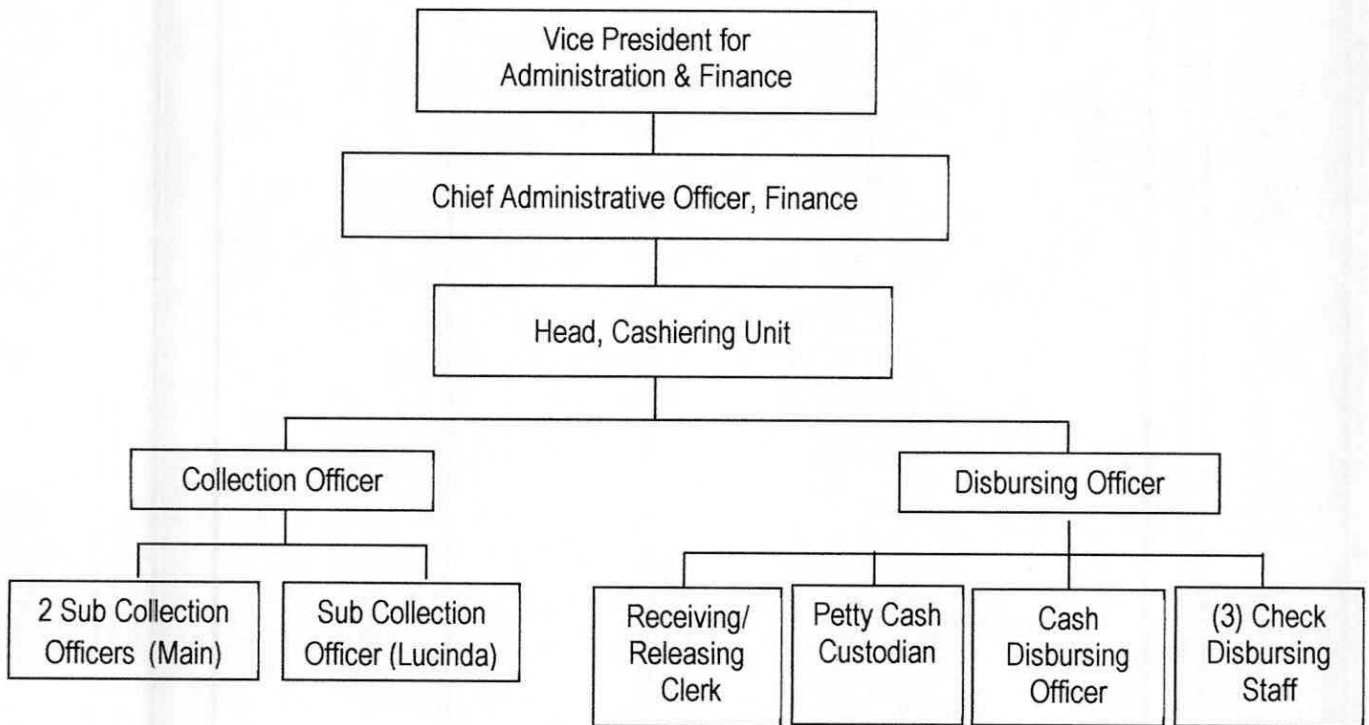
**Effectivity Date: February 15, 2019**

Subject: Organizational Structure

**Revision: 00**

**Page 1 of 1**

**Section 2. ORGANIZATIONAL STRUCTURE**



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Vice President for Administration  
and Finance



**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-CAS-05-02**

Section: Cashiering Unit

Effectivity Date: February 15, 2019

Subject: Functional Chart

Revision: 00

Page 1 of 1

**Section 3. FUNCTIONAL CHART**

**HEAD, CASHIERING UNIT**

1. Supervise all activities and functions of the unit.
2. Sign and approve checks
3. Verify correctness and sign records and reports.
4. Prepare accomplishment report.

**COLLECTION OFFICER**

1. Confirm encoded new series of Official Receipts (OR)
2. Receive Reports and Cash from Collectors.
3. Sort-Out and Arrange Bills and Checks
4. Allocate Bills and Checks per Fund/Account.
5. Prepare deposit slips by fund/account and deposit to BOT and GSB.
6. Obtain the following reports from computerized collection system: List of Collectors; Summary of Collections by Funds, By Accounts and by Sub-accounts.
7. Prepare Report of Collection and Deposit (RCD)
8. Attached Deposit Slip & Reports obtained from computerized Collection System.
9. Register by pen transaction to Cash Receipts Record (CRR)
10. Submit CRR and RCD to Unit Head for verification and approval.
11. Prepare Report of Accountability for Accountable Forms (RAAF)
12. Sign Student Clearance

**DISBURSEMENT OFFICER**

1. Oversee all disbursing functions and activities.
2. Manage and safe-keep checks and control its usage.
3. Prepare checks when needed.
4. If needed, prepare List of Due and Demandable Accounts Payable-Advice to Debit (LDDAP-ADA)
5. Verify correctness of printed checks and LDDAP-ADA
6. Prepare cash advance and pay-out cash payrolls.
7. Prepare Report of Checks Issued (RCI), Report of Disbursements (RD) and Report of Advice to Debit Account Issued (RADAI).
8. Submit RCI, RD, and RADAI to the unit head for approval.
9. Prepare Report of Accountability for Accountable Forms (RAAF).
10. Monitor and update bonded officials.
11. Perform other tasks that may occur from time to time.

**SUB-COLLECTION OFFICER**

1. Acquire new set Official Receipts from collection officer (CO).
2. Log in to the collection system.
3. Encode new OR series.
4. Require new assessment slip from payer.
5. Input necessary data into the system.
6. Receive payment in form of cash, acceptable check, debit card or direct payment.
7. Print and issue official receipt.
8. Prepare List of Payers.
9. Do cash count.
10. Sort out copies of ORs.
11. Submit ORs, Report & collections to Collection Officer.
12. Prepare Report of Accountability for Accountable Forms (RAAF)
13. Sign student clearance.

**RECEIVING/  
RELEASING CLERK**

1. Verify completeness of attachments and signatures of incoming disbursement vouchers (DV) and payrolls.
2. Receive DV and payrolls.
3. Sort DVs and payrolls by fund and attach progression slip.
4. Release checks approved for payment.
5. Stamp paid on the DV, its attachments and sort by fund.
6. Receive and file incoming documents.
7. Submit RD, RCI, RADAI, RAAF and other reports to concerned offices.
8. File, maintain and manage all cashiering documents.
9. If needed, verify correctness of printed checks and LDDAP-ADA.
10. If needed, prepare Report of Checks Issued (RCI), Report of Disbursements (RD) and Report of Advice to Debit Account Issued (RADAI).
11. Perform other tasks that may occur from time to time.

**PETTY CASH  
CUSTODIAN**

1. Establish/replenish approved amount of Petty Cash Fund.
2. Receive approved Petty Cash Voucher (PCV) with corresponding attachments.
3. Pay-out PCVs to accountable staff.
4. Require prompt liquidation of PCV by the accountable staff.
5. Record in pen daily petty cash transactions to the Petty Cash Disbursement Record.
6. Prepares Petty Cash Replenishment Report.
7. If needed, verify correctness of printed checks and LDDAP-ADA.
8. Perform other tasks that may occur from time to time.

**CASH DISBURSING  
OFFICER**

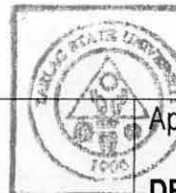
1. Receive and sort by fund payrolls.
2. Prepare cash advance voucher per fund.
3. Pay-out payrolls.
4. Register by pen all transactions to Cash Disbursement Record (CDR).
5. Prepare Report of Disbursement and Liquidation Report within 30 days of CA.
6. Sign and submit to accounting office.
7. Manage and control office supplies.
8. Perform other tasks that may occur from time to time.

**(3) CHECK DISBURSING  
STAFF**

1. Verify completeness of attachments and signatures of incoming disbursement vouchers (DV) and payrolls.
2. Receive disbursement vouchers and payrolls.
3. Sort DVs and payrolls by fund and attach progression slip.
4. Prepare checks using computerized check disbursement system.
5. Release checks approved for payment.
6. Stamp paid on the DV, its attachments and sort by fund.
7. Prepare LDDAP-ADA.
8. Record in pen all daily checks and LDDAP-ADA transactions to their respective Check Disbursement Record.
9. Prepare proof list and DV when necessary.
10. Rout DVs, checks, LDDAP-ADA and other documents for approval.
11. Perform liaison activities and functions.



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Approved by:

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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b> | <b>TSU-CAS-05-03</b>                       |                    |
|   | Section: Cashiering Unit                   | <b>Effectivity Date: February 15, 2019</b> |                    |
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## Section 4. DUTIES AND RESPONSIBILITIES

### 4.1 Unit Head

- Supervise all activities and functions of the unit.
- Sign and approve checks
- Verify correctness and sign records and reports.
- Prepare accomplishment report.

### 4.2 Collection Officer

- Confirm encoded new series of Official Receipts (OR).
- Receive reports and cash from collectors.
- Sort-out and arrange bills and checks
- Allocate bills and checks per fund/account.
- Prepare deposit slips by fund/account and deposit to BOT and GSB.
- Obtain the following reports from computerized collection system: List of Collectors; Summary of Collections by Funds, By Accounts and by Sub-accounts.
- Prepare Report of Collection and Deposit (RCD).
- Attached deposit slip and reports obtained from computerized collection system.
- Register by pen transaction to Cash Receipts Record (CRR)
- Submit CRR and RCD to unit head for verification and approval.
- Prepare Report of Accountability for Accountable Forms (RAAF)
- Sign student clearance.

### 4.3 Sub-Collection Officer

- Acquire new set of OR series from the collection officer (CO).
- Log in to the collection system.
- Encode new OR series.
- Require assessment slip from payer.
- Input necessary data into the system.
- Receive payment in form of cash, acceptable check, debit card or direct payment.
- Print and issue official receipt.
- Prepare List of Payers.
- Do Cash Count.
- Sort out copies of ORs.
- Submit ORs, reports, and collections to CO.
- Prepare Report of Accountability for Accountable Forms (RAAF)
- Sign student clearance.

### 4.4 Disbursing Officer

- Oversee all disbursing functions and activities.
- Manage and safe-keep checks and control its usag

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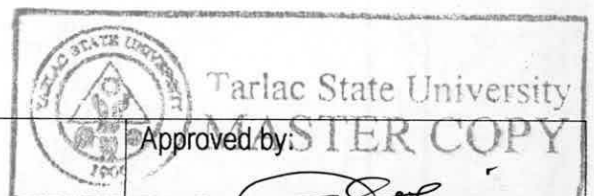
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Head, Cashiering Unit

Reviewed by:

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Director, Finance Office

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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-CAS-05-03**

Section: Cashiering Unit

**Effectivity Date: February 15, 2019**

Subject: Duties and Responsibilities

**Revision: 00**

**Page 2 of 3**

- Prepare checks when needed.
- If needed prepare List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA).
- Verify correctness of printed checks and LDDAP-ADA.
- Prepare cash advance and pay-out cash payrolls.
- Prepare Report of Checks Issued (RCI), Report of Disbursements (RD) and Report of Advice to Debit Account Issued (RADAI).
- Submit RCI, RD and RADAI to the unit head for approval.
- Prepare Report of Accountability for Accountable Forms (RAAF).
- Monitor and update bonded officials.
- Perform other tasks that may occur from time to time.

**4.5 Receiving and Releasing Clerk**

- Verify completeness of attachments and signatures of incoming disbursement vouchers (DV) and payrolls.
- Receive disbursement vouchers and payrolls.
- Sort DVs and payrolls by fund and attach progression slip.
- Release checks approved for payment.
- Stamp paid on the DV, its attachments and sort by fund.
- Receive and file incoming documents.
- Submit RD, RCI, RADAI, RAAF and other reports to concerned offices.
- File, maintain and manage all cashiering documents.
- If needed verify correctness of printed checks and LDDAP-ADA.
- Perform other tasks that may occur from time to time.

**4.6 Petty Cash Custodian**

- Establish/replenish approved amount of Petty Cash Fund.
- Receive approved Petty Cash Voucher (PCV) with corresponding attachments.
- Pay-out PCVs to accountable staff.
- Require prompt liquidation of PCV by the accountable staff.
- Record in pen daily petty cash transactions to the Petty Cash Disbursement Record.
- Prepares Petty Cash Replenishment Report.
- If needed verify correctness of printed checks and LDDAP-ADA.
- Perform other tasks that may occur from time to time.

**4.7 Cash Disbursing Officer**

- Receive and sort by fund various payrolls.
- Prepare cash advance voucher per fund.
- Pay-out payrolls.
- Register in pen all transactions to Cash Disbursement Record (CDR).
- Prepare Report of Disbursement and Liquidation Report within 30 days of CA.
- Sign and submit to accounting office.



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**TSU-CAS-05-03**

Section: Cashiering Unit

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**Page 3 of 3**

- Manage and control office supplies.
- Perform other tasks that may occur from time to time.

**4.8 Check Disbursing Staff 1**

- If needed verify completeness of attachments and signatures of incoming disbursement vouchers (DV) and payrolls.
- If needed receive disbursement vouchers and payrolls.
- If needed sort DVs and payrolls by fund and attach progression slip.
- If needed release checks approved for payment.
- If needed stamp paid on the DV, its attachments and sort by fund.
- If needed rout DVs, checks, LDDAP-ADA and other documents for approval.
- Prepare checks using the computerized check disbursement system.
- Prepare LDDAP-ADA.
- Perform other tasks that may occur from time to time.

**4.9 Check Disbursing Staff 2**

- If needed verify completeness of attachments and signatures of incoming disbursement vouchers (DV) and payrolls.
- If needed receive disbursement vouchers and payrolls.
- If needed sort DVs and payrolls by fund and attach progression slip.
- If needed release checks approved for payment.
- If needed stamp paid on the DV, its attachments and sort by fund.
- If needed prepare checks using the computerized check disbursement system.
- If needed prepare LDDAP-ADA.
- If needed rout DVs, checks, LDDAP-ADA and other documents for approval.
- Record in pen all daily check and LDDAP-ADA transactions to their respective Check Disbursement Record.
- Perform other tasks that may occur from time to time.

**4.10 Check Disbursing Staff 3**

- If needed verify completeness of attachments and signatures of incoming disbursement vouchers (DV) and payrolls.
- If needed receive disbursement vouchers and payrolls.
- If needed sort DVs and payrolls by fund and attach progression slip.
- If needed release checks approved for payment.
- If needed stamp paid on the DV, its attachments and sort by fund.
- Prepare proof list and DV when necessary.
- Rout DVs, checks, LDDAP-ADA and other documents for approval.
- Perform liaison activities and functions.
- Perform other tasks that may occur from time to time.



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

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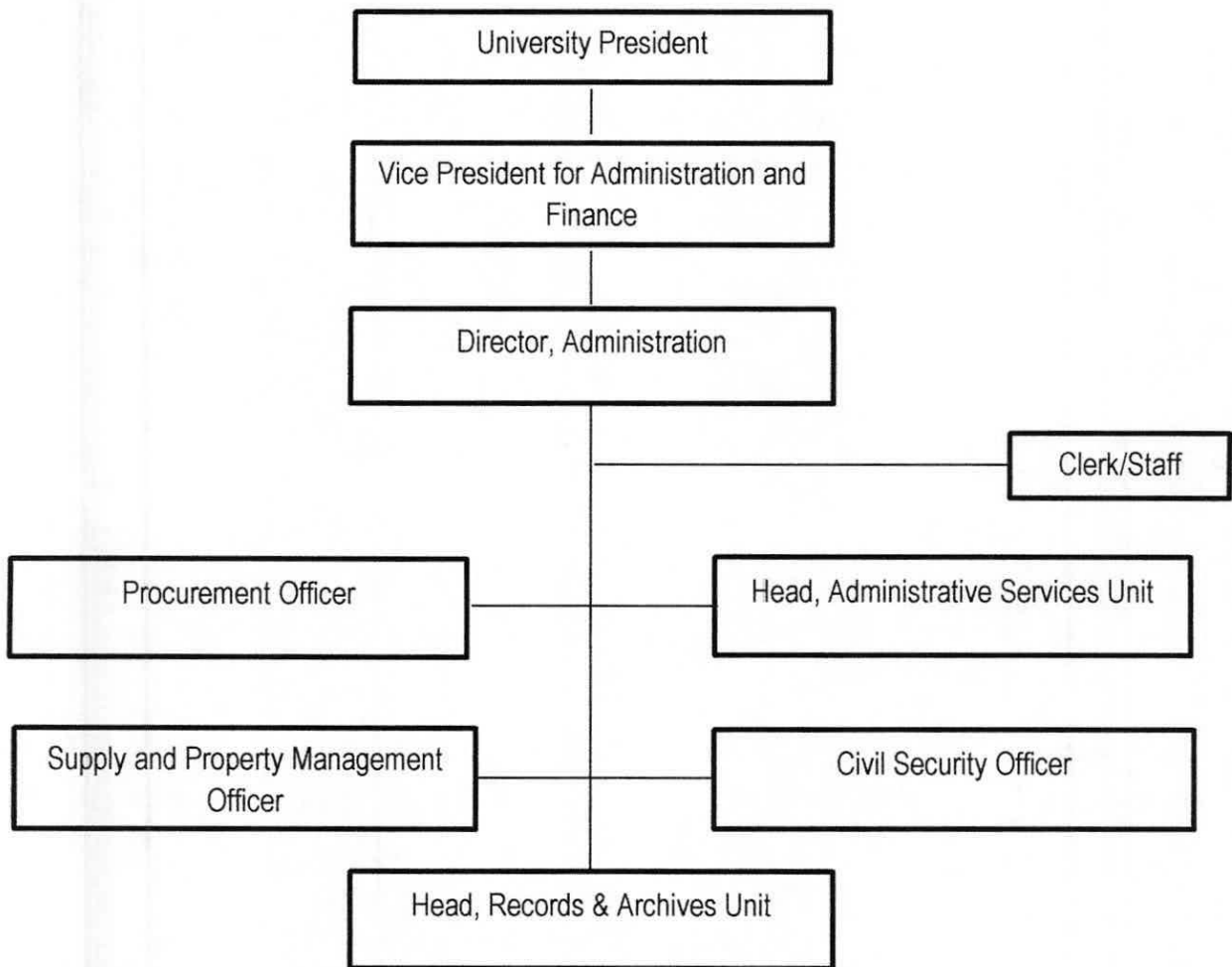
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Subject: Organizational Structure

