



University of the Philippines
LOS BAÑOS

Office of the Chancellor

29 May 2024

MEMORANDUM NO. 090

Series of 2024

TO : All Vice Chancellors, Deans, Directors, Department Chairs, and Unit Heads

SUBJECT : UPLB Guidelines on Endorsement of Proposals for Externally Funded Programs and Projects

In response to the calls for proposals from various government funding agencies, the attached guidelines are issued for the endorsement of proposals and applications for externally funded programs and projects. An "externally funded program/project" refers to all programs and projects not managed by UP, but funded and monitored by various government agencies, local government units, international institutions, and other entities. Please note that this policy does not cover non-R&D grants, such as Human Resources Development Grants.

The guidelines aim to:

1. enhance and streamline existing processes and protocols for the endorsement of proposals and applications;
2. delineate the roles and responsibilities of each office involved in endorsing proposals that include capital and/or equipment outlays; and
3. ensure complete liquidation and adherence to both university and national policies for all externally funded grants.

Furthermore, effective **01 September 2024**, proposals from personnel (whether as proponents, program leaders, or project leaders) who have unliquidated and unclosed projects that have exceeded their designated closeout period will not be endorsed. Eligibility will be determined based on the project database and master lists maintained by the Office of the Vice Chancellor for Research and Extension.

For your guidance and compliance.


JOSE V. CAMACHO, JR.
Chancellor

Attachment: a/s
cc: OVCRE
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UPLB Guidelines on Endorsement of Proposals for Externally-Funded Programs and Projects

I. SCOPE/COVERAGE

These guidelines shall only apply to **externally-funded programs and projects implemented through UPLB**. **Externally-funded programs and projects** are those that are specifically funded by various government agencies, local government units, international institutions, and other non-UP organizations.

Externally-funded Human Resources Development Grants, Scholarships and Fellowships, and other similar grants are **NOT** covered by these guidelines.

The UP System-funded grants, studies under UPLB Basic Research Program, core-funded projects and UPLBFI projects are also **NOT** covered.

II. CENTRAL RESPONSIBILITY

Pursuant to the rules of the UP System, **the Chancellor is the "Head of Implementing Agency"** to be identified in all proposals for externally-funded programs/projects. The Office of the Chancellor is responsible for the indorsement of the proposals to the funding agencies.

The review for endorsement of proposals are assigned by the Office of the Chancellor to the following Offices:

1. The **Office of the Vice Chancellor for Research and Extension** shall screen, review and endorse proposals with research and extension (R&E) components.
2. The **Office of the Vice Chancellor for Planning and Development** shall screen and review the capital and/or equipment outlay components of the proposal.

III. CLASSIFICATION OF PROGRAMS/PROJECTS

Externally-funded programs/projects shall be classified based on the presence of research or extension activity and the allotment of funds. This classification shall be used for the endorsement of proposals; and monitoring, liquidation, and management of approved programs/projects.

Table 1. Classification of Programs/Projects based on the presence of research or extension activity and the allotment of funds

Type		With research or extension activity	Allotment of Funds			Office that will review and endorse the proposal
No.	Description		PS/ MOOE	Capital Outlay (Equipment)	Capital Outlay (Infra)	
I	<i>Research and Extension (R&E) Program/Project</i>	Yes	✓	✗	✗	OVCRE
II	R&E	Yes	✓/✗	✓/✗	✓/✗	OVCPD

	Program/Project with Infrastructure or Capital Outlay					then OVCRE
III	Equipment Acquisition Project	None	×	✓	×	OVCPD then OVCRE
IV	Infrastructure Project	None	✓/×	×	✓	OVCPD then OVCRE

Type I Program/Project
(Entirely Research and Extension Programs/Projects)

Projects with research and/or extension activities that have budget allocations for Personnel Services and/or MOOE only.

This type includes basic or applied research and extension projects with **no allocation** for capital or equipment outlay nor any budget for infrastructure under MOOE.

Type II Program/Project
(R&E Program/Project with Capital Outlay)

Projects with research and/or extension activities that have budget allocations for Personnel Services, MOOE, and Equipment/Capital Outlay.

This type includes basic or applied research and extension projects with allocation for equipment/capital outlay that will be used for the conduct of research and/or extension activity. The Infrastructure part of the Capital Outlay may be used, *but not limited to*, construction, renovation, rehabilitation or upgrading of facilities. This infrastructure component can also be charged under MOOE.

Type III Project (Equipment Acquisition Project)

Projects with no research and/or extension activities and primarily have a budget allocation only for **Equipment Outlay.**

This type is basically only for acquisition of equipment for instruction, research or extension purposes. This also includes financial assistance for acquisition of machinery. Usually, this type of project is under the Institutional Development Program of funding agencies.

Type IV Project
(Infrastructure Project)

Projects with no research and/or extension activities and primarily have a budget allocation only for **Capital Outlay (Infrastructure).**

This type is basically approved for infrastructure work such as, *but not limited to*, construction, renovation, rehabilitation and upgrading of facilities. This also includes projects whose budget is only allocated for infrastructure works that are under MOOE. Usually, this type of project is under the Institutional Development Program of funding agencies.



IV. PROGRAM/PROJECT PROPOSAL DOCUMENTS AND REQUIREMENTS FOR ENDORSEMENT

The Proponent shall submit the documents required by the respective funding/monitoring agencies.

