



Office of the Chancellor
UNIVERSITY OF THE PHILIPPINES MANILA
The Health Sciences Center

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02 February 2024

MEMORANDUM NO. CMLT-2024-039

TO : Administrative Officers / Supply Officers / Designated Property Custodians

THROUGH : The Deans, Directors, and Heads of Units/Offices

SUBJECT : Reiteration of the Procedural Flow on Acceptance of Donations

All concerned UP Manila personnel are reminded to strictly adhere to the policies and procedures on the acceptance of donations outlined in the attached Section VI of the UP Manila Basic Administrative Manual. Specifically, all donations in kind must be supported by necessary documents relevant to the donation and must pass through the Supply and Property Management Office (SPMO).

You may contact the SPMO at (+632) 8814 1239/1240 or at upm-spmo@up.edu.ph for assistance or clarifications.

For your information, guidance, and strict compliance.


Dr. Michael L. Tee
Professor and Chancellor



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Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
Property Section	DONATIONS	Effectivity Date: January 3, 2019

Flowchart	Description	Person Responsible
<pre> graph TD Start([Start]) --> Step1[1. REPORTING OF THE DONATIONS RECEIVED] Step1 --> Step2[2. TAKING NOTE OF THE DONATION] Step2 --> Step3[3. REVIEW AND PREPARATION OF DEED OF DONATION AND/OR ACCEPTANCE] Step3 --> Step4[4. ACTION ON THE DEED OF DONATION] Step4 --> End((A)) </pre>	Reports to the Chancellor the donation/s received with acquisition cost. If donated equipment has no available costing, appraisal will be done by the following: • For equipment - UPM DAC • For infrastructure - CPDMO Takes note of the donation and refers to Legal Office. Reviews/prepares Deed of Donation (DD) and/or Acceptance. Acts on the Deed of Donation as follows: - Accepts / Approves / Signs unconditional or simple donations; - Recommends to the BOR through the UP President the approval of the following donations: • Service donations • Donations of equipment where the installation, operation or maintenance of which requires financial outlay in addition to the approved budget of UPM. • Donations entailing some onerous conditions stipulated	End User Chancellor Legal Office Head Chancellor

Prepared by/Date: **Vicky D. Galvan**/ July 2, 2018 Reviewed by/Date:
 Approved by/Date: **VC Arlene A. Samaniego, MD** / August 1, 2018

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Property and Supply Office	PROCEDURAL FLOW OF ADMINISTRATIVE TRANSACTION	Revision No. 0
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Flowchart	Description	Person Responsible
<pre> graph TD A((A)) --> B[5. REPORTING OF ACCEPTED/ APPROVED DONATIONS] B --> C[6. DISTRIBUTION OF COPIES OF DEED OF DONATION] C --> D[7. PREPARATION OF PAR AND SECURING OF SIGNATURE] D --> E[8. RECORDING OF DONATION IN THE BOOK OF ACCOUNTS] E --> F((End)) </pre>	Reports accepted/approved donations by UPM to the UP President/BOR.	Chancellor
	Distributes copies of Deed of Donation as follows: Copy 1 - File 2 - COA 3 - Accounting Office 4 - Concerned Unit/Office 5 - PSO for donated equipment	OC Staff
	Prepares Property Acknowledgement Receipt (PAR) and secures signature of end-user for donated equipment.	PSO Head/ Unit Head
	Records donation in the book of accounts.	Accounting Officer

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