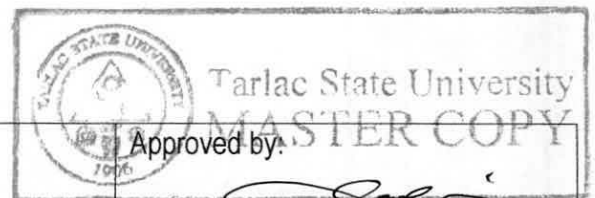
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**Section 2. ORGANIZATIONAL STRUCTURE**



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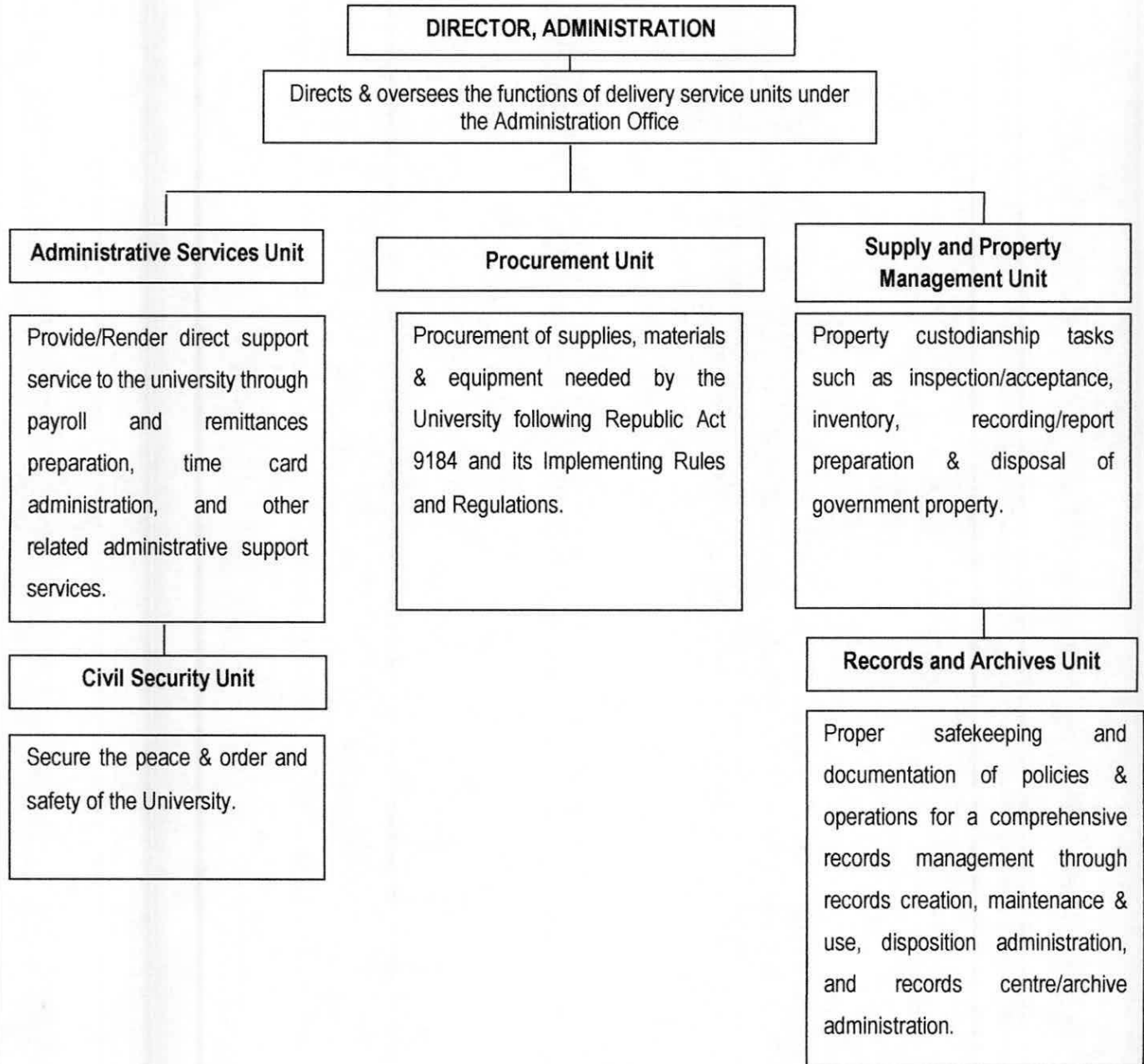
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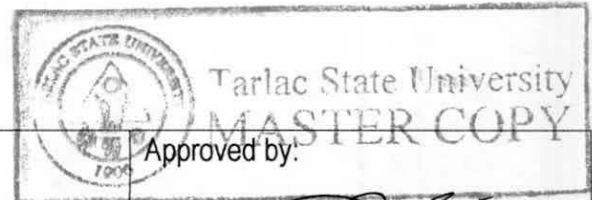
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**Section 3. FUNCTIONAL CHART**



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## Section 4. DUTIES AND RESPONSIBILITIES

### 4.1 Director

1. Directs and oversees the functions and delivery of service of the Administrative Services Unit, Records Management Unit, Procurement Unit, Supply and Property Mangement Unit, and Civil Security Unit.
2. Assists the Vice President for Administration and Finance in initiating and formulating adminisitrative policies and other administrative related activities of the University;
3. Recommends for approval the renewal of Contracts of Job Order Personnel;
4. Participates in reclassification and creation of plantilla positions for non-teaching;
5. Sits as member of the Scholarship Committee, Personnel Selection Board, Investigation Committee and other committee works that may be assigned by the Vice Prsident for Administration and Finance or the President; and
6. Perform other functions as directed by the Vice President for Administration and Finance.

### 4.2 Procurement Officer

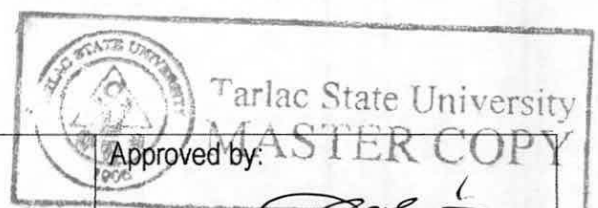
1. Supervises and administers various activities of the Unit.
2. Checks and monitor status of various purchases of the University, in accordance to the government rules and regulations.
3. Prepares monthly, quarterly and accomplishment /monitoring reports for all projects processed.
4. Coordinates mode of procurement to be used to the Bids and Awards Committee.
5. Timely posting of reportorial requirements at the TSU website and PhilGEPS and other regulatory government agency.
6. Annual submission of APCPCI which will be prepared monthly.
7. Monitors procurement activities and milestones for proper reporting.

### 4.3 Head, Administrative Services Unit

1. Contributes to the efficient and effective direct support service to the University through the supervision on the preparation of payrolls and remittances, time card and administration, and other related administrative support services.
2. Monitors and supervises the administrative services unit.
3. Reviews and checks special order of lecturers/part-timers and faculty's honorarium load (as to number of students/compliances to benchmark) /loadings.
4. Administers sworn and subscribes documents of the academic and non-academic personnel of the university.



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5. Certifies payrolls and vouchers of academic and non-academic personnel with plantilla items (Basic Salaries including Step Increments, Standard and Specific Purpose Allowances and Benefits, incentives, and other allowances, benefits and incentives as may be authorized by the law and President. of the Philippines), Proportional Vacation pay for Faculty, Salaries of Job Orders charged to regular fund or income, and Magna carta benefits.
6. Certifies prooflist.
7. Certifies vouchers for payments of mandatory contribution such as GSIS, HDMF, Philhealth and remittances of deductions.
8. Certifies other payrolls such as terminal and gratuity pay, salary differentials, maternity leave pay, faculty scholars (tuition fees, book, stipend), ISSF - WAP (hospitalization benefits).
9. Certifies vouchers for bills payment.
10. Certifies monthly income and deductions of regular faculty and personnel as well as job orders for loan purposes.
11. Supervises and monitors documents printed in the printing press.

#### 4.4 Supply and Property Management Officer

1. Monitors deliveries, issuances and inspections of supplies, materials and equipment.
2. Supervises actual physical inventory of property, plant and equipment.
3. Directs the conduct of inventory and inspection of unserviceable property and waste material report by end-users.
4. Directs the conduct of actual disposal of unserviceable property.
5. Checks recording and posting of deliveries and issuances.
6. Evaluates documents needed for payments.
7. Checks and submits various reports.
8. Assumes full responsibility on the custody and safekeeping of property management.
9. Supervises all other activities engaged in various supply and property management.
10. Recommends improvements and policy procedures in property custodianship.

#### 4.5 Civil Security Officer

1. Provides leadership and direction in all activities in the unit
2. Ensures the full implementation of security policies and objectives.
3. Conducts regular inspection of all guard post and security guard on duty.
4. Ensures that all regulatory requirements of all security guards are updated.
5. Ensures the safety, security, and protection of persons and properties.
6. Responds to Emergency.
7. Submits required reports to the office of the Vice President and other agencies.
8. Supervises the maintenance of Peace and Order.
9. Rates the performance of all security guards of the Tarlac State University;
10. Prepares changes in the deployment of security guards in case of emergency or other related circumstances;
11. Submits report on violation of school policies at the Student Development Office.



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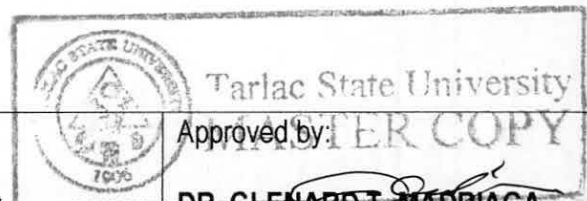
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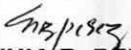
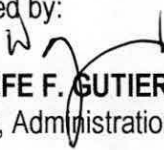

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#### 4.6 Head, Records and Archives Unit

Responsible for planning, developing, prescribing, disseminating and enforcing policies, rules and regulations and coordinating University-wide records management programs. As such, duties and responsibilities are as follows:

1. To ensure compliance of the RA 9470 with respect to the records creation, records maintenance and use, transmission, retention and records disposition;
2. To supervise the overall operations of Records and Archives Unit.
3. To coordinate with the National Commission on Culture and Arts (NCCA) relative the provisions on conservation and preservation of Archival belongings and other Issuances pertaining to Records and Information Management;
4. To supervise the Archivist in setting up the University Archive;
5. To head in the preparation of the University Disaster Prevention Program on Records and Archives as well as the Disaster Response Plan;
6. To prepare and implement a continuous improvement of Policies & Procedure in Records and Archives so as to achieve adequate and proper documentation of transactions in the University;
7. To act as the RMIC co-chair present to the Records Management and Improvement Committee (RMIC) Chair matters for discussion before a meeting is scheduled;
8. To act as the overall Freedom of Information Officer of the University additional duties and responsibilities are as follows:
  - a. Consolidate and submit FOI Reports to concerned agencies (whether electronic or manual) and do the posting requirements;
  - b. Keep abreast of revisions, amendments, new issuances pertinent to FOI;
  - c. Serve as the Contact Person of the University in relation to FOI;
9. To act as the Date Privacy Act (DPA) Committee member;
10. To submit reports relative the functions of the office;

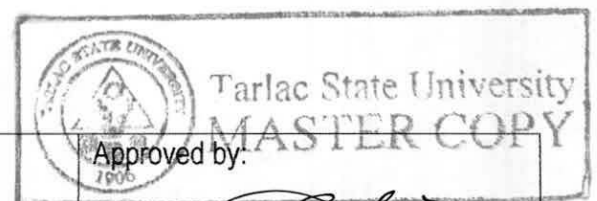


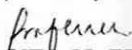
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|   | Subject: Quality, Environment, Health and Safety Objectives | <b>Revision: 00</b>                        | <b>Page 1 of 1</b> |


**Section 1. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**

- To process payroll within appropriate time frames and comply with relevant laws, policies, rules and regulations.
- To timely remit contributions and payroll deductions.
- To prepare payment vouchers for bills and utilities within prescribed time frames while observing due dates.
- To collect Daily Time Records and Certificate of Service within prescribed time.
- To provide fast and timely printing/reproduction of various documents and forms needed by the University.
- To prepare and submit needed reports on or before the set deadlines or within the prescribed time frames.
- To respond to client's inquiries and request within prescribed time frames and obtain an average customer satisfaction rating of at least 80%
- To ensure compliance to environmental laws and regulations and undertake continual improvement of its working environment to prevent work related injuries and occupational diseases among its employees.



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-ASU-07-01**

Section: Administrative Services Unit

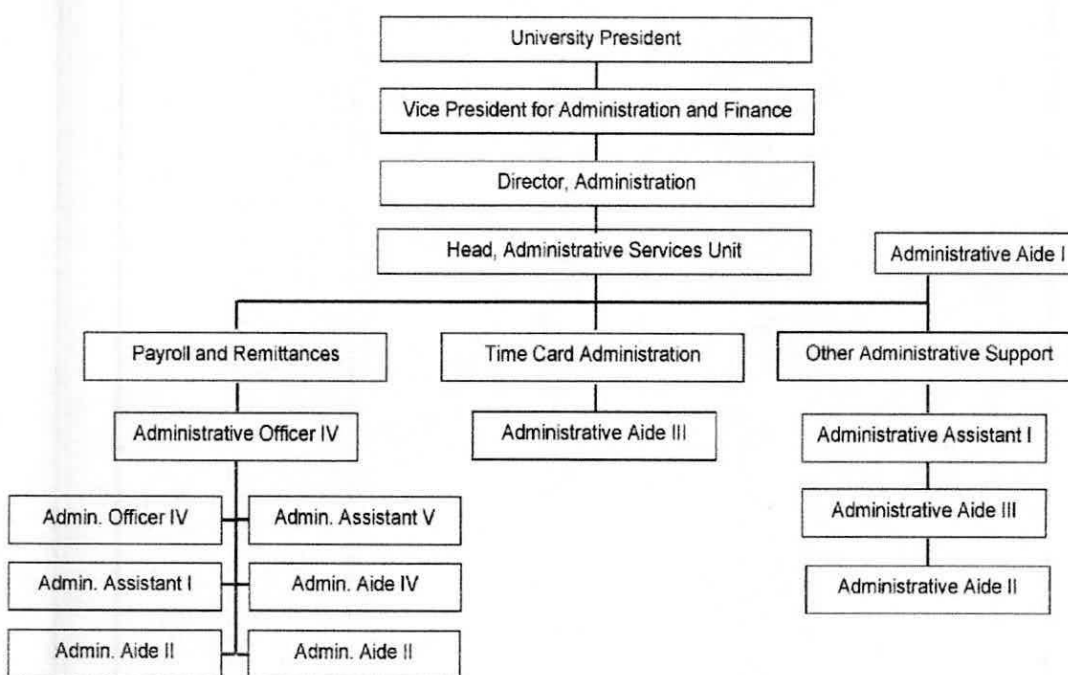
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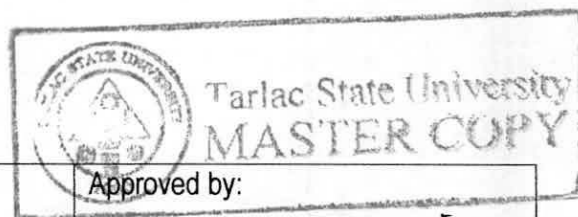
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**Section 2. ORGANIZATIONAL STRUCTURE**



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-ASU-07-02**

Section: Administrative Services Unit

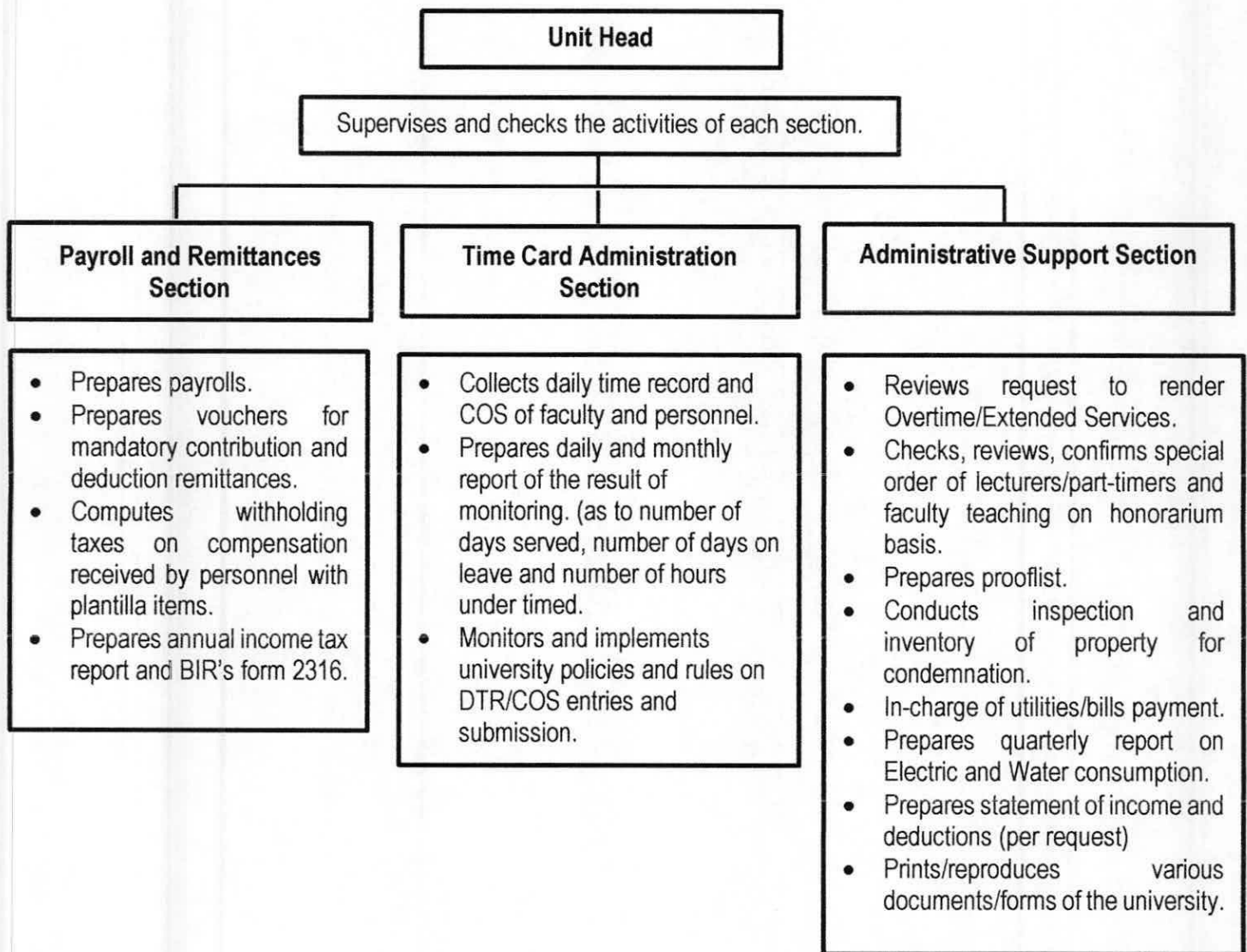
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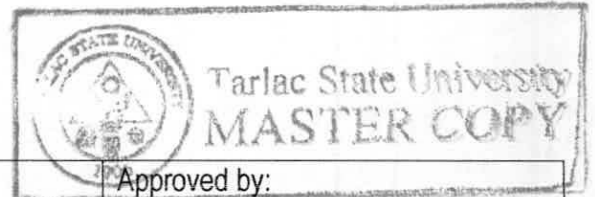
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**Section 3. FUNCTIONAL CHART**