Further, for the endorsement of proposals in UPLB, the minimum requirements are:

- A. **Cover letter addressed to the Chancellor**, with endorsement by the Unit Head and College Dean/Unit Director:
 1. With identified AGORA Focus Area, visit <https://agora.uplb.edu.ph/>;
 2. With identified UN Sustainable Development Goal/s; and
 3. With intention to subject the proposal for research compliance (*i.e. Institutional Animal Care and Use Committee (IACUC), Research Ethics, Biosafety, and other applicable compliance requirements*).
- B. **Proposal with the prescribed format provided by the funding agency**:
 1. For DOST, check <https://bit.ly/DOSTProposalsForms>
 2. For DA-BAR, check <https://bit.ly/DABARProposalsForms>
 3. For other funding agencies, please check their respective websites or call for proposals.
- C. **1-page CV of the program/project leader or proponent/applicant**
- D. **Accomplished Prior Art Search Form**, check <https://bit.ly/UPLBPASForm> (For Type I and Type II Program/Project only)
- E. **UPLB Capital Outlay Form 1**, check <https://bit.ly/UPLBExtFundedGuide> (For Type II, Type III and Type IV projects or those projects with equipment outlay)
- F. **UPLB Capital Outlay Form 2 or 3**, check <https://bit.ly/UPLBExtFundedGuide> (For Type II and Type IV projects or those projects with infrastructure components)

For **Type II, Type III and Type IV projects or those projects with equipment outlay**, the proponent shall ensure that the **facility, laboratory or area** where the equipment to be purchased will be placed **have enough space, electrical load capacity, security, and personnel for maintenance**. The certification shall be issued by OVCPD.

For **Type II and Type IV projects or those projects with infrastructure components**, the proponent shall have a **detailed architectural and engineering design (DAED)** prior to the submission of proposal.

Each funding/monitoring agency has additional requirements for endorsements. However, for endorsement of proposals, only certain documents are needed.

For proposals that require the endorsement of OVCRE, kindly visit bit.ly/ovcre-checklist for the list of additional requirements.

V. PROGRAM/PROJECT PREPARATION, SCREENING, ENDORSEMENT AND SUBMISSION

A. Proposal Preparation

1. Detailed Proposal and Work plan



The Program/Project Leader shall prepare a detailed proposal and work plan based on the prescribed format of the funding agency.

The content in the proposal, work plan and its attachments should be uniform. For instance, the project title, total proposed budget, and project duration should be the same in all forms. The Head of the Agency in the proposal should be the Chancellor.

2. Line-Item Budget (LIB) Preparation

The proposed budget shall be itemized based on relevant guidelines and policies. The items in the budget should be based on the **Unified Accounts Code Structure** or **UACS**. The Structure is as follows:

A. Direct Costs

Direct costs are the indispensable expenses incurred by the implementing agency for the implementation of the project. It can be broken down into **Personnel Services, Maintenance and Other Operating Expenses**, and **Capital Outlay**

Personnel Services

This includes salaries, wages, honoraria and other forms of compensation. The applicable rates should be used for each type of funding agency. Also, the payment of salaries, wages, honoraria and other forms of compensation shall be subject to applicable laws and regulations.

Kindly make sure that the rate of salaries and honoraria are updated and based on the latest guidelines.

Maintenance and Other Operating Expenses

The expenses in MOOE shall be in accordance with the Government Auditing Manual.

Capital Outlay

This includes all equipment needed for the implementation of the project. The list of equipment to be purchased are needed to be enumerated in the proposal. A form is usually required for this. Infrastructure and land improvement are also included under this item.

B. Indirect Costs

Indirect costs cover the overhead expenses of the implementing or monitoring agency. The administrative and project management costs for the implementation of the project is under this



item. The indirect cost is also known in the University as the "**Admin Cost**" or the "**Administrative Overhead Cost**". Each funding agency has a maximum amount of administrative cost allowed.

For the preparation of LIB, please refer to the prescribed format of the funding and or monitoring agency which can be accessed at <https://bit.ly/UPLBExtFundedGuide>. Each agency has its own set of guidelines that include a more detailed explanation of the items under the LIB, the computation of indirect costs, the preparation of counterpart funding, among others. Kindly see in the Annex the **guidelines for Line-Item Budget Preparation**.

B. Proposal Screening and Endorsement

Each unit has its own responsibility for the screening and endorsement of proposals.

1. Implementing Unit/Parent College/Unit

The implementing unit and the parent College/Unit shall:

- a) Conduct in-house screening and review of the proposal through the Research and Extension Coordinators based on these guidelines, and the guidelines and criteria for evaluation of the funding agency.
- b) Ensure that the proponent/program/project leader has no pending unliquidated or unclosed completed project, and they can fulfill the responsibilities with consideration on its workload, expertise and experience.
- c) Ensure that the unit or facility under its unit is capable of housing the equipment to be purchased in the project, if there are any.

Upon endorsement of the Implementing Unit, the proposal should be submitted to the parent College or Unit for its review, approval and endorsement.

Upon endorsement of the College/Parent Unit, the proposal should be submitted to the Office of the Vice Chancellor for Planning and Development or Office of the Vice Chancellor for Research and Extension, *whichever is applicable*.

2. Office of the Vice Chancellor for Planning and Development

The Office of the Vice Chancellor for Planning and Development (OVCPD) shall **review and screen proposals with capital outlay** for the following type of programs/projects:

1. **Type II Program/Project** (*R&E Program/Project with Capital Outlay*)
2. **Type III Project** (*Equipment Acquisition Project*)
3. **Type IV Project** (*Infrastructure Project*)



OVCPD shall screen the proposal based on the attached UPLB Capital Outlay Forms 1, 2 and/or 3. The proposal shall also be screened, reviewed and endorsed by the **Office of the Vice Chancellor for Research and Extension (OVCRE)** after the endorsement of OVCPD.

For all types of projects that it must review and screen, the OVCPD shall at least:

- (1) Check and screen the proposal and its required documents needed for endorsement;
- (2) Ensure that the unit is capable of using and has enough space and electrical requirement for the proposed equipment to be purchased as indicated in the proposal;
- (3) Review the specifics of the infrastructure work based on applicable guidelines; *and*
- (4) Ensure that the infrastructure work is in line with the relevant and applicable University and national guidelines and policies.

