



**CENTER FOR INTEGRATIVE AND DEVELOPMENT
STUDIES
(CIDS)**



EXTERNAL SERVICES

1. Receiving of Letters, Memorandum, Contract of Service, Job Orders, Bills, etc.

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

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	All UP and Non-UP units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (1 Copy of Bills, Official Receipts, and Sales Invoice)		UP and Non-UP Units		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Bills, Official Receipts, and Sales Invoice	1.1 Acknowledge receipt	N/A	3 minutes	Administrative Staff
	1.2 Endorsement of the document to the person concerned	N/A	5 minutes	Administrative Staff
	1.3 Send a preliminary response to the sender (if needed)	N/A	5 minutes	Administrative Staff
TOTAL		N/A	13 minutes	

2. Processing of Payment to Supplier

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

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit			
Classification:	Highly Technical			
Type of Transaction:	G2C G2G			
Who may avail:	UP CIDS Program Staff Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (Disbursement Voucher (DV) Form)		UP CIDS Programs		
Document 2 (Summary of Expenses)		UP CIDS Programs		



Document 3 (Inspection and Acceptance Report – Supply and Procurement Management Office Form (SPMO))		UP CIDS Programs		
Document 4 (Original Receipts/CENRR Form/RER Form)		UP CIDS Programs		
Document 5 (Attendance Sheet)		UP CIDS Programs		
<i>*Additional attachments if reimbursement for travel expenses (land, accommodation, transportation, and airfare):</i>				
Document 6 - 10 (Travel Documents: Travel Authority, Travel Order, Certificate of Travel Completed, Original Boarding Pass, and Itinerary of Travel)		UP CIDS Programs		
<i>*Additional attachments if there is an expense more than one thousand pesos</i>				
Document 11 and 12 (Three Canvass Sheets and Abstract of Quotation) Document 13 (Stock Position Sheet)		UP CIDS Programs		
Document 14 (Manual and Online Purchase Request)		UP CIDS Administrative Office		
Document 15 (Allotment Obligation Slip ALBOS)		Systems Budget Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1.1 Acknowledge receipt	N/A	3 minutes	Finance Staff
	1.2 Assessment on documents received	N/A	10 minutes	Finance Staff
	1.3 Endorsement of the documents for Executive Director's approval and signature	N/A	10 minutes	Finance Staff
	1.4 Creating of Document Tracking System (DTS) number	N/A	10 minutes	Finance Staff
	1.5 Generating of Disbursement Voucher (DV) number to University Information System (UIS)	N/A	20 minutes	Finance Staff
	1.6 Recording of documents for out-going (For SPMO Inspection)	N/A	2 minutes	Finance Staff
	1.7 Coordination with SPMO	N/A	2 days	Finance Staff



	1.8 Scanning of documents and uploading of file online (UIS)	N/A	20 minutes	Finance Staff
	1.9 Recording of document for out-going	N/A	5 minutes	Messenger
	1.10 Coordination with SAO	N/A	7 days	Finance Staff
	1.11 Updating the Program Staff concerned for the releasing of supplier's check at Systems Cashier Office	N/A	2 minutes	Finance Staff
TOTAL			9 days, 1 hour	

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

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

Office or Unit:	UP CIDS Administrative Office			
Classification:	Simple			
Type of Transaction:	G2C, G2B, G2G			
Who may avail:	Any person who has a reasonable interest or any inquiry regarding the research work and activities of UP CIDS			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Formal letter (printed or digital) of inquiry or request for research collaboration or coordination addressed to the UP CIDS Administrative Office			To be provided by <i>client</i> themselves	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of formal letter to UP CIDS (physically at the UP CIDS Office premises, or through the UP	Confirming receipt and either, preliminarily addressing the inquiry or request made with pertinent information, and if necessary, referring inquiry or request to concerned UP CIDS	None	20 minutes	Senior Administrative Office II or University Research Associate I



CIDS official e-mail)	Research Program/Project/personnel for propert action			
TOTAL			20 minutes	

3. Processing of Policy Insights, Book Reviews, And Essays for The UP CIDS *Philippine Journal of Public Policy*

The procedure for the processing and publication of book reviews, essays, and policy insights for the UP CIDS' in-house journal.

