## **PROCESS FLOW**

	PUR	RCHA	SE R	EQU	EST		KCHA SE RDER	<b>`</b>	INSP RE	PECTI			P/	AYRO	LL		PETT	ГҮ СА	SH		OBLIGATIOI REQUEST								СК
	ADM	PBO	PTO	ADM	9 O O O O	ADM	OPG OVG	GSO	ACC	РТО	OPG	HRMD	ADM	ACC	ADM	900		ACC	CASH	ADM	OVG	PBO	ACC	PTO	ADM	OPG OVG	PTO	ADM	OPG OVG
OPG FUND												_							J						-	+			
1 BELOW 50,000																					П								
a.Regular - Supplies, Capital Outlay, Drugs, Medicines, Purchase of Goods, Services	1	2	3	4		5		6	7	8	9	1				1				10	1 1	11	12	13	14		15	16	$\top$
b.Gasoline, Oil & Other Utilities	1		3			5		П				1	t	1	1	1				6		7	8	9	10	1	11		$\neg$
c. Electric, Telephone Bills & Tolls	Т	7			+	П						1		_			+			1				4			6		+
d. Cash Advance/Replenishment of CA - Marketing			H			H		+				╁		$\dashv$	+	-						_			_	-		_	+
(Food of Hosp Patients), Supplies, Maintenance, Labor, etc.																				1		2	3	4	5		6	_	
e. Cash Advance-Special Programs/Projects/Travel Expenses (DH)																				1		2	3	4	5		6	7	
f. Financial Assistance - Indigents, affected of Calamities & Disasters																				1		2	3	4	5		6	7	
g. Aid - Brgy, Municipalities GA and NGO Institutions																				1		2	3	4	5		6	7	
h. Liquidation of Cash Advances																				1		2	3	4	5		6	7	
i. Cash Advance (Salaries & Benefits thru cashier)																	1							3			5		$\Box$
j. Reimbursement (Petty Cash Fund)			П	$\dashv$	1	Ħ	1	$\Box$				1	ΙT	$\neg$	1 1			2	3 4		口					$\neg$	T		$\top$
k. Cash Prize	1		Ħ	$\dashv$	1	H	$\dashv$	$\Box$		$\dashv$	一十	1	T	十	$\dagger$	┰				1	1 1	2	3	4	5	6	7	<u> </u>	8
I. Honorarium (Trainings etc.)	+ +				+	H					_	╁		+	+	-	+			1					5		7		8
m. TRAVEL (Employees & Local)	+		H	-	+	H	-	+			-	+	$\vdash$	+	+	Δ.	CC A	DM	+	3				6		_	8		•
n. LIQUIDATION OF CASH ADVANCE	╁┼	+	H	-	+	H	-	+		-		╂	┢	+	+	A	CC A	DIVI	-					4		-	0	9	+
II. EIQUIDATION OF CASTI ADVANCE	-	$\blacksquare$	Ш		+	Н		$\blacksquare$			_	┿	Ш	_	$\blacksquare$	_	4			1	H	2	3	4	5	_	+		+
2 ABOVE 50,000						Ш		┸													Ш				L				
a.Regular - Supplies, Capital Outlay, Drugs, Medicines, Purchase of Goods, Services	1 2	3	4	5 6	6	7	8	9	10	11	12	—		_	+	_				13 14					<b>18</b> 1	19	20		21
b.Gasoline, Oil & Other Utilities	1	2	3	4		5	6	$\bot$				_		_	$\perp$					7 8		9	10	11	12	_	13	14	_
c. Cash Advance/Replenishment of CA - Marketing																				1 2		3	4	5	6		7	8	
(Food of Hosp Patients), Supplies, Maintenance, Labor, etc. d. Cash Advance-Special Programs/Projects/Travel Expenses (DH)	╁┼	+	H	-	+	H	-	+		-		╂	┢	+	+		+		-	1 2		_				-			+
	╂	-		-		H	_	+		-		╂	┢	+	+		-	_	-					5			7		+
e. Financial Assistance - Indigents, affected of Calamities & Disasters  f. Aid - Brgy, Municipalities GA and NGO Institutions	+	+	H			H		+				╂		-	+	-	-			1 2 1 2				5			7		+
g. Liquidation of Cash Advances	++		H	-	-	H		+				╁		+	+		-							5					+
<u> </u>	+	-	H	-	-	Н	_	+		-	-	╂	┢	+	+		-	_	-	1				4		-	6		+
h. Cash Advance (Salaries & Benefits thru cashier)	+	-	H	-	-	Н	_	+		-	-	╂	┢	+	+	_L		2	2 4		+	щ	2	3	4	-	5	ь	+
i. reimbursement (Petty Cash Fund) j. Cash Prize	++		H	-	-	H		+				╁		+	+		'	2	3 4			2				-			_
k. Honorarium (Trainings etc.)	+	+	H			H		+				╂		-	+	-	-			1 2 1 2		3	4	5	6	<u>/</u>	8		9
I. TRAVEL (DH & Abroad)	+			+	-	H	-	+				╅	<b>-</b>	+	+		00 4		+			2	4	7	6	4	9		9
	₽₽		Н			₩		+				╂	<del>├</del>	_	+	Α	CC A	DIVI		3 4						_	9	10	+
m. LIQUIDATION OF CASH ADVANCE	╀		Н			₩		+				┺				-				1 2			4	5	6	7	_		+