3. **Office of the Vice Chancellor for Research and Extension**

The **OVCRE** shall screen, review and endorse all proposals. The **OVCRE** shall at least:

- (1) Check the liquidation and compliance status of the proponent's or program/project leader's externally-funded programs/projects;
- (2) Check if the proposal is endorsed by the Unit Head, College Dean/BIOTECH Director; and the OVCPD, *if applicable*;
- (3) Check the completeness of the proposal and its required documents needed for endorsement;
- (4) Check the correctness of the cover letter and the main details of the proposal and its attachments. The uniformity of all important details (*i.e. Title, Implementing Unit, Implementation Period*) in the cover letter, proposal and its attachments shall also be checked;
- (5) Check the inclusion of an AGORA Focus Area and UN SDG in the cover letter and/or proposal. In case the project is not aligned in any AGORA Focus Area, it shall be indicated in the cover letter; *and*
- (6) Review the Line-Item Budget of the proposal and check the correctness of the computation for indirect/administrative costs, the salary and honoraria rates used, and computation of the counterpart funding.

Upon review and endorsement of the proposal, it should be submitted to the Office of the Chancellor for endorsement to the Funding Agency.

C. **Proposal Submission**

Upon indorsement of the proposal by the Office of the Chancellor, the proponent is responsible for submitting the proposal to the funding agency.

VI. **OTHER PROVISIONS**

All pertinent documents, forms, templates, and other annexes are hereby attached and made part of these guidelines and can be accessed at <https://bit.ly/UPLBExtFundedGuide>.



These guidelines may be supplemented by additional guidelines or protocols by the Office of Chancellor, OVCRE, OVCPD or other UPLB units, if necessary.

For inquiries, kindly email OVCRE (externallyfunded.ovcre.uplb@up.edu.ph) or OVCPD (ovcpd.uplb@up.edu.ph).

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ANNEX A.

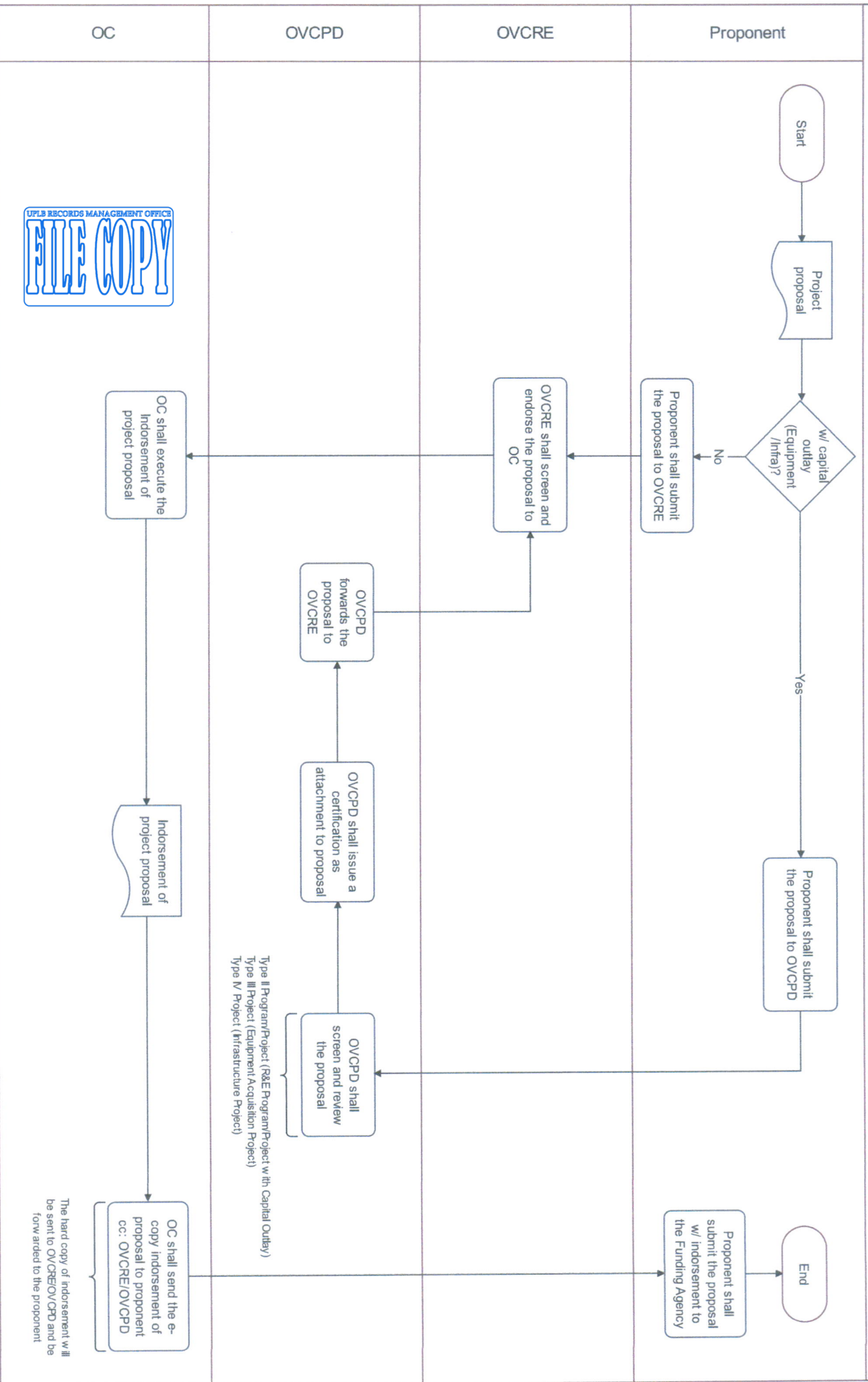
INDICATIVE TIMELINE AND PROCESS FLOW FOR ENDORSEMENT OF PROPOSALS

For submitted proposals to OVCRE and OVCPD, the indicative timeline is as follows:

Type of Proposal	No. of Working Days in OVCPD	No. of Working Days in OVCRE
I	0	7
II	14	7
III	14	7
IV	14	7

The indicative timeline is based on the assumption that the submitted proposals are complete and the details are correct.

