PROCESS FLOW

	PU	RCH	ASE	REQ	UEST		RCHA ORDE			SPECT REPOI			PA	YROL	.L	F	PETTY	CAS	Н		IGAT QUE				JRSE DUCH	MENT HER	Т	СН	IECK
	ADM	OPG	PTO	ADM	OPG	ADM	OPG	GSO	ACC	PTO	OPG	HRMD	ACC	PTO	ADM	OVG	ACC	PTO	CASH	ADM	OVG	PBO	ACC	PTO	ADM	OPG	OVG	PTO	OPG
G FUND																													
ELOW 50,000						Т	П	Т														Т		П					
a. Regular - Supplies, Capital Outlay, Drugs, Medicines, Purchase of Goods, Services	1	2	3	4		5		6	5 7	8	9									10		11	12	13	14		1	L5 1 6	5
b.Gasoline, Oil & Other Utilities	1			4		5														6		7	8	9	10		1	l1 12	1
c. Electric, Telephone Bills & Tolls																				1				4				6 7	
d. Cash Advance/Replenishment of CA - Marketing																				1		2			5			6 7	
(Food of Hosp Patients), Supplies, Maintenance, Labor, etc.																				1		_							
e. Cash Advance-Special Programs/Projects/Travel Expenses (DH)																				1				4				6 7	
f. Financial Assistance - Indigents, affected of Calamities & Disasters																				1				4				6 7	
g. Aid - Brgy, Municipalities GA and NGO Institutions																				1				4				6 7	
h. Liquidation of Cash Advances																				1		2	3	4	5			6 7	
i. Cash Advance (Salaries & Benefits thru cashier)																						1	2	3	4			5 6	
j. Reimbursement (Petty Cash Fund)																1	2	3	4			1		1					
k. Cash Prize																			_	1		2	3	4	5	6	- 5	7	8
I. Honorarium (Trainings etc.)						1		T				Ħ			t					1				4				7	8
m. TRAVEL (Employees & Local)		-		+	_	1		1		+				1		AC	C ADI	vi		3	+	Δ	Ī	6	7			8 9	
n. LIQUIDATION OF CASH ADVANCE				+		1		-												1				4			┲		
	+	+	+	+	+	+	\vdash	+	+	+		+		+	\vdash		+	-	+		+	===	ŦĔ	#		Ħ	#	+	
BOVE 50,000	1	2 2			_		0		1 46	11	12	+		-	┢		-		+-4	12 1			1 46	17	10	10	_	10	24
a.Regular - Supplies, Capital Outlay, Drugs, Medicines, Purchase of Goods, Services b.Gasoline, Oil & Other Utilities	1			4	6	7 5			<i>j</i> 10	7 2 7 7 7	1.2								+	13 1 7				11				20 l3 14	21
c. Cash Advance/Replenishment of CA - Marketing	-		. 3	4	\dashv		U		-	+		╂			┢		-		+			7=							
(Food of Hosp Patients), Supplies, Maintenance, Labor, etc.																				1	2	3	4	5	6	1		7 8	
d. Cash Advance-Special Programs/Projects/Travel Expenses (DH)																				1	2	3	4	5	6			7 8	
e. Financial Assistance - Indigents, affected of Calamities & Disasters			1			1						Ħ			H				1	1		3	4	5	6		- 6	7 8	
f. Aid - Brgy, Municipalities GA and NGO Institutions																				1				5				7 8	
g. Liquidation of Cash Advances																				1				4				6 7	
h. Cash Advance (Salaries & Benefits thru cashier)						1																		3				5 6	
i. reimbursement (Petty Cash Fund)																1	2	3	4			7	1			一十	丁		
i. Cash Prize			+	+		1		-											1 .	1	2	3	А	5	6	7	8	8	9
k. Honorarium (Trainings etc.)		-	╁	+	-	+		-	-	+				+	H			-	+	1				5				8	9
I. TRAVEL (DH & Abroad)	++		-	+		+		-	-			+				0.00	C ADI					_ <u> </u>	6	7	0				_
m. LIQUIDATION OF CASH ADVANCE	+	+	+	+	+	+	\vdash	╬	-	+-		+	_	-	\vdash	ACC	C ADI	VI	1 1	3 4 1		2	0	7 5	0		_	9 10	4
	+	+	+	+	+	-	$\vdash \vdash$	╬	-	+							+	+	+		4	<u>პ</u>	4	5	ь	-4	+	+	-
n. Payroll - Salaries & Benefits(Permanent & Casual)	++	-	-	+	_	_		_		1			2 3	4	5		+		-	6	_	7				\vdash	_	+	-
o. Payroll Voucher	$\perp \downarrow \downarrow$	\perp	1	\perp				_				Ш			<u> </u> _L					1				4	5	\longrightarrow			
p. Payroll - Job Order and Honoraria		\perp										<u> </u>	1 2	3	4					5		6	<u></u>		/	\square	<u>_</u>		
q. Scholarship/Educational Assistance																						1	2	3	4		Ę	5	6
																						1							