Office or Unit:	Center for Integrative and Development Studies (OVPAA) – Publications			
Classification:	Highly Technical			
Type of Transaction:	G2C			
Who may avail:	Scholars, faculty, researchers from and writing about the Philippines and East Asia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Electronic copy of policy insight/book review/essay		From Author		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Policy Insight/Book Review/Essay.	1. Acknowledge receipt of policy insight/book review/essay.	none	1 day	Managing Editor – Publications Unit
	1.2 Conduct Technical review.	none	1 day	Managing Editor – Publications Unit
	1.3 Return to author for technical edits (if there are any).	none	1 day	Managing Editor – Publications Unit
	1.4 Forward to editorial consultant, copyeditors, and layout artist.	none	7 days	Managing Editor – Publications Unit
2. Apply comments arising from copyedited manuscript.	2. Upload book reviews/essays in UP CIDS page and social media.	none	1 day	Associate Editor – Publications Unit
TOTAL		-	11 ays	



4. Processing of Manuscripts for The UP CIDS *Philippine Journal of Public Policy*

Publication of articles for the UP CIDS' in-house journal

Office or Unit:	Center for Integrative and Development Studies (OVPA) – Publications			
Classification:	Highly Technical (may exceed 20 working days)			
Type of Transaction:	G2C			
Who may avail:	Scholars, faculty, researchers from and writing about the Philippines and East Asia			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Electronic copy of manuscript		From Author		
Peer review guide questions		UP CIDS Publications Staff		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit manuscript.	1. Acknowledge receipt of manuscript.	None	15 Minutes	Managing Editor – Publications Unit
2. None	2. Conduct technical review.	None	1 Day	Managing Editor – Publications Unit
3. None	3. Return to author for technical edits (if there are any).	None	15 Minutes	Managing Editor – Publications Unit
4. Receive technical edits – Submission of manuscript with revised technical edits – Online correspondence.	4. Conduct substantive preliminary editorial review.	None	5 Days	Editor-in-Chief, Managing Editor, Associate Editor – Publications Unit
5. None	5. Return substantive preliminary comments to author.	None	15 Minutes	Managing Editor – Publications Unit
6. None	6. Decide on manuscript status. 6.1. Reject manuscript. 6.2. Accept manuscript.	None	1 Day	Editor-in-Chief, Managing Editor, Associate Editor – Publications Unit
7. None	7. Inform author of rejection/acceptance. 7.1. Keep manuscript on file, if rejected. 7.2. Send manuscript with revised preliminary	None	15 Minutes	Managing Editor – Publications Unit



	substantive edits, if accepted.			
8. Acknowledge receipt of accepted manuscript – Online correspondence	8. Forward to three (3) peer reviewers.	None	5 Days	Managing Editor – Publications Unit
9. None	9. Facilitate peer review process.	None	20 Days (may reach up to 30 Days)	Editor-in-Chief, Managing Editor – Publications Unit
10. None	10. Forward reviewers' comments to author.	None	15 Minutes	Managing Editor – Publications Unit
11. Receive reviewers' comments – Revise manuscript according to reviewers' comments – Online correspondence.	11. Conduct second deliberation on author manuscript. 11.1. Accept manuscript. 11.2. Return manuscript to author for further edits.	None	1 Day	Editor-in-Chief, Managing Editor, Associate Editor – Publications Unit
12. None	12. Inform author of results of second deliberation.	None	15 Minutes	Managing Editor – Publications Unit
13. Receive deliberated manuscript – Revise manuscript further, or acknowledge receipt of acceptance – Online correspondence.	13. Forward to editorial consultant, copyeditors, and layout artist.	None	8 Hours	Managing Editor – Publications Unit
14. None	14. Coordinate with the editorial consultant, copyeditors, and layout artist for copyediting and layout of manuscript.	None	7 Days	Editor-in-Chief, Managing Editor – Publications Unit
15. None	15. Conduct final review.	None	1 Day	Managing Editor, Associate Editor – Publications Unit
16. None	16. Final review of the Editor-in-Chief	None	1 Day	Editor-in-Chief – Publications Unit
17. None	Upload articles in UP CIDS page and social media.	None	30 Minutes	Associate Editor – Publications Unit



TOTAL	-	1 month, 4 days, 10 hours (min.)	
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5. Use of Library and Resource Center of UP CIDS