PROPOSED ENDORSEMENT PROCESS FLOW



ANNEX B

GUIDELINES ON LINE-ITEM BUDGET (LIB) PREPARATION FOR EXTERNALLY-FUNDED PROJECTS

In line with the government's Public Financial Management (PFM) and Public Expenditure Management (PEM), the UPLB proponents are advised to adhere to the following principles:

- **"Spending within means"** – Funding agencies have limited funds available for projects; hence, the project proponents shall ensure that the allocation of budget and resources is well-planned and deliberately strategized within the proposed duration of the project.
- **"Spending on the right priorities"** – The allocation of the budget should be aligned with the priorities of the funding agency, the University, and the implementing unit. The proponent shall only allocate funds to those items that they really need.
- **"Spending with value-for-money"** – The allotted budget in each item shall be reasonable. There shall be no unnecessary and excessive funding for supplies or activities that the project does not necessarily need.

With these principles in mind, it is expected that the proponents understand and ensure good value for money and modesty in all the estimates under the different budget items. The proponents shall ensure proper and right allocation of budget with the proper preparation of their Line-Item Budget (LIB).

The LIB details the allocation of funds of the project. In most multi-year projects, there is one LIB per year. For externally-funded projects, the budget is allocated as follows (*based on the Government Accounting Manual*):

I. Personnel Services (PS)

A. Salaries and Wages (Casual/Contractual)¹

1. This account is used to recognize the pay proper for **services rendered by contracted/hired personnel** to perform functions and activities or services in line with the work plan of the project. The contracted/hired personnel are considered employees of the University limited to the year when their services are reasonably required.
2. Project leaders and staff shall be reminded that *"Contract of Service and Job Order workers should not, in any case, be made to perform functions which are part of the job description of the agency's existing regular employees"*².

¹ Government Accounting Manual (Vol. III), page 123

² Section 7.3 of COA-DBM Joint Circular No. 2, s. 2020



3. The job title, item and rate shall be based on the guidelines of the funding agencies. For DOST, the titles are based on the [DOST Special Order No. 1087 s. 2022 dated 23 Dec 2022](#) or any of its amendments, *if there are any*. For DA-BAR, the titles are based on the [2023 DA-BAR Revised Grants Manual](#). For CHED, kindly see [CHED Order No. 02, s. 2011](#). In the absence of any guidelines from the funding agencies, kindly use the DOST rates and guidelines.
4. Cash gift/incentives, bonuses, additional compensation allowance (ACA), personnel economic relief allowance (PERA), insurance, and SSS, GSIS, & PhilHealth contributions for the hired personnel are not allowed to be included.

B. Honoraria³

1. This account is used to recognize the payment given to professionals for services in recognition of their expertise, broad and superior knowledge in specific fields and special projects.
2. This also includes payments to lecturers, resource persons, coordinators and facilitators in seminars, training programs and other similar activities in training institutions including those who render services beyond their regular workload.
3. For DOST and other funding agencies, the personnel services is also where the payment for the honoraria of appointed project personnel are included. The rates of honoraria and qualified are based on [DOST Memorandum Circular No. 001, s. 2009](#), dated 12 March 2009.

II. Maintenance and Other Operating Expenses (MOOE)

A. Traveling Expenses

1. Local⁴

- a) This account is used to recognize the costs incurred in the movement/transport of government officers and employees within the country.
- b) This includes transportation, daily travel expenses (travel per diems), ferriage, and all other related expenses such as, but not limited to, van rental, toll fees, tour guide and travel insurance.

³ Government Accounting Manual (Vol. III), page 125

⁴ Government Accounting Manual (Vol. III), page 127

- c) As per [Executive Order No. 77](#), issued last 15 May 2019, the daily travel expenses already include the accommodation, incidental expenses and meals. For the guidelines and rates, please check the Executive Order.
- d) All the travels shall directly contribute to the implementation of the activities of the project.

2. Foreign⁵

- a) This account is used to recognize the costs incurred in the movement/transport of government officers and employees outside the country.
- b) This includes transportation, travel per diems, passport and visa processing and all other related expenses.
- c) For the estimated daily subsistence allowance, you may check: <https://icsc.un.org/Home/DailySubsistence>.
- d) For proposals, usually, the destination country, purpose and duration of the travel are included. For the guidelines and rates, please check the [Executive Order No. 77](#), issued last 15 May 2019.
- e) All the travels shall directly contribute to the implementation of the activities of the project.

B. Training Expenses⁶

- 1. This account is used to recognize the costs incurred for the participation/ attendance in and conduct of training, conventions and seminars/workshops.
- 2. It includes training fees, honoraria of lecturers, cost of handouts, supplies, accommodation, materials, meals, snacks and all other training related expenses.
- 3. It also includes expenses to be incurred for attendance to local and international conferences, fellowships, and training programs.
- 4. For the registration or participation fee, there is no allowable limit if the training is conducted by a government agency. However, if it is conducted by a non-government organizations or private institutions, the registration or participation fee shall not exceed PHP 2,000,00 per day for each participant⁷.