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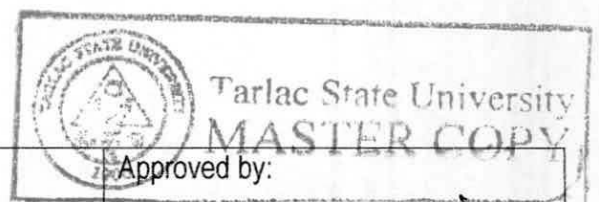
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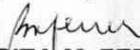
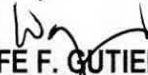

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**Section 4. DUTIES AND RESPONSIBILITIES**

**Unit Head**

- Contributes to the efficient and effective direct support service to the University through the supervision on the preparation of payrolls and remittances, time card and administration, and other related administrative support services.
- Monitors and supervises the administrative services unit.
- Reviews and checks special order of lecturers/part-timers and faculty's honorarium load (as to number of students/compliances to benchmark) /loadings.
- Administers sworn and subscribes documents of the academic and non-academic personnel of the university.
- Certifies payrolls and vouchers of academic and non-academic personnel with plantilla items (Basic Salaries including Step Increments, Standard and Specific Purpose Allowances and Benefits, incentives, and other allowances, benefits and incentives as may be authorized by the law and President. of the Philippines), Proportional Vacation pay for Faculty, Salaries of Job Orders charged to regular fund or income, and Magna carta benefits.
- Certifies prooflist.
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- Certifies other payrolls such as terminal and gratuity pay, salary differentials, maternity leave pay, faculty scholars (tuition fees, book, stipend), ISSF - WAP (hospitalization benefits).
- Certifies vouchers for bills payment.
- Certifies monthly income and deductions of regular faculty and personnel as well as job orders for loan purposes.
- Supervises and monitors documents printed in the printing press.

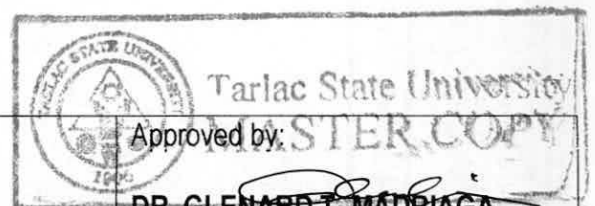


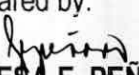


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|   | Section: Supply and Property Management Unit                | <b>Effectivity Date: February 15, 2019</b> |                    |
|   | Subject: Quality, Environment, Health and Safety Objectives | <b>Revision: 00</b>                        | <b>Page 1 of 1</b> |

**Section 1. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**

- 1.1 Achieve 100% accuracy and completeness in the receiving of the deliveries of goods and services from Suppliers as per specifications;
- 1.2 Maintain orderly and systematic acceptance and warehousing of goods, protecting and safekeeping inventories against theft, fire and detonation;
- 1.3 Maintain accurate inventory records and control to ensure that correct goods and services are issued as requested by end-users;
- 1.4 Maintain complete recording and systematic transfer of custodianship of property from one end-user to another;
- 1.5 Achieve 100% accuracy in checking the integrity of property custodianship through systematic physical count;
- 1.6 Ensure that the government recovers fair return from the disposal of unserviceable property;
- 1.7 Achieve 100% timely and accurate submission of report as required by the administration and other offices.
- 1.8 Committed to continually improve its services compliant to the statutory and regulatory requirements for the utmost satisfaction of its valued clients and suppliers.
- 1.9 The office seeks to secure the healthy and safe working conditions to prevent injury and health of its employees, students, guest and suppliers.
- 1.10 Seeks to reduce the impact to the environment of the different equipment issued to the other employees through monitoring their estimated useful life.
- 1.11 Ensures the proper handling of hazardous materials with the review and issuance of safety data sheets for the information and safety of the personnel.
- 1.12 Information dissemination for the awareness of personnel on the emergency preparedness of the office the university.
- 1.13 Identification and assessment of risks and different job hazards of personnel and providing the necessary action to address the problems.



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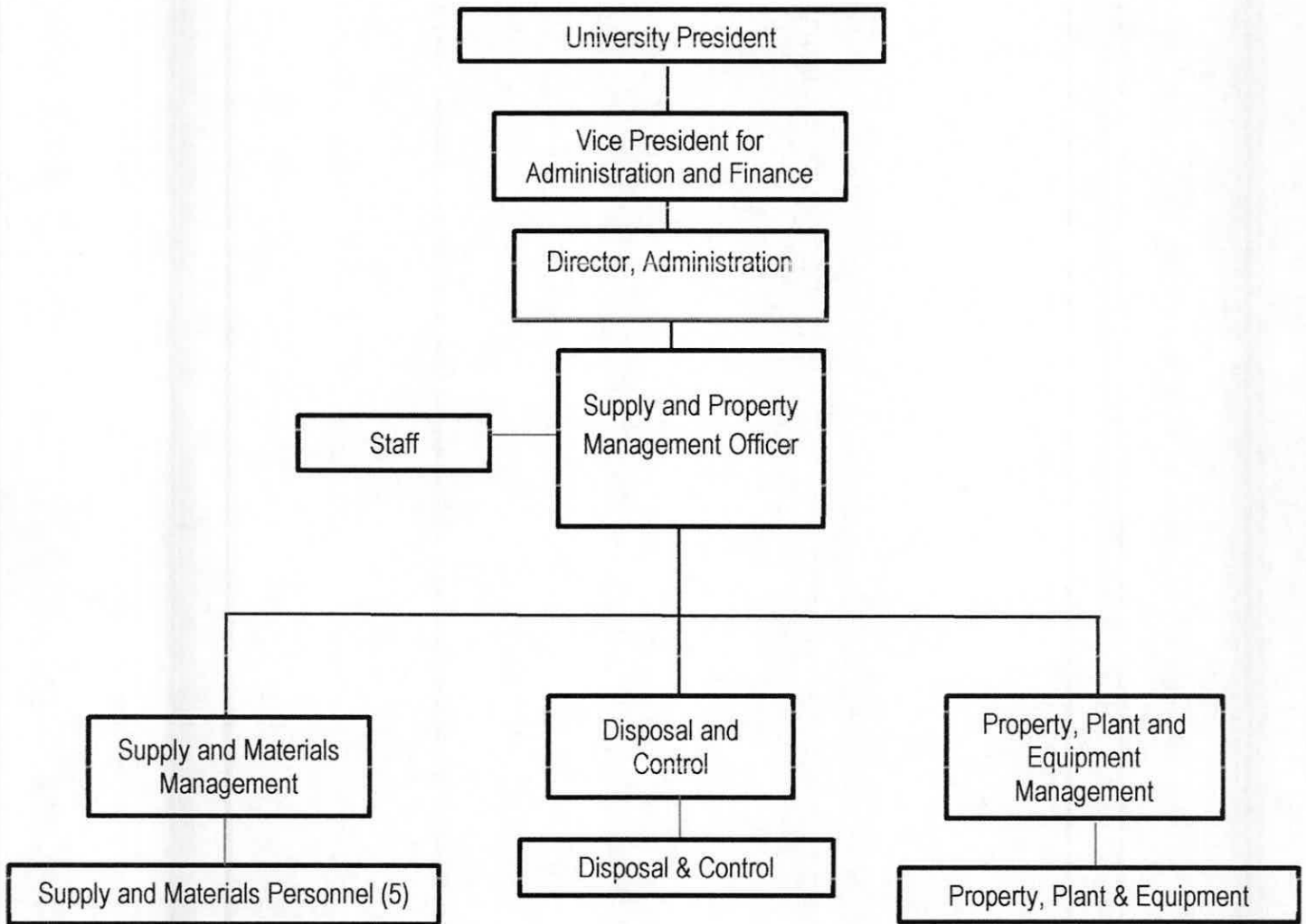
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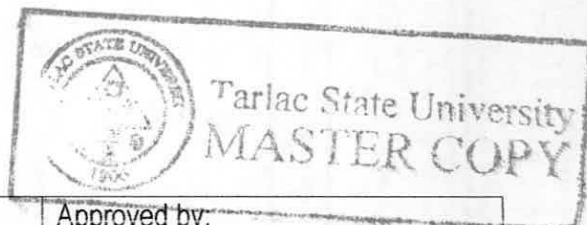
Section: Supply and Property Management Unit  
Subject: Organizational Structure

**Effectivity Date: February 15, 2019**  
**Revision: 00**      **Page 1 of 1**

**Section 2. ORGANIZATIONAL STRUCTURE**



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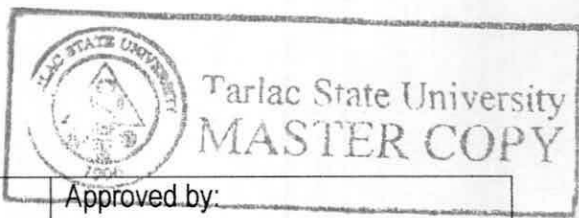
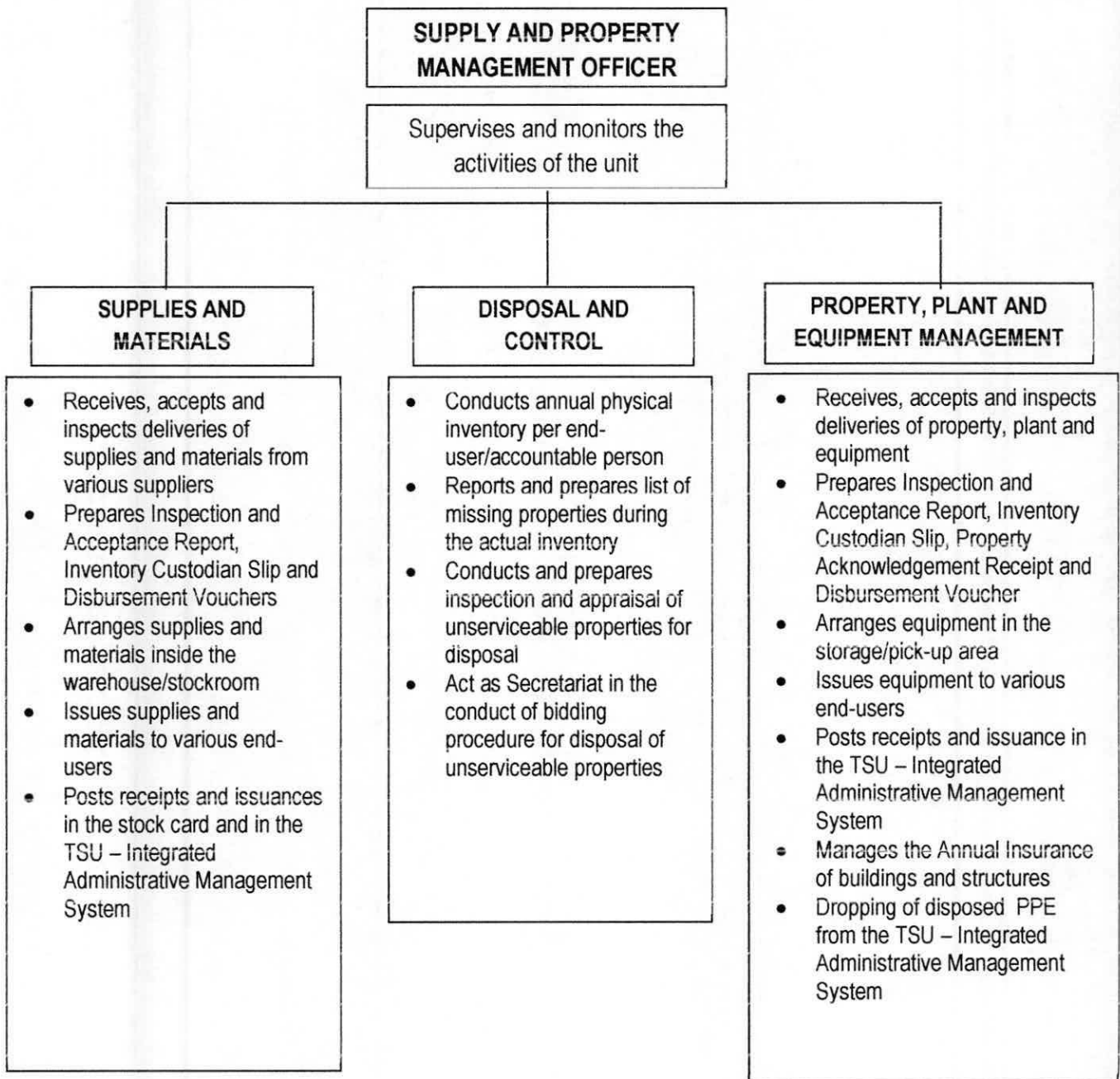
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**Section 3. FUNCTIONAL CHART**



|  |  |  |
|--|--|--|
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|   | Section: Supply and Property Management Unit | <b>Effectivity Date: February 15, 2019</b> |                    |
|   | Subject: Duties and Responsibilities         | <b>Revision: 00</b>                        | <b>Page 1 of 6</b> |

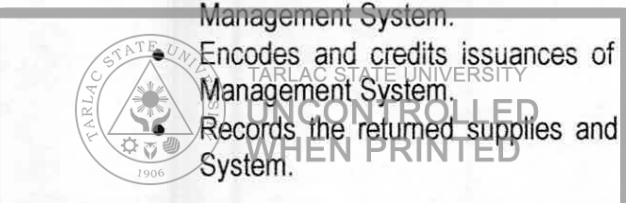
## Section 4. DUTIES AND RESPONSIBILITIES

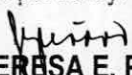
### 4.1 Supply and Property Management Officer

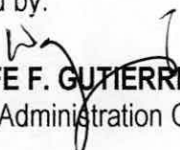
- Monitors deliveries, issuances and inspections of supplies, materials and equipment.
- Supervises actual physical inventory of property, plant and equipment.
- Directs the conduct of inventory and inspection of unserviceable property and waste material report by end-users.
- Directs the conduct of actual disposal of unserviceable property.
- Checks recording and posting of deliveries and issuances.
- Evaluates documents needed for payments.
- Checks and submits various reports.
- Assumes full responsibility on the custody and safekeeping of property management.
- Supervises all other activities engaged in various supply and property management.
- Recommends improvements and policy procedures in property custodianship.


### 4.2 Supplies and Materials Personnel 1


- Checks, receives and records Purchase Order and Work Order from the Procurement Unit.
- Accepts delivery of supplies & materials from the receiving officer for storage in the warehouse:
  - Office supplies
  - Computer supplies and materials
  - Laboratory supplies and materials (chemical, medical, dental, etc.)
  - Cleaning materials
  - Construction materials
    - Electrical materials
    - Hardware/Lumber
    - Painting materials
    - Plumbing materials
    - Masonry materials
    - Glassworks (doors and windows)
  - Electronics
  - Machine parts (photocopier, other mechanical equipment parts)
  - Auto supplies and materials
- Prepares Inspection and Acceptance Report (IAR) for supplies and materials.
- Forwards Purchase order, Work Order with IAR and other attachments to SPMU personnel in charge for the preparation of Disbursement Voucher.
- Encodes and records deliveries of supplies and materials in the TSU-Integrated Administrative Management System.
- Encodes and credits issuances of supplies and materials in the TSU-Integrated Administrative Management System.
- Records the returned supplies and materials in the TSU-Integrated Administrative Management System.



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- Prepares and submits Monthly Report of Supplies and Materials Issued (MRSMI) and Monthly Report of Inventory (MRI).

**SUPPORT FUNCTIONS:**

- Monitors delivered and undelivered PO and WO.
- Supervises the arrangement of supplies and materials in the warehouse.
- Files Requisition and Issue Slip and Inspection and Acceptance Report.
- Submits Monthly Accomplishment Report.
- Functions as IMS Document Control Coordinator.

**4.3 Supplies and Materials Personnel 2**

- Receives and checks deliveries of hardware and construction materials from the suppliers in conformity with the given specifications in the PO/WO.
- Requests inspection from the inspection committee to conduct the inspection procedure on the newly delivered hardware and construction materials.
- Arranges inventory items in the warehouse in accordance with the storage plan.
- Protects and safe keeps inventories in the warehouse against theft, fire and detonation.
- Receives returned excess/unused/issued hardware and construction materials from end-user which are no longer needed and can be transferred to another end-user.
- Issues Notice to Prepare Requisition and Issue Slip (RIS)
- Receives, reviews and checks the Requisition and Issue Slip (RIS) from the different end-user as to the completeness of information.
- Issues hardware and construction materials thru RIS.
- Records/posts deliveries and issuances of hardware and construction materials on stock card.
- Prepares Disbursement Voucher for payment of complete delivered Purchase Order and Work Order of hardware and construction Materials.
- Prepares and submits of Monthly Accomplishment Report.

