



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

9 August 2023

Memorandum No. CCDP-2023-216

To : Project Proponents of Externally-funded Research Projects

Through : The Deans, Directors, Heads of Offices/Units

Subject : Hiring of Project-based Project Manager, Administrative Staff, and Messengers to be Included in the Line Item Budget (LIB)

Project Managers and Administrative Assistants play an integral and crucial part in the overall implementation of research programs and projects.

Project Managers are responsible for the success of a project from beginning to end. They plan projects, direct teams, and communicate with clients. Some of their specific responsibilities include:

1. Monitoring the progress of a project against timelines and ensuring that timelines are followed (i.e. Memorandum of Agreement (MOA) timeline on release of tranches, submission of financial reports, technical reports, etc);
2. Overseeing the overall project release, utilization, and reporting (i.e. cash program, cash flow, and other financial-related documents);
3. Reviewing the project reports and deliverables;
4. Monitoring and realigning the budget;
5. Handling the monitoring and bookkeeping processes for timely and updated Financial Report for consolidation purposes with the Accounting Office.

Administrative Assistants typically handle the day-to-day tasks of keeping the office running smoothly and ensuring the timely submission and facilitation of relevant documents. Below are some of their specific responsibilities:

1. Processing the requirements for hiring of project staff;
2. Collecting documents for processing of salaries and honorarium, reimbursement of expenses, replenishment/liquidation of cash advance, and payment to suppliers;
3. Pre-auditing of documents prior to submission to RGAO (i.e checked for completeness and correctness) and properly filling out the required forms and templates (Contract of Service, Term of Reference, Abstract of Canvass, etc.);
4. Scanning and keeping record of documents;
5. Keeping a record of the list of equipment, list of personnel involved, disbursements, and payables;
6. Coordinating closely with RGAO for all financial transactions and in the preparation of financial report.

The hiring of **one (1) Project Manager for every research project is required**. However, a **number of Administrative Staff**, whose functions are **different from the staff** hired as laboratory staff, field interviewers, or other non-admin positions, may be hired based on the suggested, but not limited to, categories below.

Major Activities	Small-budgeted Researches (less than 5,000,000.00)	Medium-budgeted Researches (5,000,000.00 to 19,999,999.99)	Large-budgeted Researches (20,000,000.00 and above)
1. Heavy on procurement of goods <ul style="list-style-type: none">- Development of prototypes- Purchase of laboratory equipment and supplies- Importation of equipment	One (1) Admin staff	At least two (2) or more Admin staff	
2. Heavy on procurement of services / payment for the professional services <ul style="list-style-type: none">- Training and module developer (individual / non-individual)- Third-party laboratory services			
3. Heavy on payment of patient remuneration and laboratory services <ul style="list-style-type: none">- Patient recruitment- Third-party laboratory services	One (1) Admin staff stationed in the main office;	At least two (2) Admin staff stationed in the main office; One (1) Admin staff per field site during the conduct of activities	
4. Heavy on payment to the research staff and food for respondents <ul style="list-style-type: none">- Data collection with hired interviewers	One (1) Admin staff per field site during the conduct of activities		
5. Heavy on fieldwork activities (performed by the project core staff) <ul style="list-style-type: none">- Travel to various target sites- Data gathering or sample collection- Purchase of token for the respondents	one (1) or two (2) Admin staff stationed in the main office; one (1) Admin staff per field site during the conduct of activities		
6. Combination of the above-mentioned activities	At least two (2) Admin staff stationed in the main office; At least two (2) Admin staff per field site during the conduct of activities		

The project may also consider hiring Messenger/s to fulfill the following tasks:

1. Pick up and deliver documents or other items, such as medical records, laboratory specimen, medication, between offices (i.e. project's office, RGAO, funding agency), traveling by foot or public conveyance;
2. Perform general office or clerical duties, such as filing materials, operating photocopying machines, or running errands.

Needless to say, if the project does not require much added manpower, the hired **Project Manager will act as the Administrative Staff and Messenger of the research project.**

Further, to delineate the role of the Research Grants Administration Office (RGAO) staff, below are their major functions in handling a research project:

1. Provide the project with proper direction during start-up by identifying critical items for procurement based on LIB and discussing the cash advances and UPM Bridging Effort Funds (BRIEF Program);
2. Train the administrative staff in properly accomplishing the forms, guiding the staff through the process of completing an acceptable report (i.e. salaries, honorarium, reimbursement, replenishments and/or liquidation, and payment to suppliers of goods and services);
3. Assist in the problem-solving process by suggesting solutions to admin-related issues;
4. Endorse financial transactions (i.e. documents with the issued Disbursement Vouchers, letters of justification, etc).

For your information, guidance, and compliance.



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