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

Office or Unit:	UP CIDS Library And Resource Center			
Classification:	Simple			
Type of Transaction:	G2C			
Who may avail:	UP students and employees, Students, Researchers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
UP, School, or Company ID and/or Letter of Endorsement				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present ID and/or Letter of Endorsement from office or school and/or office.	Check ID and/or Letter of Endorsement.	None	2 Minutes	Library staff
2. Provide or search for title or author or subject needed thru the OPAC.	Check OPAC for availability; If available, get the book/research material then give it to the client for room use.	None	15 minutes	Library staff
3. Read and/or study book/research material provided.		None		
4. Leave the book/research material on the table or give to the library staff after use.	Check the borrowed material then return to shelf.	None	5 Minutes	Library staff
TOTAL			25 minutes	



INTERNAL SERVICES

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

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

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	UP CIDS Program Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (1 Copy of Manual Purchase Request (PR) Form)		UP CIDS Programs		
Document 2 (Online PR Form)		University Information System (UIS)		
Document 3 (1 Copy of Signed PR)		UP CIDS Administrative Office		
Document 4 (1 Copy of Allotment and Obligation Slip (ALOBS))		Systems Budget Office and UP CIDS Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of manual Purchase Request	1.1 Acknowledge receipt	N/A	3 minutes	Administrative Staff
	1.2 Generating of online Purchase Request (PR) thru University Information System (UIS)	N/A	10 minutes	Administrative Staff
	1.3 Printing of the generated online PR from UIS	N/A	5 minutes	Administrative Staff
	1.4 Endorsement of the PR form for signature of the UP CIDS Executive Director	N/A	10 minutes	Administrative Staff
	1.5 Uploading of the signed PR to UIS	N/A	10 minutes	Administrative Staff
	1.6 Coordination with Systems Budget Office	N/A	2 days	Administrative Staff
2. Receiving of approved PR and ALOBS	2.1 Releasing of the signed PR and Allotment and	N/A	5 minutes	Administrative Staff



	Obligation Slip (ALOBS) from Systems Budget Office			
TOTAL		N/A	2 days, 43 minutes	

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

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

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	UP CIDS Program Staff			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (Manual Purchase Request (PR) Form)		UP CIDS Programs		
Document 2 (Online PR Form)		University Information System (UIS)		
Document 3 (Printout and signed PR)		UP CIDS Administrative Office		
Document 4 (Printout Allotment Obligation Slip (ALOBS))		Systems Budget Office and UP CIDS Administrative Office		
Document 5 (Three Canvass Sheets/Quotations)		UP CIDS Programs		
Documents 6 (Technical Specifications)		UP CIDS Administrative Office		
Documents 7 (Technical Evaluation Report)		UP CIDS Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of manual Purchase Request	1.1 Acknowledge receipt	N/A	3 minutes	Administrative Staff
	1.2 Generating of online Purchase Request (PR) thru University Information System (UIS)	N/A	10 minutes	Administrative Staff
	1.3 Printing of the generated online PR from UIS	N/A	5 minutes	Administrative Staff
	1.4 Endorsement of the PR form for	N/A	10 minutes	Administrative Staff



	signature of the UP CIDS Executive Director			
	1.5 Uploading of the signed PR to UIS	N/A	10 minutes	Administrative Staff
	1.6 Coordination with Systems Budget Office	N/A	2 days	Administrative Staff
2. Submission of 3 canvass sheets/quotations	1.1. Acknowledge receipt	N/A	3 minutes	Administrative Staff
	1.2. Filling out of Technical Specification Form	N/A	30 minutes	Administrative Staff
	1.3. Forwarding of complete documents (PR, ALOBS, 3 Canvass sheets/Quotations, and Technical Specification Form) to Procurement Office	N/A	5 minutes	Administrative Staff
	1.4. Coordination with Procurement Office	N/A	22 days	Administrative Staff
	1.5. Receiving of documents from Procurement Office	N/A	3 minutes	Administrative Staff
	1.6. Filling out and forwarding of Technical Evaluation Report to Procurement Office	N/A	30 minutes	Administrative Staff
	1.7. Follow up of documents from Procurement Office	N/A	7 days	Administrative Staff
	1.8. Receiving of documents from Procurement Office	N/A	3 minutes	Administrative Staff
2. Receiving of documents	2.1. Releasing of documents from Procurement Office to UP CIDS Program Staff, for Disbursement Voucher Preparation.	N/A	3 minutes	Administrative Staff
	TOTAL	N/A	24 days, 1 hour, 55 minutes	