⁵ Government Accounting Manual (Vol. III), page 128

⁶ Government Accounting Manual (Vol. III), page 128

⁷ [DBM National Budget Circular No. 563](#), dated 22 April 2016

C. Supplies and Material Expenses

1. Office Supplies Expenses⁸

- a) This account is debited to recognize the cost or value of office supplies such as bond papers, pens, inks, paper clips, binder clips, staple wires, staple wire removers, rulers, ring binders and the like.
- b) The office supplies shall be directly used for the implementation of the project.

2. Animal/Zoological Supplies Expenses⁹

- a) This account is used to recognize the costs of food, medicines, veterinary and other maintenance needs of animals issued for use in government parks, zoos, wildlife sanctuaries and botanical gardens.
- b) This also includes supplies issued for zoological researches, preservations, breeding and other purposes.

3. Drugs and Medicines Expenses¹⁰

This account is used to recognize the costs of drugs and medicines issued to end-users for government operations.

4. Medical, Dental and Laboratory Supplies Expenses¹¹

- a) This account is used to recognize the costs of medical, dental and laboratory supplies issued to end-users for government operations.
- b) Only those that are used for laboratory experiments, procedures and services are included under this account.

For instance, supplies such as the liquid detergent for washing of equipment shall be charged under "Other Supplies and Material Expenses" while papers for labeling and tissue papers for cleaning in the laboratory shall be charged under "Office Supplies".

- c) Laboratory equipment shall not be included under this account. Laboratory equipment shall be under "*Equipment*".

⁸ Government Accounting Manual (Vol. III), page 128

⁹ Government Accounting Manual (Vol. III), page 129

¹⁰ Government Accounting Manual (Vol. III), page 129

¹¹ Government Accounting Manual (Vol. III), page 129

Outlay" if the cost is PHP 50,000.00 and more; or under "*Supplies and Materials Expenses (Semi-Expendable Machinery and Equipment Expenses)*" if the cost is below PHP 50,000.00.¹²

5. Fuel, Oil and Lubricants Expenses¹³

- a) This account is used to recognize the costs of fuel, oil and lubricants issued for use of government vehicles and other equipment in connection with government operations/projects.
- b) Only fuel expenses for government vehicles are allowed.
- c) An example of expenses under this are the gasoline/fuel expenses used for generators, cutters and tractors.

6. Agricultural and Marine Supplies Expenses¹⁴

- a) This account is debited to recognize the cost of fertilizers, pesticides and other marine and agricultural supplies issued in government operations/projects.
- b) Examples of expenses under this account include seedlings, fertilizers, pesticides, and fingerlings.

7. Textbooks and Instructional Materials Expenses¹⁵

- a) This account is debited to recognize the cost of books and instructional materials distributed to public schools, brochures, pamphlets, flipcharts, video clips/slides, manuals, and the like.
- b) If the project needs to procure manuals, brochures and other learning and extension materials, the expenses can be charged under this account.
- c) If you will be producing and printing your own manuals, they shall be charged under "*Printing and Publication Expenses*". If the brochures, manuals and pamphlets are for the conduct of training, they can be charged under "*Training Expenses*".

8. Chemical, and Filtering Supplies Expenses¹⁶

- a) This account is debited to recognize the cost of chemical and filtering supplies used in government operations.

¹² COA Circular No. 2022-004, dated 31 May 2022

¹³ Government Accounting Manual (Vol. III), page 129

¹⁴ Government Accounting Manual (Vol. III), page 129

¹⁵ Government Accounting Manual (Vol. III), page 130

¹⁶ Government Accounting Manual (Vol. III), page 130



- b) All chemical reagents, precursors and related substances shall be under this account.
- c) The implementing unit shall have a permit from PDEA/DDB¹⁷ and/or PNP¹⁸ if the project will procure controlled chemicals and substances.

9. Other Supplies and Materials Expenses¹⁹

- a) This account is debited to recognize the cost of inventories issued to end-users not otherwise classified under the specific inventory expense accounts.
- b) Examples of expenses that can be charged under this account are the electrical supplies, construction materials, janitorial supplies, and field supplies.

10. Semi-Expendable Machinery and Equipment Expenses²⁰

- a) This account is debited to recognize the cost of semi-expendable machinery and equipment used in operation.
- b) Examples under this are laptops, gadgets, printers and laboratory equipment that are under PHP 50,000.00.

11. Semi-Expendable Furniture, Fixtures and Books Expenses²¹

- a) This account is debited to recognize the cost of semi-expendable furniture, fixtures and books used in operation.
- b) This includes tables, chairs, shelves and similar items that are under PHP 50,000.00.

D. Utility Expenses

1. Water Expenses²²

This account is debited to recognize the cost of water consumed in government operations/projects.

¹⁷ [Updated List of Scheduled Controlled Substances by DDB & PDEA](#)

¹⁸ [Updated List of Controlled Substances by PNP](#)

¹⁹ Government Accounting Manual (Vol. III), page 130

²⁰ Government Accounting Manual (Vol. III), page 130

²¹ Government Accounting Manual (Vol. III), page 130

²² Government Accounting Manual (Vol. III), page 130



2. Electricity Expenses²³

This account is debited to recognize the cost of electricity consumed in government operations/projects.

E. Communication Expenses

1. Postage and Courier Expenses²⁴

- a) This account is debited to recognize the cost of delivery/transmission of official messages, mails, documents, recognizes and the like.
- b) This does not include expenses for the transport and delivery of larger parcels, packages and goods. They shall be charged under "*Transportation and Delivery Expenses*".

2. Telephone Expenses²⁵

- a) This account is debited to recognize the cost of transmitting messages through telephone lines (mobile or landlines), faxes, telex and the like whether prepaid or postpaid.
- b) Expenses for prepaid load cards for texts and calls shall be charged under this account.