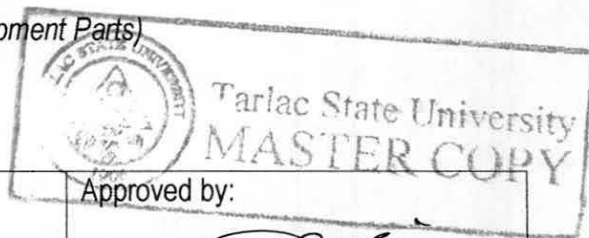
**4.4 Supplies and Materials Personnel 3**

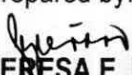

- Maintains cleanliness and orderliness of the warehouse.
- Maintains proper arrangement and storage of the following stocks:
  - Electrical Materials
  - Hardware Materials
  - Painting Materials
  - Plumbing Materials
  - Masonry Materials
  - Glass Works (*Doors and Windows*)



➤ Electronics  
 ➤ Machine Parts (*Photocopiers, other Mechanical Equipment Parts*)  
 ➤ Auto Supplies and Materials

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- Assists in the receiving and issuance of construction materials, purified drinking water and other supplies & materials.
- Protects and safe keeps inventories in the warehouse against theft, fire and detonation.

**4.5 Supplies and Materials Personnel 4**

- Assists in the receiving of deliveries of PPEs, supplies and materials.
- Assists in the issuance of PPEs, supplies and materials.
- Routes Disbursement Voucher of Purchase Order & Work Order for signature of proper authority and for processing of Accounting Unit.
- Prepares and routes request for inspection of deliveries.
- Prepares and routes Notice to Prepare Requisition & Issue Slip and Notice on Delivered Equipment.
- Maintains cleanliness and orderliness of the warehouse.

**4.6 Supplies and Materials Personnel 5**

- Assists in receiving of deliveries of Office Supplies and Materials from various suppliers in conformity with the given specifications in the PO/WO.
- Prepares Request for Inspection to conduct the Inspection Procedure on deliveries of Supplies and materials.
- Arranges the Inventory items in the warehouse in accordance with the storage plan.
- Protects and safe keep inventories in the warehouse against theft, fire and detonation.
- Receives returned excess/unused/issued supplies and materials from end-user which are no longer needed and can be transferred to another end-user.
- Issues a Notice to Prepare Requisition and Issue Slip for Supplies and Materials to the end-user.
- Assists in receiving, reviewing and checking of Requisition and Issue Slip (RIS) from different end-user as to the completeness of information.
- Assists in issuance of supplies and materials to the different end-user.
- Records the deliveries and issuances of supplies and materials in the stock card.
- Assists in the encoding & crediting issuance of supplies and materials in the Inventory System.
- Prepares Inventory and Custodian Slip of Supplies and Materials.
- Submits a Monthly Accomplishment Report.

**4.7 Property, Plant and Equipment Personnel 1**

- Accepts deliveries of property, plant and equipment.

- Office Equipment
- Furniture's and Fixtures
- IT Equipment/Software
- Library Books
- Machineries
- Communication Equipment
- Fire Fighting Equipment
- Sports Equipment
- Technical and Scientific Equipment
- Motor Vehicles
- PPE – Semi Expendable
- Other Property, Plant and Equipment



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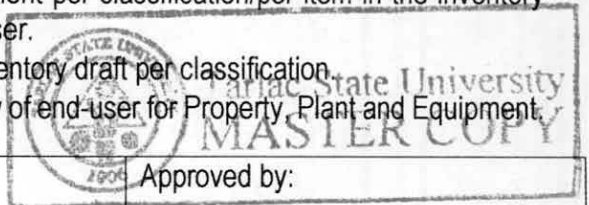
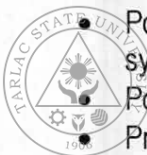
- Prepares Inspection and Acceptance Report of property, plant and equipment.
- Maintains an effective and efficient storage of equipment.
- Prepares and prints Property Acknowledgement Receipts (PAR) and Inventory Custodian Slip (ICS).
- Issues equipment thru PAR.
- Encodes and records deliveries of property, plant and equipment.
- Prepares/classifies disposal report of condemned property, plant and equipment based on Inventory Report per classification.
- Posts/drops condemned property, plant and equipment per classification/item in the TSU-Integrated Administrative Management System based on I & I Report submitted by the end-user.
- Prepares/prints Individual Summary of Accountability of end-user for Property, Plant and Equipment.
- Prepares Annual Inventory Report of Property, Plant and Equipment per classification.
- Prepares Disbursement Voucher for payment of complete delivered PPEs and semi expendable items.

**SUPPORT FUNCTIONS:**

- Prepares Pull-out Slip of PPE for warranty.
- Prepares Notice to Prepare RIS for Semi-Expendable.
- Prepares Notice of Delivered Equipment for PAR Preparation.
- Prepares Monthly Accomplishment Report.

**4.8 Property, Plant and Equipment Personnel 2**

- Receives deliveries of property, plant and equipment.
  - Office Equipment
  - Furniture's and Fixtures
  - IT Equipment/Software
  - Library Books
  - Machineries
  - Communication Equipment
  - Fire Fighting Equipment
  - Sports Equipment
  - Technical and Scientific Equipment
  - Motor Vehicles
  - PPE – Semi Expendable
  - Other Property, Plant and Equipment
- Prepares Inspection and Acceptance Report of Property, Plant and Equipment.
- Maintains an effective and efficient storage of equipment.
- Prepares and prints Property Acknowledgement Receipts (PAR) and Inventory Custodian Slip (ICS).
- Issues equipment thru (PAR).
- Maintains files of Inventory and Inspection Report of Unserviceable Property.
- Encodes and records deliveries of Property, Plant and Equipment.
- Prepares/classifies Disposal Report of Condemned Property, Plant and Equipment based on Inventory Report per classification.
- Posts/drops condemned property, plant and equipment per classification/per item in the inventory system based on I&I Report submitted by the end-user.
- Posts Property Acknowledgement Receipt in the inventory draft per classification.
- Prepares/prints Individual Summary of Accountability of end-user for Property, Plant and Equipment.



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- Prepares Annual Inventory Report of Property, Plant and Equipment per classification.

**SUPPORT FUNCTIONS:**

- Prepares temporary JEV of PPE submitted to the Accounting Office.
- Posts/credits property, plant and equipment as per end-user thru Property Acknowledgement Receipts (PAR).
- Files Property Acknowledgement Receipts (PAR).
- Prepares Monthly Accomplishment Report.
- Assists in the preparation of deed of donation from different colleges.
- Prepares Disbursement Voucher and other documents for payment of Building Insurance.

**4.9 Property, Plant and Equipment Personnel 3**

- Checks the completeness of supporting documents of Purchase Order and Work Order for the preparation of Disbursement Voucher.
- Prepares Disbursement Vouchers for payment of complete delivered Purchase Order and Work Order of office supplies and materials.
- Routes Property Acknowledgement Receipt and Inventory Custodian Slip for signature of end-users.
- Assists in the receiving of deliveries of PPEs, supplies and materials.
- Assists in the issuance of PPEs, supplies and materials.
- Assists in posting of property stickers on equipment before issuance to end-users.
- Routes Disbursement Voucher of Purchase Order & Work Order for signature of proper authority and for processing of Accounting Unit.
- Routes request for inspection of deliveries.
- Routes Notice to Prepare Requisition & Issue Slip and Notice on Delivered Equipment.

**4.10 Inventory and Disposal Personnel 1**

- Conducts systematic physical count of property plant & equipment per end-user.
- Prepares list of missing properties of end user/s during the actual inventory.
- Inspects the unserviceable properties enumerated in the IIRUP.
- Pull outs unserviceable properties for disposal.
- Arranges unserviceable properties systematically in accordance with the list submitted to the committee.
- Prepares and submits disposal request to the Head of Agency for approval.
- Conducts and prepares inspection and appraisal of unserviceable properties to be disposed.
- Assists the BAC on Disposal in conducting the bidding and in the preparation of documents for auction sale of unserviceable properties/scrap and for other modes of disposal.
- Monitors and assists the withdrawal of unserviceable properties by the winning bidder.
- Monitors and assists the withdrawal of properties for disposal through donation.
- Assists the transfer of properties from one end user to another.
- Assists and/or prepares IIRUP per accountable person.



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**4.11 Inventory and Disposal Personnel 2**

- Prepares and routes inspection of unserviceable properties.
- Prepares and routes list of missing properties of end users during the actual inventory.
- Prepares and routes disbursement vouchers for signature of end users.
- Assists in the conduct of inspection and disposal of unserviceable property for disposal.
- Assists in the conduct of actual physical inventory of property, plant and equipment.
- Assists in the inventory of waste & salvaged materials.
- Assists in the safekeeping of waste, salvaged materials and unserviceable equipment.

**4.12 Staff**

- Assists in receiving deliveries of office supplies and materials from various suppliers in conformity with the given specifications in the POWO.
- Request to the Inspection Committee to conduct the inspection on deliveries of supplies and materials.
- Assists in arranging the inventory items in the warehouse in accordance with the storage plan.
- Issue a Notice to Prepare Requisition and Issue Slip for supplies and materials to the end-user.
- Prepare Disbursement Voucher for payment of complete delivered Purchase Order and Work Order of office supplies and materials.
- Receives and records Purchase Order and Work Order from the Procurement Unit.
- Assigns/records number of the following:
  - Report of Waste Material
  - Requisition & Issue Slip
  - Purchase Order
  - Work Order
  - Permit to Bring Materials/Equipment from one campus to another.
- Routes Inspection and Acceptance Report for signature by the inspector.
- Records and submits Disbursement Voucher of Purchase Order and Work Order to the Accounting Office.
- Prepares Inventory and Custodian Slip of supplies and materials.
- Assists in the encoding & crediting issuance of supplies and materials in the Inventory System.
- Prepares status update of undelivered items and unperformed services.
- Monitors Office Communicator thru Document Management System.
- Files and maintains records properly.
- Performs various clerical tasks.
- Submit a Monthly Accomplishment Report.



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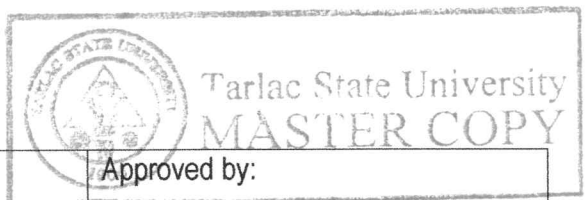
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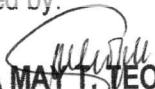
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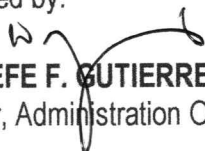
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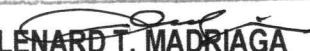
**Section 1. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**

- 1.1 To conduct canvass in such an open manner that potential vendors will be impressed by the fairness of the system and thus be encouraged to furnish competition, which will help ensure that the University to secure the best product at the lowest price at all times.
- 1.2 To encourage competitive purchasing and give due consideration to ethical and quality standards and also to real value rather than price alone.
- 1.3 To establish and build good relations with suppliers.
- 1.4 To purchase the most acceptable quality supplies, equipment and contractual services based primarily on quality and then price.
- 1.5 Achieve zero injuries and illnesses through prevention and risk reduction in the delivery of service.
- 1.6 To comply with all the relevant statutory legislation, approved codes of practice, standards, regulations, and apply established safe working procedures.
- 1.7 To identify hazards and associated risks and also the application of suitable precautionary and control measures and maintain for all employees, safe, pollution free, adequate and suitable health and welfare facilities.
- 1.8 To set targets, monitor & apply best practices and strive continually to improve our environmental health and safety standards

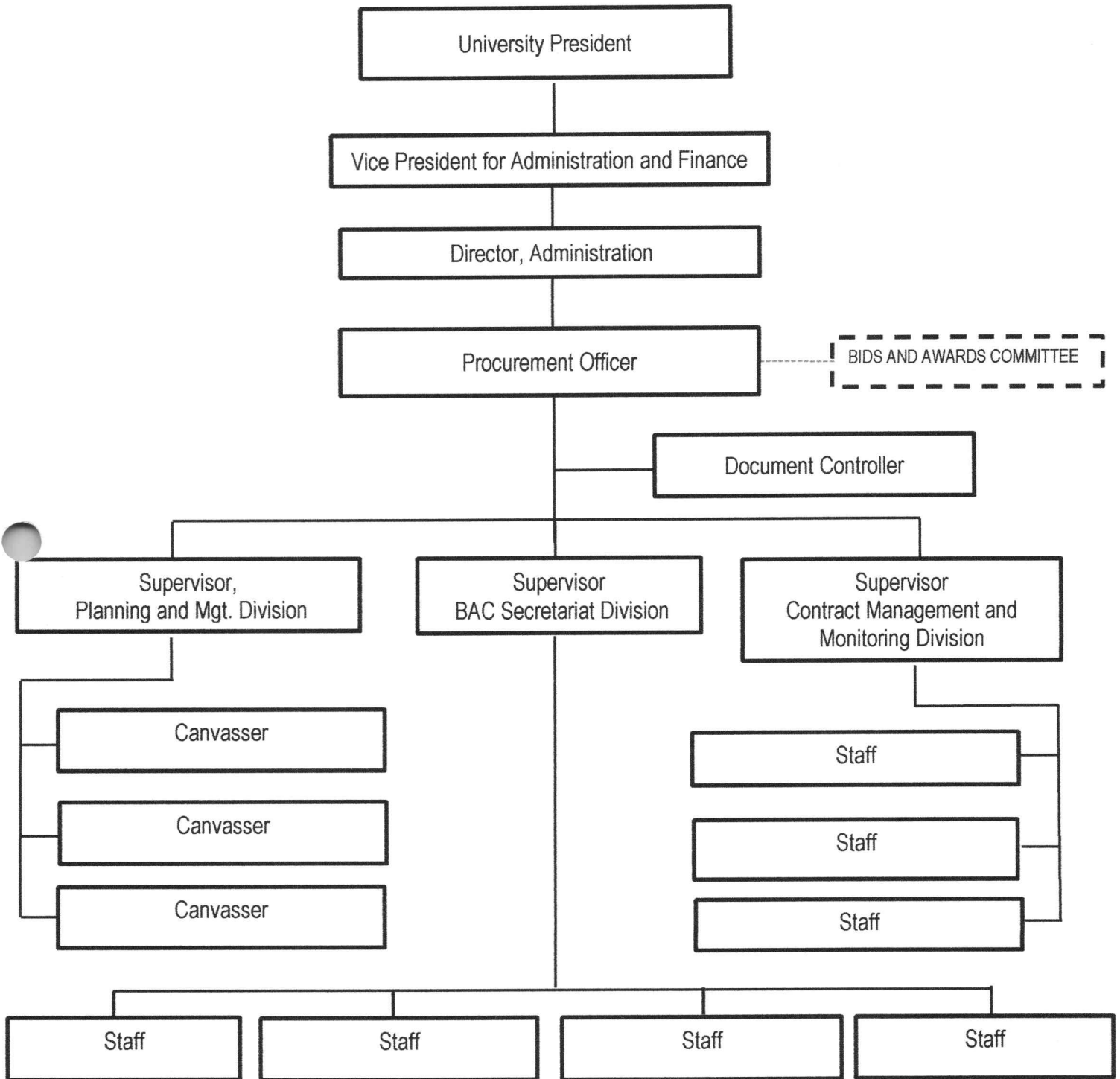


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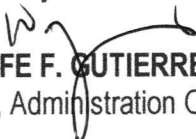
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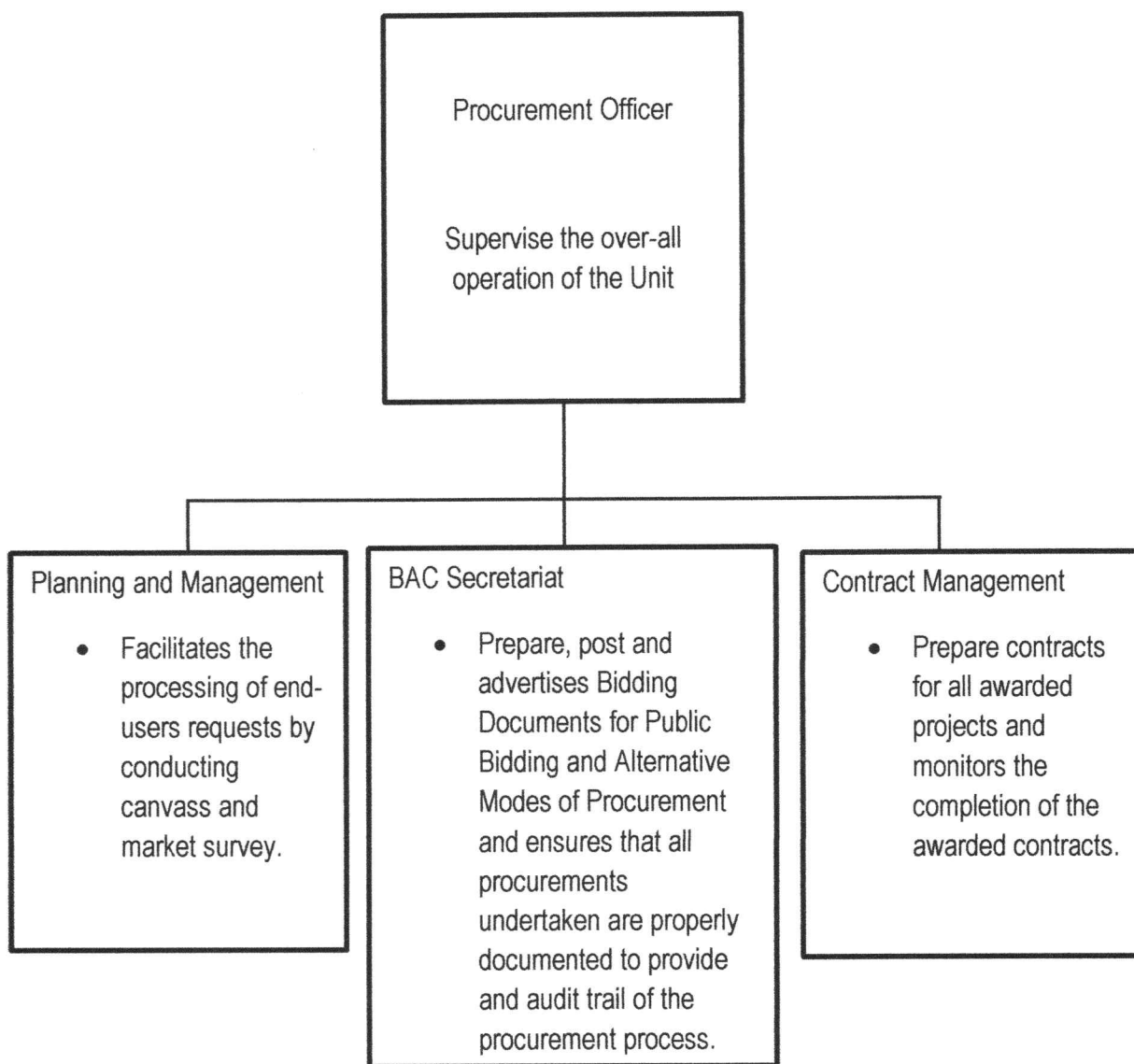
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|   | Section: Procurement Unit                  | <b>Effectivity Date: February 15, 2019</b> |                    |
|   | Subject: Functional Chart                  | <b>Revision: 02</b>                        | <b>Page 1 of 1</b> |

**Section 3. FUNCTIONAL CHART**



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 Procurement Officer

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 Director, Administration Office


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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-PRO-09-03**

Section: Procurement Unit

Effectivity Date: July 26, 2019

Subject: Duties and Responsibilities

Revision: 03

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**Section 4. DUTIES AND RESPONSIBILITIES**

**4.1 Unit Head**

- Supervises and administers various activities of the Unit.
- Checks and monitor status of various purchases of the University, in accordance to the government rules and regulations.
- Prepares monthly, quarterly and accomplishment /monitoring reports for all projects processed
- Coordinates mode of procurement to be used to the Bids and Awards Committee.
- Timely posting of reportorial requirements at the TSU website and PhilGEPS and other regulatory government agency.
- Annual submission of APCPCI which will be prepared monthly and Procurement Monitoring Report per semester.
- Checks and review the Consolidated Annual Procurement Plan.
- Monitors procurement activities and milestones for proper reporting.