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

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

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	UP CIDS Programs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (1 Copy of Request Letter Waiver)		UP CIDS Programs		
Document 2 (1 Copy of Cover Letter)		UP CIDS Administrative Office		
Document 3 (1 Copy of Matrix)		UP CIDS Administrative Office		
Document 4 (1 Copy of Waiver Signed by VP Nestor G. Yunque)		Office of the Vice President for Administration		
Document 4 (1 Copy of Budget Cleared Contract of Service/Job Order)		UP CIDS Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Letter of Request for Waiver	1.1 Acknowledge receipt	N/A	3 minutes	Administrative Staff
	1.2 Drafting of Cover Letter and Matrix	N/A	30 minutes	Administrative Staff
	1.3 Endorsement of the Request Letter, Cover Letter, and Matrix for approval and signature of the UP CIDS Executive Director	N/A	10 minutes	Administrative Staff
	1.4 Creating of Document Tracking number and forwarding of complete documents (Request Letter, Cover Letter, and Matrix) to Office of the Vice President for Academic Affairs (OVPA)	N/A	20 minutes	Administrative Staff
	1.5 Follow up of documents to concerned offices (OVPA, OVPA,	N/A	7 days	Administrative Staff



	OVPF, and Budget Office)			
	1.6 Receiving of documents (signed Waiver, Matrix, budget cleared Contract of Service, Job Order) from Office of the Vice President for Finance)	N/A	3 minutes	Administrative Staff
2. Receiving of complete documents	2.1 Releasing of documents to UP CIDS Program Staff	N/A	3 minutes	Administrative Staff
TOTAL		N/A	7 days, 1 hour, 9 minutes	

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

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

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Administrative Unit			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government,			
Who may avail:	UP CIDS Programs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (1 Copy of RIS Form)		UP CIDS Programs		
Document 2 (1 Copy of Disbursement Voucher)		UP CIDS Programs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Requisition Issue Slip	1.1 Acknowledge receipt	N/A	3 minutes	Administrative Staff
	1.2 Creating of Document Tracking number and Forwarding of RIS Form to Supply and Procurement Management Office (SPMO)	N/A	5 minutes	Administrative Staff
	1.3 Receiving of the evaluated RIS Form from SPMO	N/A	5 minutes	Administrative Staff



2. Receiving of the RIS Form	2.1 Releasing of RIS Form to UP CIDS Program Staff for Disbursement Voucher (DV) preparation	N/A	5 minutes	Administrative Staff
3. Submission of RIS Form with Disbursement Voucher	3.1 Acknowledge receipt	N/A	3 minutes	Administrative Staff
	3.2 Forwarding of RIS and DV to SPMO	N/A	3 minutes	Administrative Staff
	3.3 Receiving of office supplies purchased	N/A	10 minutes	Administrative Staff
4. Receiving of office supplies	4.1 Releasing of office supplies purchased from UPS Storeeroom	N/A	3 minutes	Administrative Staff
TOTAL		N/A	37 minutes	

5. Processing of Reimbursements for UP CIDS Programs

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

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	UP CIDS Program Staff	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Document 1 (Disbursement Voucher (DV) Form)	UP CIDS Programs	
Document 2 (Summary of Expenses)	UP CIDS Programs	
Document 3 (Inspection and Acceptance Report Form)	UP CIDS Programs	
Document 4 (Original Receipts/CENRR Form/RER Form)	UP CIDS Programs	
Document 5 (Attendance Sheet)	UP CIDS Programs	
<i>*Additional attachments if reimbursement for travel expenses (land, accommodation, transportation, and airfare):</i>		
Document 6 - 10 (Travel Documents: Travel Authority, Travel Order, Certificate of Travel Completed, Original Boarding Pass,	UP CIDS Programs	