3. Internet Subscription Expenses²⁶

- a) This account is debited to recognize the cost of using internet services in government operations.
- b) Expenses for prepaid cards to load pocket wifi routers and the like shall be charged under this account.
- c) As per **OVCA Memorandum No. 003, s. 2020**, the cost of the prepaid cards should not be more than the face value of the card and must comply with the requirements of RA 9184. In the case of projects, purchase and use shall only be to the extent of the project period.

F. Survey, Research, Exploration and Development Expenses²⁷

Survey Expenses

- a) This account is debited to recognize the cost incurred in the conduct of cadastral, structural, topographical, statistical, ICT

²³ Government Accounting Manual (Vol. III), page 131

²⁴ Government Accounting Manual (Vol. III), page 131

²⁵ Government Accounting Manual (Vol. III), page 131

²⁶ Government Accounting Manual (Vol. III), page 131

²⁷ Government Accounting Manual (Vol. III), page 132

survey, and other types of surveys conducted by government agencies.

- b) All expenses incurred for the conduct of surveys can be charged under this.

G. Professional Services

1. Consultancy Services²⁸

This account is used to recognize the cost of services rendered by consultants contracted to perform particular outputs or services primarily advisory in nature and requiring highly specialized or technical expertise which cannot be provided by the regular staff of the agency.

2. Other Professional Services²⁹

- a) This account is debited to recognize the cost of other professional services contracted by the agency not otherwise classified under any of the specific (*Legal Services, Auditing Services, and Consultancy Services*) professional services accounts.
- b) Payment for laboratory analysis services, intellectual property-related fees, research ethics review fee, animal care and use review, among other services are included in this account.
- c) The payment for the transport of the samples for laboratory analysis shall be charged under
- d) For the current rates of the UPLB Research Ethics Board, please see [OC Memorandum No. 068 s.2024](#).

H. General Services

Other General Services³⁰

- a) This account is debited to recognize the cost of other general services contracted by the agency not otherwise classified under any of the specific (*Environmental/Sanitary Services, Janitorial Services, Security Services*) general services accounts.
- b) For funding agencies that do not allow the charging of the salaries of Pakyaw Labor and Contract-of-Services staff in

²⁸ Government Accounting Manual (Vol. III), page 134

²⁹ Government Accounting Manual (Vol. III), page 134

³⁰ Government Accounting Manual (Vol. III), page 135



the Personnel Services, they can be charged under this account.

I. Repairs and Maintenance³¹

1. This account is debited to recognize the cost of repairs and maintenance on any asset of the University or the project.
2. For projects with equipment, a budget for repair and maintenance shall be included.

J. Taxes, Insurance Premiums and Other Fees³²

1. Taxes, Duties and Licenses

This account is debited to recognize the amount of taxes, duties, licenses, and other fees due to regulatory agencies.

2. Insurance Expenses

- a) This account is debited to recognize the amount of premiums paid by the agency for the insurable risks of government property.
- b) Projects with equipment outlay shall include a budget for the insurance of the equipment during the implementation of the project.
- c) Payment for accident insurance for project personnel for the conduct of hazardous activities can be added in this account.
- d) Travel insurance shall be included in the traveling expenses.

K. Labor and Wages³³

1. This account is debited to recognize the costs incurred for labor and wages.
2. These include labor payroll paid for projects undertaken by the administration that do not produce/create an asset, agricultural activities involving hired labor, student wages, etc.
3. Expenses for the hiring of laborers can be charged under this or the "General Services".

³¹ Government Accounting Manual (Vol. III), page 135

³² Government Accounting Manual (Vol. III), page 140

³³ Government Accounting Manual (Vol. III), page 141



4. For DOST, the rates are based on the [DOST Special Order No. 1087 s. 2022 dated 23 Dec 2022](#). For CHED, kindly see [CHED Order No. 02, s. 2011](#). In the absence of any relevant guidelines from the funding agencies, kindly use the DOST rates and guidelines.

L. Other Maintenance and Operating Expenses

1. Advertising, Promotional and Marketing Expenses³⁴

This account is debited to recognize the costs incurred for advertisement in newspapers, magazines, televisions, radio, and other forms of media, such as expenses to: (a) promote and market products and services; and (b) publish invitations to bid and other authorized government advertisements.

2. Printing and Publication Expenses³⁵

- a) This account is debited to recognize the costs of printing and binding of manuscripts/documents, forms, manuals, brochures, pamphlets, and the like.
- b) If the funding agency allows, the project can also include the cost of submission of articles to peer-reviewed journals³⁶.

3. Representation Expenses³⁷

- a) This account is debited to recognize the expenses incurred for official meetings/conferences and other official functions.
- b) Meals and tokens for meetings and conferences can be charged under this account.
- c) For meetings or events in UPLB and nearby areas, the rates shall follow those stipulated in [OVCA Memo No. 36 Series of 2018 dated 06 September 2018](#).

4. Transportation and Delivery Expenses³⁸

- a) This account is debited to recognize the cost of transporting goods/merchandise sold in the course of business operations.
- b) This includes the cost of moving the agency's own people and property from one station to another.

³⁴ Government Accounting Manual (Vol. III), page 141

³⁵ Government Accounting Manual (Vol. III), page 141

³⁶ DOST AO No. 11, s. 2020, Chapter IX, Section B.1.xvii.

³⁷ Government Accounting Manual (Vol. III), page 141

³⁸ Government Accounting Manual (Vol. III), page 141



Type text s

- c) For delivery of documents and small parcels, the expenses shall be charged under "*Postage and Courier Expenses*".

5. **Rent/Lease Expenses**³⁹

- a) This account is debited to recognize the rental/lease of land, buildings, facilities, equipment, vehicles, machineries, ICT machinery and equipment, and the like.
- b) If the project needs to rent a venue for training, it can be either charged under this account or under "*Training Expenses*".