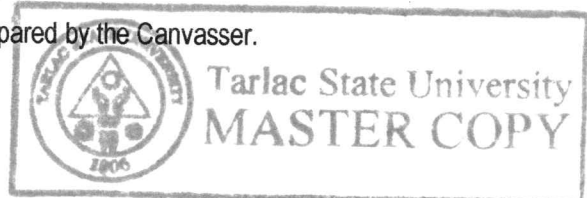
**4.2. Supervisor, Procurement Planning and Management**

- Supervise the processes undertaken by the planning and management division.
- Facilitates the canvass of goods and services undergone alternative mode of procurement.
- Provides technical support and assistance to the BAC for the appropriate procurement method.
- Posting of bid opportunities and awards to the Government procurement portal (Philgeps) for those projects undertaken under alternative mode of procurement.
- Prepares monthly monitoring status report
- Sends RFQs and obtain quotations from qualified suppliers.
- Checks the Abstract of Quotations prepared by the Canvasser.

**4.3. Canvassers**



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Facilitates the canvass of goods and services undergone alternative mode of procurement.

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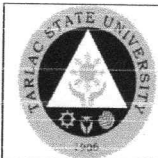
**ELENA MAY T. TEOFILO**  
Head, Procurement Unit

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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-PRO-09-03**

Section: Procurement Unit

**Effectivity Date: July 26, 2019**

Subject: Duties and Responsibilities

**Revision: 03**

**Page 2 of 4**

- Provides technical support and assistance to the BAC for the appropriate procurement method.
- Posting of bid opportunities and awards to the Government procurement portal (Philgeps) for those projects undertaken under alternative mode of procurement.
- Sends RFQs and obtain quotations from qualified suppliers.
- Prepares Abstract of Quotations for evaluation and recommendation of award of Bids and Awards Committee (BAC) and Technical Working Group (TWG).

**4.4 Supervisor, BAC Secretariat**

- Supervises and monitor the activities undertaken by the division.
- Consolidates PPMPs from various units to make them available for review and evaluation by the APP Committee.
- Organizes and makes all necessary arrangements for the BAC meetings and conferences.
- Coordinates schedules PPMP evaluation.
- In-charge in the selling of bidding documents.
- Attends BAC meetings as Secretary.
- Consolidates the PPMP to be assisted by a Committee.
- Take custody of procurement documents and other records.
- Advertise and post bidding opportunities, including Bidding Documents and contract documents.
- Receives and monitoring of PPMP submission (Planning)-consolidation (BAC Sec) for review by the APP Committee.
- Act as the central channel of communications for the BAC with the end-users, other government agencies, providers of goods, civil works and consulting services, and the general public.
- Assist the BAC in preparing drafts of BAC resolutions.
- Prepares BAC resolutions for all mode of procurement.



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|  |  |  |                    |
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| <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b> |  | <b>TSU-PRO-09-03</b>                   |                    |
| Section: Procurement Unit                  |  | <b>Effectivity Date: July 26, 2019</b> |                    |
| Subject: Duties and Responsibilities       |  | <b>Revision: 03</b>                    | <b>Page 3 of 4</b> |

- Posting of bid opportunities and awards to the Government procurement portal (Philgeps) for those projects (goods, services and infrastructures) undertaken public bidding

4.5 Staff –BAC Secretariat

- Consolidates PPMPs from various units to make them available for review and evaluation by the APP Committee.
- Organizes and makes all necessary arrangements for the BAC meetings and conferences.
- Coordinates schedules PPMP evaluation.
- Attends BAC meetings as Secretary.
- In-charge in the selling of bidding documents.
- Consolidates the PPMP to be assisted by a Committee.
- Prepares Minutes of the BAC meetings.
- Take custody of procurement documents and other records.
- Advertise and post bidding opportunities, including Bidding Documents and contract documents.
- Act as the central channel of communications for the BAC with the end-users, other government agencies, providers of goods, civil works and consulting services, and the general public.
- Prepares Supplies Availability (SAI) and Purchase Request (PR) of projects/items included in Annual Procurement Plan.

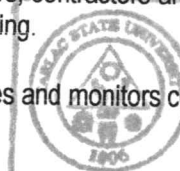
4.6. Supervisor, Contract Management

- Supervises and monitor the activities undertaken by the division.
- Prepares award documents such as Notice of Award, Notice to Proceed, Purchase Order, Work Order, contracts and their attachments, for processing and routing to the signing and approving authorities.
- Monitors compliance with the terms and conditions of the procurement contracts.
- Issues and furnish copy of contract documents to suppliers and Commission on Audit.
- Initiates sanctions against erring suppliers, contractors and consultants, including the forfeiture of the performance security and blacklisting.

Overses contract management activities and monitors completions of awarded contracts.



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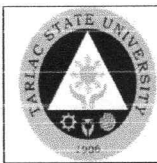
*Elena May T. Teorilo*  
**ELENA MAY T. TEORILO**  
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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-PRO-09-03**

Section: Procurement Unit

**Effectivity Date: July 26, 2019**

Subject: Duties and Responsibilities

**Revision: 03**

**Page 4 of 4**

- Conduct Suppliers/contractor Performance Evaluation for completed projects and prepare monthly report.

**4.7. Staff, Contract Management Division**

- Prepares documents such as Notice of Award, Purchase Order, Work Order, contracts and their attachments, for processing and routing to the signing and approving authorities.
- Monitors compliance with the terms and conditions of the procurement contracts.
- Issues and furnish copy of contract documents to suppliers and Commission on Audit.
- Initiates sanctions against erring suppliers, contractors and consultants, including the forfeiture of the performance security and blacklisting.
- Routing of documents for signing and approval.
- Monitor and coordinate status of deliveries to the Supply Property Management Office.
- Updates ledger of Suppliers and Contractors.

**4.8. Document Controller**

- Prepare and assigned controlled numbers to the Request For Quotations (RFQs) for alternative mode of Procurement.
- In-charge in the routing of documents for signing.
- In-charge in receiving and numbering of Requests forms.
- In-charge in the filling and safe keep of documents.
- Updates and keep registry of suppliers records.
- Perform other duties that may be assigned by the unit head from time to time.
- Checking of eligibility requirements submitted by prospective suppliers/contractor.
- Maintain updated profile for all inactive and active suppliers/contractors.



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-RAU-10-01**

Section: Records and Archives Unit  
Subject: Organizational Structure

**Effectivity Date: September 10, 2021**

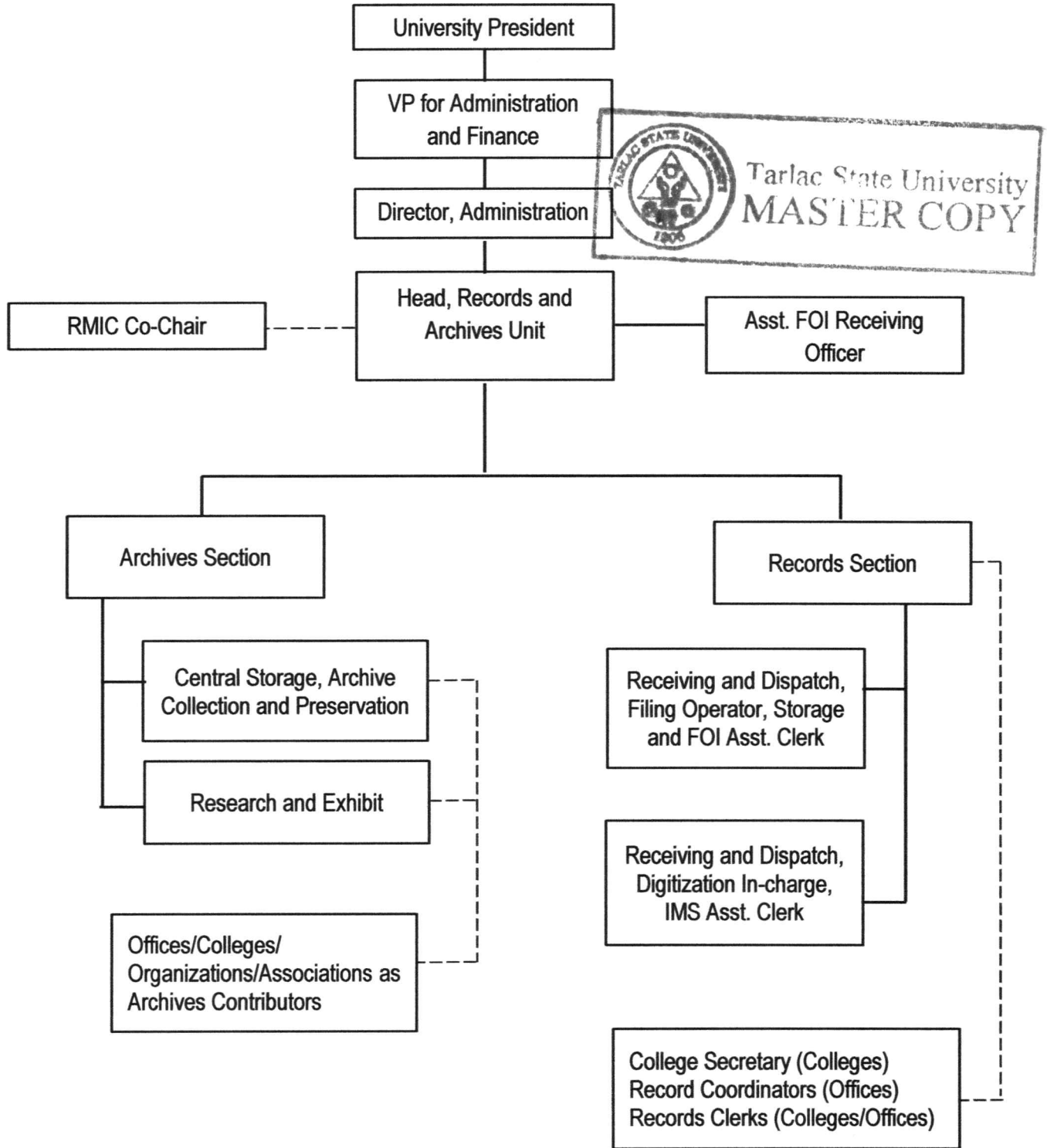
**Revision: 02**

**Page 1 of 1**



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**Section 2. ORGANIZATIONAL STRUCTURE**



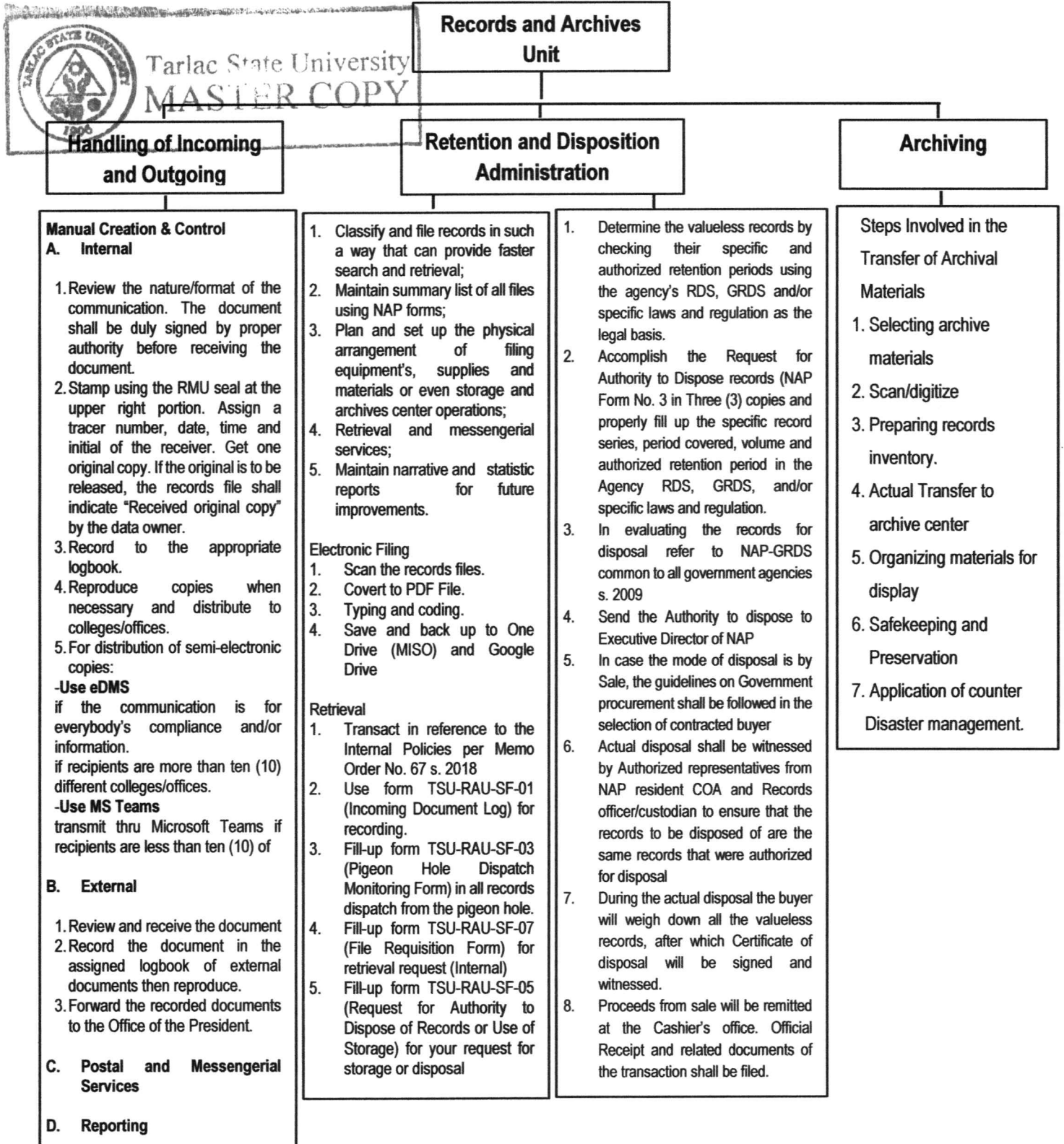
Prepared by:  
*V. Seguir*  
**VICTORIA G. SEGUIRA**  
Head, Records and Archives Unit

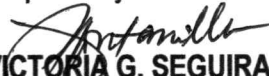
Reviewed by:  
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Approved by:  
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**Section 3. FUNCTIONAL CHART**



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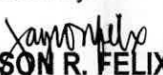


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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                  | <b>TSU-CSU-11-00</b>                       |                    |
|   | Section: Civil Security Unit                                | <b>Effectivity Date: February 15, 2019</b> |                    |
|   | Subject: Quality, Environment, Health and Safety Objectives | <b>Revision: 00</b>                        | <b>Page 1 of 1</b> |

**Section 1. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**

The Tarlac State University Civil Security Unit is committed to continually provide proactive security services for the utmost satisfaction of its valued customers compliant with the applicable statutory and regulatory requirements. The office seeks to ensure healthy and safety working environment for its personnel while reducing the adverse impact on the environment of its operations.



|   |  |  |
|---|--|--|
| Prepared by:<br><br><b>JAYSON R. FELIX</b><br>Civil Security Officer | Reviewed by:<br><br><b>WINNIEFE F. GUTIERREZ</b><br>Director, Administration Office | Approved by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance |
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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-CSU-11-01**