Certificate of Appearance, and Itinerary of Travel)				
<i>*Additional attachments if there is an expense more than one thousand pesos</i>				
Document 11 and 12 (Three Canvass Sheets and Abstract of Quotation) Document 13 (Stock Position Sheet)		UP CIDS Programs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1.1 Acknowledge receipt	N/A	3 minutes	Finance Staff
	1.2 Assessment on documents received	N/A	10 minutes	Finance Staff
	1.3 Endorsement of the documents for Executive Director's approval and signature	N/A	10 minutes	Finance Staff
	1.4 Generating of Disbursement Voucher (DV) number to University Information System (UIS) and scanning of documents	N/A	20 minutes	Finance Staff
	1.5 Creating of Document Tracking System (DTS) number	N/A	10 minutes	Finance Staff
	1.6 Recording of document for out-going	N/A	5 minutes	Messenger
TOTAL			58 inutes	

6. Processing of Payment for Honoraria/Straight Fee/Personnel

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

Office or Unit:	UP Center for Integrative and Development Studies (UP CIDS) – Finance Unit
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	UP CIDS Program Staff
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE



Document 1 (Certificate of Services Rendered)		UP CIDS Programs		
Document 2 (Disbursement Voucher Form)		UP CIDS Programs		
Document 3 (Signed and Budget Cleared Job Order/Office Order/Contracts)		UP CIDS Programs		
Document 4 (Output)		UP CIDS Programs		
Document 5 (Program of the Event)		UP CIDS Programs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of complete documents	1.1 Acknowledge receipt	N/A	3 minutes	Finance Staff
	1.2 Assessment on the documents received	N/A	10 minutes	Finance Staff
	1.3 Endorsement of the documents for Executive Director's approval and signature	N/A	10 minutes	Finance Staff
	1.4 Generating of Disbursement Voucher (DV) number to University Information System (UIS) and scanning of documents	N/A	20 minutes	Finance Staff
	1.5 Creating of Document Tracking System (DTS) number	N/A	10 minutes	Finance Staff
	1.6 Recording of document for out-going	N/A	5 minutes	Messenger
TOTAL		N/A	58 inutes	

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

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

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



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Document 1 (Certificate of Services Rendered)		UP CIDS Programs		
Document 2 (Disbursement Voucher Form)		UP CIDS Administrative Office		
Document 3 (Signed and Budget Cleared Job Order/Contracts)		UP CIDS Administrative Office		
Document 4 (General Payroll)		UP CIDS Administrative Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Certificate of Services Rendered	1.1 Acknowledge receipt	N/A	3 minutes	Finance Staff
	1.2 Assessment on the documents received	N/A	3 minutes	Finance Staff
	1.3 Uploading of number of days to Human Resource Information System (HRIS)	N/A	10 minutes	Finance Staff
	1.4 Sending of data from HRIS to the payroll personnel of System Accounting Office (SAO)	N/A	3 minutes	Finance Staff
	1.5 Coordination with the SAO Payroll Personnel for the General Payroll	N/A	1 day	Finance Staff
	1.6 Printing of General Payroll	N/A	1 minute	Finance Staff
	1.7 Generating of Disbursement Voucher (DV) number to University Information System (UIS) and scanning of documents	N/A	20 minutes	Finance Staff
	1.8 Endorsement of the documents for Executive Director's approval and signature	N/A	10 minutes	Finance Staff
	1.4 Generating of Disbursement Voucher (DV) number to University Information System	N/A	20 minutes	Finance Staff



	(UIS) and scanning of documents			
	1.5 Creating of Document Tracking System (DTS) number	N/A	10 minutes	Finance Staff
	1.6 Recording of document for out-going	N/A	5 minutes	Messenger
TOTAL		N/A	1 day, 1 hour, 25 minutes	

8. Approval of Research Program/ Project Proposals

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

Office or Unit:	UP CIDS Administrative Office			
Classification:	Highly Technical			
Type of Transaction:	G2G			
Who may avail:	UP Employees (Faculty, REPS, etc.)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Research Proposal (with at least a one-year research agenda specified)		To be provided by <i>client</i> themselves		
Budget Proposal (to cover a one-year research agenda)		To be provided by <i>client</i> themselves		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Required Documents	Receiving Research Program or Project proposals	None	10 minutes	University Research Associate I OR any Administrative Staff present or available
Attend possible meetings or deliver presentations to more effectively clarify the proposed Research Program or Project (as requested by the UP CIDS Administrative	Review and Approval of Proposed Research Programs or Projects	None	7 working days	UP CIDS Executive Director in coordination with other Administrative and Research Personnel