n. Payroll - Salaries & Benefits(Permanent & Casual)	++	-		-		H	_	+		-		-	2	3 4	5		-	_	-	6		7			▃└		+	-	+
o. Payroll Voucher	++	-		-		H	_	+		-		╂		<u> </u>			-	_	-	1			3	4	5		+	-	+
p. Payroll - Job Order and Honoraria	+	-		-		H	_	+		-		╂	Ш	2 3	4		-	_	-	5		6	_						
q. Scholarship/Educational Assistance	++-				-	$\blacksquare$	-	+				+-		-	+		-		-		+	1	2	3	4	_	5		6
NON-OPG FUND																													
BELOW 50,000																					$\blacksquare$			4	4				4
a.Regular - Supplies, Capital Outlay, Drugs, Medicines, Purchase of Goods, Services	╁┼	1	2	2	+	4	-		7	0	0	╂	┢	+	+		+		-	╂─┼─	+	10	11	12	751 152	-	14	16	+
b.Gasoline, Oil & Other Utilities	╁┼		2		+	4	-	9		٥	~	╂	$\vdash$	+	+		+	-	+	$\vdash\vdash$	╂	<u> </u>	11	7	<u>.</u>	+	9		+
c. Electric, Telephone Bills & Tolls	++		4	2	+	ا ت		+		-1		+	$\vdash$	+	+	-	+	_	+	$\vdash$				3		-	5	то То	+
d. Cash Advance/Replenishment of CA - Marketing	+	+	H	+	-	H		+	┝	$\dashv$	-	╁	$\vdash$	+	+	-	+		+		╁					-			+
(Food of Hosp Patients), Supplies, Maintenance, Labor, etc.												I								1		2	3	4	5		6	7	
e. Cash Advance-Special Programs/Projects/Travel Expenses (DH)			Ħ	$\neg$	1	Ħ	1			T		1	H	一	1 1	T	十		1	1			3	4	5	一	6		$\top$
f. Liquidation of Cash Advances			П	$\dashv$	1	Ħ	1	T				1	ΙT	$\neg$	1 1	T	十		$\top$	1				4		$\neg$	6		$\top$
g. Cash Advance (Salaries & Benefits thru cashier)	1	1	t	-	-1-	1	-	-	+	-+		-	+		-		_	-	-		_	=		3		-		6	-

## **PROCESS FLOW**

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	PUF	RCHA	ASE	REC	QUES		S	E E			PECT EPOF			F	PAYROLL				PETTY CASH				OBLIGATIO REQUEST			DISBURSEMENT VOUCHER					CHEC		
	ADM	PBO	PTO	ADM	OPG	DVG	ADM		GSO	ACC	PTO	OPG	HRMD	ADM	ACC	PTO	ADM	PBO	ACC	J. P.	CASH	ADM	OPG	DVG	PBO	ACC	РТО	ADM	OPG	9AO	PTO	ADM	OPG
n. reimbursement (Petty Cash Fund)		_	╅			-	_		H			_	Ť				T		2	, ;	_										-		F
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IVE 50,000  I. Regular - Supplies, Capital Outlay, Drugs, Medicines, Purchase of Goods, Services	+					٧,			┰			40	+		<del>                                     </del>		_	+				╂		├-	44	43	42	4 4		_	46	<u>.                                    </u>	4
	+	_ 1	. 2	3	4		5	5 -		ð	9	10	╂		$\vdash$		-	-	-	+		╂				12				•	16		1
. Gasoline, Oil & Other Utilities  . Cash Advance/Replenishment of CA - Marketing	+	_"	4 4	3	1	_	4	5	₽		H		+		$\vdash$	-	-	+-	-	_		4_				7				-	_	11	
(Food of Hosp Patients), Supplies, Maintenance, Labor, etc.																						1			2	3	4	5			6	7	
I. Cash Advance-Special Programs/Projects/Travel Expenses (DH)			+		+				H				+		t		_	1				1				3				+		7	H
Liquidation of Cash Advances			+		+				H				+		t		_	1				1				3				+		7	H
Cash Advance (Salaries & Benefits thru cashier)		$\top$	+	T	${\dagger}$	十	$\dashv$	$\top$	H		H		+	t	tt	+	+	1	+	au	+	T				2				1		6	-
. reimbursement (Petty Cash Fund)		$\top$		+	$\dagger$	<u> </u>	$\dashv$	+	${}^{\dagger}$			-	T	1	$\vdash$	+	+	1	2	2	3 4	1		┌			Ĭ				7		Т
. LIQUIDATION OF CASH ADVANCE		+	+	+	Н	十	+	+	Н		H	-	$\top$	t	H	+	+	f			7	1			1	2	3	4	5		T		H
Payroll - Salaries & Benefits(Permanent & Casual)		$\top$	1	$\top$	T	<b>-</b>	1	+	$\Box$				1		2	3	4	1	1	_	$\top$	5			6		Ť		Ť		1		t
Payroll Voucher		+	+	+	Н	十	+	+	Н		H	-	T				1	T	$\top$	+	+	Ť				2	3	4	ľ	+	T		t
•	1	$\top$	1	$\top$	$\dagger \exists$	<b>-</b>	$\dashv$	+	$\Box$			-	1	t	1	2	3	1	1	$\neg$	+	╅			4						1		t
