



BUDGET OFFICE
VISAYAS STATE UNIVERSITY
VISCA, BAYBAY CITY, LEYTE

CITIZEN'S CHARTER

Vision : The premier university of science and technology in the Visayas.

Mission : Provide excellent instruction, conduct relevant research and foster community engagement that produce highly competent graduates necessary for the development of the country.

I. Required Documents

Certified PR's, RIS, fund transfer, payrolls/vouchers and other documents from different departments

II. Schedule of Availability of Service

8:00 am to **5:00** pm

Monday – Friday

III. Fees : None

IV. Procedures for the Availment of Services

STEP	*CLIENT/ PERSONNEL	OFFICE ACTIVITY	DURATION	PERSON-IN-CHARGE
1	*Presents duly accomplished vouchers/payrolls & other documents for processing •Receive vouchers/payrolls & other documents for processing	Assign BUR/OBR number to payroll/vouchers, PO's, & series number to PR's, RIS, etc.	2 minutes	DP JAYME (JO)
		Distribute them according to fund charging: <ul style="list-style-type: none"> • STF-TG MANATAD • GF -ES DIANO • IGP- MNB GERALDO (JO) 	1 minute	DP JAYME (JO)
2	•Records vouchers/payrolls& other documents	Earmarks all PR's, RIS, appointments, contract for services if funds are available	5 minutes	TG MANATAD/ ES DIANO/ MNB GERALDO (JO)
		Obligates the Payrolls/Voucher, PO's to each specific fund charging per PAPS/MFO's, UACS and initial on the obligation request.		TG MANATAD/ ES DIANO/ MNB GERALDO (JO)
		Records/controls vouchers in the subsidiary ledger for each office/project & validate obligation by encoding in the BAOM(system)		TG MANATAD/ ES DIANO/ MNB GERALDO (JO)
3	•Certifies availability of funds	Submit all documents to the Budget Officer for review and affix signature as to availability of funds and date signed. Documents w/ deficiency are referred to the Director for Finance for proper action.	3 minutes	MS PANCITO

4	•Release vouchers/payrolls & other documents	Stamped facsimile & release the approved vouchers/payroll to Accounting Office and all offices concerned & returned to office concerned if NO funds.	2 minutes	DP JAYME (JO)
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