Office/Executive Director)				
Submission of the revised and finalized (1) Research and Budget Proposal as previously agreed upon with the UP CIDS Administrative Office, and (2) the necessary personnel documents for those who will be	Negotiation, preparation and finalization of necessary documents pertaining to (1) administrative and finance matters, and (2) to personnel appointments, to formally institute a Research Program or Project	None	8 working days (documents are afterwards endorsed to other UP System Offices for approval)	University Research Associate, in coordination with Administrative and Finance Personnel
TOTAL			15 days and 10 minutes	

9. Hiring of Non-UP Contractual Research Personnel

The Research Programs and Projects under UP CIDS are usually in need of researchers and research assistants with very specific expertise, skill sets and areas of interest which are not usually addressed through the regular hiring process of UP employees. UP CIDS thus contracts researchers/research assistants well-fit to work on its various research programs and projects.

Office or Unit:	UP CIDS Administrative Office	
Classification:	Highly Technical	
Type of Transaction:	G2C	
Who may avail:	Any person, not-affiliated with UP, who has been pre-selected or pre-determined by the UP CIDS Programs/Projects and the UP CIDS Administrative Office to be contracted for services to be rendered and paid based on a daily compensation rate (i.e. Non-UP Contractual personnel)	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Formal letter of request to hire a Non-UP contractual personnel, addressed to the UP CIDS Executive Director with the following attachments: <ol style="list-style-type: none"> 1. Strong justification of hiring; 2. List of duties and responsibilities of person to be hired; 3. Photocopy of a valid government issued ID; 		To be provided by <i>client</i> themselves; Format or template may be provided by the UP CIDS Administrative Office



<p>4. Curriculum vitae reflecting work experience and academic qualifications including number of graduate units finished and number of relevant training hours completed;</p> <p>5. Program/Project functional-organizational chart;</p> <p>6. List of existing Non-UP Contractual Research Personnel of the research Program/Project, and their corresponding positions and compensation rates.</p>				
Filled-out UP CIDS Personal Data Sheet		Form to be provided by the UP CIDS Administrative Office		
2x2 ID Photo		To be provided by <i>client</i> themselves;		
Accomplished Contract of Services (CoS) Information Sheet		To be provided by the UP CIDS Administrative Office		
Three printed copies of the CoS signed on all pages by (1) the personnel to be hired and (2) the Program/Project Head		Soft copy of CoS to be sent by the UP CIDS Administrative Office to the concerned personnel		
At least two notarized copies of the CoS of the Non-UP Contractual Research Personnel		CoS signed by the UP CIDS Executive Director and witness to be given to the concerned personnel by the UP CIDS Administrative Office; Notarization to be facilitated by <i>client</i> themselves		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of (1) letter of request for hiring Non-UP Contractual Personnel with necessary attachments, (2) Filled-out UP CIDS Personal Data Sheet, and (3) 2x2 ID Photo	Checking correctness and completeness of letter of request and necessary attachments; Receiving submission from client when correct and complete; advising client regarding any errors or insufficiencies with the submission	None	10 minutes	University Research Associate I
	Reviewing and endorsing request to concerned UP System Offices (Office of the Vice President for Academic Affairs, Office of the Vice President for Planning and Development, Office of the Vice President for Administration, Office of the Vice President for	None	30 minutes	University Research Associate I



	Planning and Finance, Office of the President)			
	<i>Review and Processing outside UP CIDS (in other UP System Offices)</i>	None	40 days (based from previous experience)	Other UP System Offices
	Informing Program personnel once the request for hiring has been approved by the Office of the President; Instructing the concerned personnel to fill up the UP CIDS CoS Information Sheet	None	5 minutes	Senior Administrative Assistant II; University Research Associate I
Accomplish CoS Information Sheet	Preparation of Contract of Services for concerned Non-UP Contractual Research Personnel and forwarding soft copy to concerned personnel for checking and printing	None	45 minutes	University Research Associate I
Submission of CoS signed by personnel and Program/Project Head	Receipt of CoS submission; having said CoS signed by witness for UP CIDS and UP CIDS Executive Director; Return of completely signed CoS to Program personnel	None	30 minutes	Senior Administrative Assistant II; University Research Associate
Submission of notarized CoS	Receipt of CoS submission; Endorsement to UP System Budget Office for Budget Clearance	None	20 minutes	University Research Associate I
	<i>Review and grant of budget clearance by the UP System Budget Office (outside UP CIDS)</i>	None	5 working days (based on experience)	UP System Budget Office
	Informing Program of approved and budget cleared CoS, ready for subsequent processing of payment	None	10 minutes	University Research Associate I
TOTAL			2 hours and 30 minutes (+45 days for processing and approval)	



