



UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

FISCAL POLICIES AND OPERATIONS COMMITTEE

ENDORSEMENT

28 July 2023

Respectfully forwarded to Dr. Carmencita D. Padilla, Chancellor, University of the Philippines Manila, recommending the approval of the attached request of Dr. Eva Maria C. Cutiongco-De La Paz, Director, NIH-IHG, the approval of the revised Matrix of Approving Authority for NIH Administrative-Related and Research-Related Financial Documents outlined below:

MATRIX OF APPROVING AUTHORITY FOR NIH RESEARCH-RELATED FINANCIAL DOCUMENTS (NIH-funded and other externally funded studies where the NIH Institute / Center / Study Group and the Training Program for Health Research Ethics is the Implementing Unit) As of 20 July 2023						
Type of Transaction	Type of Document	Previously Approved		Proposed Revision		
		Approving Authority				
		Below 100T	100T and Above	100T and Below	> 100T to 200T	> 200T to 500T
PROCUREMENT (except for DDRO and ED as Project Leaders)	Purchase Requisition (PR)	VCR	Asst. to the VCA	ED	Asst. to the VCA	VCAF
	Purchase Order (PO)	VCR	Asst. to the VCA	ED	VCAF	VCAF
		Below 50T	50T-100T	50T and Below	> 50T to 100T	> 100T to 500T
	Abstract of Canvass	DED/DRMT	VCR	DDRO	ED	VCAF
	Inspection and Acceptance Report (IAR)	Property Officer or RGAO	SPMO	NIH Property / Administrative Officer	SPMO	SPMO
LIQUIDATION / REIMBURSEMENT / PAYMENT / REPLENISHMENT / HONORARIA / SALARY (except for DDRO and ED as Project Leaders)	Disbursement Voucher (DV) For Box A	DED/DRMT	VCR	DDRO	ED	ED
	Budget Utilization Request (BUR) and Obligation Request (ObR)	DED/DRMT	VCR	DDRO	ED	ED
	Liquidation / Replenishment Report			DDRO	ED	ED
	Authority to Reimbursement		VCR	DDRO	ED	VCAF
	Justification Letter		VCR	DDRO	ED	VCAF

VCAF – Vice Chancellor for Administration and Finance
ED – Executive Director
DDRO – Deputy Director for Research Operations
SPMO – Supply and Property Management Office



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MATRIX OF APPROVING AUTHORITY FOR NIH ADMINISTRATIVE-RELATED FINANCIAL DOCUMENTS (NIH Institute / Center Operational Expenses) As of 20 July 2023						
Type of Transaction	Type of Document	Previously Approved		Proposed Revision		
		Approving Authority				
		Below 100T	100T and Above	100T and Below	> 100T to 200T	> 200T to 500T
PROCUREMENT (except for DDRO and ED as Project Leaders)	Purchase Requisition (PR)	VCR	Asst. to the VCA	ED	Asst. to the VCA	VCAF
	Purchase Order (PO)	VCR	Asst. to the VCA	ED	VCAF	VCAF
		Below 50T	50T-100T	50T and Below	> 50T to 100T	> 100T to 500T
	Abstract of Canvass	DED/DRMT	VCR	DDAF	ED	VCAF
	Inspection and Acceptance Report (IAR)	Property Officer or RGAO	SPMO	NIH Property / Administrative Officer	SPMO	SPMO
LIQUIDATION / REIMBURSEMENT / PAYMENT / REPLENISHMENT / HONORARIA / SALARY (except for DDRO and ED as Project Leaders)	Disbursement Voucher (DV) For Box A	DED/DRMT	VCR	DDAF	ED	ED
	Budget Utilization Request (BUR) and Obligation Request (ObR)	DED/DRMT	VCR	DDAF	ED	ED
	Liquidation / Replenishment Report			DDAF	ED	ED
	Authority to Reimbursement		VCR	DDAF	ED	VCAF
	Justification Letter		VCR	DDAF	ED	VCAF


VCAF – Vice Chancellor for Administration and Finance

ED – Executive Director

DDAF – Deputy Director for Administration and Finance

SPMO – Supply and Property Management Office

The request was discussed and reviewed by the UP Manila Fiscal Policies and Operations Committee (UPM-FPOC) on its meeting held last 21 July 2023.


ARLENE A. SAMANIEGO, MD.
Vice Chancellor for Administration
& Chair, UPM - FPOC

APPROVED BY:

CARMENCITA M. DAVID-PADILLA, MD, MAHPS
Chancellor **22 SEP 2023**