Section: Civil Security Unit

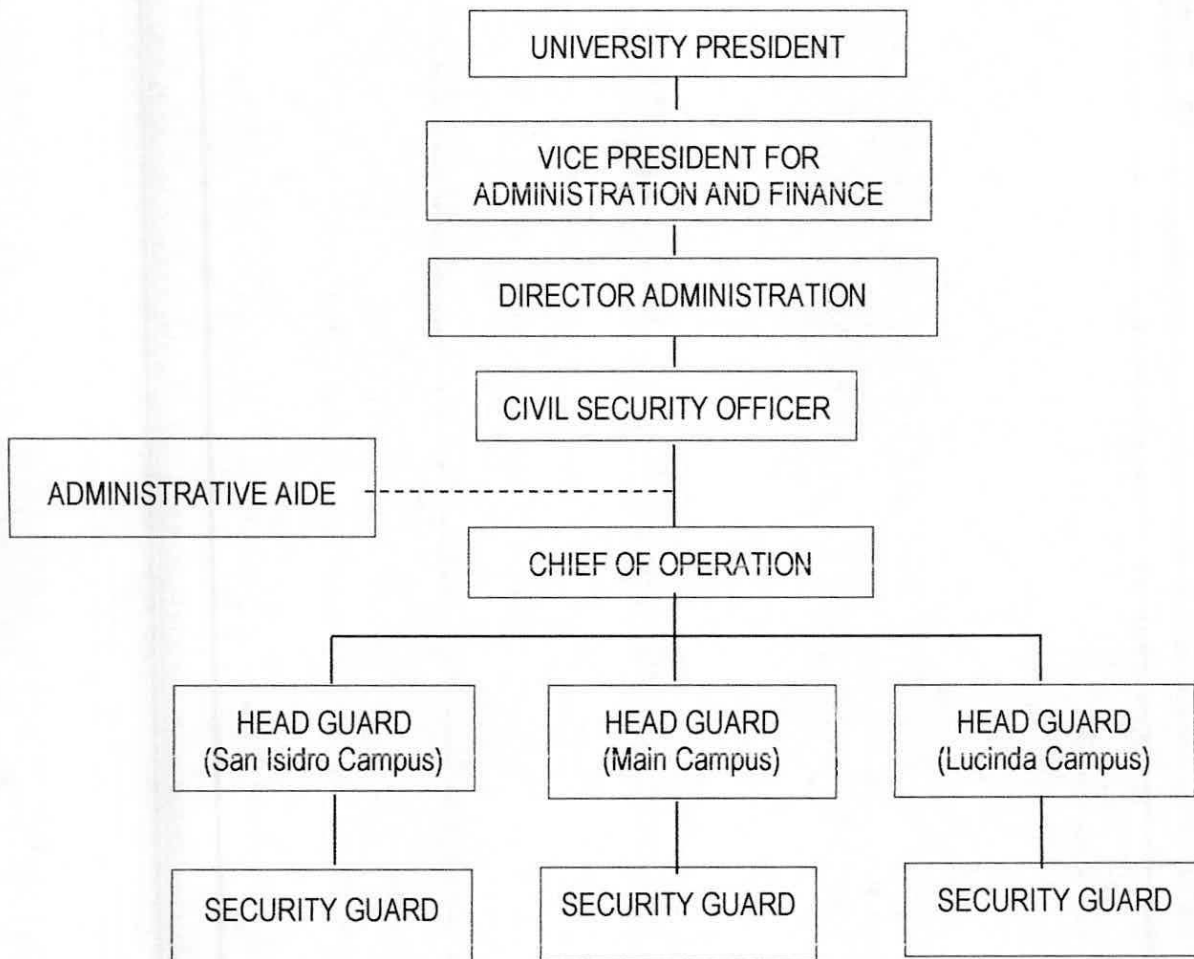
Effectivity Date: February 15, 2019

Subject: Organizational Structure

Revision: 00

Page 1 of 1

**Section 2. ORGANIZATIONAL STRUCTURE**



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-CSU-11-02**

Section: Civil Security Unit

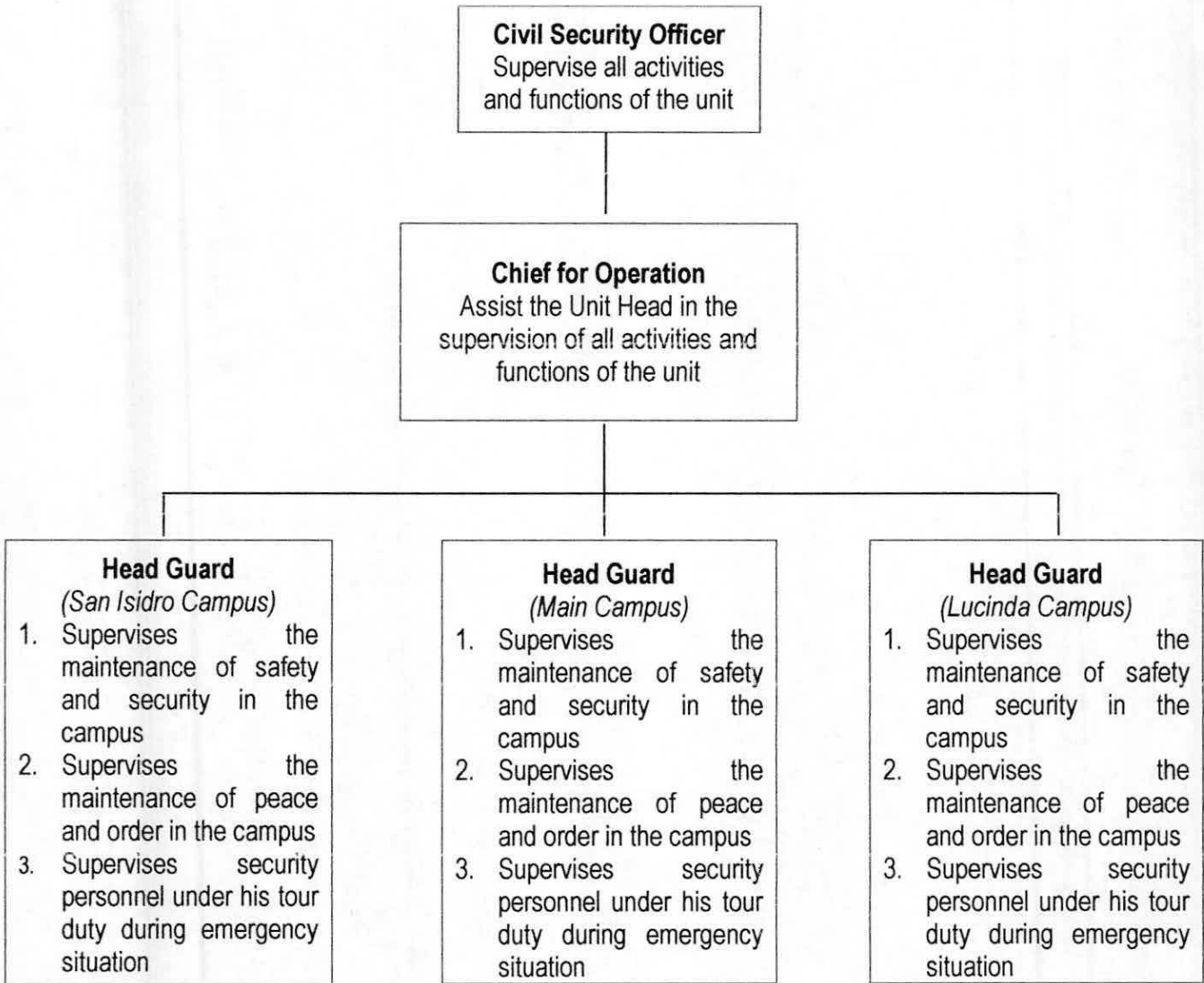
**Effectivity Date: February 15, 2019**

Subject: Functional Chart

**Revision: 00**

**Page 1 of 1**

**Section 3. FUNCTIONAL CHART**



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|   | Section: Civil Security Unit               | <b>Effectivity Date: February 15, 2019</b> |                    |
|   | Subject: Duties and Responsibilities       | <b>Revision: 00</b>                        | <b>Page 1 of 2</b> |

**Section 4. DUTIES AND RESPONSIBILITIES**

**4.1. DUTIES OF THE CIVIL SECURITY OFFICER**

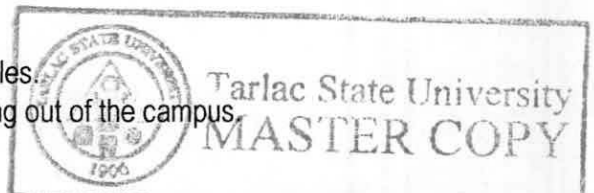
- Provides leadership and direction in all activities in the unit.
- Ensures the full implementation of security policies and objectives.
- Conducts regular inspection of all guard post and security guard on duty.
- Ensures that all regulatory requirements of all security guards are updated.
- Ensures the safety, security, and protection of persons and properties.
- Responds to Emergency.
- Submits required reports to the office of the Vice President and other agencies.
- Supervises the maintenance of Peace and Order.
- Rates the performance of all security guards of the Tarlac State University;
- Prepares changes in the deployment of security guards in case of emergency or other related circumstances;
- Submits report on violation of school policies at the Student Development Office.

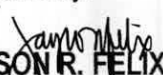


**4.2. DUTIES OF CHIEF FOR OPERATION**

- Submits monthly disposition report.
- Submits monthly accomplishment report.
- Deploys Security Guards (3 shifts) in the three campuses of the university.
- Distributes Tour-of-Duty schedules in the 3 campuses of the university.
- Evaluates the effectiveness of deployment of organized posts to ensure that the lives and limb of Tarlac State University community and properties are secured at all times.
- Provides security assistance to the different program and activities of the university.
- Submits Spot Reports to the CSU Head.
- Counter signs all duty detail orders, and all others documents and communication pertaining to the operations and management of the unit.
- Conducts spot inspection/visitation to all guard post to insure the readiness of all posted guards.
- Assists CSU Head conduct investigation(s) in cases involving grave violation of school policies/regulations including loss of supplies and materials and other matters affecting security and peace and order of the university.
- Coordinates with agency especially on matters that increases the security proficiency of the security guards.
- Assists Civil Security Unit Head in the full implementation of security policies and objectives.

**4.3. DUTIES OF A SECURITY GUARD**

- Security and Safety Monitoring, (24/7)
- Maintains Peace and Order.
- Monitors and checks incoming and outgoing vehicles.
- Checks and inspects materials coming to and going out of the campus.



|   |  |  |
|---|--|--|
| Prepared by:<br><br><b>JAYSON R. FELIX</b><br>Civil Security Officer | Reviewed by:<br><br><b>WINNIEFE F. GUTIERREZ</b><br>Director, Administration Office | Approved by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance |
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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-CSU-11-03**

Section: Civil Security Unit

**Effectivity Date: February 15, 2019**

Subject: Duties and Responsibilities

**Revision: 00**

**Page 2 of 2**

- Screens, checks and keep record of all incoming students, visitors and staff.
- Checks and monitors students with no ID and no Uniform.
- Patrol on campus, its building, facilities and surroundings to detect signs with intrusion, damages, faulty equipment, any unused, dangerous, suspicious conditions.
- Prepares Incident/Accident report to be submitted to the Civil Security Unit Head.
- Acts as traffic enforcer.
- Performs other special duties.
- Receives phone calls.
- Responds to emergency call.
- Runs vital errands.



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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                | 12-00 of 04-28<br><b>TSU-HRD-14-00</b>  |   |
|   | Section: Human Resource Development and Management Office | <b>Effectivity Date: April 30, 2021</b> |   |
|   | Subject: QEHS Objectives                                  | <b>Revision: 01</b>                     | <b>Page 1 of 15</b> <sup>1 p</sup> <sub>04-28</sub> |

Section 1. Quality, Environment, and Health and Safety (QEHS) Objectives

**For Quality:**

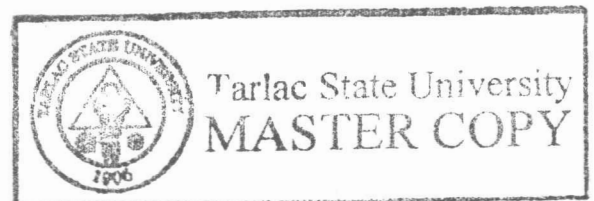
- a. To facilitate 100% efficient recruitment and promotion of highly competent and skilled workforce following the Merit, Selection and Promotion Plan.
- b. To ensure 100% efficient and timely performance evaluation, intervention and rewarding of all Faculty Members and Non-Teaching Personnel.
- c. To strengthen executive, faculty and non-teaching personnel by providing 100% high-quality and relevant development programs.
- d. To accommodate 100% welfare needs of employees which includes government benefits and services for employee retention.

**For Environment:**

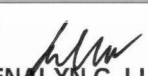
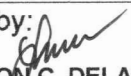

To implement paperless transactions and recycling of materials to mitigate the environmental impact (solid waste generation) of its operations to move towards an eco-friendly endeavor.


**For Health and Safety:**

To establish safe and healthy workplace and execute necessary adjustments to eliminate any physical, ergonomical, psychological, safety and health hazards that may negatively affect its employees, students, stakeholders and visitors.

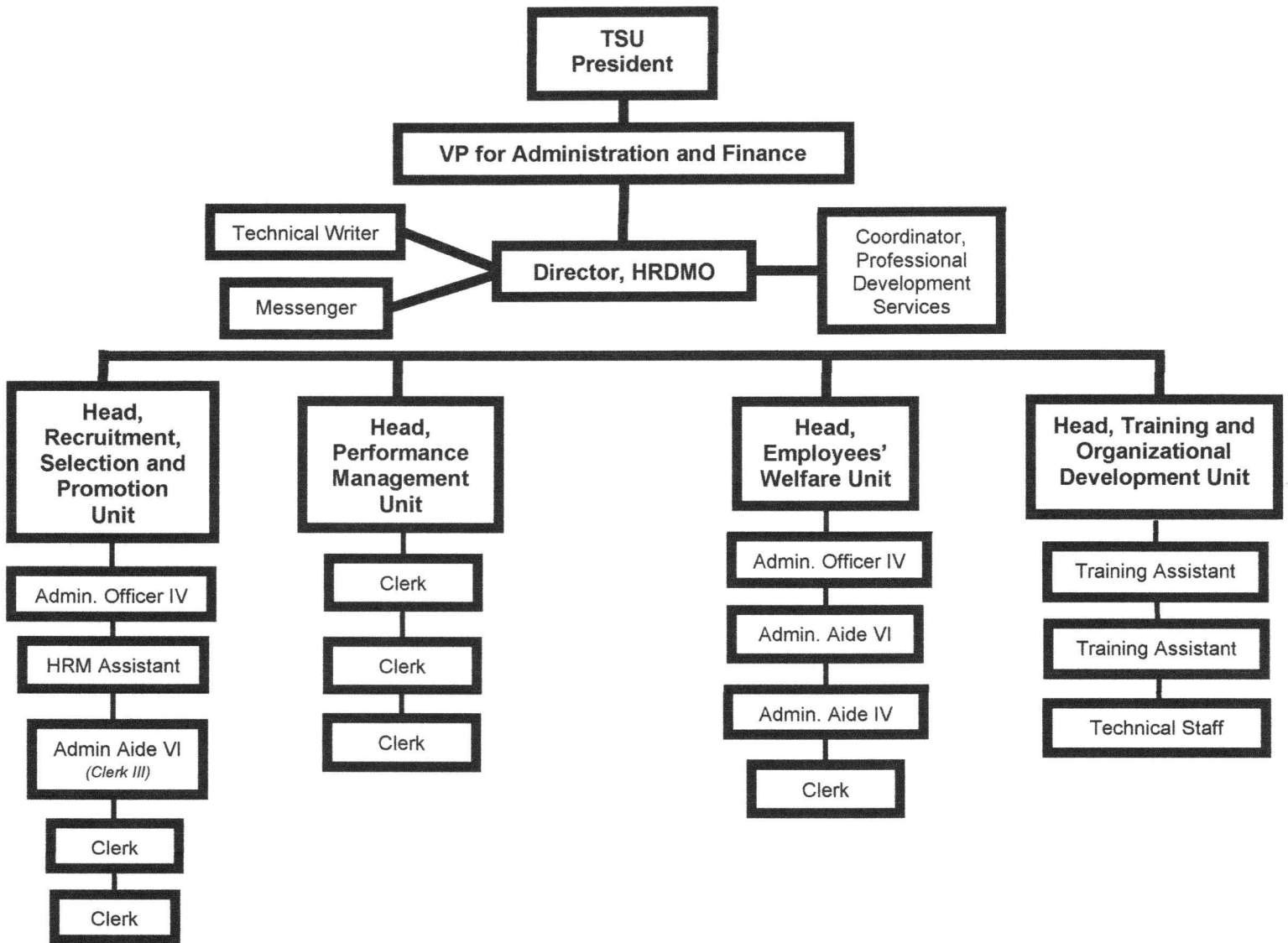


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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                | TSU-HRD- <del>11-00</del> <sup>12-01</sup> 04-28                                     |
|   | Section: Human Resource Development and Management Office | <b>Effectivity Date: April 30, 2021</b>  |
|   | Subject: Organizational Structure                         | Revision: 01      Page <del>2</del> <sup>1 of 1</sup> of <del>15</del> <sup>15</sup> |

Section 2. Organizational Structure



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Director, HRDMO

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Vice President for Administration and Finance



**ADMINISTRATIVE MANUAL OF OPERATIONS**

TSU-HRD-12-03 <sup>02</sup>  
5-11-2021

Section: Human Resource Development and Management Office

Effectivity Date: May 11, 2021

Subject: Functional Chart

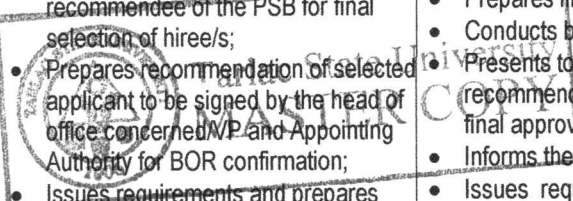
Revision: 01

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**Section 3. Functional Chart**