		outside UP CIDS)	
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10. Processing of Hiring of Job Order Personnel for Research Activities

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

Office or Unit:	UP CIDS Administrative Office			
Classification:	Complex			
Type of Transaction:	G2C			
Who may avail:	Any person, not-affiliated with UP, who has been pre-selected or pre-determined by the UP CIDS Programs/Projects and the UP CIDS Administrative Office to be contracted for a specific parcel of services to be rendered and paid through Job Orders			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal letter of request to hire a Job Order personnel with the following attachments: 1. Photocopy of a valid government issued ID; 2. Job Order signed by personnel to be hired.		To be provided by <i>client</i> themselves; Format or template may be provided by the UP CIDS Administrative Office		
Filled-out UP CIDS Personal Data Sheet		Form to be provided by the UP CIDS Administrative Office		
2x2 ID Photo (if the Job Order personnel will be utilizing UP CIDS Office		To be provided by <i>client</i> themselves;		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of (1) letter of request for hiring Non-UP Contractual Personnel with necessary attachments, (2) Filled-out UP CIDS Personal Data Sheet, and (3) 2x2 ID Photo	Checking correctness and completeness of letter of request and necessary attachments; Receiving submission from client when correct and complete; advising client regarding any errors or insufficiencies with the submission	None	10 minutes	University Research Associate I
	Reviewing and endorsing request to concerned UP System Offices (Office of the Vice President for Academic Affairs, Office of	None	30 minutes	University Research Associate I



	the Vice President for Administration)			
	<i>Review, processing and approval outside UP CIDS (in other UP System Offices)</i>	None	10 days (based from previous experience)	Other UP System Offices
	Informing Program personnel once the request for hiring has been approved by the Office of the Vice President for Administration	None	5 minutes	Senior Administrative Assistant II; University Research Associate I
	Endorsement of Job Order/s to the UP System Budget Office for Budget Clearance	None	20 minutes	University Research Associate I
	<i>Review and grant of budget clearance by the UP System Budget Office (outside UP CIDS)</i>	None	5 working days (based on experience)	UP System Budget Office
	Informing Program of approved and budget cleared Job Order, ready for subsequent processing of payment	None	10 minutes	Senior Administrative Assistant II; University Research Associate I
	TOTAL		1 hour and 15 minutes (+15 days for processing and approval outside UP CIDS)	

11. Processing of Additional UP CIDS Appointments for UP Employees Participating in UP CIDS Programs or Projects

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

Office or Unit:	UP CIDS Administrative Office
Classification:	Complex
Type of Transaction:	G2G



Who may avail:	Any UP Employee who has been pre-determined by the UP CIDS Administrative Office, or the UP CIDS Program or Projects Heads, to be granted an additional appointment under UP CIDS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Filled-out UP CIDS Office Order Information Sheet		To be provided by <i>client</i> themselves; Format or template may be provided by the UP CIDS Administrative Office		
Printed Copy of Office Order, signed by the UP Employee to be given an appointment under UP CIDS		To be provided by the <i>client</i> themselves		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Filling-out the UP CIDS Office Order Information Sheet	Preparing of Office Order for concerned personnel based on information entered into the Office Order Information Sheet; Forwarding the soft copy of the Office Order to concerned personnel for printing and signing	None	25 minutes	University Research Associate I
Submission of printed Office Order, already signed by the concerned personnel to be appointed under UP CIDS	Having the Office Order signed by the UP CIDS Executive Director and endorsing the Office Order for approval and budget clearance to other UP System Offices (Office of the Vice President for Academic Affairs, UP System Budget Office)	None	25 minutes	University Research Associate I
	<i>Approval from the Office of the Vice President for Academic Affairs; Review and grant of budget clearance by the UP System Budget Office (outside UP CIDS)</i>	<i>None</i>	<i>10 working days (based on experience)</i>	<i>UP System Budget Office</i>
	Informing Program of approved and budget cleared Office Order, ready for subsequent processing of payment	None	10 minutes	Senior Administrative Assistant II; University Research Associate I
TOTAL			1 hour	