. Payroll - Job Order and Honoraria			+-	+	1 1		_	1	1 1				1					1				╅				1	2	3		+	1		t
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Reimbursement(Petty Cash Fund)	Ħ	+	+		$\vdash$	$\dashv$	-	+	H			-													1	2	3	4			4	15	
Reimbursement(Petty Cash Fund)     Terminal Leave and Gratuity     Refund( depositors space rental, tuition Vat or Contractors, tax)						1	1																		1	1	3	3			4	5	
Reimbursement(Petty Cash Fund) n. Terminal Leave and Gratuity							1															1			1	1	3	4			4	5	
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  n. Refund( depositors space rental, tuition Vat or Contractors, tax)																									1	1	3	4			4	5	
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  n. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND																									1	1	3	4			4	5	
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  n. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000			1	. 2			3		4	6	7	8													1	1	3	4			4	5	
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  urchases																									1	1	3	4			4	5	
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  n. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  Purchases  ve 50,000				. 2			3 4	5			7 8														1	1	3	4			4	5	
Reimbursement(Petty Cash Fund)  1. Terminal Leave and Gratuity  2. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  urchases  ve 50,000  urchases								5																		1	3	4			4	5	
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  n. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  urchases  ve 50,000  urchases								5																	1	1	3	4			4	5	
Reimbursement(Petty Cash Fund)  1. Terminal Leave and Gratuity  2. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  urchases  re 50,000  urchases  ND		1		2	3					7	8	9														1	3 2	3		12	4 4		
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  Turchases  PE 50,000  Turchases  PE 50,000  Turchases  ND  Regular - Supplies, Capital Outlay, Purchase of Goods, Services & others			1 2	2	3	3			6 5	7	8	9													9	10	11	3		_	2 13		
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  Turchases  PE 50,000  Turchases  PE 50,000  Turchases  ND  Regular - Supplies, Capital Outlay, Purchase of Goods, Services & others  Gasoline, Oil & Other Utilities			1	2	3			4	6 5	7	8	9													9	1	111 7	3		8	4		
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  n. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  Furchases  Fe 50,000  Furchases  Fe 50,000  Furchases  ND  Regular - Supplies, Capital Outlay, Purchase of Goods, Services & others  LGasoline, Oil & Other Utilities  LEectric, Telephone Bills & Tolls		1	2	2	3	3		4	6 5	7	8	9													9 5 1	10 6 2	111 7 3	3		4	2 13		
Reimbursement(Petty Cash Fund)  1. Terminal Leave and Gratuity  2. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  urchases  PE 50,000  urchases  PE 50,000  urchases  ND  Regular - Supplies, Capital Outlay, Purchase of Goods, Services & others  Gasoline, Oil & Other Utilities  Electric, Telephone Bills & Tolls		1	2	2	3	3		4	6 5	7	8	9													9	10	111 7	3		8	2 13		
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  Turchases  PE 50,00		1	1 2 2 2	2	3	3		4	6 5	7	8	9													9 5 1	10 6 2 5	111 7 3 6	3		8 4 7	2 13 9 5 8		