6. **Subscription Expenses**⁴⁰

- a) This account is debited to recognize the cost of subscriptions for ICT software, data center service, cloud computing service, library and other reading materials, and the like.
- b) If the subscription for the software to be used is renewable, then it can be charged under this account. However, if the subscription for the software is lifetime, then it should be charged under '*Equipment Outlay*'.

7. **Other Maintenance and Operating Expenses**⁴¹

This account is debited to recognize other operating expenses not falling under any of the specific maintenance and other operating expense accounts.

III. **Indirect Costs**

- A. The indirect cost or the administrative overhead cost shall be used for the monitoring and management of projects.
- B. Different funding agencies have different computations for indirect costs.
 - 1. For DOST, it shall be 7.5% of the total budget allotted for PS and MOOE less Taxes, Duties, and Licenses under direct costs. Another 7.5% is allotted for the indirect cost of the monitoring agency⁴².
 - 2. For DA-BAR, other DA Agencies, and DENR, it shall be not more than 10% of the total PS and MOOE⁴³, unless otherwise revised as agreed by both parties in the MOA.

³⁹ Government Accounting Manual (Vol. III), page 141

⁴⁰ Government Accounting Manual (Vol. III), page 141

⁴¹ Government Accounting Manual (Vol. III), page 141

⁴² DOST AO No. 11, s. 2020, Chapter IX, Section B.2.b.

⁴³ 2023 Revised DA BAR Grants Manual, Annex D.3, Section 4



3. For CHED, the indirect cost shall be no more than 5% of the total PS and MOOE, unless otherwise revised as agreed by both parties in the MOA.

IV. Equipment Outlay

- A. Under this account, only those Property, Plant and Equipment (PPE) that cost **PHP 50,000.00 and above** shall be included⁴⁴.
- B. **PPE are tangible assets** that are⁴⁵:
 1. *purchased, constructed, developed or otherwise acquired;*
 2. *held for use in the production or supply of goods or services or to produce program outputs;*
 3. *for rental to others;*
 4. *for administrative purposes;*
 5. *expected to be used during more than one reporting period; and*
 6. *not intended for resale in the ordinary course of operations.*
- C. The **cost of an item of PPE** shall be recognized as assets if, and only if⁴⁶:
 1. *it is probable that the future economic benefits or service potential associated with the item will flow to the entity;*
 2. *the cost or fair value of the item can be measured reliably;*
 3. *beneficial ownership and control clearly rest with the government;*
 4. *the asset is used to achieve government objectives; and*
 5. *meets capitalization threshold of P50,000.*
- D. For the estimated cost of the equipment, the proponent shall conduct a market survey. The equipment shall have a warranty.
- E. The equipment to be procured shall be essential and directly needed for the implementation of the project. If the implementing unit has existing or readily available equipment, the project is advised not to procure a new one. This can be instead added as part of UPLB's counterpart funding.
- F. The proponent shall ensure that the facility or laboratory where the equipment will be housed has enough space and sufficient electric load to accommodate it.

V. Capital Outlay

- A. This refers to the infrastructure component of the project which may include the **construction of new buildings; and renovation and refurbishment of existing buildings.**

⁴⁴ COA Circular No. 2022-004, dated 31 May 2022

⁴⁵ Government Accounting Manual (Vol. I), page 165-166

⁴⁶ Government Accounting Manual (Vol. I), page 166



- B. A proposal should have a **detailed architectural and engineering design (DAED)** before submitting it to OVCPD and OVCRE for endorsement. The DAED will provide the estimated cost of the works that will be allocated in the budget.

VI. Counterpart Funding

- A. A counterpart fund, in kind and/or cash, shall be required from the implementing agency as one of the application requirements.
- B. The following can be included in the counterpart funding:

1. The **salaries of the appointed UPLB employees** who serve as project personnel. This shall be included under the "*Personnel Services*" of the counterpart funding.

It shall be computed as annual salary multiplied by the percent devoted time as indicated in relevant forms (*i.e. DOST Form 11*).

For example, if the annual salary of the project leader is PHP 800,000.00 with 20% of their time devoted to the project, the total 'honoraria' to be indicated as counterpart fund is PHP 160,000.00 ($PHP\ 800,000 \times 0.20 = PHP\ 160,000.00$). The same goes with other UPLB personnel appointed to the project.

2. The **cost of the existing equipment** of the implementing unit that will be used for the implementation of the project shall be included under the "*Equipment Outlay*".
3. The estimated **cost of the supplies and materials**, which includes office supplies, laboratory reagents, and semi-expendable properties, that will be used for the implementation shall be included under the "*Supplies and Material Expenses*".
4. If the **cost of the preparation of DAED** is not included in the proposed budget of the project, this shall be included under the "*Professional Services*" of the counterpart fund.
5. The **venues, food, and other expenses for the internal meetings, workshops and reviews** of the project team which shall not be charged to the project can be included in the counterpart fund either under "*Representation Expenses*" or "*Training Expenses*".



6. The estimated **cost of the utilities** for the implementation of the project can be added to the counterpart fund under "*Utility Expenses*".
 7. The estimated **cost of the communication expenses** such as Internet subscription, office phone, prepaid loads, and similar expenses can be charged under "*Communication Expenses*".
 8. The estimated cost of the **gasoline and transportation expenses** for the office vehicles that are being used for the implementation of the project can be charged either under "*Fuel, Oil and Lubricants Expenses*" or "*Traveling Expenses*".
 9. The estimated cost for the use of spaces, rooms, farm lots, greenhouses, and several facilities can be included in the counterpart fund under the "*Rent/Lease Expenses*".
 10. Other items can also be included that are not mentioned above.
- C. In the estimation of cost for counterpart funding, the proponent shall also consider the potential cost of OC, OVCPD, OVCRE, Accounting Office, Legal Office, BAC Secretariat, the Colleges, and other offices in the monitoring, implementation, and closeout of the project.