		(+10 days for processing and approval outside UP CIDS)	
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12. Request for Hiring Records for All UP CIDS Research Personnel (Contract of Services, Job Orders, Office Orders)

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

Office or Unit:	UP CIDS Administrative Office			
Classification:	Simple			
Type of Transaction:	G2C, G2G			
Who may avail:	Any person contracted by UP CIDS under a CoS or a Job Order, or any UP employee granted additional appointment under UP CIDS			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal letter (printed or digital) for specific hiring record needed, approve or noted by the direct UP CIDS supervisor of the requesting personnel		To be provided by <i>client</i> themselves		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of formal letter to UP CIDS	Reviewing for correctness of the request for hiring records and confirming receipt	None	5 minutes	University Research Associate I
	Preparation of hiring records	None	30 minutes	University Research Associate I
	Informing concerned personnel of availability of record for pick up at the UP CIDS Administrative Office	None	5 minutes	Senior Administrative Assistant II; University Research Associate I
TOTAL			40 minutes	



13. Addressing Inquiries and Requests from UP CIDS Programs and Projects

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

Office or Unit:	UP CIDS Administrative Office			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	Any personnel from the UP CIDS research program or project			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Formal letter (printed or digital) of inquiry or request		To be provided by <i>client</i> themselves		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of formal letter to UP CIDS (physically at the UP CIDS Office premises, or through the UP CIDS official e-mail)	Confirming receipt and either, preliminarily addressing the inquiry or request made with pertinent information, and if necessary, referring inquiry or request to concerned UP CIDS personnel best fit to address inquiry, request or concern	None	15 minutes	Senior Administrative Office II; or University Research Associate I
TOTAL			20 minutes	

14. Publication of Serial Publications (Policy Briefs, Discussion Papers, Monographs)

Processing and publication of serial publications or publications that are more regular and are not peer-reviewed (e.g., policy briefs, discussion papers, monographs)

Office or Unit:	Center for Integrative and Development Studies (OVPAA) – Publications		
Classification:	Highly Technical (may exceed 20 days)		
Type of Transaction:	G2G		
Who may avail:	UP CIDS Research Programs and Projects		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Electronic copy of manuscript		UP CIDS Publications Unit	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit manuscript through electronic mail.	1. Receive and conduct technical/guideline compliance review on manuscript. 1.1. Acknowledge receipt of manuscript. 1.2. Conduct technical/guideline compliance review on manuscript. 1.3. If there are technical/guideline non-compliance comments, return manuscript to client.	None	1 day	Publications Staff
2. Address technical/guideline non-compliance comments and send revised manuscript.	2. Receive and re-check revised manuscript. 2.1. Acknowledge receipt of revised manuscript. 2.2. Re-check revised manuscript if comments are addressed. 2.3. If there are additional technical/guideline non-compliance comments, repeat step 1.3; if none, proceed to step 2.4. 2.4. Copyedit manuscript.	None	7 days	Publications Staff



	2.5. Send edited manuscript to client.			
3. Address substantive edits and queries on manuscript, revise accordingly, and send edited manuscript.	<p>3. Receive and re-check edited manuscript.</p> <p>3.1. Acknowledge receipt of edited manuscript.</p> <p>3.2. Re-check revised manuscript if comments are addressed.</p> <p>3.3. If there are additional comments, repeat step 2.5; if none, proceed to step 3.4.</p> <p>3.4. Forward finalized manuscript for layout/ preparation of publication proof.</p> <p>3.5. Proofread preliminary proof and revise accordingly, if applicable.</p> <p>3.6. Send publication proof to client.</p>	None	7 days	Publications Staff
4. Review, comment on and/or approve publication proof.	<p>4. Apply comments on proof or release publication if approved.</p> <p>4.1. If there are comments from client, apply accordingly.</p> <p>4.2. If there are no more comments from client, prepare publication for online release and printing.</p>	None	5 days	Publications Staff
TOTAL		None	20 days	