**RECRUITMENT, SELECTION, AND PROMOTION UNIT**

| REGULAR FACULTY   | LECTURER (Full Time/Part-Time) FACULTY   | NON-ACADEMIC PERSONNEL   | JOB ORDER PERSONNEL   |
|---|--|--|---|
| <ul style="list-style-type: none"> <li>• Publishes the vacant position/need of the College;</li> <li>• Initially screens the documents of qualified applicants</li> <li>• Coordinates with the Dean of concerned college for the final screening of the qualified applicants;</li> <li>• Screens documents of qualified applicants.</li> <li>• Issues consent form and conduct of authentication/verification of documents;</li> <li>• Forwards to the HRMPSB evaluator for evaluation and initial ranking;</li> <li>• Informs initially ranked applicants for Demo and interview;</li> <li>• Convenes the HRMPSB Meeting for possible demonstration and interview;</li> <li>• Administers Psychological assessment for teaching aptitude, mental alertness, and personality evaluation;</li> <li>• Prepares ranking for final approval;</li> <li>• Conduct of background check;</li> <li>• Prepares recommendation to be signed by the Dean/VP and President for BOR confirmation;</li> <li>• Issues requirements and prepares appointment of confirmed faculty member;</li> <li>• Facilitates the Oath Taking with the President;</li> <li>• Posts Announcement of the Newly Hired Faculty;</li> <li>• Prepares Report on Appointments Issued with attached required documents to be submitted to the Civil Service Commission;</li> <li>• Issues Membership Forms and submits to Government Agencies such as PAG-IBIG and PhilHealth;</li> <li>• Furnish the payroll section &amp; in-charge of GSIS remittance copy of appointments;</li> <li>• Coordinates with the Head of the Training and Organizational Development Unit for the Orientation of Newly Hired Employees;</li> <li>• Prepares Quarterly Report on Accession.</li> </ul> | <ul style="list-style-type: none"> <li>• Coordinates with the Dean of concerned college for the needed Faculty-Lecturer as specified in the Personnel Requisition Slip (PRS);</li> <li>• Publishes the vacant position/need of the College as approved by the President;</li> <li>• Initial screening of the documents of qualified applicants;</li> <li>• Coordinates with the Dean of concerned college for shortlisting of applicants;</li> <li>• Screens documents of qualified applicants;</li> <li>• Issues consent form and conduct of authentication/verification of documents;</li> <li>• Forwards to the HRMPSB evaluator for evaluation;</li> <li>• Informs shortlisted applicants for Demo and interview;</li> <li>• Convenes the HRMPSB (teaching positions) Meeting for demonstration and interview of applicants;</li> <li>- HRMPSB determines qualified applicants;</li> <li>• Administers Psychological assessment for teaching aptitude, mental alertness, and personality evaluation;</li> <li>• Conducts background check on qualified applicants;</li> <li>• Prepares the final ranking sheet;</li> <li>• Conduct of background check;</li> <li>• Informs selected applicants on the result of their demo and interview;</li> <li>• Issues requirements to the selected applicants. (Clerk of the concerned College prepares Special Order);</li> <li>• Coordinates with the Head of the Training and Organizational Development Unit for the Orientation of Newly Hired Employees.</li> <li>• RSP Staff assists in the on-boarding of newly hired employee.</li> </ul> | <ul style="list-style-type: none"> <li>• Publishes the vacant position/need of the Offices;</li> <li>• Screens the documents of qualified applicants;</li> <li>• Issues consent form and conduct of authentication/verification of documents;</li> <li>• Evaluates documents of the qualified applicants;</li> <li>• Informs qualified applicants for examination;</li> <li>• Conducts Competency and Psychological Tests;</li> <li>• Informs qualified applicants for interview;</li> <li>• Convenes the HRMPSB for Non-teaching positions:</li> <li>- PSB members conducts interview and eventually rate the applicants;</li> <li>• Prepares the final ranking sheet;</li> <li>• Conduct of background check;</li> <li>• Presents to the President the recommendee of the PSB for final selection of hiree/s;</li> <li>• Prepares recommendation of selected applicant to be signed by the head of office concerned/VP and Appointing Authority for BOR confirmation;</li> <li>• Issues requirements and prepares appointment of selected applicants confirmed by the BOR;</li> <li>• Facilitates the Oath Taking of the appointee;</li> <li>• Posts Announcement of the Newly Hired Personnel;</li> <li>• Prepares Report on Appointments Issued with attached required documents to be submitted to the Civil Service Commission;</li> <li>• Issues Membership Forms and submits to Government Agencies such as PAG-IBIG and PhilHealth;</li> <li>• Furnish the payroll section &amp; in-charge of GSIS remittance, copy of appointments;</li> <li>• Coordinates with the Head of the Training and Organizational Development Unit for the Orientation of Newly Hired Employees;</li> <li>• RSP Staff assists in the on-boarding of newly-hired employee</li> <li>• Prepares Quarterly Report on Accession.</li> </ul> | <ul style="list-style-type: none"> <li>• Processes the needs of the Offices through the Personnel Requisition Slip;</li> <li>• Publishes the vacant position/need of the Offices;</li> <li>• Screens the documents of applicants;</li> <li>• Forwards the documents of qualified applicants to the Head of the office concerned for final screening;</li> <li>• Issues consent form and conduct of authentication/verification of documents;</li> <li>• Informs the qualified applicants for the conduct of Competency and Psychological Tests</li> <li>• Convenes interview of selected applicants by the Personnel Selection Board;</li> <li>• Prepares final ranking sheet;</li> <li>• Conducts background check;</li> <li>• Presents to the President the recommendee of the PSB for final approval (if necessary);</li> <li>• Informs the hired applicant;</li> <li>• Issues requirements to the selected applicant and prepares Job-order Contracts;</li> <li>• Coordinates with the Head of the Training and Organizational Development Unit for the Orientation of Newly Hired Employees;</li> <li>• Forwards Job orders contract to payroll section;</li> <li>• RSP Staff assists in the on-boarding of newly hired employee.</li> </ul> |



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

TSU-HRD-12-03<sup>02</sup>  
5-11-2021

Section: Human Resource Development and Management Office

**Effectivity Date: May 11, 2021**

Subject: Functional Chart

**Revision: 01**

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**PERFORMANCE MANAGEMENT UNIT**

| PERFORMANCE EVALUATION SYSTEM   | STRATEGIC PERFORMANCE MANAGEMENT   | NATIONAL BUDGET CIRCULAR 461  | FACULTY & STAFF INCENTIVE   |
|---|--|---|---|
| <ul style="list-style-type: none"> <li>• Facilitates in the administration of the Performance Evaluation of all the Non-teaching, Faculty, Lecturers and Job Orders .</li> <li>➢ Coordinates with the colleges and offices/units in the conduct of evaluations.</li> <li>➢ Ensure the accuracy and confidentiality of the results.</li> <li>➢ Communicates/coordinates the results and appropriate intervention/reinforcement to colleges/offices/units.</li> <li>➢ Provides requested copies of evaluation results to authorized personnel.</li> <li>➢ Submits summary report of the faculty performance evaluation to the VP for Academic Affairs.</li> <li>➢ Monitors Time Attendance and recommends interventions/actions.</li> <li>➢ Files and keeps records relative to Performance Evaluation of all the Non-teaching, Faculty, Lecturers and Job Orders.</li> </ul> | <ul style="list-style-type: none"> <li>• Submits to the Civil Service Commission the needed documents relative to the PBB and the SPMS (OPCR) and (IPCR) of every faculty and employee in the university;</li> <li>• Acts as the Secretariat of PMT;</li> <li>• Facilitates in the conduct of the university Strategic Performance Management System (SPMS);</li> <li>• Collates the documents of every faculty and personnel relative to their OPCR and IPCR;</li> <li>• Prepares summary report of collated OPCR and IPCR;</li> <li>• Communicates/coordinates the results and appropriate intervention/reinforcement to colleges/offices/units; and</li> <li>• Files and keeps records relative to SPMS (OPCR) and (IPCR).</li> </ul> | <ul style="list-style-type: none"> <li>• Acts as secretariat in the conduct of evaluation of the CCE and QCE of the NBC 461;</li> <li>• Facilitates in the submission of documents of all the faculty members in the varied colleges;</li> <li>• Coordinates with the CCE and QCE Evaluators and Reviewers relative to the conduct of the NBC Cycle evaluation processes;</li> <li>• Assists in the duration of the evaluation process;</li> <li>• Provides the NBC 461 Committee with the needed documents to be forwarded to NBC Zonal Center; and</li> <li>• Files and keeps records relative to NBC.</li> </ul> | <ul style="list-style-type: none"> <li>• Makes the PRAISE felt as exemplified in the guidelines by recognizing the meritorious performance of faculty and non-teaching personnel;</li> <li>• Facilitates the conduct of Tribute to Retirees;</li> <li>• Distributes Birthday cards;</li> <li>• Facilitates the conduct of Service Awards;</li> <li>• Provides valuable assistance to annual Teachers' Day; and</li> <li>• Facilitate Civil Service Month</li> </ul> |



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**EMPLOYEES' WELFARE UNIT**

| LEAVE ADMINISTRATION   | PERSONNEL MANAGEMENT SYSTEM   | EMPLOYEE BENEFITS   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Facilitates the Application for Leave of permanent, temporary, substitute and contractual employees.</li> <li>• Maintains the record of leave credits earned of permanent, temporary, substitute and contractual employees that may be used in the computation of the following:               <ul style="list-style-type: none"> <li>➢ Leave of Absence/s (including overtime) with or without pay (submitted to the payroll section of the Administrative Services Office and COA).</li> <li>➢ Monetization of leave credits.</li> <li>➢ Terminal Leave Pay (for retirement purposes).</li> <li>➢ Coordinates with the Management and Information System Office (MISO) in developing an on-line leave credit system.</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Update the Personnel Management System which includes the following data of all personnel:               <ol style="list-style-type: none"> <li>1. Personal Information</li> <li>2. Family Background</li> <li>3. Educational Background</li> <li>4. Job Experience/Service Record*</li> <li>5. Eligibility/Licenses</li> <li>6. Trainings and Seminars attended</li> </ol> </li> <li>• Update service records of permanent, temporary, substitute and contractual employees on:               <ol style="list-style-type: none"> <li>1. leave of absence/s without pay</li> <li>2. step increment</li> <li>3. promotion</li> <li>4. upgrading (NBC 461 for faculty members), and</li> <li>5. reclass (for non-teaching)</li> </ol> </li> <li>• Maintain an updated service record of Lecturers/Part-timers and Job Orders (basis in the issuance of Certificate of Employment and Performance Evaluation of Job Orders).</li> <li>• Provides reports on statistics and other needed data to other government agencies such as CHED, PASUC, NEDA and CSC when required.</li> <li>• Facilitates the requests of all personnel in the issuance of Service Record, Certificate of Employment and other Employee Certification (issued per request of employee/s on the following reasons:               <ul style="list-style-type: none"> <li>○ for availment of loan and/or other legal purpose/s.</li> <li>○ Service award purposes</li> <li>○ Promotional purposes</li> <li>○ Retirement purposes</li> </ul> </li> <li>• Prepares monthly Report on Separation.</li> <li>• Prepares monthly report on Service of Employees</li> </ul> | <ul style="list-style-type: none"> <li>• Facilitates the processing of the following:               <ol style="list-style-type: none"> <li>a. Birthday Token (given to permanent, substitute, temporary and contractual employees on or not earlier than 2 weeks on their birthday)</li> <li>b. Retirement                   <ol style="list-style-type: none"> <li>i. RA1616</li> <li>ii. RA8291</li> <li>iii. Terminal Pay</li> </ol> </li> </ol> </li> <li>• Facilitates the issuance of various government forms such PhilHealth, PAG-IBIG, Leave forms, ISF, SSS, GSIS and others.</li> <li>• Certifies/confirms/approves GSIS Loan Applications such as MPL, GFAL, Policy Loan and others.</li> </ul> |



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**TRAINING AND ORGANIZATIONAL DEVELOPMENT UNIT**

**FACULTY AND STAFF DEVELOPMENT**

- Administers the Training Needs Assessment Survey to all Faculty and Staff;
- Assesses and evaluates the Needs of the Faculty and Staff;
- Designs Training Modules based on identified needs (TNA);
- Facilitates and conducts In-service Trainings to all Faculty and Staff;
- Expedites evaluation of conducted trainings;
- Coordinates with the Deans and Directors relative to their specific prerequisites for in-service trainings;
- Organizes Orientation Seminar for newly hired faculty and staff;
- Monitors the trainings conducted to faculty and staff in coordination with the VP for Academic Affairs and VP for Admin. and Finance
- Submits reports to concerned offices for approval and dissemination of information relative to trainings and development;
- Facilitates and monitors Faculty and Non-Academic Personnel Scholarship.
- Administers and summarizes the Individual Career Development Plan (ICDP) of the Faculty and Staff;
- Consolidates the Learning and Development Plans (L&D) of Colleges/Offices/ and Units

**ORGANIZATIONAL DEVELOPMENT**

- Applies the concept and theory of Organizational development by planned interventions in the organizations processes using the behavioral-science knowledge.
- Enhances organizational performance and individual development by increasing alignment of competencies and skills of individual employees through the monitoring and coaching mechanism, as exemplified in the IPCR and OPCR, in coordination with the Unit Heads and the Vice Presidents.
- Initiates efforts for action research that focuses on organizational culture, employees' developmental needs and satisfaction, effective leadership, current trends in customer services among others.
- Prepares and submits accomplishment reports to the concerned offices.

**EMPLOYEE ASSISTANCE PROGRAM**

- Administers confidential counseling services designed to help employees address personal, social and career concerns;
- Collaborates and shares responsibility with the College Deans, Unit Heads, and Directors in strengthening the workforce of the University through employee referral;
- Conducts Exit Interviews for departing personnel which will serve to provide feedback on their reasons for leaving the University, their evaluation about their employment, and their thoughts on how the workforce may improve; and
- Facilitates counselor referral for concerns that require out-sourced professional intervention.

**GRIEVANCE MANAGEMENT**

- Facilitates the filing, processing, and resolution of non-disciplinary complaints and grievances through coordination with the Grievance Committee, University officials, and Civil Service Commission.

**DISCIPLINARY CASE MANAGEMENT**

- Assists the Office of the University President in the conduct of disciplinary and administrative cases through initial investigations, amicable settlement of cases, and secretarial services for preliminary and formal investigation; and
- Serves as an expert in the interpretation and application of Human Resource' policies and other relative Philippine Government laws.

**VALUES RESTORATION PROGRAM**

- Promotes and restores Filipino Values in the University through facilitation of weekly value focus discussions during the Flag Ceremony and other means and
- Conducts seminars about Values and Code of Conduct in the Public Service.

**FACULTY AND NON-ACADEMIC PERSONNEL SCHOLARSHIP PROGRAM**

- Facilitates the processing, assessing and filling of application and other pertinent documents of the faculty or non-teaching personnel.
- Serves as a secretariat for Faculty and Non-Academic Scholarship Meetings.
- Attends to requests and concerns of the grantees.
- Prepares monthly monitoring report.
- Maintains up-to date profile of scholars.
- Supplies all other information regarding the scholars status as requested from externally funded scholarships (Scheme C and Scheme 6)
- Ensures that the grantee follows all the provisions of the scholarship guidelines.
- Monitors graduated scholars if they comply with their return service agreement and re-entry action plan.

**THESIS/DISSERTATION FINANCIAL ASSISTANCE**

- Screens and assess the application of the employee/s before endorsing it to the University President for approval.
- Coordinates with the Administrative Services Office and Cashiering Office in the release of the grantees financial assistance.



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**ADMINISTRATIVE MANUAL OF OPERATIONS**

02  
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**PROFESSIONAL DEVELOPMENT SERVICES**

**CPD TRAININGS**

- Conducts Training Needs Assessment to determine the specific needs of target participants for additional training and development programs;
- Reviews and evaluates the results of the Training Needs Assessment;
- Design training programs and training plans based on the result of the TNA.
- Selects mode of delivery or method of implementation;
- Sets a schedule of training program.
- Checks the availability of resources (speakers, venue, equipment, training materials, etc.)
- Calculates training cost and prepares training budget;
- Prepares documents for submission to the PRC- CPD Council;
- Coordinates with the PRC-CPD Council for the accreditation of the CPD Program;
- Prepares budget request for approval;
- Prepares and organizes training materials, modules, equipment and other needed documents for the conduct of training/seminar;
- Coordinates with different offices/colleges, organizations and agencies for the endorsement of training/seminar;
- Facilitates the delivery of the training program;
- Assists in the conduct of documentation and monitoring;
- Issues certificates to speakers and participants;
- Assess and evaluates the training program;
- Drafts completion report, financial report and other post-activity document for submission to the PRC Office

**REQUESTED TRAININGS**

- PDS Staff receives request for training program;
- Reviews and evaluates the request;
- Forwards the request to the Director for further evaluation;
- Informs the requesting party the status of their training request;
- Coordinates with the requesting party for training details including terms of service, if necessary;
- Drafts a service contract or commitment contract, if needed;
- Calculates training cost and prepares budget request for approval;
- Prepares training materials, modules and other needed documents for the conduct of training/seminar;
- Facilitates the delivery of the training program;
- Issues certificates to speakers and participants;
- Assess and evaluates the training program: and
- Prepares completion report, financial report and other post-activity documents.



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**Section 4. DUTIES AND RESPONSIBILITIES**

**HR DIRECTOR**

- Supervises the operations of the Human Resource Development and Management Office;
- Facilitates and ensures the lawful exercise in the recruitment of appropriate human resources needed by the deans and directors of the University;
- Continuously makes an inventory of all vacant positions and coordinate with the deans/directors in determining qualified insiders who may be considered for appointment;
- Maintains all records or documents keeping them in readiness for inspection and audit by the Civil Service Commission; and conducts orientation of new employees;
- Reviews/certifies Personnel Service Itemization and Plantilla of personnel (PSIPOP);
- Prepares/certifies Plantilla of personnel and salary adjustment, Plantilla of step increments Plantilla of personnel pursuant to NBC 461, and notice of salary adjustments;
- Prepares abolition/conversion and creation of vacant positions and request for issuance of NOSCA;
- Facilitates scholarship training and development committee meetings.
- Prepares reports on Scholarship & Training and Thesis/Dissertation financial assistance for research study;
- Facilitates in-house seminars/trainings requested by the deans and directors in coordination with the Training and Consultancy Office, CSC and other agencies;
- Facilitates and renders assistance necessary in the grant of employees' benefits and privileges authorized by law;
- Facilitates resolution of employee grievances, disciplinary cases and promotes the university organizational culture, work ethics and employee morale;
- Provides data on personnel required by CSC, DBM, CHED, COA; and
- Disseminates CSC updates, and prepares accomplishment report.