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  Purchases  PE 50,000  Purchase of Goods, Services & others  PE 50,000  Purchases  ND  Regular - Supplies, Capital Outlay, Purchase of Goods, Services & others  PE 50,000  Purchases  ND  Regular - Supplies, Capital Outlay, Purchase of Goods, Services & others  PE 50,000  Purchases  PE 50,000  Purchases  PE 50,000  Purchase of Goods, Services & others  PE 50,000  Purchases  ND  Regular - Supplies, Capital Outlay, Purchase of Goods, Services & others  PE 50,000  PURCHASE OF THE PUR		1	1 2 2 2	2	3	3		4	6 5	7	8	9													9 5 1 4	10 6 2 5 5	111 7 3 6	3		8 4 7	2 13 9 5 8 8		
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  n. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  Purchases  DW 50,000  Purchases  Purchase of Goods, Services & others  Purchases  Purchases  Purchases  Purchases  Purchase of Goods, Services & others  Purchases  Purchases  Purchases  Purchases  Purchase of Goods, Services & others  Purchases  P		1	1 2 2 2	2	3	3		4	6 5	7	8	9													9 5 1 4 4 2	10 6 2 5 3	111 7 3 6 4	5		8 4 7	2 13 9 5 8 8 6		
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  n. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  Purchases  DW 50,000  Purchases  Purchase of Goods, Services & others  Purchases  Purchases  Purchases  Purchases  Purchase of Goods, Services & others  Purchases  Purchases  Purchases  Purchases  Purchases  Purchase of Goods, Services & others  Purchases  P		1	1 2 2 2	3	3	3		4	6 5	7	8	9										1			9 5 1 4 4 2 2 2	10 6 2 5 3 3	111 7 3 6 6 4 4	5 5		8 4 7	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4		
Reimbursement(Petty Cash Fund)  In. Terminal Leave and Gratuity  In. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  Purchases  Eve 50,000  Purchases  IND  In. Regular - Supplies, Capital Outlay, Purchase of Goods, Services & others  In. Gasoline, Oil & Other Utilities  In. Electric, Telephone Bills & Tolls  In. Cash Advance/Replenishment of CA - Marketing  (Food of Hosp Patients), Supplies, Maintenance, Labor, etc.  In. Cash Advance-Special Programs/Projects/Travel Expenses (DH)  I. Financial Assistance - Indigents, affected of Calamities and Disasters  Is, Aid - Brgy, Municipalities GA and NGO Institutions  In Liquidation of Cash Advances		1	1 2 2 2	2	3	3		4	6 5	7	8	9													9 5 1 4 4 2 2 4	10 6 2 5 3 3 5	111 7 3 6 4 4 6	5 5		8 4 7 7	2 13 2 13 8 8 6 6 8		
Reimbursement(Petty Cash Fund)  n. Terminal Leave and Gratuity  n. Refund( depositors space rental, tuition Vat or Contractors, tax)  PHARMACY FUND  DW 50,000  Purchases  Ve 50,000  Purchases  Ve 50,000  Purchases  Ve 50,000  Purchases  Leave Supplies, Capital Outlay, Purchase of Goods, Services & others  D. Gasoline, Oil & Other Utilities  L. Electric, Telephone Bills & Tolls  d. Cash Advance/Replenishment of CA - Marketing		1	1 2 2 2	3	3	3		4	6 5	7	8	9									3 44	1			9 5 1 4 4 2 2 4	10 6 2 5 3 3	111 7 3 6 4 4 6	5 5		8 4 7 7	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4		

## **PROCESS FLOW**

		Р	URO	СНА	SE I	REC	QUE:		SE ORDER			INSPECTION REPORT					P.	AYR	OLL		PE	ттү с	ASH	(	OBLIGATION REQUEST					RSEN JCHE	IENT R	СНЕСК			
		ADM	OPG	PBO	PTO	ADM	OPG	DAO	ADM	OPG	OVG	GSO	ACC	PTO	OPG	HRMD	ADM	ACC	PTO	OVG	PBO	ACC	PTO	CASH	NO C	9 O O	PBO	ACC	PTO	ADM	OVG	PTO	ADM	OPG	
GEN	ERAL																																		
	Remittances																										1	2	3	4		5	6		