PROCESS FLOW

	Р	URC	CHAS	SE RI	EQL	JEST		URCI ORE		١		PECTI				PA	YRO	LL		PE	TTY C	ASH				ATIO JEST		DI	-	JRSE DUCI	EMEN HER	NT		CHE	ECK
	ADM	OPG	PBO	PTO	ADM	OPG	ADM	OPG	DVO	GSO	ACC	РТО	OPG	OVG	HRMD	ADM	PTO	ADM	OVG	PBO	ACC	PTO	САЅН	ADM	OPG	OVG	PBO	ACC	PTO	ADM	OPG	OVG	PTO	ADM	OPG
I-OPG FUND							Т																												
LOW 50,000																												П							
a.Regular - Supplies, Capital Outlay, Drugs, Medicines, Purchase of Goods, Services			1	2	3		4	1		5	7	8	9														10	11	12	13	i T		14	15	
b.Gasoline, Oil & Other Utilities			1	2	3		4																				5	6	7	8	ĺ		9	10	
c. Electric, Telephone Bills & Tolls																											1	2	3	4	ĺ		5	6	
d. Cash Advance/Replenishment of CA - Marketing (Food of Hosp Patients), Supplies, Maintenance, Labor, etc.																								1			2	3	4	5	İ		6	7	
e. Cash Advance-Special Programs/Projects/Travel Expenses (DH)																								1			2	3	4	5	i —		6	7	
f. Liquidation of Cash Advances				\dashv	T																			1				3					6		
g. Cash Advance (Salaries & Benefits thru cashier)							T						1										T					2					5		\neg
h. reimbursement (Petty Cash Fund)							T						1							1	2	3	4	_											
i. TRAVEL (except Dept. Head)																					ADM						3	4	5	6	i e		7	8	
j. LIQUIDATION OF CASH ADVANCE																												2							
OVE 50,000													Ì										T								1				\Box
a.Regular - Supplies, Capital Outlay, Drugs, Medicines, Purchase of Goods, Services			1	2	3	4	5	6		7	8	9	10														11	12	13	14	15		16		17
b.Gasoline, Oil & Other Utilities			1				4	5																				7					10	11	
c. Cash Advance/Replenishment of CA - Marketing (Food of Hosp Patients), Supplies, Maintenance, Labor, etc.																								1			2	3	4	5			6	7	
d. Cash Advance-Special Programs/Projects/Travel Expenses (DH)																								1			2	3	4	5			6		
e. Liquidation of Cash Advances																								1			2	3	4	5			6	7	
f. Cash Advance (Salaries & Benefits thru cashier)																											1	2	3	4			5	6	
g. reimbursement (Petty Cash Fund)																				1	2	3	4											Ī	
h. LIQUIDATION OF CASH ADVANCE																											1	2	3	4	5				
i. Payroll - Salaries & Benefits(Permanent & Casual)															1	Į	2 3	4						5			6								
j. Payroll Voucher																											1	2	3	4					
k. Payroll - Job Order and Honoraria																	1 2	2 3	3								4								
I. Reimbursement(Petty Cash Fund)																												1	2	3					
m. Terminal Leave and Gratuity												Ì															1	2	3	4	Ĭ		4	5	
n. Refund(depositors space rental, tuition Vat or Contractors, tax)																																	4		5

CASH PHARMACY FUND																		
1 BELOW 50,000																		

PROCESS FLOW

	PU	RCHA	ASE	REQU	EST		RCHA: DRDER			PECT EPOF			ſ	PAYR	OLL		PE	TTY C	ASH			IGAT QUE:		C		URSEI DUCH	MENT IER		СН	IECK	
	ADM	OPG PBO	PTO	ADM	ove 0VG	ADM	OPG	GS0	ACC	PTO	OPG	OVG	ADM	ACC	PTO	DVG	PBO	ACC	PTO	САЅН	ADM	OPG OVG	PBO	ACC	PTO	ADM	OPG	PTO	ADM	OPG	OVG
Purchases			1	2		3		4	6	7	8																				
bove 50,000																															
Purchases			1	2 3	3	4	5	6	7	8	9																				
FUND																															
a.Regular - Supplies, Capital Outlay, Purchase of Goods, Services & others		1	2		3		4	5	6	7		8											9	10	11	П	1	.2 13	3		14
b.Gasoline, Oil & Other Utilities		1	2		3		4	1																	7			8 9	Ī		10
c. Electric, Telephone Bills & Tolls																							1		3			4 5		_	6
d. Cash Advance/Replenishment of CA - Marketing (Food of Hosp Patients), Supplies, Maintenance, Labor, etc.		1	2	3																			4	5	6	7		8		П	
e. Cash Advance-Special Programs/Projects/Travel Expenses (DH)		1	2	3																			4	5	6	7		8	9	i	
f. Financial Assistance - Indigents, affected of Calamities and Disasters				3		4																				8			10		
g. Aid - Brgy, Municipalities GA and NGO Institutions				3		4	_																			8			10		
h. Liquidation of Cash Advances		1	2	3																			4	5	6	7			9		
i. Cash Advance (Salaries & Benefits thru cashier)																										4			6		
j. reimbursement (Petty Cash Fund)																	1	2	3	4								T			
				•	•								•		•							•			•	_		工	_	_	_
NERAL					T			Ī																							
Remittances																							1	2	3	4		5	6		