**MESSENGER**

- Verifies, sorts, codes and files documents according to precise instructions;
- Receives, sorts, distributes and send various documents and materials;
- Prepares, photocopies and assembles documents;
- Answers central telephone system;
- Greets clients and respond to queries; and
- Maintains cleanliness in the HRDMO.



**TECHNICAL WRITER**

- Organize materials and complete writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology;
- Organizes files that are confidential in nature;
- Maintain records and files of work and revisions;
- Edit, standardize, or make changes to materials prepared by other staff;



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- Confer with other personnel to establish technical specifications and determine subject material for approval;
- Data analysis for training needs assessment and qualitative analysis;
- Prepares PowerPoint presentation of reports;
- Prepare and disseminate correspondence, memos, and forms; and
- Arrange in-house and external events and/or meetings.

**RECRUITMENT, SELECTION AND PROMOTION UNIT**

**HEAD**

- Facilitates and supervises the overall recruitment, hiring and promotion process;
- Checks the matrices for funding requirements for abolition, creation and reclassification of positions and salary adjustments;
- Serves as a member in the HRMPSB for teaching and nonteaching posts;
- Assists the HRMPSB in the implementation and structural review of the TSU Merit and Selection Plan Policy; and
- Prepares Report on Appointments Issued and ensures the completeness of documents to be submitted to the Civil Service Commission.

**HRM ASSISTANT**

- Assists the RSP Head in the conduct of fair and credible searches for the selection of applicants best fitted for work;
- Facilitates in the documentary preparations for HRMPSB;
- Analyzes job descriptions and identifies essential functions for personnel request needs;
- Processes documentation and reports relative to personnel requisition, hiring and promotion;
- Coordinates HR meetings and conferences relative to RSP; and
- Furnish different offices and agencies with recruitment, selection and promotion documents and forms.

**PSYCHOMETRICIAN**

- Administers, scores and interprets psychological tests for applicants and employees;
- Organizes purchasing of and safe keeps psychological tests materials and reports;
- Conducts background investigation for hiring purposes; and
- Prepares recommendation letters for hiring of applicants, as well as promotion and transfer of employees.

**RSPU ASSISTANT**

- Publishes job openings;
- Assists in the screening of documents of qualified applicants;



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- Conducts initial interview for applicants;
- Informs the shortlisted applicants for the schedule of their pre-employment examination and interview by the Personnel Selection Board;
- Assists in the preparation of pertinent documents for HRMPSB;
- Takes minutes of meetings during HRMPSB;
- Monitors submission and filing of documentary requirements of lecturers in their 201 files; and
- Assists in the preparation of appointment papers of newly hired and promoted employees.

#### **RSPU CLERK 1**

- Process Personnel Requisition needs;
- Assists in the screening of documents of qualified applicants;
- Conducts employment verification and background investigation;
- Informs the shortlisted applicants for the schedule of their pre-employment examination and interview by the Personnel Selection Board;
- Prepare the ranking sheets of the qualified applicants;
- Issues requirements to the selected applicant; and
- Coordinates orientation and deployment of newly hired employees.

#### **RSPU CLERK 2**

- Processes Job Order contracts;
- Issues Notification Slips;
- Prepares monthly job order lists and summary contracts;
- Prepares and issues DBP certification and ID requirements for Job Orders and Lecturers; and
- Assists in the salary adjustment of Contract of Services/ Job Orders.

### **PERFORMANCE MANAGEMENT UNIT**

#### **HEAD**

- Oversees the overall Performance Evaluation of employees;
- Facilitates the conduct of university Strategic Performance Management System (SPMS);
- Acts as secretariat for the CCE and QCE of NBC 461;
- Facilitates the implementation of Rewards and Recognition of employees through PRAISE;
- Serves as secretariat for PRAISE Committee meetings;
- Facilitates the Service Awards Program; and
- Supervises Time Keeping.



#### **PMU CLERK 1**

- Prepares materials/instruments for and facilitates Student Evaluation of teaching personnel;



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- Encodes and updates personnel profile in the HRIS;
- Creates and updates Job Order and Lecturer Service records; and
- Verifies and collates Employee Clearance.

### TRAINING AND ORGANIZATIONAL DEVELOPMENT UNIT

#### HEAD

- Oversees preparation for PRIME-HRM accreditation;
- Supervises assistance in institutional and college accreditation needs;
- Facilitates the implementation and review of Scholarship, Faculty, Personnel and Executive Development Program;
- Facilitates requests for employee scholarship, sabbatical and study leave;
- Monitors Permit to Study and Engage in Private Practice; and
- Supervises the conduct of Employee Training.

#### TRAINING ASSISTANT

- Facilitates Orientation and Induction of On-Boarding employees;
- Facilitates the preparation for and the conduct of employee training;
- Assists in the preparation of documents for Faculty, Personnel and Executive Development Program; and
- Serves as secretariat for Human Resource Development Committee.

#### TAOD CLERK 1

- Process documents for Faculty and Non-Academic Personnel Scholarship;
- Serves as secretariat for FSC and NAPSC;
- Updates training/seminar profiles for Faculty, Personnel and Executive Development Program;
- Assists in the preparation for and conduct of Employee Training;
- Prepares vouchers for training activities; and
- Updates Personal Services Itemization and Plantilla of Personnel (PSIPOP).

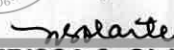
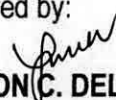

### EMPLOYEE RELATIONS UNIT




#### HEAD

- Assists the VPAF in addressing employee complaints and grievances;
- Serves as secretariat for Grievance Committee and Disciplinary Case Investigation;
- Prepares Investigation Report and Recommendation for Employee Disciplinary cases;
- Facilitates the Values Restoration Program;
- Facilitates the Employee Assistance Program Services such as employee counseling, referrals, consultation, group sessions and workshops, and employee engagement researches.

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| Prepared by:<br><br><b>NERISSA S. OLARTE</b><br>Head, Performance Management Unit | Reviewed by:<br><br><b>MARLON C. DELA CRUZ</b><br>Director, Human Resource Development and Management Office | Approved by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance |
|--|---|--|

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|---|---|--|--------------------|
|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                | <b>TSU-HRD-12-03</b>                       |                    |
|   | Section: Human Resource Development and Management Office | <b>Effectivity Date: February 15, 2019</b> |                    |
|   | Subject: Duties and Responsibilities                      | <b>Revision: 00</b>                        | <b>Page 6 of 6</b> |

**ERU STAFF**


- Serves as receptionist for employee counseling, complaints and grievances;
- Assists in the conduct of employee engagement research;
- Assists in the conduct of investigation for employee disciplinary cases;
- Maintains and safe keeps employee counseling records and cases.

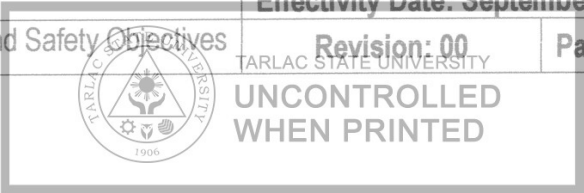


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Vice President for Administration  
and Finance


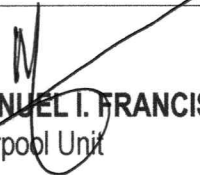

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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>   | <b>TSU-MPL-14-00</b>  |
|   | Section: Motorpool Unit<br>Subject: Quality, Environment, Health and Safety Objectives | Effectivity Date: <b>September 8, 2020</b><br>Revision: <b>00</b><br>Page <b>1 of 1</b> |



**Section 1. QUALITY, ENVIRONMENT, AND HEALTH AND SAFETY (QEHS) OBJECTIVES**

1.1 To provide safe, economical, convenient, and comfortable transportation for Tarlac State University Faculty and Staff to perform their official duties.



|   |   |  |
|---|---|--|
| Prepared by:<br><br><b>MARY JOY L. ALMANZOR</b><br>Clerk, Motorpool Unit | Reviewed by:<br><br><b>MR. MAURO MANUEL I. FRANCISCO III</b><br>Supervisor, Motorpool Unit | Approved by:<br><br><b>DR. GLENARD T. MADRIAGA</b><br>Vice President for Administration and Finance |
|---|---|--|



**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-MPL-14-01**

Section: Motorpool Unit  
Subject: Organizational Structure

**Effectivity Date: September 8, 2020**

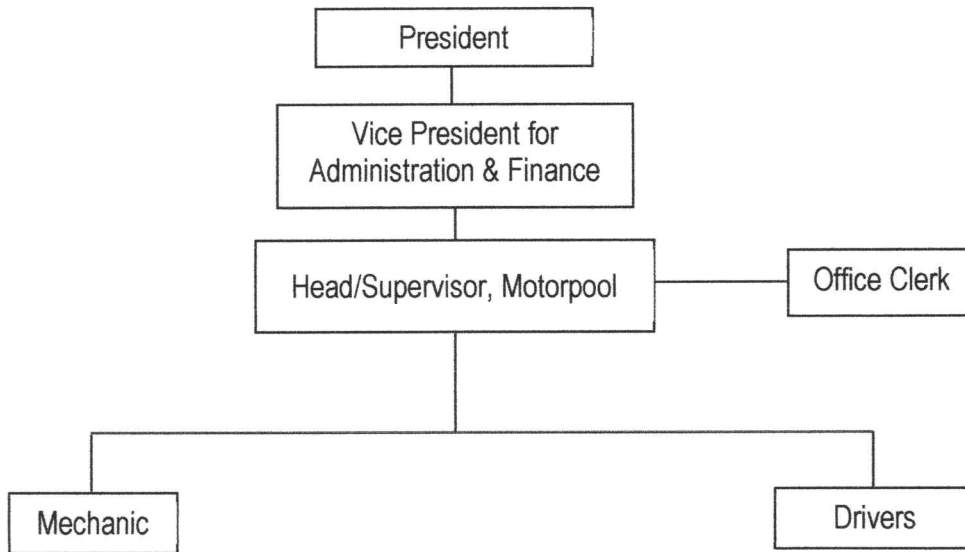
Revision: 00

Page 1 of 1

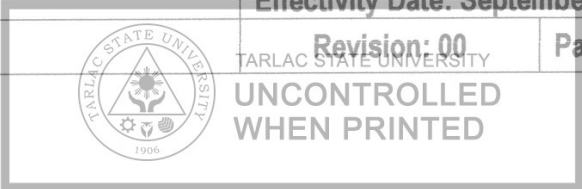


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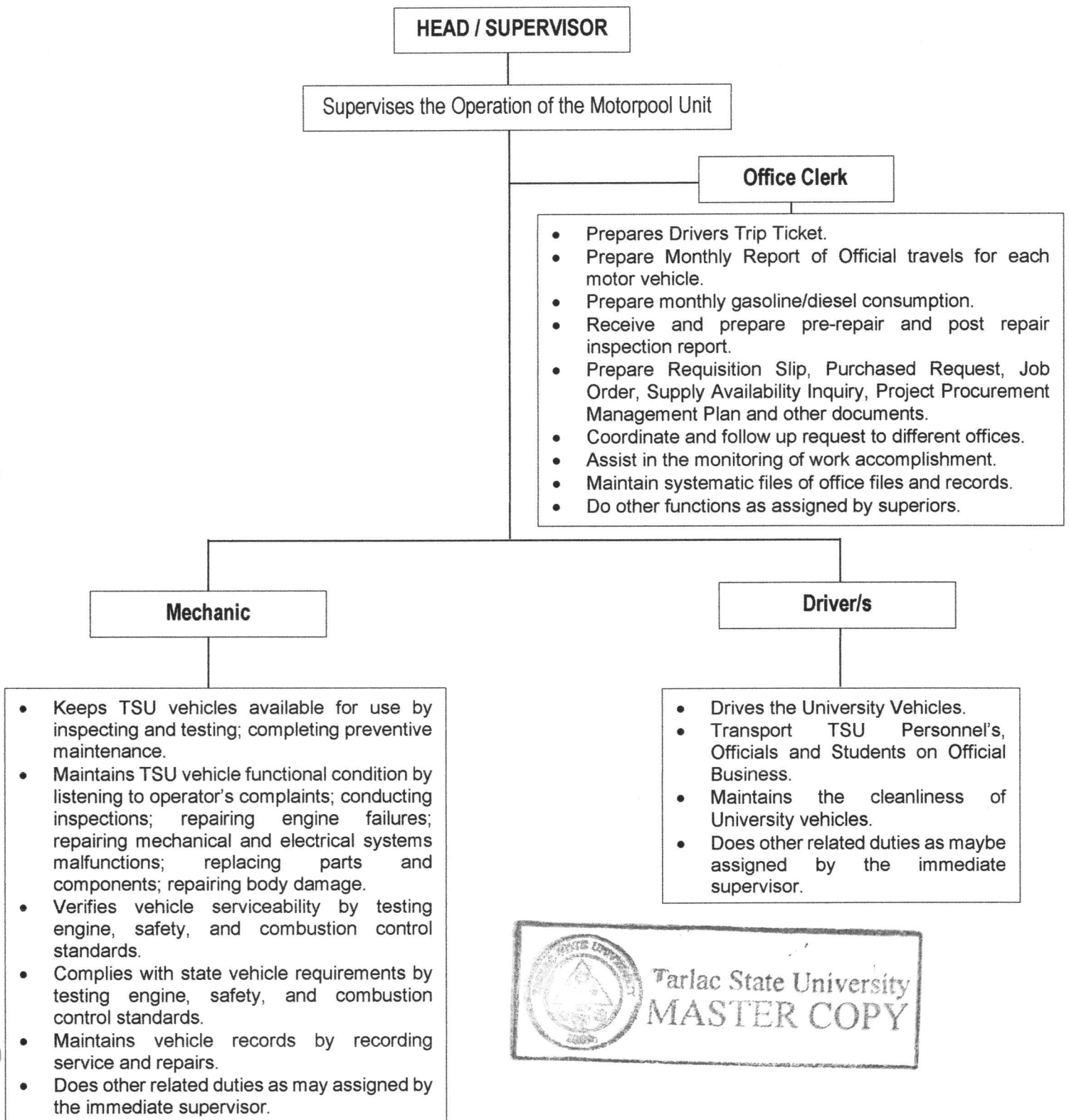
**Section 2. ORGANIZATIONAL STRUCTURE**



|  |  |  |
|--|--|--|
| Prepared by:<br><b>MARY JOY L. ALMANZOR</b><br>Clerk, Motorpool Unit | Reviewed by:<br><br><b>MR. MAURO MANUEL I. FRANCISCO III</b><br>Supervisor, Motorpool Unit | Approved by:<br><br><b>DR. GLENARD T. MADRAGA</b><br>Vice President for Administration and Finance |
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Section 3. FUNCTIONAL CHART




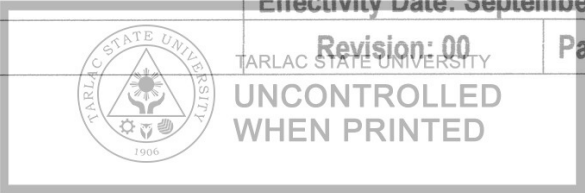
Prepared by:  
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Vice President for Administration and Finance



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|  | <b>ADMINISTRATIVE MANUAL OF OPERATIONS</b>                      | <b>TSU-MPL-14-03</b>  |
|   | Section: Motorpool Unit<br>Subject: Duties and Responsibilities | Effectivity Date: <b>September 8, 2020</b><br>Revision: 00<br>Page 1 of 2 |



**Section 4. DUTIES AND RESPONSIBILITIES**

4.1 Supervisor

- Supervises the operation of the Motorpool Unit.
- Prepares documents for the registration and insurance of the university vehicles
- Registers and insures university vehicles.
- Maintains and files records of university vehicles.
- Maintains motor vehicle individual repair and maintenance report.
- Encodes and prints various reports, communication and office accomplishment for submission to different office.
- Coordinates and follows up Purchased Request and Job Order with the Procurement and Supply and Property Management Office.
- Performs other function as mandated by the higher authorities.

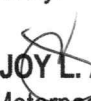


4.2 Motorpool Clerk

- Prepares Drivers Trip Ticket.
- Prepare Monthly Report of Official travels for each motor vehicle.
- Prepare monthly gasoline/diesel consumption.
- Receive and prepare pre-repair and post-repair inspection report.
- Prepare Requisition Slip, Purchased Request, Job Order, Supply Availability Inquiry, Project Procurement Management Plan and other documents.
- Coordinate and follow up request to different offices.
- Assist in the monitoring of work accomplishment.
- Maintain systematic files of office files and records.
- Do other functions as assigned by superiors.



4.3 Mechanic

- Keeps TSU vehicles available for use by inspecting and testing; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters.

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**ADMINISTRATIVE MANUAL OF OPERATIONS**

**TSU-MPL-14-03**

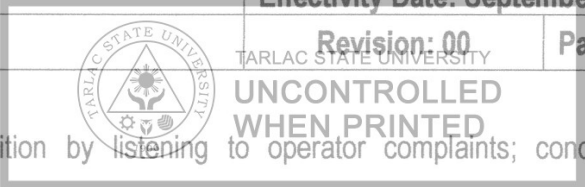
Section: Motorpool Unit

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- Maintains TSU vehicle functional condition by listening to operator complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Verifies vehicle serviceability by conduction test drives, adjusting controls and systems.
- Complies with state vehicle requirements by testing engine, safety, and combustion control standards.
- Maintains vehicle records by recording service and repairs.
- Keeps shop equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- Contains costs by using warranty; evaluating service and parts options.
- Does other related duties as maybe assigned by the immediate supervisor.

**4.4 Driver**

- Drives the University Vehicles.
- Transport TSU Personnel's, Officials and Students on Official Business.
- Maintains the cleanliness of University vehicles.
- Does other related duties as maybe assigned by the immediate supervisor.



Prepared by:

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