ANNEX C

UPLB CAPITAL OUTLAY PROPOSAL FORM 1 Renovation

Fill out all fields of this form. Indicate N/A for fields that are not applicable. For fields requiring more space, attach separate sheets when applicable.

Proposing Unit		
1	Date of Submission	
2	Name of Proposing Unit	
	Project Leader	
	Contact Details	
	For Academic Units <i>Current Number of Students</i>	
	Current Number of Personnel	

Proposing Brief		
3	Project Title	
4	Background of the Project	
5	Project Objective/s	
6	Proposed Budget	
7	Proposed Project Duration	
8	Funding Agency	
	Monitoring Agency (<i>if applicable</i>)	
	Type of Grant	

Existing Conditions		
9	Inventory/Assignment of Spaces (<i>e.g. no. of classrooms, offices, laboratories, etc.</i>)	



10	List of Ongoing Infrastructure Projects	
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Contingency Plan for Affected Spaces		
11	Identified Site for Temporary Relocation of Current Occupants	
12	Duration of Temporary Relocation	
13	Cost Implications of Relocation	

Financial Implications on MOOE			
14		Current Annual Cost	Projected Annual Cost
	Administrative Personnel		
	Janitorial/Maintenance Personnel		
	Security Personnel		
	Utilities		
	Supplies		
	TOTAL		

Possible Funding Sources			
15	Status of UGTFI/GTFI on the date of proposal submission		
	Status of Proposing Unit's Trust Fund on the date of proposal submission		
	Name of Foundation		
	Existing Funds (Balance) on the date of proposal submission		



Required Attachments:

1. Detailed Architectural and Engineering Design (DAED)
2. Review and favorable endorsement from the implementing unit and UPMO

PREPARED BY:

< NAME OF THE PROJECT LEADER >
Designation

ENDORSED BY:

< UNIT HEAD >
Designation

< NAME OF THE DEAN >
Dean



UPLB CAPITAL OUTLAY PROPOSAL FORM 2
Infrastructure (New/Annex)

Fill out all fields of this form. Indicate N/A for fields that are not applicable. For fields requiring more space, attach separate sheets when applicable.

Proposing Unit		
1	Date of Submission	
2	Name of Proposing Unit	
	Project Leader	
	Contact Details	
	For Academic Units <i>Current Number of Students</i>	
	Current Number of Personnel	

Proposing Brief		
3	Project Title	
4	Background of the Project	
5	Project Objective/s	
6	Proposed Budget	
7	Proposed Project Duration	
8	Funding Agency	
	Monitoring Agency (<i>if applicable</i>)	
	Type of Grant	

Existing Conditions		
9	Inventory/Assignment of Spaces (<i>e.g. no. of classrooms, offices, laboratories, etc.</i>)	
10	List of Ongoing Infrastructure Projects	



Contingency Plan for Affected Spaces		
11	Identified Site for Temporary Relocation of Current Occupants	
12	Duration of Temporary Relocation	
13	Cost Implications of Relocation	

Financial Implications on MOOE			
14		Current Annual Cost	Projected Annual Cost
	Administrative Personnel		
	Janitorial/Maintenance Personnel		
	Security Personnel		
	Utilities		
	Supplies		
	TOTAL		

Possible Funding Sources		
15	Status of UGTFI/GTFI on the date of proposal submission	
	Status of Proposing Unit's Trust Fund on the date of proposal submission	
	Name of Foundation	
	Existing Funds (Balance) on the date of proposal submission	

Required Attachments:

1. Detailed Architectural and Engineering Design (DAED)
2. Review and favorable endorsement from the implementing unit and UPMO

PREPARED BY:

< NAME OF THE PROJECT LEADER >
Designation

ENDORSED BY:

< UNIT HEAD >
Designation

< NAME OF THE DEAN >
Dean





UPLB CAPITAL OUTLAY PROPOSAL FORM 3
Equipment/Furniture/Furnishings Proposal

Fill out all fields of this form. Indicate N/A for fields that are not applicable. For fields requiring more space, attach separate sheets when applicable.

Proposing Unit		
1	Date of Submission	
2	Name of Proposing Unit	
	Project Leader	
	Contact Details	
	For Academic Units <i>Current Number of Students</i>	
	Current Number of Personnel	

Proposing Brief		
3	Project Title	
4	Background of the Project	
5	Project Objective/s	
6	Proposed Budget	
	Budget for Equipment Outlay	
7	Proposed Project Duration	
8	Funding Agency	
	Monitoring Agency (<i>if applicable</i>)	
	Type of Grant	

List of Equipment to be Purchased

	Name of Equipment and Details	Estimated Cost	Location of the Equipment
9			
10	TOTAL COST		

Existing Conditions

11	Age of Existing Equipment, Furniture and/or Furnishings	
12	List of Ongoing Purchase of Equipment, Furniture, and/or Furnishings	

Financial Implications on MOOE

		Current Annual Cost	Projected Annual Cost
13	Administrative Personnel		
	Utilities		
	Supplies		
	TOTAL		

Possible Funding Sources

14	Status of UGTFI/GTFI on the date of proposal submission		
	Status of Proposing Unit's Trust Fund on the date of proposal submission		
	Name of Foundation		

	Existing Funds (Balance) on the date of proposal submission		
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Required Attachments:

1. Technical specification of equipment, furniture, and furnishings
2. Schematic Diagrams (for furniture and furnishings)
3. Simple Perspectives (for furniture and furnishings)

PREPARED BY:

< NAME OF THE PROJECT LEADER >
Designation

ENDORSED BY:

< UNIT HEAD >
Designation

< NAME OF THE DEAN >
Dean

